

Style manual

**For authors,
editors and
printers**

Sixth edition

Revised by Snooks & Co.



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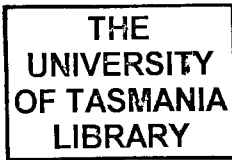
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Chapter 12 Methods of citation

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Most authors of non-fiction works use information that originally appeared in other works to expand on or substantiate their statements. Any sources used—and they can range from books and journals to web sites and emails—should be acknowledged, as a matter of courtesy, to secure the author’s credibility, to inform readers, and often for reasons connected with copyright. These acknowledgments are called ‘citations’ or ‘references’.

Every citation must be meticulously prepared, to satisfy the objectives of clarity, accuracy and consistency. The method of presentation will be determined to a large extent by the nature of the work and the method of citation chosen.

One very commonly used method of citation, and the method recommended in this manual, is the author–date system (sometimes also called the ‘name–year system’ or the ‘Harvard system’). In the case of print-based publications, brief citations giving the author’s name and year of publication are inserted in the text; these are followed at the end of the chapter (or other similar division) or work by an alphabetical list of all the sources used, with all the details that will enable readers to locate any sources that interest them. In the case of electronic material, in-text references can be linked to a full reference list, set of notes or bibliography.

The second method described in this chapter is the documentary-note system (sometimes referred to as the ‘humanities style’). It entails a full acknowledgment of sources within footnotes or endnotes, with a note identifier in the text that directs readers to the relevant source citation.

For some scientific (particularly medical) works, a variation of the documentary-note system—the Vancouver system—is commonly used. (This system is also known by other names such as the ‘citation–sequence system’, the ‘citation–order system’ and the ‘sequential–numeric system’.)

THE AUTHOR–DATE SYSTEM

There are many variants of the author–date system, differing in minor style features such as punctuation, capitalisation, abbreviations and the use of italics. The following interpretation is recommended in the interest of simplicity.

Shared purpose: No matter what method of citation is used, it is important to meet readers’ needs by carefully describing the path to your source. Successful referencing calls for:

- clarity
- accuracy
- comprehensiveness
- consistency.

In-text citations

In-text citations should be presented in a consistent style throughout a document.

Wherever possible, parenthetical citations of both author and date (perhaps with a page reference or other similar detail) should be placed at the end of a sentence, before the concluding punctuation; this is least disruptive to a reader. If, however, the citation refers to only part of a sentence, it should be placed at the end of the clause or phrase to which it relates.

When the name of the author is part of the sentence and only the date (and perhaps a page reference or other similar detail) is in parentheses, the citation is best placed immediately after the author's name.

The reference list

A reference list contains details of all authorities—other than personal communications, dictionaries, and newspaper articles and encyclopedia entries for which no author is evident—cited in the text. The purpose of the list is to help people find the works if they want to read further.

Agreement between the in-text citation and the reference list is vital. And particular care with cross-referencing is needed if authorities' names are abbreviated in the in-text citation.

The reference list—generally headed simply 'References'—is usually placed at the end of a work. In multi-author works, loose-leaf publications and works that might be read piecemeal, however, it is often preferable to compile a separate reference list for each chapter or other division and to place these at the end of those chapters or divisions.

The reference list is most often presented in alphabetical order according to the authors' and authoring bodies' names. Letter-by-letter, as opposed to word-by-word, alphabetical order is recommended. If, however, an extensive work deals with a number of distinct themes, or if its sources fall into a number of broad categories—for example, published books and journals, manuscripts, theses, legislation and legal authorities—it may be useful to list the sources alphabetically according to theme or category.

If an author includes sources that are not cited in the document but are relevant to the subject, the list is properly called a bibliography. The same method of presentation is used for both a reference list and a bibliography in the author–date system.

The citation details: authorship and year

The family name of the author or authors (or the name of the authoring body) and the year of the cited work's publication or creation are usually all that is required in the text.

► See Chapter 13 for information about where to put a reference list in a publication.

Alphabetical order: Use letter-by-letter, as opposed to word-by-word, alphabetical order in reference lists. For information about organising a reference list other than in strict alphabetical order, see 'Organising bibliographies', p. 224.

(continued on p. 192)

The author–date, documentary-note and Vancouver systems

The author–date system

The author–date system is widely accepted in the physical, natural and social sciences and has gained much popularity in the humanities in recent years. Among its advantages are its relative ease of use and its accessibility; the reader can make an immediate association between an idea or fact and its authority and time of publication. Virtually the only drawback is the occasional need to cite multiple sources at a single reference point in the text, which might cause some disruption to the flow of ideas. Careful drafting, however, can usually avoid this problem.

When authors make an in-text reference to an authority, they identify it instantly by providing, in parentheses, the authority's name and the year of publication; sometimes it is also necessary to provide page or volume numbers, or both. Armed with this information, readers can then go to the alphabetical list of works cited—the list of references—or the bibliography for full publication details.

The documentary-note system

The main distinction between the documentary-note system and the author–date system is that, with the former, all the reader sees in the text is a superscript numeral or symbol, rather than the author's name and publication date. The reader then goes to the foot of the page, to the end of the chapter (or other division) or the end of the work, or to a linked listing to learn the details of the source cited.

There are a number of contexts in which the documentary-note system might be chosen in preference to the author–date system. These include situations where there are too few references in the text to justify a consolidated reference list, or where in-text citations of author and date are likely to become intrusive (perhaps because there are many citations of authoring bodies with long names). With the documentary-note system, only one superscript numeral or symbol appears at any one point in the text, although the footnote or endnote to which it refers may contain more than one cited source as well as further explanatory text or comments.

The Vancouver system

The Vancouver system is used in some scientific (particularly medical) literature. It is similar to the documentary-note system in its use of numerals to label a reference citation point in the text.

There are, however, three points of difference with the documentary-note system. First, each superscript citation numeral refers to a single reference source (and thus several superscript

numerals can appear together at one point in the text). Second, the citation numerals are not linked to footnotes but to the sources listed in numerical order in a consolidated reference list at the end of the document. And third, the reference list is usually restricted to bibliographic references and does not include explanatory notes.

Examples of in-text citations

Author–date

This approach (Hodkinson 1995; Starr 1991) suggests that ...

Documentary-note

This assumption has been convincingly refuted.¹

Vancouver

This assumption has been convincingly refuted.^{1,2}

Reference lists, notes and bibliographies: the three systems compared

As interpreted in this chapter, reference lists (for the author–date system), notes (for the documentary-note and Vancouver systems) and bibliographies (in all three styles) share two characteristics:

- With the exception of the titles of periodicals (journals, magazines and newspapers), minimal capitalisation is used.
- No full stops, and no spaces, are used with people's initials.

The author–date and documentary-note systems share several features:

- Book and periodical titles are italicised.
- Single quotation marks are used for the titles of chapters and other similar divisions in books and for the titles of articles in periodicals.
- The elements of a citation are separated by commas.

The only difference lies in the placement of authors' initials in the reference list and the notes (but not the bibliography), and the placement of the date of publication:

- In a reference list using the author–date system, the authors' initials *follow* the family name—because the list is presented in alphabetical order—and are immediately followed by the date of publication.
- In notes using the documentary-note system, authors' initials *precede* the family name—because the list is presented in numerical order—and the date of publication comes at or near the end of the citation.

Notes using the Vancouver system share with the author–date system the convention of placing authors' initials after the family name (although in the Vancouver style no comma is used to separate the two). They share with the documentary-note system the convention of placing the publication date at or near the end of the citation. The Vancouver system differs entirely, however, in its punctuation practices.

Examples of entries in a reference list or notes

A book

Author–date

Merry, G 1997, *Food poisoning prevention*, 2nd edn, Macmillan Education Australia, Melbourne.

Documentary-note

1. G Merry, *Food poisoning prevention*, 2nd edn, Macmillan Education Australia, Melbourne, 1997.

Vancouver

1. Merry G. Food poisoning prevention. 2nd edn. Melbourne: Macmillan Education Australia, 1997.

An article in a journal

Author–date

Marchelier, PM & Hughes, RG 1997, 'New problems with foodborne diseases', *Medical Journal of Australia*, vol. 275, pp. 771–5.

Documentary-note

1. PM Marchelier & RG Hughes, 'New problems with foodborne diseases', *Medical Journal of Australia*, vol. 275, 1997, pp. 771–5.

Vancouver

1. Marchelier PM, Hughes RG. New problems with foodborne diseases. *Med J Aust* 1997;275:771–5.

Shortened forms commonly used in citations

The following shortened forms are often used in citations in all three systems:

art.	article
app.	appendix
c.	circa (about, approximately)
cf.	compare (from Latin <i>confer</i>)
ch.	chapter
col., cols	column(s)
div.	division
ed., eds	editor(s)
edn	edition
et al.	and others (from Latin <i>et alii</i>)
fig., figs	figure(s)
fn., fnn.	footnote(s)
ill., ills	illustrator(s)
l., ll.	line(s)
MS, MSS	manuscript(s)
n., nn.	note(s)
n.d.	no date
n.p.	no place
p., pp.	page(s)
para., paras	paragraph(s)
pl.	plate
pt, pts	part(s)
rev.	revised
ser.	series
suppl.	supplement
vol., vols	volume(s)

In the reference list the same information is provided but, in the case of authors, their initials—with no full stops and no spaces—are placed after their family name, separated from it by a comma.

