



Harvard Referencing Style

This is a general guide to the Harvard referencing style.

Please check the referencing guide provided by your School, or Unit Assessor, as it may vary from these guidelines.

About Harvard referencing style

Harvard style is an author-date referencing system. It has two components:

1. In-text citation: a partial reference to the source you are citing in the text of your work, including the author surname and date of publication in brackets, e.g. (Smith 1998).
2. The reference list: a list containing the full bibliographic details of all the sources cited in your work. It is usually placed at the end of the document. Entries in the reference list must be in agreement to the in-text citations.

There are different varieties of Harvard referencing style. This guide follows the standards described in *Style Manual for Authors, Editors and Printers* 6th edition, often referred to as the "AGPS Manual" as it was formerly published by the Australian Government Publishing Services.

The manual is available in the Library at 808.027 STYL.

What do you need to reference?

You are required to reference any information, ideas or data that are not your own, including when you have:

- quoted another author, word for word
- paraphrased or summarised information
- defined terms
- used tables, statistics or diagrams from a source

Citing in text – general guidelines

The purpose of citing in the text is to provide brief information about the source, sufficient for readers to find full details about the source in the reference list.

In-text citations can be presented in two formats:

- (Author Date) – used to show the source of the information you are citing, usually placed at the end of a sentence.

Example:

While an activist image of workers is sometimes presented (Rodriguez-Garavito 2005), workers are more often depicted as unwilling accomplices in factory managers' manipulations (Ngai 2005).

- Author (Date) – used to emphasise the author by integrating author name into the sentence, followed immediately by date in brackets.

Example:

In the long run, Saarinen (2006) argues, development of tourism may not always be the most favourable use of natural and cultural resources ...

In-text citation variations

Author/Date variations	Citation Format (Author Date) (Author Date, page number)	Citation Format Author (Date) Author (Date, page number)
1 author	(Tracy 2011) (Tracy 2011, p. 31)	Tracy (2011) Tracy (2011, p. 31)
2 authors	(McLoughlin & Lee 2007) (McLoughlin & Lee 2007, p. 5)	McLoughlin and Lee (2007) McLoughlin and Lee (2007, p. 5)
3 authors	(Riley, Ladkin & Szivas, 2002) (Riley, Ladkin & Szivas, 2002, p. 35)	Riley, Ladkin and Szivas (2002) Riley, Ladkin and Szivas (2002, p. 35)
4 or more authors The surname of the first-listed author followed by 'et al.' (and others)	(Kotler et al. 2010) (Kotler et al. 2010, p. 59)	Kotler et al. (2010) Kotler et al. (2010, p. 59)
Corporate author	(Queensland Health 1997) (Queensland Health 1997, P. 34)	Queensland Health (1997) Queensland Health (1997, P. 34)
No author Use the title of the source (Note: title is italicized)	<i>(The entrepreneur's guide to the law 1999)</i>	<i>The entrepreneur's guide to the law (1999)</i>
Multiple sources at same point Sources listed by alphabetical order of the surnames of first authors (Hofstede 1997; House et al. 2004; Triandis 1994).	Atkinson (2015); Deaton (2013); Milanovic (2016) all point to ...
Multiple sources by the same author/s Sources arranged in chronological order, starting with the earliest date.	(Wason 1960, 1966, 1968) (Campbell & Shiller 1987, p. 375; 1988, p. 220)	Wason (1960, 1966, 1968) Campbell and Shiller (1987, p. 375; 1988 p. 220)
Multiple sources by the same author/s in the same year Add a lower-case letter (a, b, c, ...) after the date	(Chan 2009a, 2009b)	Chan (2009a, 2009b)
Sources by authors with the same surname Include the authors' initials in in-text citations	(D Nguyen 2009; L Nguyen 2010)	D Nguyen (2009) and L Nguyen (2010) ...
No publication date Use n.d. (no date)	(Smith n.d.)	Smith (n.d.)

Citing paraphrases or summaries

When referring to the overall content of a work, or putting information in your own words by summarising or paraphrasing, you must cite the original author and the date of publication.

Example:

Fast-paced change and complex problems can affect organizations (Wagoner 1968).

Page number/s should be included if you paraphrase a passage, summarise an idea from a particular page, or direct the readers to a specific page. You may also include the page number when referring to a long work and the page number(s) might be useful to the reader.

Use p. for a single page and pp. for consecutive page range.

Examples:

At a macro level, negative economic impacts on non-mining sectors of the economy are commonly known as Dutch disease (Corden 2012, p. 3).

Brewer (2001, pp. 17-18) suggests that attachment to ingroups is a primary process, fundamental to individual survival and well-being.

