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## INTRODUCTION TO THE HARVARD AUTHOR-DATE REFERENCING STYLE

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The Harvard system is another name given to the Author-Date style of referencing and citation.

Examples in this document have been based on the following text; *Style manual for authors, editors and printers* 2002, 6th edn, rev. Snooks & Co., Wiley, Milton, Qld

### IN-TEXT REFERENCES

- Harvard uses the 'author-date' style of referencing. That is, in-text references (generally) appear in the following format:

(Author's Last Name Year of Publication, Page Number(s))

**Example:** (Austen 1813, p. 64)

- You are also permitted to include the author's name in a sentence, omitting it from the brackets.

**Example:** Austen (1813, p. 64–67) observes that...

- If you are referring to an entire work, include only the author's last name and year of publication in brackets. If you are referring to part of a work, you must include page numbers or their equivalent (see specific examples for more information).
- When citing a source you have not read yourself, but which is referred to in a source you have read, use the following method:

Moore (as cited in Maxwell 1999, p. 25) stated that...

**Important:** You would cite Maxwell, not Moore, in the Reference List

**Please Note:** It is always preferable to cite the original source

### REFERENCE LIST

- The reference list should appear at the end of your work on a separate page
- Only include references you have cited in your work
- References should be listed in alphabetical order

**Acknowledgement:** The material contained in this document has been adapted, with permission of the authors, from the following publication:

University of Canberra Library & Academic Skills Program 2010, *A guide to referencing with examples in the APA & Harvard styles*, 6th edn, University of Canberra Library, Canberra, viewed 20 January 2011, <http://www.canberra.edu.au/library/attachments/pdf/referencing-guide.pdf>

Document updated by M. Cassin, June 2017

## IN-TEXT REFERENCE

## REFERENCE LIST

## BOOKS

**One author – in-text reference placement**

**Note:** There are two main ways to use in-text references. Firstly, to focus on the information from your source – ‘information prominent’. Secondly, to focus on the author – ‘author prominent’.

**‘Information prominent’ (the author’s name is within parentheses):**

The conclusion reached in a recent study (Cochrane 2007) was that...

**OR**

**‘Author prominent’ (the author’s name is outside the parentheses):**

Cochrane (2007) concluded that...

Cochrane, A 2007, *Understanding urban policy: a critical approach*, Blackwell Publishing, Malden, MA.

**One author – when fewer than 30 words are quoted**

Include the material in the paragraph and include specific page number/s.

Use **single quotation marks** to show the exact words.

An interesting view was expressed that ‘the connection of high profile developments to their surrounding environment has increasingly been questioned’ (Cochrane 2007, p. 117).

**OR**

An interesting view was expressed by Cochrane (2007, p. 117) that ‘the connection of high profile developments to their surrounding environment has increasingly been questioned’.

Cochrane, A 2007, *Understanding urban policy: a critical approach*, Blackwell Publishing, Malden, MA.