As a general rule, use only authors' initials in the reference list, regardless of the manner of presentation on the title page of the source. Sometimes, however, it is useful to spell out an author's given name if readers are more likely to recognise the person that way. Degrees and affiliations are not included; honorifics can be included as an aid to recognition but are irrelevant to the alphabetical order:

Adams, Phillip

Gowers, Sir Ernest

Gowers, General Maurice

Herbst, DD

One author or authoring body

The family name of the author (or the title of the authoring body) and the year of the document's publication or creation—with no punctuation between the two items—are inserted in the text in one of two ways:

The theory was first propounded in 1993 (Hamilton 1994).

or

The theory was first propounded by Hamilton (1994).

The initiative was proposed in 1996 (Tourism Taskforce 1996).

or

The Tourism Taskforce (1996) proposed the initiative.

In the reference list, these two examples would be presented thus:

Hamilton, CL 1994,

Tourism Taskforce 1996,

An authoring body with a long name

Sometimes the names of authoring bodies are long. If this is the case and the body is being referred to frequently, it is sensible to use an abbreviation. For example:

The National Health and Medical Research Council prepared the guidelines in 1998 and 1999 (NHMRC 1999).

Care is needed, however: the abbreviation should then be used for all in-text citations of that body and the reference list should provide a cross-reference:

NHMRC—*see* National Health and Medical Research Council.

The bibliographic information for the reference should be provided where the name of the organisation is spelt out.

Two or more works cited at one point in the text

If two or more works by different authors or authoring bodies are cited at one point in the text, use a semicolon to separate them:

(Larsen 2000; Malinowski 1999)

In some citation systems, authors' names are presented in the text in chronological order (by date of publication); in others they are presented alphabetically. An alphabetical presentation is recommended by this manual.

Two or three authors or authoring bodies

When citing a work by two or three authors or authoring bodies, cite the names in the order in which they appear on the title page and present the parenthetical reference thus:

(Australian Bureau of Statistics & Australian Institute of Health and Welfare 1997)

(Malinowski, Miller & Gupta 1995)

When the authors' names are incorporated in the text, use 'and' instead of the ampersand. For example:

Malinowski, Miller and Gupta (1995) disagreed with ...

Using these examples, the reference list entries will appear thus:

Australian Bureau of Statistics & Australian Institute of Health and Welfare 1997,

Malinowski, W, Miller, TB & Gupta, K 1995,

More than three authors or authoring bodies

When a work has more than three authors or authoring bodies, the in-text citation should show only the name of the first-listed author or body, followed by the expression 'et al.' (meaning 'and others'). For example, a work by Malinowski, Larsen, Ngu and Fairweather is cited thus:

(Malinowski et al. 1999)

Malinowski et al. (1999) have found ...

The names of *all* the authors or authoring bodies should, however, be provided in the reference list:

Malinowski, W, Larsen, AA, Ngu, B & Fairweather, S 1999,

If there is subsequently a textual reference to a work published in the same year by, say, Malinowski, Larsen, Ngu and Barlen—or even Malinowski, Miller, Gupta and Peres—the names of enough authors to show the difference should be given in the in-text citation. For example:

(Malinowski, Larsen, Ngu & Barlen 1999)

(Malinowski, Larsen, Ngu & Fairweather 1999)

(Malinowski, Miller et al. 1999)

Two or more works cited at one point: Present the authors' names in alphabetical order, rather than in chronological order according to the year of publication.

'And' or '&'? Use an ampersand (&) for an in-text citation for joint authors when enclosed in parentheses; use *and* when the authors' names are incorporated in the text.

Citing page numbers or other elements of a work

If a work being referred to is long and page numbers might be useful to the reader, include them in the in-text citation, separated from the year by a comma. The abbreviations *p.* and *pp.* are used. For example:

The initiative was proposed in 1996 (Tourism Taskforce 1996, p. 245).

Hamilton (1994, pp. 145–7) was the first to propound the theory.

The Public Land Use Commission reported ... (1996, pp. 27–45; 1997, p. 118).

Page numbers are essential in the text if you are directly quoting someone else's words. They are not usually needed in the reference list, but, if they are, they should appear as the final item of the citation, separated from the preceding one by a comma.

If a volume, section, equation or other element of a work needs to be specified, use the abbreviations *vol.*, *vols*, *sec.*, *secs*, *eq.* and *eqs* in the in-text citation for brevity's sake. For example:

(Public Land Use Commission 1996, vol. 2)

(Hamilton 1994, secs 2, 7)

(Larsen 2000, eqs 2–6)

These details do not usually need to be given in the reference list.

When both volume and page references are necessary, present them thus:

(Public Land Use Commission 1996, vol. 2, p. 23)

(Public Land Use Commission 1996, vol. 2, p. 23; vol. 3, pp. 57–69)

Public Land Use Commission (1996, vol. 2, p. 23)

Public Land Use Commission (1996, vol. 2, p. 23; vol. 3, pp. 57–69)

Note the use of the semicolon in the second and fourth examples.

More than one work by the same author or authoring body

Published in different years

When referring to more than one work by the same author or authoring body, arrange the citation in chronological order by date of publication, starting with the earliest date. For example:

(Public Land Use Commission 1996, 1997)

The Public Land Use Commission (1996, 1997) reported on ...

(Public Land Use Commission 1996, p. 237; 1997, p. 159)

A semicolon is used to separate a page reference from a date following it, as in the third example.

The reference list entries should be listed similarly, starting with the earliest publication date. The name of the author or authoring body can be repeated, but it is preferable to use a 2-em rule (without a following space) instead:

Public Land Use Commission 1996,

—1997,

Published in the same year

Multiple works prepared by the same author and published in the same year are distinguished one from the other by attaching a lower-case letter of the alphabet to the publication date. The order of the listing is established on the basis of the letter-by-letter alphabetical order of the titles, disregarding any initial articles (*a*, *an* or *the*). For example, two 1997 works by the Australian Council of Social Service—*The emergency relief handbook* and *People in financial crisis*—would be cited as *1997a* and *1997b* respectively.

If the works are cited at the same place in the text, they will appear like this, with semicolons as necessary:

The Australian Council of Social Service ... (ACOSS 1997a, 1997b).

(ACOSS 1997a, p. 31; 1997b, p. 72)

(ACOSS 1997a, 1997b; Malinowski 1999)

(ACOSS 1997a, p. 31; 1997b, p. 72; Malinowski 1999, pp. 89–99)

The identifying letters are retained in the reference list:

ACOSS—*see* Australian Council of Social Service.

Australian Council of Social Service 1997a,

—1997b,

Malinowski, W 1999,

In general, it is unnecessary to note the month of publication, although an author might opt to do so if the precise timing is important. In this case, the month is placed at the end of the citation, before any page reference. For example:

National Natural Resource Management Taskforce 1999a, *Managing natural resources in rural Australia for a sustainable future*, discussion paper, Agriculture, Fisheries and Forestry—Australia, Canberra, March, pp. 19–41.

Authors with the same family name

If works written by authors with the same family name are cited, include the authors' initials in the in-text citation. For example:

The theory was first propounded in 1993 (Hamilton, CL 1994), but since then many of its elements have been hotly debated (see, for example, Hamilton, M 1996, pp. 157–93).

CL Hamilton (1994) first propounded the theory in 1993, but since then many of its elements have been hotly debated; notable among the critics is M Hamilton (1996).

An edited, compiled, revised or translated work

In-text citations of works in which the role of an editor, compiler, reviser or translator is paramount are presented as follows (using the abbreviations *ed.*, *eds*, *comp.*, *comps*, *rev.* and *trans.* as appropriate):

Chronological order: Arrange two or more works by the same author, group of authors or authoring body according to their publication dates, starting with the earliest. Use a 2-em rule to avoid repeating the names.

➤ See Chapter 15 for a discussion of the differences between the two systems of alphabetical arrangement—letter by letter and word by word.

(ed. Singh 1998)

... edited by Singh (1998)

(trans. Holfstadter 1999)

... translated by Holfstadter (1999)

In the reference list, these examples would appear thus:

Holfstadter, H (trans.) 1999,

Singh, K (ed.) 1998,

If, however, the author's role remains of primary importance, cite the work using the author's name and acknowledge the editor, compiler, reviser or translator in the reference list, after the work's title or the edition or volume information (see pages 201–2). For example:

Proust, M 1970, *Jean Santeuil*, trans. G Hopkins,

Different types of reference list entries beginning with the same name

In the reference list, a single-author entry precedes a multi-author entry beginning with the same name. A 2-em rule can be used to replace that part of the entry that is repeated. For example:

Neyland, MG 1999,

——& Duncan, F 1998,

Works edited, compiled, revised or translated by someone who has also written or co-authored other works cited in the reference list should appear in the list after the authored works. For example:

Neyland, MG 1999,

——& Duncan, F 1998,

Neyland, MG (ed.) 1990,

——& Duncan, F (comps) 1994,

A work other than a first edition

If a work cited is other than a first edition, give the publication date of the edition being used. For example, in the text:

(Strunk & White 1979) or Strunk and White (1979)

In the reference list, the edition number is placed after the title of the work:

Strunk, W Jr & White, EB 1979, *The elements of style*, 3rd edn,

Unknown or uncertain dates

Works for which no publication date can be reliably established should be cited using the expression *n.d.* (no date). For example, in the text:

(Al Mahdi n.d.) or Al Mahdi (n.d.)

and in the reference list

Al Mahdi, S n.d.,

A person or body with various roles:

If a person or body is cited as author, co-author, and editor, compiler, reviser or translator, use the following order:

- single-author entry
- multiple-author entry beginning with the same name
- works edited, compiled, revised or translated by that person or body.