Citing a direct quote

Author name, publication year and page number(s) must be included when incorporating a direct quotation into a sentence. Use single quotation marks to enclose short quotations (sentence fragments, a sentence or sentences with less than 30 words). Fit quotations within your sentences, making sure the sentences are grammatically correct.

Example:

When Ladkin (2011, p. 1136) suggests that knowledge of tourism and hospitality labour 'clearly has a contribution to make to current wider societal debates' she is, as we are, reflecting on the shifting phenomenon of hospitality work.

If a direct quote is more than 30 words long, it is usually indented from the text margin in a block format with a font one size smaller in single line spacing. Quotation marks are not needed.

Example:

New institutional studies of organisations in the 1970s and 1980s are largely characterised by an emphasis on diffusion, isomorphism and decoupling:

The new institutionalism in organisation theory and sociology comprises a rejection of rational-actor models, an interest in institutions as independent variables, a turn towards cognitive and cultural explanations, and an interest in properties of supra individual units of analysis that cannot be reduced to aggregations or direct consequences of individuals' attributes or motives. (DiMaggio & Powell 1991, p. 8)

Modifying a direct quote

Ellipsis

If you need to omit a word or words from a quote, indicate this with an ellipsis (three dots) with a space before and after the ellipsis (...). A direct quote should neither start nor end with an ellipsis. Words should only be omitted from a quote if they are superfluous to the reason why you are using the quote and the meaning of the quote is not affected by the change.

Example (using ellipsis, in a block quote):

The modernist view of the individual voice has been debated:

As with an early modernist like Lautréamont ... the subject or "character" is always an unstable collective, perpetually on the make, on trial and in degeneration, as much as it is in productive process, riven by contradiction and interruption, and by virtue of the textual mosaic, it hosts a crazed polyphony with no "originary" voice. (Campbell 2014, pp.157)

Square brackets

If you need to add a word or words to a quote, or change the capitalisation of a word to fit with your syntax, put the word(s)/letter in square brackets []. Words should only be added to a quote for explanatory reasons (e.g. a name might be added to explain who a pronoun is referencing).

Example:

The church is not the only setting where the soul may be nurtured, as '[t]he soul also finds sustenance in more domestic settings, like the family home' (Jones 1998, p. 89).

Sic

If you need to indicate a misspelling, grammatical error or lack of inclusive language, insert the word [sic] (meaning *so* or *thus*) in square brackets immediately following the error but do not change the error in the quote.

Example (non-inclusive language):

According to Havelock (1986, p. 63), the written word can be looked at as an extension of conversation where the author 'writes down what he [sic] is saying so that another person can read what he [sic] says instead of just hearing it.'

Example (spelling):

The claim that 'confiscation of these lands was both illegal and sacrilegious [sic]' takes the approach that the church should be involved in these decisions (Hamilton & Strier 1996, p. 165).

Citing sources if page numbers are unavailable

Online sources such as webpages, online newspaper articles or Kindle books often do not have page numbers. For direct quotes from such sources without pagination, you may use major sections, chapters, paragraphs (para.) or headings:

Examples:

As Myers (2000, para. 5) aptly phrased it ...
... (Beutler 2000, Conclusion, para. 1)

Tip: If your source is a journal article in html format (and therefore with no page numbers), check to see if the article is available in PDF format. PDF files usually include page numbers.

Citing a re-published book

The date of publication used should be the date of the source you are reading. For example, although *Pride and Prejudice* was initially published in 1813 it is unlikely that the version you are reading was published in 1813. The publication date of the source you are reading is the date to use when citing and in your reference list.

Example:

Austen, J 1991, *Pride and prejudice*, Tiger, London.

Note: if the source cited is a later edition be sure to include the edition number (see examples).

Citing a source discussed in another source (secondary source)

Sometimes an author writes about research that someone else has done, but you are unable to track down the original publication. In this case, use the words 'cited in' in the parenthetical in-text citation to indicate that you have not read the original publication, and only include the source that you have read in your reference list.

For example, Lister cited Miller's work in his/her research but you did not read Miller's work, you should refer to Miller in text using "cited in" as shown in the following example:

David Miller's simple definition of social justice (1999, cited in Lister 2007, p. 113) sums up ...

In the reference list, provide the details of the source you actually read (Lister):

Lister, R 2007, 'Social justice: meanings and politics', *Benefits*, vol. 15, no. 2, pp. 113-25.

The Reference list – general guidelines

The reference list should identify each source (book, journal article, DVD, report, web document etc.) in enough details so that others can locate and consult it.