	IN-TEXT REFERENCE	REFERENCE LIST
<b>One author – when 30 or more words are quoted</b>  Begin quoting the material on a new line, indent it 5 spaces (use the Indent tool to keep all lines of the quote evenly indented), and include specific page number/s.  <b>Omit</b> the quotation marks.  Use <b>double spacing</b> for your text and single spacing for the indented quote.  Make sure the quote is <b>exactly</b> as it was published.	<p>Much has been written about acute care. Finkelman (2006, p. 184), for example, points out that:</p> <p style="padding-left: 40px;">There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours.</p> <p>Recently, this trend has been seen in some Australian hospitals and research here...</p>	<p>Finkelman, AW 2006, <i>Leadership and management in nursing</i>, Pearson Hall, Upper Saddle River, NJ.</p>
<b>Two or three authors</b>	<p>When considering the Howard Government’s Indigenous health expenditure, Palmer and Short (2010, p. 63) maintain that...</p>	<p>Palmer, GR &amp; Short, SD 2010, <i>Health care and public policy: an Australian analysis</i>, 4th edn, Palgrave Macmillan, South Yarra, Vic.</p>
<b>More than three authors – when reference to specific page/s required</b>  For in-text references, use the first author’s family name followed by ‘et al.’  Use all names in the reference list	<p>A recent study (Seeley et al. 2011, p. 143) concluded that...</p> <p>OR</p> <p>Seeley et al. (2011, p. 143) concluded that...</p>	<p>Seeley, R, VanPutte, C, Regan, J &amp; Russo, A 2011, <i>Seeley’s anatomy &amp; physiology</i>, McGraw-Hill, New York, NY.</p>
<b>Several works by same author, same year</b>  Arrange alphabetically by title in the Reference List. Place lowercase letters (“a”, “b”, “c”, etc.) immediately after the year.	<p>Leadership and change in schools have been major topics of discussion for several years (Fullan 1996a, 1996b) and this conference...</p> <p>‘Educational change’ has taken on a new meaning in recent years (Fullan 1996b) ...</p>	<p>Fullan, M 1996a, ‘Leadership for change’, in <i>International handbook for educational leadership and administration</i>, Kluwer Academic Publishers, New York, NY.</p> <p>Fullan, M 1996b, <i>The new meaning of educational change</i>, Cassell, London</p>

	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Several authors, different years, referred to collectively in your work</b></p> <p>List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List.</p> <p>Separate each reference with a semicolon.</p>	<p>The cyclical process (Carr &amp; Kemmis 1986; Dick 2000; Kemmis &amp; McTaggart 1988; MacIsaac 1995) suggests...</p>	<p>Carr, W &amp; Kemmis, S 1986, <i>Becoming critical: education knowledge and action research</i>, Falmer Press, London.</p> <p>Dick, B 2000, <i>A beginner's guide to action research</i>, viewed 3 June 2004, <a href="http://www.scu.edu.au/schools/gcm/ar/arp/guide.html">http://www.scu.edu.au/schools/gcm/ar/arp/guide.html</a></p> <p>Kemmis, S &amp; McTaggart, R (eds) 1988, <i>The action research planner</i>, 3rd edn, Deakin University, Melbourne.</p> <p>MacIsaac, D 1995, <i>An introduction to action research</i>, viewed 28 May 2004, <a href="http://physicsed.buffalostate.edu/danowner/actionrsch.html">http://physicsed.buffalostate.edu/danowner/actionrsch.html</a></p>
<p><b>E-Book – online book</b></p>	<p>We found helpful information about deaf children (Niemann, Greenstein, &amp; David, 2004) that meant we could...</p>	<p>Niemann, S, Greenstein, D, &amp; David, D 2004, <i>Helping children who are deaf: family and community support for children who do not hear well</i>, Hesperian Foundation, Berkley, CA, viewed 11 June 2007, <a href="http://www.hesperian.org/publications_download_deaf.php">http://www.hesperian.org/publications_download_deaf.php</a></p>
<p><b>Chapter in edited book</b></p>	<p>A discussion about Australia's place in today's world (Richards 1997) included reference to...</p>	<p>Richards, KC 1997, 'Views on globalization', in HL Vivaldi (ed.), <i>Australia in a global world</i>, Century, North Ryde, NSW.</p>
<p><b>Brochure – author is also publisher</b></p>	<p>The security of personal information is addressed in the TransACT brochure (TransACT, n.d.).</p>	<p>TransACT n.d., <i>Guide to equipment and service</i>, brochure, TransACT, Canberra.</p>
<p><b>Editor</b></p> <p>For one editor use the abbreviation (ed.); for more than one editor, use (eds)</p>	<p><i>Best practice: process innovation management</i>, edited by Zairi (1999) provided useful steps to identify...</p> <p><b>OR</b></p> <p>Identifying best practice indicators in management are available (ed. Zairi 1999) and...</p>	<p>Zairi, M (ed.) 1999, <i>Best practice: process innovation management</i>, Butterworth-Heinemann, Oxford.</p>