Use a 2-em rule to replace a name that is repeated.

If, however, the publication date can be established with some degree of accuracy, use the abbreviation 'c.' (short for *circa*—about) before the date. For example, in the text:

(Al Mahdi c. 1943) or Al Mahdi (c. 1943)

and in the reference list

Al Mahdi, S c. 1943,

If the publication date is dubious, use a question mark after the date. For example, in the text:

(Al Mahdi 1943?) or Al Mahdi (1943?)

and in the reference list

Al Mahdi, S 1943?,

A work for which a publisher has been secured but that is not yet in the process of publication should be cited in the text as:

(Weinberg forthcoming) or Weinberg (forthcoming)

and in the reference list as

Weinberg, MM forthcoming,

A work that is in the process of publication but for which the publication date is uncertain should be cited thus in the text:

(Weinberg in press) or Weinberg (in press)

and in the reference list

Weinberg, MM in press,

No ascertainable author or authoring body

Works that do not bear the name of an author or authoring body are cited by title in both the text and the reference list. (In the reference list, any article—*a*, *an* or *the*—beginning the title is disregarded when determining the alphabetical order.) For example, in the text:

This was apparently not the case before about 1995 (*The entrepreneur's guide to the law* 1999).

In *The entrepreneur's guide to the law* (1999) it is claimed that this was not the case before about 1995.

and in the reference list

Dewey, DS 2001,

The entrepreneur's guide to the law 1999,

Epstein, J 2000,

Newspaper articles often provide no details of authorship. When this is the case, the in-text citation should provide the name of the newspaper, the date of its publication—day, month and year—and the page reference (see page 206 for examples).

No author or authoring body? If the name of an author or authoring body is not shown, cite the work by its title and date. The expressions *Anonymous* and *Anon.* should be avoided.

Pseudonymous works

In the text, pseudonymous works should be cited using the pseudonym. For example:

(Saki 1915)

Eliot (1866)

In the reference list, readers can be informed that a pseudonym has been used if that might be useful. This can be done in several ways:

Saki (HH Munro) 1915,

Eliot, George (pseud. of Mary A Evans) 1866,

Sand, George (pseud.) 1856,

Use of a short title

Describing the authorship of some kinds of documents can seem to pose problems because of the complexity and length of the authorship details or because the document is better known by a short title bearing the name of, say, a commissioner, chairperson or reviewing body. The short title can be used for the in-text citation. For example:

The Feachem report (1995) recommended ...

Ralph (1999) recommended ...

The reference list must, however, contain a clear cross-reference to the formal authorship, where the document information should be presented:

Feachem report—*see* Department of Human Services and Health (1995).

Ralph, JT 1999—*see* Review of Business Taxation.

Further, a document commissioned by an institution, corporation or other similar body and which bears on its title page both the name of the author and the commissioning body should generally be listed under the name of the commissioning body. The author can be acknowledged after the title in the document information (see page 221).

Parts of a publication contributed by someone other than the author

When citing a preface, introduction or foreword contributed by someone other than the author of the publication, provide both names. For example:

Maurois (in Proust 1970) claimed ...

(Maurois, in Proust 1970)

In the reference list provide the details of the publication to which the contribution was made:

Proust M 1970, *Jean Santeuil*, trans. G Hopkins, Simon & Schuster, New York. Preface by André Maurois.

Citations from secondary sources

For in-text citations of the work of one author as cited in another author's work, provide both authors' names. For example:

► See pp. 220–3 for a detailed discussion of dealing with documents produced by and for government agencies.

Ngũ (cited in Larsen 1991) reported ...

(Ngũ, cited in Larsen 1991)

In the reference list provide the details of the author who has done the citing:

Larsen, S 1991,

Details of the work of the author being cited—in this example, Ngũ—can also be provided if this might be useful or of interest to readers.

Personal communications

If information is gained through 'personal communication'—a face-to-face conversation or interview, a telephone call, a facsimile or a letter, for example—that fact is usually documented in the text. It is important, however, to obtain the permission of the person being referred to.

The information (including the day, month and year) can be provided in running text or parenthetically. For example:

When interviewed on 24 April 1999, Ms S Savieri confirmed ...

Ms S Savieri confirmed this by facsimile on 24 April 1999.

It has been confirmed that an outbreak occurred in Shepparton (S Savieri 1999, pers. comm., 24 April).

Note that the initials *precede* the family name in the parenthetical citation.

Details of a personal communication do not need to be included in a reference list.

If you need to acknowledge the organisation a person represents, provide the details thus:

Ms S Savieri (Australian Institute of Criminology) confirmed this by facsimile on 24 April 1999.

It has been confirmed that an outbreak occurred in Shepparton (S Savieri [Australian Institute of Criminology] 1999, pers. comm., 24 April).

Encyclopedias and dictionaries

If the author of an entry in an encyclopedia is named, the principles already described can be applied. If no author is evident or if it is a dictionary being cited, provide the necessary information in the text. For example:

The Macquarie dictionary (1997) defines it as ...

(*The Cambridge encyclopedia of the English language* 1995)

There is then no need for an entry in the reference list.

The citation details: document information

The document information is presented immediately after the details of authorship and the year of publication or creation. The formats for references for books, periodicals (journals, magazines and newspapers), media releases, published proceedings and unpublished material are described in the following pages.

Details needed for personal communications: Full details of the date of a personal communication—day, month and year—should be provided in the text. No entry is needed in the reference list.

Books

For books, the document information is presented in the following order:

- title of publication
- as applicable
 - title of series
 - description of work
 - edition
 - editor, compiler, reviser or translator
 - volume number or number of volumes
- publisher
- place of publication
- page number or numbers, if applicable.

Commas are used to separate each item. For example:

Topp, L & Dillon, P 1996, *Looking to the future: a second generation of drug research*, monograph no. 29, National Drug and Alcohol Research Centre, University of New South Wales, Sydney, pp. 29–45.

Title of book

The title of a book is always italicised; it follows the year of publication, separated from it by a comma. Minimal capitalisation is recommended. For example:

Comfort, A 1997, *A good age*,

Intellectual Property and Competition Review Committee 2000, *Parallel importation: interim report*,

The title cited should be the one that appears on the title page, rather than the one on the spine or cover, where it may have been changed slightly for design purposes.

Within titles, roman type or single quotation marks are usually used to distinguish other titles; the names of ships, aircraft and other vehicles; and other expressions that are conventionally italicised. For example:

Birtwhistle, BB 1976, *The annotated Jane Eyre*,

or

Birtwhistle, BB 1976, *The annotated 'Jane Eyre'*,

Whatever style is chosen, it should be used consistently.

When a foreign-language title is cited, the capitalisation conventions of the language concerned should be followed. A translation can be given in parentheses immediately after the original title. For example:

Jung, CG 1964, *Der Mensch und seine Symbole* (Man and his symbols),

If only a translated title is given, the original language should be acknowledged. For example:

Sand, George (pseud.) 1856, *The story of my life* (in French),

Book titles: Use italics and minimal capitalisation. Take care to cite a title exactly as it appears on the title page of the source.

► See Chapter 9 for information about expressions that are conventionally italicised.

Title of series

If a work forms part of a series, the name of the series is placed, in roman type and without quotation marks, after the title of the work and separated from it by a comma. For example:

Wilson, C 1984, *England's apprenticeship 1603–1763*, Social and economic history of England,

If the series is not a first edition, that information should be inserted after the series title (followed by the name of the editor, if applicable). For example:

Wilson, C 1984, *England's apprenticeship 1603–1763*, Social and economic history of England, 2nd edn, ed. Asa Briggs,

Description of work

For some works, it is useful to provide a description, such as a catalogue or other series number or details of the organisation for whom the work was prepared. Place this information, in roman type, after the title, separated from it by a comma. For example:

Australian Bureau of Statistics 1999, *Disability, ageing and carers: summary of findings*, cat. no. 4430.0,

Dabrowski, W 1999, *Caring for country*, report to the Aboriginal and Torres Strait Islander Commission,

Topp, L & Dillon, P 1996, *Looking to the future: a second generation of drug research*, monograph no. 29,

Descriptive information: Any description of a work follows the title. It is separated from the title by a comma and presented in roman type, with minimal capitalisation and no quotation marks.

Edition

Any edition other than a first edition is noted after the title of the work and before any volume information. For example:

Thompson, J & O'Reilly, T 2000, *Mammals of Australia*, 3rd edn, vol. 2,

If the revision, reprint or expansion of an edition is important, note this fact:

Gowers, Sir Ernest 1983, *The complete plain words*, 2nd edn, rev. Sir Bruce Fraser,

Where a work is reprinted in a different form, the original date of publication is generally placed in parentheses after the publication date of the reprint:

Roget's thesaurus of English words and phrases 1987 (1852),

A simple reprint does not warrant specific mention.