- The reference list usually appears at the end of the document. However any appendices will appear after the reference list.
- It is headed by the centred title References.
- References cited in text must appear in the reference list and vice versa. The exceptions to this rule are personal communications and classical works, and in instances when no author can be identified for newspaper articles and encyclopaedia entries - these are also cited in text only and are not included in the reference list.
- Order of reference list entries:
 - Arrange reference entries in one alphabetical sequence by the surname of the first author or organisational name, or by the first word of the title if there is no author. Ignore the words A, An, and The when alphabetising by title.
 - Start each reference with a new line, no indentation.
 - If the reference list includes two or more entries by the same author/s, list them in chronological order with the earliest first. The name of the author can be repeated but it is preferable to use a 2-em rule* (without a following space) instead. Works published in the same year by the same author are listed alphabetically according to the title of the work, and a lower-case letter (a, b, c, ...) is added to the date, e.g. 1988a, 1988b.
- Use only the initial(s) of the author's given name, not the full name.
- Titles should have minimal capitalisation, following this general rule: only capitalise the first letter of the first word and all proper nouns. Subtitles should be lower case except for all proper nouns. Journal titles should use maximal capitalisation (see examples).
- Titles are italicised unless they are a component of a larger work, then the larger work is italicised and the smaller work is within single quotes (see examples)
- Place of publication: use only the first listed place when there are multiple places of publication. If a publication place is little known or shares its name, you can add the state or country.

* 2-em rule

The 2-em rule is used to avoid repeating an author's name when more than one work by the same author is listed in the reference list (*Style manual 2002*, p. 107):

Campbell, JY & Shiller, RJ 1987, 'Cointegration and tests of present value models', *Journal of political economy*, vol. 95, no.5, pp. 1062-88.

— 1988a, 'The dividend-price ratio and expectations of future dividends and discount factors', *Review of financial studies*, vol. 1, no. 3, pp. 195-228.

— 1988b, 'Stock prices, earnings, and expected dividends', *The Journal of Finance*, vol. 43, no. 3, pp. 661-76.

A sample reference list

References

Australian Accounting Standards Board 2016, *Digital currency – a case for standard setting activity*, AASB, viewed 18 April 2018, <http://www.aasb.gov.au/admin/file/content102/c3/AASB_ASAF_DigitalCurrency.pdf>.

Banker, S 2017, 'Blockchain in the supply chain: too much hype', *Forbes*, September 1, viewed 20 October 2017, <<https://www.forbes.com/sites/stevebanker/2017/09/01/blockchain-in-the-supply-chain-too-much-hype/#697b8fe8198c>>.

ECO10250 Economics for decision making: study guide, 2018, Southern Cross University, viewed 20 March 2018, <ECO10250 Blackboard site>.

Gunes, N 2015, 'Bitcoin', in FF Wherry & J Schor (eds), *The SAGE encyclopedia of economics and society*, Sage Publications, Thousand Oaks, CA.

Hansen, M 2017, *Why crypto regulation is doomed to fail*, online video, viewed 15 May 2018, <<https://www.youtube.com/watch?v=Ay5EDAleaj4>>.

Hutten, M & Thiemann, M 2018, 'Moneys at the margins: from political experiment to cashless societies', in M Campbell-Verduyn (ed.), *Bitcoin and beyond: cryptocurrencies, blockchains and global governance*, Routledge, London, pp. 48-68.

Iansiti, M & Lakhani, KR 2017, 'The truth about blockchain', *Harvard Business Review*, vol. 95, no. 1, pp. 118-27.

Lee, DKC (ed.) 2015, *Handbook of digital currency: Bitcoin, innovation, financial instruments, and big data*, Academic Press, San Diego.

Peters, GW, Chapelle, A & Panayi, E 2016, 'Opening discussion on banking sector risk exposures and vulnerabilities from virtual currencies: an operational risk perspective', *Journal of Banking Regulation*, vol. 17, no. 4, pp. 239-72, <http://dx.doi.org/10.1057/jbr.2015.10>.

Shaw, L 2016, 'The meanings of new money: social constructions of value in the rise of digital currencies', PhD thesis, University of Washington, Seattle, WA.

Shiller, RJ 2017a, 'Economic risks associated with deep change in technology, and their mitigation', *Journal of Policy Modeling*, vol. 39, no. 4, pp. 616-24.

— 2017b, 'Narrative economics', *American Economic Review*, vol. 107, no. 4, pp. 967-1004.

— 2017c, 'What is Bitcoin really worth? Don't even ask', *The New York Times*, 15 December, viewed 18 May 2018, <<https://www.nytimes.com/2017/12/15/business/bitcoin-investing.html>>.