IN-TEXT REFERENCE		REFERENCE LIST
<b>Compiler, or Reviser, or Translator</b>  Use the following abbreviations before the person's name in the Reference List:  comp. rev. trans.	This novel by Gaarder (1994) provides an appealing approach to...	Gaarder, J 1994, <i>Sophie's world: a novel about the history of philosophy</i> , trans. P Møller, Phoenix House, London, original work published 1991.
<b>No author or editor</b>  - Use the title in the position of the author.  - The title may be shortened to the main title (omitting the sub-title) or the first few words of the title.	Macroeconomics considers prices and quantities ( <i>Macroeconomics, prices and quantities</i> 1983, pp. 43-57), so it is important to...	<i>Macroeconomics, prices and quantities: essays in memory of Arthur M. Okun</i> 1983, Blackwell, Oxford.
<b>Approximate date of publication</b>	Other academics have provided more up-to-date information (Smythe c. 2007) that...	Smythe, V c. 2007, <i>Ant colonies: how they communicate</i> , Emu Press, Canberra.
<b>No date of publication</b>	Some aspects of forensic science are more challenging than others (Browne n.d.) and for this reason...	Browne, JD n.d., <i>Forensic science as a career</i> , Tower Publishing, London.
<b>Corporate author – when the author is also the publisher</b>  Spell out the full name of the corporate body and include an abbreviation in the first instance. Use the abbreviation in subsequent references.	A recent study (Australian Institute of Health and Welfare [AIHW] 2009) highlighted ...  <b>Subsequent in-text reference/s:</b> The AIHW (2009) found that...	Australian Institute of Health and Welfare 2009, <i>Indigenous housing needs 2009: a multi-measure needs model</i> , AIHW cat. no. HOU 214, AIHW, Canberra.
<b>Corporate author – commissioned reports</b>	The report prepared by the South Australian Centre for Economic Studies (2009) was discussed.	Local Government Association of South Australia 2009, <i>Local government's current and potential role in water management and conservation: final report</i> , prepared by the South Australian Centre for Economic Studies, SACES, Adelaide.
<b>Second or later edition</b>	Peters (2001, p. 6) argued that '...'	Peters, T 2001, <i>The elements of counselling</i> , 2nd edn, Macmillan, Brisbane.

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Multi-volume work</b>	Inge, Duke and Bryer (1978, p. 27) claim that there is much to learn about these writers which results in...	Inge, MT, Duke, M & Bryer, JR (eds) 1978, <i>Black American writers: bibliographical essays</i> , vols 1 & 2, St Martins, New York.
	<b>OR</b>	
	There is so much to learn about our country (Clark 1978, p. 42) that we kept returning to...	Clark, CMH 1978, <i>A history of Australia</i> , vol. 4, <i>The earth abideth for ever, 1851-1888</i> , Melbourne University Press.

## JOURNAL, NEWSPAPER & NEWSLETTER ARTICLES

### Journal article with one author – separated paging (paginated by issue)

In an earlier article, it was proposed (Jackson 2007)...

Jackson, A 2007, 'New approaches to drug therapy', *Psychology Today and Tomorrow*, vol. 27, no. 1, pp. 549.

If each issue of a journal begins on page 1, include the issue number

### Journal article with two or three authors – continuous paging throughout a volume.

Kramer and Bloggs (2002) stipulated in their latest article...

Kramer, E & Bloggs, T 2002, 'On quality in art and art therapy', *American Journal of Art Therapy*, vol. 40, pp. 218-31.

**OR**

If the journal volume page numbers run continuously throughout the year, regardless of issue number, do **not** include the issue number in your Reference List entry.

This article on art (Kramer & Bloggs 2002) stipulated that...