Editor, compiler, reviser or translator

If a work has been edited, compiled, revised or translated but the author's role remains of primary importance, list the work under the author's name and acknowledge the role of the editor, compiler, reviser or translator after the title (or series or descriptive information). The abbreviations *ed.*, *eds*, *trans.*, *rev.*, *comp.* and *comps* are used. For example:

Blundell, R 2000, *Forest trees of south-western Tasmania*, ed. JB Kirkpatrick,

When the role of an editor, compiler, reviser or translator is acknowledged in this way, the initials precede the surname. There is no need to invert the order because

the person's name (unlike the author's) is irrelevant when arranging the reference list alphabetically.

In contrast, if the role of an editor (or compiler, reviser or translator) is of primary importance, list the work under the editor's name. For example:

Kaunda, S (ed.) 1999,

Neyland, MG & Duncan, F (comps) 1994,

In this instance the initials follow the family name, in the same way as an author's do, because the reference list is arranged alphabetically.

If a work cited forms a chapter or other similar division of a book to which a number of authors have contributed, it can be listed thus:

Bryant, SL 1989, 'Growth, development and breeding patterns of the long-nosed potoroo', in G Grigg, P Jarman & I Hume (eds), *Kangaroos, wallabies and rat kangaroos*,

Note that the titles of chapters and other similar divisions of a book are presented in roman type, within quotation marks, and that minimal capitalisation is used.

Volume number or number of volumes

If only one volume of a multi-volume work is to be listed, insert the volume number (and its title if it has one) after the title of the complete work (or after details of the edition or editor, compiler, reviser or translator). For example:

Public Land Use Commission 1996, *Tasmania—Commonwealth Regional Forest Agreement: environment and heritage report*, vol. 1, *Background report*,

This information precedes any description of the work—a series title or number, for example.

If two or more volumes of a multi-volume work are to be listed, present the information thus:

Public Land Use Commission 1996, *Tasmania—Commonwealth Regional Forest Agreement: environment and heritage report*, vols 2 & 3,

If a multi-volume work is to be listed in its entirety, the number of volumes is inserted after the title. For example:

Public Land Use Commission 1996, *Tasmania—Commonwealth Regional Forest Agreement: environment and heritage report*, 4 vols,

Publisher

The publisher's name is placed after the title of the work, or after the volume, edition, series or other descriptive information. For example:

Begon, M, Harper, JL & Townsend, CR 1988, *Ecology: individuals, populations and communities*, Blackwell Scientific Publications,

Topp, L & Dillon, P 1996, *Looking to the future: a second generation of drug research*, monograph no. 29, National Drug and Alcohol Research Centre,

Australian Bureau of Statistics 1999, *Australian social trends*, cat. no. 4102.0, ABS,

Where do the initials go? If the role of an editor, compiler, reviser or translator is acknowledged after the title of a work, place the initials before the family name. The family name goes first only if the person's name begins the citation—to preserve the alphabetical order.

Although the publisher's name should normally be cited in full, there are two occasions when it might be abbreviated: if it appears often or if an authoring body with a long name is also the publisher. In both cases, the abbreviation should be used consistently and should be explained in a list of shortened forms.

The names of foreign publishing houses should not be anglicised or translated.

If a book has been co-published, provide both publishers' names and locations. For example:

Egerton, MC 1996, *The Australian film industry: an overview*, Dominion Press, Adelaide, & Cinnamon Publishing, St Lucia, Qld.

If a book has been published by one organisation in association with another, use the following form:

Bligh, B 1980, *Cherish the earth*, David Ell Press, Sydney, in assoc. with the National Trust of Australia (NSW), Sydney.

Place of publication

The place of publication is the site of the publisher's main editorial offices. If two or more places are listed on the title page or its reverse, cite only the first-listed place. This information follows the publisher's name in the citation:

Comfort, A 1997, *A good age*, Mitchell Beazley, London.

Madden, R & Hogan, T 1997, *The definition of disability in Australia: moving towards national consistency*, Australian Institute of Health and Welfare, Canberra.

If a publisher's name makes the place of publication obvious—Melbourne University Press, for example—there is no need to include the place in the citation.

The place of publication may need explanation if there is another place of the same name or if the place is little known. Here the nature of the intended readership and whether or not there is any possibility of confusion must be taken into account. For example, Cambridge, Mass., cannot be confused with Cambridge, UK, and St Lucia, Qld, will be more useful than simply St Lucia.

If no place of publication appears on the title page or its reverse, the expression *n.p.* (no place) can be used. Any other information that might help an interested reader locate a copy of the book can be added after the citation. For example:

Raymond, R & Watson-Munro, C 1990, *The energy crisis of 1985*, Castle Books, n.p. Distributed in Australia by Horwitz-Grahame, Sydney.

Page number or numbers

Occasionally it is necessary to cite page numbers in the list of references. If this is the case, present the numbers as the final item of the citation, thus:

Comfort, A 1997, *A good age*, Mitchell Beazley, London, pp. 31–59.

Foreign places of publication: Use the anglicised spelling of foreign places of publication: Rome, not Roma; Warsaw, not Warszawa; Algiers, not Alger.

► For information about the presentation of spans of numbers, see p. 177.

Periodicals

The document information for articles in periodicals—journals, magazines and newspapers—generally consists of the following elements in the following order:

- title of article
- title of periodical
- title of series, if applicable
- issue details
- page reference.

As with books, commas are used to separate each item of the citation. Minimal capitalisation is recommended for the titles of articles; maximal capitalisation is conventionally used for periodicals' titles. For example:

Brent, BB 2000, 'Taking the next step', *Quarterly Review*, vol. 199, no. 9, pp. 33–9.

Cowley, T 2001, 'One people, one destiny', *Australian Geographic*, vol. 61, January–March, pp. 48–67.

Michaelis, PL 1999, 'Farming trends in perspective', *Bingara Observer*, 22 December, p. 21.

Capitalisation and periodicals: Unlike the titles of books, the titles of periodicals are conventionally given maximal capitalisation. The titles of articles in periodicals are given minimal capitalisation and enclosed in single quotation marks.

Journals

Journals are usually intended for a scholarly readership, and more information about volume number and any other issue identifiers is necessary than is the case for popular magazines.

Title of article: Single quotation marks are used for the title of an article in a journal. For example:

Doll, R 1997, 'One for the heart',

Within article titles, italics or double quotation marks can be used for other titles; for the names of ships, aircraft and other vehicles; and for other expressions that are conventionally italicised. For example:

Mercer, BB 2000, 'Fantasy and *King Lear*',

Nakajima, S 2001, 'Aboard the *Lusitania* to Djibouti',

or

Mercer, BB 2000, 'Fantasy and "King Lear"',

Nakajima, S 2001, 'Aboard the "Lusitania" to Djibouti',

Whichever style is chosen, it should be used consistently.

When citing an article written in a foreign language, a translation can be given in parentheses after the title. For example:

Lalumière, P 1995, 'Note sur une expérience de financement privé des investissements publiques' (Note on an experiment involving private financing of public investments),

Title of journal: Italics are used for a journal title, which is separated from the title of the article being cited by a comma. As noted, maximal capitalisation is the convention for journal titles. For example:

Doll, R 1997, 'One for the heart', *British Medical Journal*,

In reference lists in medical and other scientific works, the titles of journals are often abbreviated. If this is done—and it is recommended only when the titles are cited very frequently and only for the appropriate readership—the abbreviations used should be those published in the most recent bibliographic index in the relevant subject field (such as the *Index medicus* or the *Chemical Abstracts Service source index*, known as CASSI). Examples of abbreviated journal titles are *Med J Aust* for the *Medical Journal of Australia*, *JAMA* for the *Journal of the American Medical Association* and *BMJ* for the *British Medical Journal*. The abbreviated journal titles should be shown without full stops (an exception to the general principles for punctuating shortened forms recommended in Chapter 10).

The title of a foreign-language journal should be cited in the original language, without a translation: this will enable interested readers to locate it. Follow the capitalisation of the original when this can be ascertained. For example:

Lalumière, P 1995, 'Note sur une expérience de financement privé des investissements publiques' (Note on an experiment involving private financing of public investments), *Revue de science financière*,

or

Lalumière, P 1995, 'Note on an experiment involving private financing of public investments' (in French), *Revue de science financière*,

Title of series: If a journal forms part of a series, the series title should be placed after the journal title, separated from it by a comma. The series title is presented in roman type, without quotation marks, and using minimal capitalisation. For example:

Pilli, L 1999, 'The life of George Bernard Shaw', *Bibliographical Essays*, British history series,

Issue details and page reference: The volume number, issue number or other identifier, and page reference follow the journal title (or the series title); all items are separated by commas. For example:

Doll, R 1997, 'One for the heart', *British Medical Journal*, vol. 315, pp. 20–7.

If each issue of a journal or periodical is paginated separately rather than consecutively, the issue number or other identifier must be provided. If the issue has both number and identifier (such as a month or quarter), choose one and use it consistently. For example:

Gershuny, J 1996, 'Time use, technology and the future of work', *Journal of the Market Research Society*, vol. 28, no. 4, pp. 335–9.

Dewhirst, C 1996, 'Hot air over the Himalayas', *World Geographic*, vol. 1, October–December, pp. 51–61.

Sometimes a journal will bear only an issue number or other identifier and no volume number. In this case, the issue number or identifier should be placed immediately after the title of the journal, separated from it by a comma.

Usually journal citations do not include the place of publication. If, however, two or more different journals have the same title or a similar one—for example, two periodicals entitled *World Geographic*, one published in Australia and one in the United States, and another entitled *World Geographer*, published in the United

Abbreviating journal titles: In the author–date style, abbreviation of journal titles is recommended only when the titles are cited very frequently and only for the appropriate audience.

