

HASS STUDENT REFERENCING GUIDE

Referencing is a very important scholarly convention that allows the reader to trace your arguments and evidence back to the source. It also engages in a scholarly courtesy in acknowledging the work of others. There are several legitimate referencing styles, for example: Harvard, Chicago, Australian Commonwealth, and the Oxford style. A modified version of the Oxford style has been chosen by HASS because of its clarity and simplicity. It is essential to document all your sources when you use words and ideas of others, and any information that is not general knowledge. Reference any material that you have paraphrased, or where the idea is not solely your own. This Referencing Guide is designed for HASS undergraduates only. If your lecturer prefers a different referencing system, please use that system. For post-graduates, the Commonwealth of Australia *Style guide*, 6th ed. is a useful starting point.

Footnotes

Place a numbered footnote reference at the end of the sentence and a corresponding reference at the foot of the page. Number footnotes sequentially (eg. 1, 2, 3...).

BOOKS

- **First reference to a book:**
Give the author's name (initials/first name first, then surname); the correct title of the book, in *italics*; the place and date of publication; and the page number(s) from which the information or quotation has been taken. (The abbreviation of page is p. and the abbreviation for pages is pp. Include the volume number if the work is part of a set, and the edition if it has had a second or third edition.) Correct structure is essential. i.e.:

First Name, Last Name, *Book Title*, Publisher, Publishing Location, Date, Page number(s) where the information was found.

John Rawls, *Political Liberalism*, Columbia University Press, New York, 1993, p. 10.

Where there are two authors:

First Name, Last Name and First Name, Last Name, *Book Title*, Publisher, Publishing Location, Date, Page number(s) where the information was found.

Kent M. Brudney and Mark E. Weber, *Critical Thinking & American Government*, Thomson Wadsworth, Belmont, 2007, p. 342.

Where there are more than two authors list the first author and then add *et al*:

First Name, Last Name et al, Book Title, Publisher, Publishing Location, Date, Page number(s) where the information was found.

Scott Poynting et al., *Bin Laden in the suburbs*, Sydney Institute of Criminology, Sydney, 2004, p. 202.

- **For the second and subsequent references to a book:** Use the short title method. The citation requires just the author's surname followed by an acceptable abbreviation of the title of the book. The abbreviated title must enable clear identification of the book and should not be changed once decided upon.

Author's last name(s), short title, page number(s) where the information was found.

Marks, *Origins*, p. 5.

- **For subsequent references to either a book or article, you may also use Latin abbreviations to shorten references. Use *ibid.* when the subsequent reference is from the same source:**
 1. John Rawls, *Political Liberalism*, Columbia University Press, New York, 1993, p. 10.
 2. *Ibid.*, pp. 56-57.
- **To cite quotations for a literary text that is the main subject of the essay (for example in English essays):** Indicate the edition and page number in parentheses after the first quote and simply include page numbers in parentheses after subsequent quotes.

For example, for the first quote refer to **Joseph Conrad, *Heart of Darkness*, Norton, New York, 1992, p. 10**, then simply to the relevant pages eg. (p. 47).

If you quote one *critic's* work several times in the course of an essay, then after your first footnote reference, include the author's surname, title, and the page reference in brackets after every subsequent quotation in your text, for example: (Taylor, *Australian Poetry*, 223).

- **To cite a chapter in an edited collection or anthology:** Articles selected by an editor and published as a collection in book form are cited by placing the author, not the editor, first, although the name of the editor will be necessary to identify the book. i.e.:

Author of article's First Name Last Name, 'Title of Article', in Editor's First Name Last Name (ed./eds.), Book Title, Publisher, Publishing Location, Date, Page number(s) of chapter, Page number(s) where the information was found.

Joy Hooton, 'Mary Fullerton: Pioneering and Feminism', in Kay Ferres (ed.), *The Time to Write: Australian Women Writers*, Penguin, Ringwood, 1993, pp. 38-53, p. 40.