Unuvar, M 2017, 'The food industry gets an upgrade with blockchain', *IBM Blockchain Blog*, blog post, 15 June, viewed 25 March 2018, <<https://www.ibm.com/blogs/blockchain/2017/06/the-food-industry-gets-an-upgrade-with-blockchain/>>.

Wallace, PM 2016, *The psychology of the Internet*, 2nd edn, Cambridge University Press, New York.

In-text and reference list examples

Books		
Resource	In-text citation	Reference list
Book 1 author	(Tracy 2011) (Tracy 2011, p. 31)	Tracy, B 2011, <i>Full engagement!: inspire, motivate, and bring out the best in your people</i> , Amacom, New York.
Book 2 authors	(Abigail & Cahn 2011) (Abigail & Cahn 2011, p. 23) Abigail and Cahn (2011) ... Abigail and Cahn (2011, p. 23) ...	Abigail, R & Cahn, D 2011, <i>Managing conflict through communication</i> , 4th edn, Allyn & Bacon, Boston. ← Use 'and' instead of the ampersand '&' when author names are integrated into the text.
Book 3 authors	(Spies-Butcher, Paton & Cahill 2012) (Spies-Butcher, Paton & Cahill 2012, p. 78) Spies-Butcher, Paton and Cahill (2012) found that ...	Spies-Butcher, B, Paton, J & Cahill, D 2012, <i>Market society: history, theories, practice</i> , Cambridge University Press, Port Melbourne, VIC. ← Use 'and' instead of the ampersand '&' when author names are integrated into the text.
Book 4 or more authors	(Kotler et al. 2010) (Kotler et al. 2010, pp. 59-60) Kotler et al. (2010) argued that ...	Kotler, P, Brown, L, Burton, S, Deans, KR & Armstrong, G 2010, <i>Marketing</i> , 8th edn, Pearson Australia, French Forest, NSW. Use the surname of the first-listed author followed by 'et al. for in-text citation and provide the names of all authors in the reference list entry.
Book No author	(<i>Facilities resource handbook</i> 1997) (<i>Facilities resource handbook</i> 1997, p. 132)	<i>Facilities resource handbook</i> 1997, 2nd edn, Kogan Page Ltd, London. Note: if the author can't be identified, alphabetise the source in the reference list by the first significant word in the title, and use the title in in-text citation.
Book A translation	(Foucault 1989) (Foucault 1989, p. 102)	Foucault, M 1989, <i>Madness and civilization: a history of insanity in the age of reason</i> , trans. R Howard, Routledge, London.
Book Editions other than the first	(Buglear 2010) (Buglear 2010, p. 39) (Harrison 1964) (Harrison 1964, p. 25)	Editions other than the first are noted after the title of the book in the reference list: Second edition = 2nd edn Third edition = 3rd edn Fourth edition = 4th edn ... Revised edition = rev. edn Buglear, J 2010, <i>Stats mean business</i> , 2nd edn, Butterworth-Heinemann, Burlington, MA. Harrison, GB 1964, <i>Introducing Shakespeare</i> , rev edn, Penguin, Harmondsworth, Middlesex.
Edited book	(Jalilvand 2012) (Jalilvand 2012, p. 64) (Hanrahan & Jacobs 2005) (Hanrahan & Jacobs 2005, p. 23)	Add (ed.) after the name of a single editor and (eds.) for two or more editors. Jalilvand, A (ed.) 2012, <i>Risk management and corporate governance</i> , Routledge, New York. Hanrahan, NW & Jacobs, MD (eds.) 2005, <i>The Blackwell companion to the sociology of culture</i> , Blackwell Publishing, Malden, Mass.
Chapter or article in an edited book	(Bras, Costa & Buhais 2012) Bras, Costa and Buhais (2012) observed that ...	Bras, JM, Costa, C & Buhais, D 2012, 'Network analysis and wine routes: the case of the Bairrada Wine Route', in N Scott & E Laws (eds.), <i>Advances in service network analysis</i> , Routledge, London, pp. 41-61.