Kingdom—show (in parentheses) the place of publication, as set out in the publisher's imprint. For example:

- Bell, J 1996, 'Flying high in the Andes', *World Geographic* (Sydney), vol. 79, no. 4, pp. 19–25.
- Cronin, AP 1993, 'The Scottish coastline: waves at work', *World Geographer* (London), vol. 17, autumn, pp. 11–21.
- Dewhurst, C 1996, 'Hot air over the Himalayas', *World Geographic* (Washington DC), vol. 1, October–December, p. 54.

Similarly, in the case of little-known journals, it may be useful to provide information about the publisher. This is done in the same way as for books. For example:

- Wood, C 1998, 'Cocaine's chaos', *Connexions*, August–September, Centre for Education and Information on Drugs and Alcohol, Sydney, pp. 11–13.

Magazines

For magazines, the procedure for citing the article title and magazine title is the same as that for journals. The volume and issue or other information is replaced by the date—the day and month, the month, the quarter or other similar identifier. Page numbers follow the date (or other identifier), separated from it by a comma. For example:

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

If the article runs over to a page towards the end of the magazine, it is helpful to provide both sets of page numbers. For example:

- Treloar, B 1999, 'Grains of sense', *Australian Gourmet Traveller*, November, pp. 29–30, 64.

Newspapers

If the authorship of a newspaper article is evident, follow the procedure described for magazines. For example:

- Towers, K 2000, 'Doctor not at fault: coroner', *Australian*, 18 January, p. 3.

If the authorship is not obvious, provide all the details in the in-text citation. For example:

- (*Sydney Morning Herald* 24 January 2000, p. 12)
 ... in the *Sydney Morning Herald* (24 January 2000, p. 12).
 (*Financial Review* 18 January 2000, editorial)

No authorship details for a newspaper article? If a newspaper article has no author credited, provide all the necessary details in the text; no entry is then required for the reference list.

In this case there is no need for an entry in the reference list.

If a work contains frequent references to newspaper material, it may be best to abbreviate the newspaper titles: *SMH*, for example, could replace *Sydney Morning Herald*. The abbreviation, like the full title, is italicised.

Reviews in periodicals

For citing reviews of books, films, television programs, and theatrical and musical performances, the following document information is usually required after the

name of the reviewer and the year of publication:

- the title of the review
- a description of what is being reviewed and its author
- the periodical in which the review appeared
- the day and month
- the relevant page number or numbers.

Present the information thus:

Riemer, A 2000, 'Australian gothic revisited', review of *Prelude to Christopher* by Eleanor Dark, *Sydney Morning Herald*, 22 January, p. 12s.

Note the page number '12s' in the example just given: the s indicates a special, independently numbered section of the newspaper.

Media releases

In general, media releases can be treated as follows:

Watersmith, C 2000, *BHP enters new era*, media release, BHP Limited, Melbourne, 1 March.

Smith, A (Minister for Justice and Customs) 1999, *Coastwatch initiative bears fruit*, media release, Parliament House, Canberra, 21 July.

Published proceedings

Papers presented at conferences, seminars and meetings are often collected and published as 'proceedings'. They are cited thus:

Bourassa, S 1999, 'Effects of child care on young children', *Proceedings of the third annual meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp. 44–6.

Unpublished material

When citing unpublished material—a thesis, a manuscript, or an unpublished paper or abstract presented at a conference or meeting—present the title of the document in roman type and in quotation marks. The other details will vary according to the nature of the document, and their presentation is a matter largely for the author or editor. As with all referencing, the primary considerations are clarity, consistency, logical order, and providing all the information needed to enable the document to be found efficiently.

When citing a thesis, acknowledge the university under whose auspices the study was undertaken. For example:

Herbert, KA 1995, 'Parallel knowledge: farmers and scientists and land classification', BAppSc thesis, University of Canberra.

Note that the place of publication is not stated here, as the Canberra location can be inferred.

Treat unpublished papers and abstracts presented at conferences, seminars and meetings as follows:

Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24–25 June.

Corey, L 1997, 'The clinical implications of interactions between HIV and HSV', abstract presented at the 5th annual meeting of the International Herpes Management Forum, Cannes, France, 12–15 August.

If it is difficult to provide details about the location of a manuscript, be systematic:

Adams, DE 1917, 'My journey to Khartoum', in possession of MA Adams, Adelaide.

Ecclestone, A 1934, 'A year in the wilderness', in possession of the Mitchell Library, Sydney.

Hudson, DE 1909–18, 'Diary', Hudson Papers, Fisher Library, University of Sydney.

Thompson, BE 1987, 'Recollections of the Raj', in possession of the author, Melbourne.

Some manuscript collections have a file number or other identifier that can be included with the citation, before the details of the collection's location. In general, however, the author, date, title and location are sufficient.

THE DOCUMENTARY-NOTE SYSTEM

Simplicity has been a key criterion in recommending the following interpretation of the documentary-note system. As with all referencing systems, a number of other interpretations exist, but the differences between them and the one presented here are very minor, concerning mainly punctuation and capitalisation.

Notes used for non-citation purposes

Notes can also be used for non-citation purposes—to add information that is explanatory, relevant but not crucial to the argument, or simply of interest.

Note identifiers

Notes are most commonly identified by superscript arabic numerals. Symbols—asterisk (*), dagger (†), double dagger (‡), section mark (§), parallel mark (||), and number, or hash, sign (#)—are generally used only when the number of notes is limited. They are conventionally used in the order shown. If more than six notes are to appear, the symbols are doubled; that is, a double asterisk (**) comes after the hash sign, then ††, and so on. If there are to be more than twelve notes, the symbols can be trebled, although it is better to use superscript numerals instead.

Symbols are preferred in mathematical works, to avoid any possibility of confusion between superscript note identifiers and indices. In tabular material, lower-case letters of the alphabet can be used to prevent confusion with the figures being presented; if, however, the table consists of words, use superscript numerals.

Notes to tables and illustrations are placed at the base of the table or illustration, not at the bottom of the page or at the end of the chapter or elsewhere. They are numbered independently of any footnotes or endnotes. Where a table runs to more than one page, the notes can be placed either at the base of the page on which they appear or at the end of the table, whichever will be more convenient for readers.

Footnotes or endnotes?

For paper-based works, the decision about whether to use footnotes or endnotes is a matter of judgment, depending on the size of the document, the number of notes, and what is deemed to be the more convenient form for the intended readership. Multiple and lengthy footnotes can sometimes cause problems because each note should appear on the same page as its identifier (although a portion of the final one can run over to the next page). They also make a page 'bottom heavy' in appearance and may suggest a poorly developed argument.

In an on-screen environment, footnotes are largely irrelevant, particularly when documents are created in a mark-up language. A more interactive form of noting—such as pop-up or drop-down boxes—is preferred.

In-text note identifiers

In general, the use of superscript arabic numerals (as opposed to superscript symbols) is recommended for both footnotes and endnotes used for citation purposes. It is also recommended that a superscript numeral be placed *before* all punctuation marks save the end-of-sentence ones and, wherever possible, immediately after a direct quotation. This minimises disruption.

In works with few citations, footnotes might be used; where citations are more frequent, however, endnotes are usually preferred. Endnotes may be placed at the end of a chapter or other similar division, or at the end of a book or article. They should be headed simply 'Notes'. When notes appear at the end of a book, some authors and publishers prefer to arrange them by chapter, with the chapter numbers and titles appearing as subheadings.

Notes placed at the end of chapters (or other similar divisions) are preferable for multi-author works, loose-leaf publications, and works that might be read piecemeal.

Number notes consecutively, beginning with '1', and avoid using more than one number at a particular location. When using footnotes, it is wise not to number notes beginning with '1' on each page: number them consecutively through the chapter or article. This makes for simpler cross-referencing; for example, rather than being obliged to write 'see note 2 on p. 17', it is simpler to say 'see note 25'.

If more than one source is referred to at a single location, use only one note identifier: the entry in the notes will show all the sources. Similarly, a number of references in a single paragraph can be combined into one note if the references are logically related. Care is needed, though, to ensure that there is no potential for confusion.

Avoid using note identifiers in headings. A note referring to an entire section, chapter or other component of a document should be unnumbered or unmarked and be placed before the numbered (or marked) notes at the base of the page, at the end of the chapter or article, or at the end of the book or document.

Personal communications—face-to-face conversations or interviews, telephone calls, letters and facsimiles, for example—can be referred to using a note identifier.

Superscript placement: Place superscript note identifiers:

- at the end of a sentence or clause, rather than immediately after the words to which they relate
- *before* all punctuation marks save the end-of-sentence ones
- wherever possible, immediately after direct quotations.

Avoid using superscript note identifiers in headings.

Superscript numbering: In the documentary-note system, only one superscript numeral is used at a reference point, even if more than one source is being referred to there. The single note that it identifies will include details of all the sources.

The details are then provided in the notes. These sources are generally not listed in a bibliography.

First citations

The first citation of a particular source in the footnotes or endnotes provides the same information as that required for the author–date system but in a slightly different order:

- Authors' initials precede the family name (as there is no need for alphabetical ordering).
- The year of publication is placed at or near the end of the citation.

The method of punctuation—using commas to separate each item of the citation—remains the same, and minimal capitalisation is again recommended for all but the titles of periodicals. The conventions described for the use of italics and quotation marks also apply.