### Journal article with more than three authors

A recent study to investigate the effects of an organisational stress management program on employees (Elo et al. 2008, p. 11) concluded that...

Elo, A, Ervasti, J, Kuosma, E, & Mattila, P 2008, 'Evaluation of an organizational stress management program in a municipal public works organization', *Journal of Occupational Health Psychology*, vol. 13, no. 1, pp. 10-23.

For all in-text reference, give the first author's family name followed by 'et al.'

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Journal or magazine article with no volume or issue number</b>	<p>Wychick and Thompson (2005) foreshadow that scam will still be enticing...</p> <p><b>OR</b></p> <p>An interesting approach to scam (Wychick &amp; Thompson 2005) suggested that...</p>	<p>Wychick, J &amp; Thompson, L 2005, 'Fallen for a scam lately?' <i>Australia Today</i>, 24 November, pp. 54–60.</p>
<b>Electronic article with a DOI</b>	<p>In order to improve outcomes, research suggests it is in the interest of project-based organisations to address any gender-imbalance (Baker, Ali &amp; French 2019).</p>	<p>Baker, M, Ali, M &amp; French, E 2019, 'The impact of women's representation on performance in project-based and non-project-based organizations', <i>International Journal of Project Management</i>, vol. 37, no. 7, pp. 872-83, viewed 5 August, 2019, DOI 10.1016/j.ijproman.2019.06.001.</p>
<b>Article in online journal or magazine with URL</b>	<p>An article linking ethical behaviour and religion (Noor 2008)...</p>	<p>Noor, A 2008, 'Ethics, religion and good governance', <i>JOAAG: Journal of Administration &amp; Governance</i>, vol. 3, no. 2, pp. 62–77, viewed 17 November 2009, <a href="http://www.joaag.com/Home_Page.php">http://www.joaag.com/Home_Page.php</a></p>
<b>Journal article retrieved from a database</b>	<p>A study examining priming (Johns &amp; Mewhort 2009) discovered ...</p>	<p>Johns, E &amp; Mewhort, D 2009, 'Test sequence priming in recognition memory', <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i>, vol. 35, pp. 1162–1174, viewed 20 November 2009, PsyARTICLES database.</p>
<b>Book review in a journal</b>	<p>In his review of Thomas Samaras' latest book, Marson (2009) identifies...</p>	<p>Marson, SM 2009, 'How big should we be? A Herculean task accomplished', review of <i>Human body size and the laws of scaling: physiological, performance, growth, longevity and ecological ramification</i>, by T Samaras, <i>Public Health Nutrition</i>, vol. 12, pp. 1299–1300, viewed 20 November 2009, EBSCO EJS database.</p>
<b>Newspaper article – with an author</b>	<p>The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford 2007).</p>	<p>Waterford, J 2007, 'Bill of Rights gets it wrong', <i>Canberra Times</i>, 30 May, p. 11.</p>
<b>Newspaper article – without an author</b>	<p>The redesign of the Internet (<i>Canberra Times</i>, 28 May 2007, p. 15) is said to...</p>	<p>There is no need for an entry in the reference list as all relevant details are provided in the in-text citation.</p>

**Newspaper article retrieved from a database**

In an attempt to save the tiger, Darby (2002) provided...

Darby, A 2002, 'Rarest tiger skin a rugged survivor', *Sydney Morning Herald*, 20 August, viewed 10 May 2006, Factiva database.



IN-TEXT REFERENCE		REFERENCE LIST
<b>Online newspaper or newsletter article</b>	Saulwick (2011) referred specifically to...	Saulwick, J 2011, 'Sydney train project derails Downer', <i>Sydney Morning Herald</i> , 27 January, viewed 12 February 2011, <a href="http://www.smh.com.au">http://www.smh.com.au</a> .
Do a Web search to locate the URL of the newspaper's home page and include it in the Reference List.		