ebook	(Ayers 2009) (Ayers 2009, p. 93)	Ayers, JB 2009, <i>Supply chain project management: a structured collaborative and measurable approach</i> , 2nd ed. CRC Press, Boca Raton, FL, viewed 23 May 2015, < http://elibrary.kiu.ac.ug:8080/jspui/bitstream/1/1314/1/Supply_Chain_Project%20Management.pdf >.
Entry in encyclopedias & dictionaries	(Lindgren 1994) (Lindgren 1994, p. 468)	Lindgren, HC 1994, 'Stereotyping', in <i>Encyclopedia of psychology</i> , vol. 3, Wiley, New York, pp. 468-469.
Entry in encyclopedias & dictionaries No author	The <i>Collins dictionary of business</i> (2002) defines corporate governance as ...	If no author is identified, provide the necessary information in the text, no need for an entry in the reference list.
Play or Poem	(Poe 2012, verse 8, line 6) (Shakespeare 1992, act 2, scene 2, lines 701-3)	Plays and poems should be referenced similar to a book or book chapter (depending if the entire work is a single publication or part of a compilation or anthology). Poe EA 2012, 'The raven', in SR Dziemianowicz (ed.), <i>Essential tales and poems: Edgar Allan Poe</i> , Sterling Publishing, New York, pp. 54-6. Shakespeare W 1992, <i>Macbeth</i> , Macmillan, Basingstoke.
Classic work	(Homer, book 11, lines 164-170)	Homer, <i>Odyssey</i> , trans. EV Rieu, rev. trans. DCH Rieu, Penguin, London, 2003.

Journal, magazine and newspaper articles		
Resource	In-text citation	Reference list
Journal article 1 author	(Smith 2011) (Smith 2011, p. 13)	Smith, J 2011, 'Agency and female teachers' career decisions: a life history study of 40 women', <i>Educational Management Administration & Leadership</i> , vol. 39, no. 1, pp. 7-24.
Journal article 2 authors	(Triplett & Scheumann 2000) (Triplett & Scheumann 2000, p. 44) Triplett and Scheumann (2000)...	Triplett, A & Scheumann, J 2000, 'Managing shared services with ABM', <i>Strategic Finance</i> , vol. 81, no. 8, pp. 40-5. ← Use 'and' instead of the ampersand '&' when author names are integrated into the text.
Journal article 3 authors	(Soeiro, Santos & Alves 2016) (Soeiro, Santos & Alves 2016, p. 158) Soeiro, Santos and Alves (2016) ...	Soeiro, FC, Santos, M & Alves, J 2016, 'Network-based innovation: the case for mobile gaming and digital music', <i>European Business Review</i> , vol. 28, no. 2, pp. 155-75. ← Use 'and' instead of the ampersand '&' when author names are integrated into the text.
Journal article 4 or more authors	(Goltz et al. 2008) (Goltz et al. 2008, p. 542) Goltz et al.(2008) Goltz et al. (2008, p. 542)	Goltz, SM, Hietapelto, AB, Reinsch, RW & Tyrell, SK 2008, 'Teaching teamwork and problem solving concurrently', <i>Journal of Management Education</i> , vol. 32, no. 5, pp. 541-62. Use the surname of the first-listed author followed by 'et al. for in-text citation and provide the names of all authors in the reference list entry.
Journal articles Online	(Ramadanty & Martinus 2016) Ramadanty and Martinus (2016, p. 79) ...	Ramadanty, S & Martinus, H 2016, 'Organizational communication: communication and motivation in the workplace', <i>Humaniora</i> , vol. 7, no. 1, pp. 77-86, viewed 08 May 2017, < http://journal.binus.ac.id/index.php/Humaniora/article/view/3490 >. Note: Use this format to cite online journal articles without a DOI.

Journal article with DOI (Digital Object Identifier)	(Iverson & Deery 1997) (Iverson & Deery 1997, p. 75) (Pan 2015) (Pan 2015, p. 88)	If a DOI is available, place it at the end of the reference as shown in the examples. DOI string (pre-2011 format) Iverson, RD & Deery, M 1997, 'Turnover culture in the hospitality industry', <i>Human Resource Management Journal</i> , vol. 7, no. 4, pp. 71-82, doi: 10.1111/j.1748-8583.1997.tb00290.x. DOI link (current format) Pan, FC 2015, 'Practical application of importance-performance analysis in determining critical job satisfaction factors of a tourist hotel', <i>Tourism Management</i> , vol. 46, pp. 84-91, http://dx.doi.org/10.1016/j.tourman.2014.06.004 .
Journal article In Press, pre-proof or advanced online publication	(Zhang & Batley 2020) Zhang and Batley (2020)	Zhang, F & Batley, J 2020, 'Exploring the application of wild species for crop improvement in a changing climate', <i>Current Opinion in Plant Biology</i> , https://doi.org/10.1016/j.pbi.2019.12.013 .
Magazine article	(Rick & Erlandson 2009) (Rick & Erlandson 2009, p. 952)	Rick, TC & Erlandson, JM 2009, 'Coastal exploitation', <i>Science</i> , 21 August, pp. 952-53.
Magazine article Online	(Kuttner 2003) (Kuttner 2003, p. 26)	Kuttner, R 2003, 'The great American pension-fund robbery', <i>Business Week</i> , 8 September, pp. 24-6, viewed 20 January 2012, < http://www.businessweek.com/stories/2003-09-07/the-great-american-pension-fund-robbery >.
Newspaper article	(Browne 2010) (Browne 2010, p. 45)	Browne, R 2010, 'This brainless patient is no dummy', <i>Sydney Morning Herald</i> , 21 March, p. 45.
Newspaper article No author	If the author of a newspaper article is not obvious, provide all the details in the in-text citation. An entry in the reference list is not necessary. Examples: ... as reported in the Sydney Morning Herald (24 January 2000, p.12). US president Obama announced new moves to expand the use of energy improvement loans (Sydney Morning Herald 26 August 2015, p. 13).	
Newspaper article Online	(Maslin 2015) (Maslin 2015, para. 4)	Maslin, J 2015, 'Public shaming in the Twitter age', <i>Australian Financial Review</i> , 30 March, viewed 5 April 2015, < http://www.afr.com/technology/social-media/twitter/public-shaming-in-the-twitter-age-20150330-1mb4pp >.