Books

For books, provide the following information in the following order (see pages 200–3 for details):

- details of authorship—initials first
- title of book
- if applicable
 - title of series
 - description of work
 - edition
 - editor, translator, reviser or compiler
 - volume number or number of volumes
- publisher
- place of publication
- year of publication
- page numbers, if applicable.

The following are examples of first citations of books:

1. A Comfort, *A good age*, Mitchell Beazley, London, 1997.
2. Australian Bureau of Statistics & Australian Institute of Health and Welfare, *The health and welfare of Australia's Aboriginal and Torres Strait Islander peoples*, ABS cat. no. 4704.0, AIHW cat. no. IHW2, Australian Government Publishing Service, Canberra, 1997, pp. 59–70.
3. JC Grant, MD Laffan, RB Hill & WA Neilsen, *Forest soils of Tasmania: a handbook for identification and management*, Forestry Tasmania, Hobart, 1995.
4. C Wilson, *England's apprenticeship 1603–1763*, Social and economic history of England, 2nd edn, ed. Asa Briggs, Longman, London, 1984.
5. Australian Bureau of Statistics, *Disability, ageing and carers: summary of findings*, cat. no. 4430.0, ABS, Canberra, 1999.

First citations: For the first citation of a source, provide the same information as that required for the author–date system. There are only two differences in the sequence:

- An author's initials *precede* the family name.
- The year of publication is placed at or near the end of the citation.

6. L Topp & P Dillon, *Looking to the future: a second generation of drug research*, monograph no. 29, National Drug and Alcohol Research Centre, University of New South Wales, Sydney, 1996, pp. 29–45.
7. JD Butler & DF Walbert (eds), *Abortion, medicine and the law*, Facts on File Publications, New York, 1986.
8. *Roget's thesaurus of English words and phrases*, ed. & rev. B Kirkpatrick, Penguin, London, 1987 (1852).
9. L Urdang, *Dictionary of differences*, rev. edn, Bloomsbury, London, 1992.
10. DJ Jones, *The Australian dictionary of acronyms and abbreviations*, 4th edn, ALIA Press, Canberra, 1995.
11. Sir Ernest Gowers, *The complete plain words*, 2nd edn, rev. Sir Bruce Fraser, Penguin, Harmondsworth, UK, 1983.
12. Resource Assessment Commission, *Kakadu Conservation Zone inquiry: final report*, 2 vols, Australian Government Publishing Service, Canberra, 1991.
13. Public Land Use Commission, *Tasmania–Commonwealth Regional Forest Agreement: environment and heritage report*, vol. 1, *Background report*, PLUC, Hobart, 1996.
14. M Begon, JL Harper & CR Townsend, *Ecology: individuals, populations and communities*, Blackwell Scientific, London, 1988.
15. SL Bryant, 'Growth, development and breeding patterns of the long-nosed potoroo', in G Grigg, P Jarman & I Hume (eds), *Kangaroos, wallabies and rat kangaroos*, Surrey Beatty & Sons, Sydney, 1989, pp. 97–119.
16. MM Weinberg, *No day at the beach*, Pluto Publications, Adelaide, in press.
17. J Halligan, I Mackintosh & H Watson, *The Australian public service: the view from the top*, Coopers and Lybrand, Canberra, & Centre for Research in Public Sector Management, University of Canberra, 1996.
18. R Raymond & C Watson-Munro, *The energy crisis of 1985*, Castle Books, n.p., 1990. Distributed in Australia by Horwitz-Grahame, Sydney.
19. Department of Foreign Affairs and Trade, *Annual report 1998–99*, DFAT, Canberra, 1999.

Periodicals

First citations of material in periodicals—journals, magazines and newspapers—generally require the following information in the following order (see pages 204–6 for details):

- authorship details—initials first
- title of article
- title of periodical
- if applicable
 - title of series
 - volume number
 - issue number or other identifier
- date of publication
- page number or numbers.

Publishing details: These are not usually provided for periodicals. They can, however, be useful for little-known periodicals or to distinguish between periodicals with the same or similar titles—see pp. 205–6.

Journals

The following are examples of first citations of material in journals:

1. J Gershuny, 'Time use, technology and the future of work', *Journal of the Market Research Society*, vol. 28, no. 4, 1986, pp. 335–54.
2. PG Ney, T Fung & AR Wickett, 'The worst combinations of child abuse and neglect', *Child Abuse and Neglect*, vol. 18, no. 9, 1994, pp. 705–14.
3. A Tomison, 'Child abuse and other family violence: findings from a case tracking study', *Family Matters*, no. 41, winter, 1995, pp. 33–8.
4. D MacKenzie & C Chamberlain, 'How many homeless youth?', *Youth Studies Australia*, summer, 1992, pp. 14–22.
5. C Wood, 'Cocaine's chaos', *Connexions*, August–September, Centre for Education and Information on Drugs and Alcohol, Sydney, 1998, pp. 11–13.

Magazines

For magazines, the procedure for citing authorship details, article title and magazine title in the documentary-note style is the same as that for journals. The year of publication—this time with the day and month, just the month, or the season—comes after the magazine title, with page numbers following the date. For example:

1. D Light, 'A tax of the jitters', *Bulletin*, 18 January 2000, pp. 50–1.
2. B Treloar, 'Grains of sense', *Australian Gourmet Traveller*, November 1999, pp. 29–30, 64.

The second example also shows how to refer to an article whose text begins in one part of a magazine and continues at a later place (with other articles or advertisements in between).

Newspapers

If a newspaper article has an obvious author, follow the procedure described for magazines. For example:

1. K Towers, 'Doctor not at fault: coroner', *Australian*, 18 January 2000, p. 3.

If the article has no obvious author, provide all the details in the text. For example:

(*Sydney Morning Herald*, 24 January 2001, p. 7)

It was alleged in the *Sydney Morning Herald* (24 January 2001, p. 7) that ...

Articles that are interrupted by pages containing other material: In such instances, show both sets of page numbers, separated by a comma.

If a magazine or newspaper article is interrupted by pages containing other material, provide both sets of page numbers.

Reviews in periodicals

With the exception of the placement of initials and the date, reviews of books, films, television programs and theatrical and musical performances are treated in the manner described for the author–date system (see pages 206–7). For example:

1. A Riemer, 'Australian gothic revisited', review of *Prelude to Christopher* by Eleanor Dark, *Sydney Morning Herald*, 22 January 2000, p. 12s.

Note the page number '12s' in the example just given: the *s* indicates a special, independently numbered section of the newspaper.

Encyclopedias and dictionaries

If the author of an entry in an encyclopedia is named, the principles described for newspapers should be applied (leaving out the day and month details). If no author is evident or if it is a dictionary being cited, provide the necessary information in the text.

Media releases

With the exception of the placement of initials and the year of publication, media releases are treated in the manner described for the author–date system (see page 207). For example:

1. C Watersmith, *BHP enters new era*, media release, BHP Limited, Melbourne, 1 March 2000.
2. A Smith (Minister for Justice and Customs), *Coastwatch initiative bears fruit*, media release, Parliament House, Canberra, 21 July 1999.

Published proceedings

Papers presented at conferences, seminars, and so on, and subsequently published as 'proceedings' are treated as follows:

1. QL Choo, G Kuo & R Ralston, 'Vaccination of chimpanzees against infection by the hepatitis C virus', *Proceedings of the National Academy of Sciences USA*, vol. 91, 1994, pp. 1294–8.

Unpublished material

With the exception of placement of initials and the year of publication, unpublished material is treated in the manner described for the author–date system (see page 207). For example:

1. KA Herbert, 'Parallel knowledge: farmers and scientists and land classification', BAppSc thesis, University of Canberra, 1995.
2. FJ Bowden & CK Fairley, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24–25 June 1996.
3. DE Adams, 'My journey to Khartoum', in possession of MA Adams, Adelaide, 1917.

Personal communications

If details of a personal communication are to be provided in the notes—as opposed to a citation in the text itself—provide the person's name, a description of the type of communication, and the full date:

1. S Savieri, interview with the author, 24 April 1999.
2. V Ngu, facsimile, 12 January 2001.

It is important to obtain the permission of the person in question.

Second and subsequent citations

If an author refers to the same source a number of times, a number of different superscript identifiers will be used in the text to refer to that source. Instead of

repeating all the details of the first citation in the footnotes or endnotes, a shortened form of the citation can be used on subsequent occasions. This shortened form must contain sufficient detail to provide the reader with an unambiguous indication of the place where the fact, opinion or quoted words are to be found:

1. R Hyslop, *Aye, aye, Minister: Australian naval administration 1939–59*, AGPS Press, Canberra, 1990, p. 89.
2. ...
3. ...
4. Hyslop, p. 25.

If, however, two or more works by the same author are referred to in the text, it is necessary to differentiate further:

1. R Hyslop, *Aye, aye, Minister: Australian naval administration 1939–59*, AGPS Press, Canberra, 1990, p. 89.
2. R Hyslop, *Australian mandarins: perceptions of the role of departmental secretaries*, AGPS Press, Canberra, 1993, p. 45.
3. Hyslop, *Aye, aye, Minister*, p. 25.

Similarly, recurrent references to articles in periodicals can be abbreviated:

1. G Holst, 'Awake to the lute', *Hemisphere*, vol. 21, no. 4, 1976, pp. 26–38.
2. ...
3. Holst, *Hemisphere*, p. 28.

Using 'ibid.', 'op. cit.', 'loc. cit.' and 'id.'