## GOVERNMENT PUBLICATIONS

<b>Government department as author</b>	The need for guidelines to manage and use multiple channels to deliver e-government services (Department of Finance and Administration [DOFA] 2006) presents Australian Government agencies with...	Department of Finance and Administration 2006, <i>Delivering Australian Government services: managing multiple channels</i> , DOFA, Canberra.
For corporate authors with long names, spell out the full name of the body and include an abbreviation in the first in-text reference. Use the abbreviation in subsequent references.	<b>Subsequent in-text reference/s:</b> DOFA (2006) identified ...	
<b>Legislation</b>	<b>First in-text reference:</b> In relation to action regarding unsuitable goods, s. 74B of the <i>Trade Practices Act 1974</i> states...	<i>Trade Practices Act 1974</i> (Cwlth), viewed 20 November 2009, <a href="http://www.comlaw.gov.au/">http://www.comlaw.gov.au/</a>
	<b>Subsequent in-text reference/s:</b> According to the Trade Practices Act...	
<b>Government publication – with identifying number</b>	Recently released statistics from the Australian Bureau of Statistics (ABS 2007) reveal interesting changes in Australian society.	Australian Bureau of Statistics 2007, <i>Australian social trends</i> , cat. no. 4102.0, ABS, Canberra.
Includes report numbers, catalogue numbers, etc.	<b>Subsequent in-text reference/s:</b> The ABS (2007) reported that ...	
<b>Government report – online</b>	<b>First in-text reference:</b> A recent government report (Department of the Prime Minister and Cabinet [PM&C] 2008) examines a selection of key topics ...	Department of the Prime Minister and Cabinet 2008, <i>Families in Australia: 2008</i> , viewed 20 November 2009, <a href="http://www.dpmc.gov.au/publications/families/index.cfm#contact">http://www.dpmc.gov.au/publications/families/index.cfm#contact</a>
	<b>Subsequent in-text reference/s:</b> Families in Australia were highlighted (PM&C 2008)...	

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Government approved standards</b>	...and “including data in computer systems, created or received and maintained by an organisation” (Standards Australia 1996, p. 7) as well as...	Standards Australia 1996, <i>Australian Standard AS4390: Records Management</i> , Standards Australia, Sydney.

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## UNIVERSITY PROVIDED STUDY MATERIAL

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<b>Lecture / tutorial notes, etc. – online</b>	Septicemia is one of many infections commonly acquired in hospitals (Maw 2010).	Maw, M 2010, <i>NURS5082 Developing nursing practice, lecture 2, week 1: Healthcare-associated infections and their prevention</i> , lecture PowerPoint slides, viewed 18 March 2010, <a href="http://learn-on-line.ce.usyd.edu.au/">http://learn-on-line.ce.usyd.edu.au/</a>
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## OTHER SOURCES

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<b>Blog post</b>	The plight of the flapper skate was recently highlighted (Keim 2009)...	Keim, B 2009, 'ID error leaves fish at edge of extinction', <i>Wired Science blog</i> , web log post, 18 November, viewed 20 November 2009, <a href="http://www.wired.com/wiredscience/2009/11/extinction-error/">http://www.wired.com/wiredscience/2009/11/extinction-error/</a>
<ul style="list-style-type: none"> <li>- List the author's name as it is used in the posting (including nicknames).</li> <li>- For a blog comment, use 'web log comment' instead of 'web log post' and include the exact title (including 'Re:' if used)</li> </ul>		
<b>CD recording – music</b>	Lyrics from Paul Kelly's song "From little things big things grow" (1997) were used in recent television advertisements.	'From little things big things grow' 1997, on <i>Songs from the south: Paul Kelly's greatest hits</i> , CD, Mushroom Records, Melbourne. Written and performed by Paul Kelly.