Websites and social media		
Resource	In-text citation	Reference list
Basic web page	(Beard 2006)	Beard, M 2006, <i>The fall of the Roman Republic</i> , viewed 30 January 2011, < http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic_article_01.shtml >.
Web document & report (usually in a PDF file)	(D'Amato, Henderson & Florence 2009) (D'Amato, Henderson & Florence 2009, p. 32) (Productivity Commission 2018) (Productivity Commission 2018, p. 30)	D'Amato, A, Henderson, S & Florence, S 2009, <i>Corporate social responsibility and sustainable business: a guide to leadership tasks and functions</i> , Centre for Creative Leadership, viewed 22 January 2015, < http://insights.ccl.org/wp-content/uploads/2015/04/CorporateSocialResponsibility.pdf >. Productivity Commission 2018, <i>Murray-Darling Basin Plan: five-year assessment</i> , Final Report no. 90, viewed 19 December 2018, < https://www.pc.gov.au/inquiries/completed/basin-plan/report/basin-plan.pdf >.

Web page No date (n.d.)	(Australian Securities & Investments Commission n.d.)	Australian Securities & Investments Commission n.d., <i>Investment scams: protect yourself from investment scams</i> , viewed 31 May 2018, < https://moneysmart.gov.au/investment-warnings/investment-scams >
Web page No author	(<i>More sugar</i> 2020)	<i>More sugar, more problems</i> 2020, viewed 31 January 2020, < https://www.nm.org/healthbeat/healthy-tips/nutrition/more-sugar-more-problems >.
Website	(Tourism Australia 2015)	Tourism Australia 2015, <i>Tourism Australia corporate website</i> , viewed 25 June, 2016, < http://www.tourism.australia.com/ >.
Blog post	(Suster 2016)	Suster, M 2016, 'Why raising too much money can harm your startup', <i>Both Sides of the Table</i> , blog post, 30 June, viewed 15 July 2016, < https://bothsidesofthetable.com/why-raising-too-much-money-can-harm-your-startup-5adc112e1259#.l3ht2hy79 >. Note: include the date when the blog entry was posted.
Facebook post	(World Bank 2016)	World Bank 2016, 'How would you convince business owners to pay taxes? Tax administration in developing countries [...]', facebook post, 18 June, viewed 28 June 2016, < https://www.facebook.com/worldbank/?fref=nf >.
Image found on the web	(Wu 2009)	Wu, T 2009, <i>Whale trapped in fishing line</i> , photograph, viewed 22 December 2017, < http://wetpixel.com/forums/index.php?showtopic=319910 >.
Wiki	(Zachary 2015)	Zachary, S 2015, Business change analysis, <i>Techniques Wiki</i> , viewed 5 March 2016, < https://www.projectmanagement.com/wikis/233030/Business-Change-Analysis >.