Common anglicised abbreviations of Latin terms: Use the terms 'ibid.', 'op. cit.', 'loc. cit.' and 'id.' only if you are confident that your readers will be familiar with them. Present them in roman type and *without* any initial capitals.

If a readership is familiar with the convention, second and subsequent references can be introduced by anglicised abbreviations of Latin terms, the most common being 'ibid.' (*ibidem*—in the same place), 'op. cit.' (*opere citato*—in the work cited), 'loc. cit.' (*loco citato*—in the place cited) and 'id.' (*idem*—the same). The abbreviations are presented in roman type and always start with a lower-case letter, even when they appear at the beginning of a note.

An 'ibid.' signifies a reference to the same work cited immediately before it. It can refer to the same page or to a different one. For example:

1. Australian Institute of Health and Welfare, *Australia's welfare: services and assistance*, AIHW, Canberra, 1999, pp. 128–41.
2. *ibid.*
3. *ibid.*, p. 160.

An 'op. cit.' refers the reader back to a previously cited work but to a different page:

1. Australian Institute of Health and Welfare, *Australia's welfare: services and assistance*, AIHW, Canberra, 1999, p. 128.
2. Australian Bureau of Statistics, *Causes of death*, cat. no. 3303.0, ABS, Canberra, 1995.

3. Australian Institute of Health and Welfare, *op. cit.*, p. 171.

A 'loc. cit.' refers the reader back to the same page of a work already cited:

1. Australian Institute of Health and Welfare, *Australia's welfare: services and assistance*, AIHW, Canberra, 1999, p. 128.
2. Australian Bureau of Statistics, *Causes of death*, cat. no. 3303.0, ABS, Canberra, 1995.
3. Australian Institute of Health and Welfare, *loc. cit.*

An 'id.' signifies that the work in the second note is by the same author as the work in the first note:

1. R Hyslop, *Aye, aye, Minister: Australian naval administration 1939–59*, AGPS Press, Canberra, 1990, p. 89.
2. *id.*, *Australian mandarins: perceptions of the role of departmental secretaries*, AGPS Press, Canberra, 1993, p. 45.

Other anglicised abbreviations

The following are other, less common, abbreviations used in the documentary-note style:

et. seq.	and following (from Latin <i>et sequentes</i>)
f., ff.	following
inf.	below (from Latin <i>infra</i>)
q.v.	which see (from Latin <i>quod vide</i>)
sup.	above (from Latin <i>supra</i>)

These abbreviations—and the word *passim* ('here and there', 'throughout')—are used far less often than in the past and should generally be reserved for formal, scholarly works.

THE VANCOUVER SYSTEM

The following interpretation of the Vancouver system is recommended. Variants do exist, and writers and editors are often required to adapt the system to correspond with the style set by a particular organisation or publisher.

In-text note identifiers

In the text a superscript arabic numeral is allocated to each source when it is referred to *for the first time*. This numeral becomes the unique identifier of that source; if the source is referred to again, the identifying numeral is repeated. The identifiers should be placed *before* all punctuation marks save the sentence-ending ones and, whenever possible, immediately after a direct quotation. This minimises disruption for the reader.

More than one identifier can be used at a single reference point to indicate multiple sources: commas (also set as superscript characters) are used to separate

the identifiers and there is no space between the comma and the number following it. For example:

Zinc deficiency leads to a slower rate of wound healing and decreases wound strength and collagen synthesis: it also diminishes taste acuity.^{1,5}

Sources for tables and figures are numbered in keeping with the sequence established at the first textual mention of the source.

The reference list

The method of presenting a citation in the Vancouver system differs markedly from the methods used in the author–date and documentary-note systems as interpreted in this manual. The main features of a Vancouver reference list are as follows:

- Quotation marks are not used for the titles of journal articles.
- Neither book titles nor journal titles are italicised—in fact, italics are not used at all in the reference list.
- Journal titles are usually abbreviated. The abbreviations used should be those listed in the most recent bibliographic index in the relevant subject field—for example, the *Index medicus* or *CASSI* (the *Chemical Abstracts Service source index*).
- All authors are listed when there are six or fewer; when there are more than six, the expression ‘et al.’ (‘and others’) is added.
- Authors’ initials follow their family names, with no intervening punctuation and no space between the initials.
- The principal elements of the citation are separated by full stops. (There are also other differences in punctuation, spacing, and the treatment of volume and page numbers.)

Books

For books, the following information is provided in the following order:

- authorship details
- title of book
- if applicable
 - title of series
 - description of work
 - volume number or number of volumes
 - edition
 - editor, compiler, reviser or translator
- place of publication
- publisher
- year
- page number or numbers, if applicable.

The following examples illustrate the general principles:

1. Comfort A. A good age. London: Mitchell Beazley, 1997.

2. National Health and Medical Research Council. Dietary guidelines for older Australians. Canberra: NHMRC, 1999.
3. WHO Study Group. Epidemiology and prevention of cardiovascular diseases in elderly people. WHO technical series 853. Geneva: WHO, 1995.
4. Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd edn. Albany, New York: Delmar Publishers, 1996.
5. DeVines J, ed. Food safety and toxicity. Boca Raton: CRC Press, 1997.
6. Mann JI, Truswell AS, eds. Essentials of human nutrition. Oxford: Oxford University Press, 1998.
7. Truswell AS. Alcohol. In: Mann JI, Truswell AS, eds. Essentials of human nutrition. Oxford: Oxford University Press, 1998;91–103.
8. Shrapnel B. Fats: lessons from antiquity. In: University of Sydney Nutrition Research Foundation publication 5. Sydney: University of Sydney Nutrition Research Foundation, 1998;21–6.
9. Merry G. Food poisoning prevention. 2nd edn. Melbourne: Macmillan Education Australia, 1997.
10. Australian Bureau of Statistics. Causes of death. Cat. no. 3303.0. Canberra: ABS, 1995.

Journal articles

For journals, the following information is provided in the following order:

- authorship details
- title of article
- abbreviated journal title
- year
- volume number
- issue number or other descriptor
- page numbers.

The following examples illustrate the general principles. Note the use of the semicolon to separate the publication date from the volume number and of the colon to separate the volume (or issue) number from the page numbers. Note, too, that no spaces are inserted.

1. Horwath CC. Socio-economic status and dietary habits in the elderly: results from a large random survey. *J Hum Nutr Diet* 1989;2:173–83.
2. Shekelle RB, Stamler J. Fish and coronary heart disease: the epidemiologic evidence. *Nutr Metab Cardiovasc Dis* 1993;4:46–51.
3. Albert CM, Hennekens CH, O'Donnell CJ, Ajani UA, Carey VJ, Willett WC et al. Fish consumption and risk of sudden cardiac death. *JAMA* 1998;279:23–8.
4. Alspach G. Chemosensory impairments in the elderly: nothing to sniff at. *Critical Care Nurse* 1998;18(2):16–18.
5. Nicklason F, Inderjeeth CA, Parmeswaran V, Greenaway T, Jones G, Dunbabin D et al. The prevalence of vitamin D deficiency in a group of elderly patients hospitalised in southern Tasmania. *Aust J Ageing* 1996;15(3)(suppl.):S22.

6. Dayton S, Pearce LM, Hashimoto S, Dixon WJ, Tomiyasu U. A controlled clinical trial of a diet high in unsaturated fat in preventing complications of atherosclerosis. *Circulation* 1969;(suppl. II to vols 39 & 40)(July):1–63.
7. WHO–ISH Statement Committee. Prevention of hypertension and associated cardiovascular disease: a 1995 statement. *Clin Exp Hypertens* 1996;18(3&4):581–93.
8. Medical Research Council. The rice diet in the treatment of hypertension. *Lancet* 1950;2:509–13.

In the case of journal articles for which no author is evident, begin the citation with the title of the article:

1. Top 10 drugs by cost to government—1997. *Aust Prescriber* 1998;21:106.

It is important to cite the title of a foreign-language journal in that language—to aid retrieval. The title of the article can be shown as it appears or its English translation can be added in square brackets.

Conference proceedings and papers

For conference proceedings and papers presented at conferences, seminars, and so on, follow the principles described for books but include the place and date of the conference:

1. Stuckey SJ, Darnton-Hill I, Ash S, Brand JC, Hain DL. Dietary patterns of the elderly in Sydney. In *Proceedings of the 10th Congress of the Nutritionists Society of Australia, Melbourne, 15–19 March 1997*. Sydney: Paragon Press, 1997;31–9.
2. WHO Regional Office for the Western Pacific. Report of the working group on public health aspects of marine fish food poisoning, Suva, Fiji, 23–25 February 1981. Manila: WHO, 1981.

Theses

Treat a thesis as you would a book but note the fact that the work is a thesis after the title:

1. Cairns RB. Infrared spectroscopic studies of solid oxygen. PhD thesis. Berkeley, California: University of California, 1965.

BIBLIOGRAPHIES

The term *bibliography* is used in a variety of ways. Most commonly, it means a list containing the sources used in developing a publication and any other sources the author considers might be of use or interest to readers. It can also be used to mean a list of the sources an author cites in a particular work—although such a list would more accurately be called a reference list. In addition, some people use it to refer to a list of sources relating to the subject of the publication but not actually cited by the author—again, however, a more accurate term for this would be a ‘further reading’ list.