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Conference or seminar papers in published proceedings – print</b>	In a paper about conservation of photographs (Edge 1996), the proposition that...	Edge, M 1996, 'Lifetime prediction: fact or fancy?', in MS Koch, T Padfield, JS Johnsen & UB Kejser (eds), <i>Proceedings of the Research techniques in photographic conservation conference</i> , Royal Danish Academy of Fine Arts, Copenhagen, pp. 97–100.
<b>Conference or seminar papers in published proceedings – online</b>	Tester (2008) points to the value of using geothermal sources for power and energy.	Tester, JW 2008, 'The future of geothermal energy as a major global energy supplier', in H Gurgenci & AR Budd (eds), <i>Proceedings of the Sir Mark Oliphant International frontiers of science and technology Australian geothermal energy conference</i> , Geoscience Australia, Canberra, viewed 5 January 2010, <a href="http://www.ga.gov.au/image_cache/GA11825.pdf">http://www.ga.gov.au/image_cache/GA11825.pdf</a>
<b>Dictionary / Encyclopaedia – print</b>  Include information about editions, volume numbers and page numbers in parenthesis following the title in the Reference List.	According to one definition of "bivalence" (VandenBos 2007, p. 123)...	VandenBos, GR (ed.) 2007, <i>APA dictionary of psychology</i> , American Psychological Association, Washington, DC.
<b>Dictionary / Encyclopaedia – online</b>	A psychological overview of ADHD (Arcus 2001)...	Arcus, D 2001, 'Attention deficit / hyperactivity disorder (ADHD)', in B Strickland (ed.), <i>The Gale encyclopedia of psychology</i> , viewed 21 November 2009, Oxford Reference Online Database.
<b>Discussion group, list, etc. – online</b>	There are strongly held views about knowledge management (Weidner 2007) and from personal experience...	Weidner, D 2007, 'KM reducing in popularity', discussion list message, 11 June, ActKM, viewed 11 June, <a href="http://actkm.org/mailman/listinfo/actkm_actkm.org">http://actkm.org/mailman/listinfo/actkm_actkm.org</a>
<b>DVD / Videorecording</b>	Jane Austen's world came alive in <i>Sense and sensibility</i> (1995)	<i>Sense and sensibility</i> 1995, DVD, Columbia TriStar Home Video, Australia. Directed by Ang Lee.
<b>Email – NEVER cite addresses without permission of the owner of the address</b>	Ms Coleman provided details in an email on 11 July 2007.	<b>Usually, no entry in Reference List.</b>  <b>Only included if permission to include the address has been granted, and if it is considered helpful to your reader. If included, this is the format to use in the Reference list:</b>  Coleman, M 2007, email, 11 July, <a href="mailto:mcoleman@hometown.com.au">mcoleman@hometown.com.au</a>

IN-TEXT REFERENCE		REFERENCE LIST
<b>Facebook update</b>  List the author's name as it is written (including nicknames).	\$52 million will be provided to deploy Australian civilian troops (Rudd, 2009)	Rudd, K 2009, 'Australian civilian corps to help in crises', <i>Kevin Rudd and Labor</i> , Facebook update, 24 October, viewed 20 November 2009, <a href="http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf">http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf</a>
<b>Figure, Table, Graph, Map or Chart</b>  Cite each of these as you would for a book. Include the type of entry immediately after the title:	<p><b>Graph</b> The internal processes were well described (Kaplan &amp; Norton 2004) which led to...</p> <p><b>Map</b> To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...</p>	<p><b>Graph</b> Kaplan, RS &amp; Norton, DP 2004, 'Internal processes deliver value over different time horizons', graph, in <i>Strategy maps: converting intangible assets into tangible outcomes</i>, Harvard Business School, Boston, MA, p. 48</p> <p><b>Map</b> Geoscience Australia [NATMAP] 2004, <i>ACT region, New South Wales and Australian Capital Territory</i>, map, Geoscience Australia, Canberra.</p>
<b>Image – online</b>	The effective use of light in Monet's 'Haystacks' (Monet 1890)...	Monet, C 1890, <i>Haystacks, midday</i> , painting, National Gallery of Australia, Canberra, viewed 18 November 2009, <a href="http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG">http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG</a>
<b>Interview – on radio</b>	In a recent interview with the Prime Minister ( <i>Mornings with Neil Mitchell</i> 2009)...	<i>Mornings with Neil Mitchell</i> 2009, radio broadcast, Radio 3AW, Melbourne, 16 October. Interview with the Prime Minister, Kevin Rudd.
<b>Interview – on television</b>	He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle ( <i>Enough Rope with Andrew Denton</i> 2006) and...	<i>Enough Rope with Andrew Denton</i> 2006, television broadcast, Australian Broadcasting Corporation, Sydney, 25 September. Interview with Raelene Boyle.
<b>Motion picture (movie)</b>	The evidence ( <i>The lord of the rings</i> 2003) that belief in a world...	<i>The lord of the rings: the return of the king</i> 2003, motion picture, Imagine Films, Auckland, NZ. Produced by Steve Pyke; directed by Peter Jackson.