D.J. Singh, 'Historical Significance', in F. Singh (ed.), *Maharaja*, Oxford, 2006, pp. 5-10, p. 7.

- **Second and Subsequent citations of articles or chapters:** Use a shortened form to cite the author and title of the chapter or article.

Hooton, 'Mary Fullerton', p. 39.

- **To cite a later edition**

Author's Name, Title, Number of edition, Publisher, Publishing Location, Date, Page number(s) where the information was found.

Graeme Turner, *National Fictions: Literature, Film and the Construction of Australian Narrative*, 2nd edn., Allen & Unwin, St Leonard's, 1993, p. 107.

- **To cite a republished book**

Author's Name, Title, Publisher, Publishing Location, Date of first publication, date of republication, Page number(s) where the information was found.

Henry Handel Richardson, *The Getting of Wisdom*, Heinemann, London, 1960 (1910), p. 34.

PERIODICALS

- **To cite a journal article:** Journal articles are cited by putting the title (as it appears) in single inverted commas, *Italicising* the name of the journal and giving details of volume, number, date and pages of the article:

Author's Name, 'Article Name', Journal Title, Volume Number, Issue Number, Date, Page numbers of article, Page number(s) where the information was found.

C.A. Bayly, 'South Asia and the Great Divergence', *Itinerario*, Vol. 24, No. 3, 2000, 5-10, p. 7.

- **To cite a magazine:** The format is the same as for journals:

D. Light, 'A tax of the jitters', *Bulletin*, 18 January 2000, 50-1, p. 50.

- **To cite a newspaper**

M. Davis, '2020 Vision: Rudd Summit to Map Future', *Sydney Morning Herald*, 4 February, 2008, p. 1.

- **Second and Subsequent citations of journals, magazines and newspapers:** Use a shortened form of citations on subsequent occasions.

Davis, '2020 Vision', p. 1.
Bayly, 'South Asia', p. 9.

INSTITUTIONAL and GOVERNMENT PUBLICATIONS

- **United Nations Documents should be cited as follows:**

U.N. Doc. S/RES/1373 (2001).

U.N. Doc. A/RES/2625 (XXV) (1970).

U.N. Doc. A/RES/61/11 (2006).

Report of the International Court of Justice 1 August 2004- 31 July 2005, U.N. Doc. A/60/4 (2005).

The Incompatibility of Racism with Democracy, Report of the High Commissioner of Human Rights, U.N. Doc. E/CN.4/2001/60 (2001).

- **Australian government publications** (Source: Commonwealth of Australia *Style Manual*)

- **Documents produced by government agencies**

Department of Veterans' Affairs, *Payments to Vietnam veterans: a summary*, report prepared by S Baslum, Department of Veterans' Affairs, Canberra, 2000, p.103.

- **Parliamentary publications: *Hansard***

Australia, Senate, *Debates*, vol. S25, 2000, p. 65.

Australia, House of Representatives, *Debates*, vol. HR103, 2000, pp. 2-9.

- **Group/government Author, *Title*, Publisher, Publication location, date**

Parliamentary Standing Committee on Public Works, *Proposed common infrastructure on Christmas Island*, Parliament of the Commonwealth of Australia, Canberra, 2002, p. 12.

- **Commonwealth records**

Custodian of the record: name of originator (person or government agency); series number, title and date range, item number, title and date range

National Archives of Australia: Department of External Territories [1]; CA A518, Correspondence files, multiple number series, 1928-56; CK822/1, Immigration policy—New Guinea—return of Chinese evacuees to the Territory, 1949.

MEDIA & ELECTRONIC MATERIALS

- **To cite film, radio, and television programs**

***Title*, directed by Director's name (if known), format, Publisher/distributor, place of recording, date.**

Catch-22, directed by Mike Nichols, motion picture, Paramount, Hollywood, CA, 1970.

Iron Chef, television program, SBS television, Sydney, 9 February, 2008

- **To cite CD-Roms**

Title, format, Publisher/distributor, place of recording (if known), date.