Audio visual sources		
Resource	In-text citation	Reference list
DVD, film or Video recording	(<i>What is marketing</i> 2009) (<i>Wall Street</i> 2014)	<i>What is marketing?</i> 2009, DVD, Classroom Video, United Kingdom. Distributed by VEA Australia, Bendigo, VIC. <i>Wall Street</i> 1987, motion picture, American Entertainment Partners & Amercent Films. Distributed by 20th Century Fox, and starring Michael Douglas and Charlie Sheen.
Online videos (YouTube, Ted talk, etc.)	(Propositions 2009)	Propositions 2009, <i>Diversity challenges - what would you do?</i> , online video, YouTube, viewed 12 June 2014, < https://www.youtube.com/watch?v=n6kUaDp5FVU >.
Streaming videos	(Geis, Jhally & Rideout 2013)	Geis, K, Jhally, S & Rideout, R 2013, <i>Feeding frenzy: the food industry, obesity and the creation of a health crisis</i> , Media Education Foundation, streaming video, viewed 22 October 2014, <Kanopy database>.
Podcast Vodcast	(Bragg 2014)	Bragg, S 2014, <i>Inventory variances</i> , podcast, viewed 8 March 2015, < http://traffic.libsyn.com/stevebragg/Episode186L.mp3 >.
TV & Radio programs	(<i>Search for meaning</i> 1998) (<i>At the coal-face</i> 2015)	<i>The search for meaning</i> 1998, radio program, ABC Radio, Sydney, 24 March. <i>At the coal-face with an Aussie start-up</i> 2015, television program, ABC Television, Sydney, 4 December.

Course materials		
Resource	In-text citation	Reference list
Study guide HTML (web)	(Hughes & Darab 2018)	Hughes, M & Darab, S 2018, <i>SOC20003 Society, health and illness: study guide</i> , Southern Cross University, viewed 20 March 2018, <SOC20003 Blackboard site>.

Study guide HTML (web) No author	(WRI10001 Introduction to creative writing 2018)	WRI10001 Introduction to creative writing: study guide, 2018, Southern Cross University, viewed 5 May 2018, <WRI10001 Blackboard site>.
Course materials in Blackboard	(Nelson 2015) (Nelson 2015, slide 5)	Nelson, S 2015, MNG00724 Human resource management: topic 2, PowerPoint slides, Southern Cross University, viewed 2 July 2015, <MNG00724 Blackboard site>
Your own unpublished or creative work	(Jackson 2016) (Jackson 2016, p. 2)	Jackson, H 2016, 'Sweet fruit', unpublished creative writing assignment, Southern Cross University, Lismore, NSW.

Figures and tables

Resource Reproducing or adapting figures and tables from other's work

Figures

If you reproduce a figure and table or compile a table using data from other sources, place the in-text citation appropriately or under the figure/table with a simple heading Source or Sources:
 Source: Jenkins (1999, p. 9).
 Source: Adapted from Jenkins (1999, p.9).
 Source: Based on Aitchinson et al. (2009, p. 2).

Figures (graphs, flow charts, maps, drawings, photos and other visual images)

Figures should be numbered with a caption.

Example:

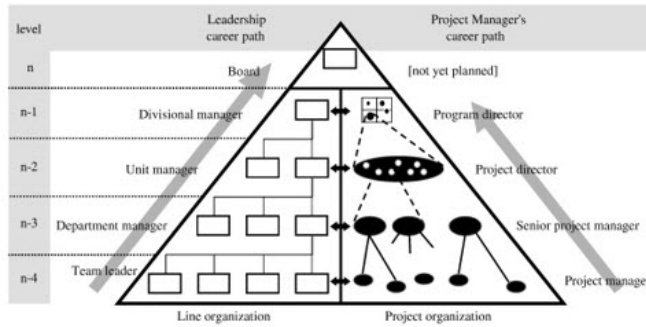


Figure 1. Matching of leadership and project managers' career path (Holzle 2010, p. 784)

Provide the full bibliographic details of the source in the reference list:
 Hölzle, K 2010, 'Designing and implementing a career path for project managers', *International Journal of Project Management*, vol. 28, no. 8, pp. 779-86.

Tables

Tables should be clearly numbered with a title. Cite the source under the table.

Example:

Tables

Injury type	Flat race fatalities, % of total	Jumps race fatalities, % of total
Limb	73.4	68.7
Cranial or vertebral	2.5	16.2
Sudden death	19.0	3.5
Total fatalities	316	198

Source: Boden et al. (2006).

Reference list:

Boden, LA, Anderson, GA, Charles, JA, Morgan, KL, Morton, JM, Parkin, TDH, Slocombe, RF & Clarke, AF 2006, 'Risk of fatality and causes of death of Thoroughbred horses associated with racing in Victoria, Australia: 1989–2004', *Equine Veterinary Journal*, vol. 38, no. 4, pp. 312-8.