IN-TEXT REFERENCE		REFERENCE LIST
<b>Personal communication</b>  Includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference List.	J. Francis (personal communication, 6 August 2007) was able to confirm that the floods had not reached their area.	<b>Not included in Reference List. Cite in-text only.</b>
<b>Podcast (audio)</b>	Listening to the news on my MP3 player ( <i>AM: news &amp; current affairs</i> 2007) was a new experience and I decided...	<i>AM: news &amp; current affairs</i> 2007, audio podcast, ABC Radio, Sydney, 28 April, accessed 28 May 2007, <a href="http://abc.net.au/news/subscribe/amrss.sml">http://abc.net.au/news/subscribe/amrss.sml</a>
<b>Radio program – broadcast</b>	When discussing how people write about music, ( <i>The Book Show</i> 2009)...	<i>The Book Show</i> 2009, radio broadcast, ABC Radio National, Melbourne, 19 November.
<b>Radio program – transcript</b>	The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews ('Are we hardwired for creativity?' 2005) which...	'Are we hardwired for creativity?' 2005, <i>Innovations</i> , radio program transcript, Radio Australia, Melbourne, 14 February, viewed 6 June 2007, <a href="http://www.abc.net.au/ra/innovations/stories/s1302318.htm">http://www.abc.net.au/ra/innovations/stories/s1302318.htm</a> Interview with Edward de Bono.
<b>Speech</b>	Amongst the views expressed about war and peace (Hodson 2000) were...	Hodson, A 2000, 'Peace in today's world', Remembrance Day Speech presented at the Australian Veterans Memorial Service, Lightning Ridge, NSW, 11 November.
<b>Speech – online</b>	In her ANZAC Day speech (Clark 2007), the Prime Minister of New Zealand referred to...	Clark, H 2007, 'Prime Minister's 2007 Anzac Day message', 25 April, viewed 5 June 2007, <a href="http://www.anzac.govt.nz">http://www.anzac.govt.nz</a>
<b>Television advertisement</b>	The problems of teenage anxiety were graphically captured (Beyondblue 2009)...	Beyondblue 2009, <i>Beyondblue: anxiety</i> , television advertisement, WIN TV, Canberra, 29 November.
<b>Television program – broadcast</b>	Examining future plans for Canberra's city area ( <i>Stateline</i> 2009)...	<i>Stateline</i> 2009, television broadcast, ABC TV, Canberra, 4 September. Presented by Chris Kimball.  <b>Always check the television station's website and use the transcript, if one is available, for direct quotes.</b>