The World, Documents in Global History, CD-Rom, Pearson Education Inc., Upper Saddle River, NJ, 2007.

- **To cite a Web Page**

Author (person or organization), Source Title, Name of Page, site date and place (if known), date viewed, and exact URL.

D.J. Singh, 'Historical Significance', viewed 11 December 2006,
<www.globalhistory.org/singhpaper>.

Department of Finance and Administration, Department of Finance and Administration, Canberra, viewed 8 February, 2008,
<<http://www.finance.gov.au>>.

Andrew Harnack and Gene Kleppinger, 'Citing the Sites: MLA-Style Guidelines and Models for Documenting Internet Sources', *Beyond the MLA Handbook: Documenting Electronic Sources on the Internet*, 25 November 1996, viewed 23 April 2006, <<http://falcon.eku.edu/honors/beyond-mla/>>.

ARCHIVES & MANUSCRIPTS

- **To cite a manuscript or unpublished documents**

Author, title of manuscript, date (if known), location, file number (if relevant).

D. E. Adams, 'My journey to Khartoum', Mitchell Library, Sydney.

Clarendon to Lumley, 16 Jan. 1869, PRO, FO Belgium/133, NO. 6.

Minutes of the General Court, 17 Apr. 1733, 3:21, BL, Addit. MSS 25545.

See also Commonwealth Records (above).

- **To cite archival materials**

Refer to the style guide of the archive which is the repository of the document. A rule of thumb is to present material in the following order: archive institution holding the document, agency that created the record (if relevant), series of which the document is a part, document item itself, reference numbers or page numbers, date.

BIBLIOGRAPHY, OR LIST OF WORKS CONSULTED

List on a separate page at the end of your essay, in alphabetical order according to the author's surname, all sources used in its preparation. This may include not only works actually cited directly in your footnotes, but also works consulted. Arrange the information in each citation in the same order as for footnotes except for the author's first name or initial which should be placed *after* the surname. Entries should be listed alphabetically by the first author's surname or family name. If there is no named author, list by the first word in the work's title, ignoring 'A', 'An' or 'The'.

- **Book**

Taylor, Gary, *Reinventing Shakespeare: A Cultural History from the Restoration to the Present*, The Hogarth Press, London, 1989.

- **Chapter in an edited book**

Hooton, Joy, 'Mary Fullerton: Pioneering and Feminism', in *The Time to Write: Australian Women Writers*, Kay Ferres (ed.), Penguin, Ringwood, 1993, pp. 38-53.

- **Chapter in author's own book**

Green, Dorothy, 'The Place of Literature', in her *Writer, Reader, Critic*, Primavera Press, Sydney, 1990, pp. 3-16.

- **Later edition**

Turner, Graeme, *National Fictions: Literature, Film and the Construction of Australian Narrative*, 2nd edn, Allen & Unwin, St Leonard's, 1993.

- **Republished book**

Richardson, Henry Handel, *The Getting of Wisdom*, Heinemann, London, 1960 (1910).

- **Books with more than one author**

Brudney, Kent M., and Weber, Mark E., *Critical Thinking & American Government*, Thomson Wadsworth, Belmont, 2007, p. 342.

Poynting, Scott, et al., *Bin Laden in the suburbs*, Sydney Institute of Criminology, Sydney, 2004, p. 202.

- **Article in a journal**

Coe, Richard N., 'Portrait of the Artist as a Young Australian: Childhood, Literature and Myth', *Southerly*, Vol. 41, No. 2, 1981, 126-62.

- **Film, radio or television production**

- **Web document**

Harnack, Andrew and Kleppinger, Gene, 'Citing the Sites: MLA-Style Guidelines and Models for Documenting Internet Sources', *Beyond the MLA Handbook: Documenting Electronic Sources on the Internet*, 25 November 1996, viewed 23 April 2006, <<http://falcon.eku.edu/honors/beyond-mla/>>.