Legislations: acts and regulations	Victoria's <i>Residential Tenancies Act 1997</i> ... <i>Residential Tenancies Act 1997</i> (Vic) ...	<i>Residential Tenancies Act 1997</i> (Vic) Legislation is only included in a list of reference if it is important to an understanding of the work. In that case, it is preferable to list separately under the subheading of "Legislation".
Bills	Migration Amendment (Regulation of Migration Agents) Bill 2017 (Cth)	Migration Amendment (Regulation of Migration Agents) Bill 2017 (Cth)

Other sources		
Resource	In-text citation	Reference list
Annual report	(Woolworths Limited 2015) (Woolworths Limited 2015, p. 12)	Woolworths Limited 2015, <i>Annual report 2015</i> , viewed 10 December 2015, < http://www.woolworthslimited.com.au/annualreport/2015/files/Woolworths_AR_2015.pdf >.
Brochures & pamphlets	(Southern Cross University 2008)	Southern Cross University 2008. <i>Copyright and you: a guide for staff</i> , Southern Cross University, Lismore, NSW.
Company & industry reports from databases	(Datamonitor 2010) (Datamonitor 2010, p. 13) (Stephen 2012) (Stephen 2012, p. 24)	Datamonitor 2010, <i>Rio Tinto SWOT analysis</i> , viewed 20 January 2012, <Business Source Premier, EBSCOhost>. Stephen, T 2012, <i>IBISWorld Industry Report L771. Retail property operators in Australia</i> , viewed 20 January 2013, <IBISWorld>.
Conference paper (in published conference proceedings)	(Wilde & Cox 2008) (Wilde & Cox 2008, p. 115)	Wilde, S & Cox, C 2008, 'Principal factors contributing to the competitiveness of tourism destinations at varying stages of development', in S Richardson, L Fredline, A Patiar & M Ternel (eds.), <i>CAUTHE 2008: Where the 'bloody hell' are we?</i> , Griffith University, Gold Coast, QLD, pp. 115-8.
Conference paper Unpublished	(Foldy 2003)	Foldy, EG 2003, 'Learning form cultural diversity: a theoretical exploration', paper presented at the National Public Management Research Conference, Washington, D.C, 9-11 October, viewed 18 April 2005, < http://www.pmrnet.org/conferences/georgetownpapers/Foldy.pdf >.
Map	(Department of Lands, NSW 2004)	Department of Lands, NSW 2004, <i>Topographic & orthophoto map 1:25,000. 9537-3N, New South Wales</i> , 3rd edn, Dept. of Lands, Bathurst, NSW.
Online map	(Worldatlas n.d)	Worldatlas n.d., <i>Vanuatu outline map</i> , viewed 14 February 2017, < http://www.worldatlas.com/webimage/countrys/oceania/outline/vu.htm >.
Personal communication (pers. Comm.)	(J Smith 2008, pers. comm., 2 July) J Smith (2008, pers. comm., 2 July) mentioned that ...	Information gained through face to face conversations, emails, phone calls, faxes, letters, lecture presentations or interviews may be cited as Personal Communications ("pers. comm."). Include full date (year, day Month) in the in-text citation and place the initial before the surname. Personal communication is usually not included in the reference list.
Secondary sources	(Fong 1987, cited in Bertram 1997)	If you wish to cite a secondary source (i.e. a source cited by an author in his/her work), use the words 'cited in' in the in-text citation to indicate that you have not read the original work. For example, Bertram cites Fong in his article but you are unable to locate the publication by Fong, you would refer to Fong using the "cited in" format (e.g. Fong 1987, cited in Bertram 1997) in the text and include the article by Bertram (1997) in your reference list. Bertram, F 1997, <i>The tragedy of youth</i> , 2nd edn, Macmillan, New York.

Standards	Standards Australia & Standards New Zealand 2004)	Standards Australia & Standards New Zealand 2004, <i>Risk management: AS/NZS 4360:2004</i> , Standards Australia International, Sydney.
Standards In a database	(Standards Australia 1999)	Standards Australia 1999, <i>Technical product documentation - organization and naming of layers for CAD - concepts, format and codes used in construction documentation</i> , AS 13567.2-1999 (R2013), viewed 11 November 2014, <SAI Global>.
Stock quote and financial data	Telstra's share price dropped 5% ... (Yahoo! Finance 2016) ...	Yahoo! Finance 2016, <i>Telstra (TLS.AX) historical share price</i> , viewed 29 September 2016, < http://finance.yahoo.com/quote/TLS.AX/history?p=TLS.AX >.
Thesis Unpublished	(Sakunasingha 2006) (Sakunasingha 2006, p. 36)	Sakunasingha, B 2006, 'An empirical study into factors influencing the use of value-based management tools', DBA thesis, Southern Cross University, Lismore, NSW.
Thesis online	(Ram 2012) (Ram 2011, p. 130)	Ram, R 2012, 'Development of the International Financial Reporting Standard for Small and Medium-sized Entities', PhD thesis, The University of Sydney, viewed 23 May 2014, < http://hdl.handle.net/2123/8208 >.

Last updated 10 March 2020