IN-TEXT REFERENCE		REFERENCE LIST
<b>Television program – transcript</b>	Cyclones often affect Australia, especially in the north ('Cyclone Tracy' 2004) and it is worthwhile...	'Cyclone Tracy' 2004, <i>Rewind</i> , television program transcript, ABC TV, Sydney, 7 November, viewed 21 May 2007, <a href="http://www.abc.net.au/tv/rewind/txt/s1233697.htm">http://www.abc.net.au/tv/rewind/txt/s1233697.htm</a>
<b>Thesis or Dissertation – print</b>	Nurses working in an acute care environment tend to experience a high degree of workplace conflict (Duddle 2009, p. ii).	Duddle, M 2009, 'Intraprofessional relations in nursing: A case study' PhD thesis, University of Sydney.
<b>Thesis or Dissertation – retrieved from a database</b>	The field of engineering has largely developed around the positivist philosophical position (Hector 2008).	Hector, DCA 2008, 'Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse' PhD thesis, viewed 13 September 2010, Australasian Digital Theses database.
<b>Thesis or Dissertation – retrieved from the web</b>	Lacey (2011, p. 12) differentiates between instrumental violence and violence inflicting injury for its own sake.	Lacey, D 2011, 'The role of humiliation in collective political violence', Masters thesis, University of Sydney, viewed 8 July, 2011, <a href="http://hdl.handle.net/2123/7128">http://hdl.handle.net/2123/7128</a>
<b>Video blog post</b>	The Prime Minister, speaking about Australia's role in the G20 forum (Rudd 2009)...	Rudd, K 2009, <i>Update on new G20 arrangements</i> , online video, 29 September, viewed 20 November 2009, <a href="http://www.youtube.com/watch?v=i8ldJ-0S5rs">http://www.youtube.com/watch?v=i8ldJ-0S5rs</a>
<b>Web document – dated &amp; author or sponsor given</b>	An RBA paper (Simon, Smith & West 2009) found that participation in a loyalty program and access to an interest-free period...	Simon, J, Smith, K & West, T 2009, <i>Price incentives and consumer payment behaviour</i> , Reserve Bank of Australia, Sydney, viewed 24 November 2009, <a href="http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html">http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html</a>
<b>Web document – author or sponsor given but not dated</b>	The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas emissions (CSIRO n.d.).	Commonwealth Scientific and Industrial Research Organisation n.d., <i>Reducing Australia's greenhouse emissions factsheet</i> , CSIRO, Canberra, viewed 21 November 2009, <a href="http://www.csiro.au/resources/ps282.html">http://www.csiro.au/resources/ps282.html</a>

IN-TEXT REFERENCE		REFERENCE LIST
<p><b>Web source with no page numbers</b></p> <p><i>Include in in-text references:</i></p> <ul style="list-style-type: none"> <li>- A paragraph number with the abbreviation 'para' (count paragraphs if numbers are not visible)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>- A section heading and paragraph number (e.g. Introduction, para. 3). A long section heading may be shortened and enclosed in single quotation marks.</li> </ul>	<p>Usually the author or creator of a work is the copyright owner (University of Sydney 2010, 'Who owns copyright?', para. 1).</p> <p><b>Note:</b> The heading of the section was 'Who owns copyright?'</p>	<p>University of Sydney 2010, <i>Guide to copyright</i>, University of Sydney, viewed 24 January 2011, <a href="http://sydney.edu.au/copyright/students/coursework.shtml#who">http://sydney.edu.au/copyright/students/coursework.shtml#who</a></p>
<p><b>Website – entire website</b></p>	<p>The new website of the Department of Education, Employment and Workplace Relations (DEEWR 2009) includes useful information on current government education policy.</p>	<p>Department of Education, Employment and Workplace Relations 2009, DEEWR, Canberra, viewed 21 November 2009, <a href="http://www.deewr.gov.au/">http://www.deewr.gov.au/</a></p>
<p><b>Wiki</b></p> <p>Include the date retrieved, as the information is likely to change in these sources.</p>	<p>The role of media corporations in the media literacy movement is discussed ('Great debates' n.d.)</p>	<p>'Great debates in media literacy: theory and practice of media literacy' n.d., <i>Wikiversity</i>, wiki article, viewed October 27 2009, <a href="http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy">http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy</a></p>