This manual supports the most common interpretation of the word *bibliography*.

A bibliography is usually placed at the end of a work, before the index if there is one. It can, however, be useful to place one at the end of each chapter in a multi-author work, loose-leaf publication or work that might be read piecemeal.

A select bibliography? The term *select bibliography* should generally be avoided: almost all bibliographies are ‘select’ by nature because it is virtually impossible to list *all* works dealing with a particular subject, which is what *bibliography* originally meant.

A bibliography in the author–date style

When the author–date system of citation is used, a consolidated list of references is prepared and placed at the end of the chapter, book or article. If an author wishes to include in this list sources not directly cited in the work, the consolidated list is correctly called a ‘bibliography’. The same method of presentation is used in both cases.

A bibliography in the documentary-note style

If sources are acknowledged in footnotes or endnotes, an author may not see the need for a consolidated list at the end of the work. If, however, a decision is made to provide a bibliography, with one exception the principles described for citing sources in the documentary-note style apply.

The exception concerns the placement of an author’s initials. In a bibliography the author’s family name (or the family name of the first-cited author if there is more than one) is placed first—because the bibliography is presented in alphabetical order, not by number. For example, in the notes the entries will appear thus:

1. M Coper, *Encounters with the Australian Constitution*, CCH Australia, Sydney, 1993.
2. Advisory Committee on Trade and National Economic Management, *Report to the Constitutional Commission*, Australian Government Publishing Service, Canberra, 1987.
3. N Wright & B Darby, *The Constitution: shaping the nation*, Legal Press, Perth, 1997.

and in the bibliography

Advisory Committee on Trade and National Economic Management, *Report to the Constitutional Commission*, Australian Government Publishing Service, Canberra, 1987.

Coper, M, *Encounters with the Australian Constitution*, CCH Australia, Sydney, 1993.

Wright, N & B Darby, *The Constitution: shaping the nation*, Legal Press, Perth, 1997.

A bibliography in the Vancouver style

A bibliography in the Vancouver style is presented in the same way as the citations given in the reference list.

An annotated bibliography

An author who wants to give readers more information than is necessary to locate each source might produce an *annotated bibliography*. For each entry in the bibliography the author writes a brief description—the source’s content, its relevance to the author’s own work, its possible value for a reader, or any other information the author considers useful. For example:

Crystal, D 1995, *The Cambridge encyclopedia of the English language*, Cambridge University Press, Cambridge, UK. A comprehensive general reference dealing with the history, structure and worldwide use of English. See, in particular, Chapter 7.

Government publications

Citation of government publications generally follows the principles described for books, although it can sometimes present difficulties. For example, some publications have no obvious author, some have both a sponsoring agency and a specific author, some are the work of a branch or division of an agency, some are the work of a committee established within an agency, and some are the work of a consultant commissioned to carry out a particular task. Yet others are the result of a commission of inquiry, royal commission, or similar initiative.

In addition, there are parliamentary publications—Parliamentary Papers, Hansard, the *Journals of the Senate*, and the House of Representatives *Votes and Proceedings*—and Commonwealth records.

The discussion that follows is based on the author–date system. The advice applies equally to the documentary-note and Vancouver systems, although the presentation style will differ in the ways described for those systems.

Documents produced by government agencies

If a document produced by a government agency has no obvious author, cite the sponsoring agency as the author:

Australian Sports Drug Agency 2000, *Testing for EPO*, Australian Sports Drug Agency, Canberra.

If the names of both a sponsoring agency and a specific author appear on the title page, cite the agency as author and acknowledge the individual after the title. For example:

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

A document prepared by a branch or other division of a government agency, and published by that agency, should usually be listed under the agency's name, with the branch or other division acknowledged after the publication's title. This is because, unlike a committee or similar body established for a specific task, the branch or other division is an integral part of the agency. For example:

Department of Conservation 2000, *Hydrogen-powered cars: progress to date*, Sustainable Energy Branch, Department of Conservation, Darwin.

If the agency is not the publisher, a different approach is needed. The agency can still be cited as the author, the branch or other division can be acknowledged in parentheses immediately after the agency's name, and the publisher is cited in the usual way. For example:

Department of Administrative Services (Awards and National Symbols Branch) 1995, *Australian flags*, Australian Government Publishing Service, Canberra.

The in-text citation need refer only to the agency, not the branch or other division:

(Department of Administrative Services 1995)

or

Department of Administrative Services (1995)

The jurisdiction: Generally, the jurisdiction is not given; that is, there is no mention of whether the agency in question is a Commonwealth one or a state or territory one. The place of publication usually makes the jurisdiction clear. If, however, there is any possibility of confusion, insert the jurisdiction as part of the details of publication. For example:

Department of Health and Aged Care 2001, *Rubella incidence in a defined population*, Commonwealth Department of Health and Aged Care, Hobart.

Abbreviating an agency's name: If the name of an authoring agency is long and is cited frequently in the text, it may be necessary to abbreviate the name in the in-text citation. If this is so, provide a cross-reference in the list of references or bibliography. For example:

NHMRC—see National Health and Medical Research Council.

Present the publication details where the name is spelt out.

Documents produced for a government agency

A document prepared by a committee or similar body established within a government agency to perform a specific task can be cited in the following way:

Health Promotion Committee 2000, *The funding of anti-smoking campaigns*, Department of Health, Brisbane.

Financial Resources Taskforce 2000, *Payments to the states and territories: 2001–02 to 2005–06*, Department of Finance and Administration, Canberra.

A consultant's report: Sometimes a consultant is commissioned to report to government. If the names of both the consultant and the government agency appear on the title page, the report

should usually be listed under the name of the agency, with the author acknowledged after the title. For example:

Department of Health and Aged Care 1999, *Hepatitis C: a review of Australia's response*, report prepared by D Lowe & R Cotton, DHAC, Canberra.

When only the name of the consultant appears on the title page, list the document under the consultant's name. For example:

Dabrowski, W 1999, *Caring for country*, report to the Aboriginal and Torres Strait Islander Commission, Canberra.

A publication known by a short title: Sometimes a publication produced by a body commissioned to carry out an inquiry of some kind is better known by a short title—the name of, say, the chairperson or the person responsible for the investigation. In these cases, the short title can be used in the text; in the list of references, the short title should be cross-referred to the formal title of the investigating body, where the full publication details should appear. For example:

Feachem report—see Department of Human Services and Health (1995).

Department of Human Services and Health 1995, *Valuing the past ... investing in the future: evaluation of the National HIV/AIDS Strategy 1993–94 to 1995–96*, (Professor RGA Feachem, evaluator), AIDS/Communicable Diseases Branch, DSHS, Canberra.

The same applies to the reports of commissions of inquiry, royal commissions, and so on, and to publications that are better known by their titles than by the names of the authoring bodies:

Bringing them home—see National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families.

Commission of Inquiry into the Activities of Gaming Houses 2000, *Report*, (CBE Oates, chairperson), 3 vols, Department of Sport and Recreation, Adelaide.

National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families 1997, *Bringing them home*, (Sir Ronald Wilson, president), Human Rights and Equal Opportunity Commission, Sydney.

Oates, CBE 2000—see Commission of Inquiry into the Activities of Gaming Houses.

Changes to names or other details

A difficulty that sometimes arises in the citation of government publications is when the name of an agency changes. In these instances, the agency's name should be cited exactly as it appears on the title page of the source document.

In the case of commissions of inquiry, committees of review and similar bodies, there may be a change of commissioner or chairperson during the period of the inquiry or review. This example offers a solution for the citation:

Commission of Inquiry into Financial Transactions on the Internet 2000, *Report*, (commissioners: RL Foote, April 1998 – May 1999; NOE Legge, June 1999 – March 2000), Department of Finance and Administration, Canberra.

Parliamentary publications

The term *parliamentary publications* is used here to refer to publications of the Commonwealth Parliament: Parliamentary Papers, Hansard, the *Journals of the Senate*, and the House of Representatives *Votes and Proceedings*.

The Commonwealth Parliamentary Papers Series: This is made up of documents tabled in the Commonwealth Parliament that either

the House of Representatives or the Senate has ordered to be printed. Among such documents are the following:

- annual reports of government agencies
- the reports of commissions of inquiry, committees of review and similar bodies
- the reports of standing and select committees of parliament
- budget papers
- white papers, which are documents outlining government policy in relation to matters of national importance.

Not all documents tabled in parliament are ordered to be printed. Those that are not are listed either in the *Journals of the Senate* or in the House of Representatives *Votes and Proceedings*. Documents that are ordered to be printed are numbered (starting with '1' for each session of parliament) and are identified by a label attached to the outside back cover. They are published in two formats:

- the 'pamphlet' edition, which is the original tabled document that now carries the ISSN, Parliamentary Paper number and other identification details
- the 'bound volumes' edition, which is produced when all the tabled documents for a parliamentary sitting are gathered together and bound into hardcover books to form a set of volumes. Cite Parliamentary Papers in the following manner:

Australia, Parliament 2000a, *Department of Finance and Administration annual report 1999–2000*, Parl. Paper 32, Canberra.

Australia, Parliament 2000b, *Parliamentary spending: report of the Public Accounts Committee*, (L Bent, chairperson), Parl. Paper 142, Canberra.

Senate Standing Committee on Finance and Government Operations 2000, *The pricing of telephony*, SSCFGO, Canberra.

House of Representatives Standing Committee on Expenditure 2000, *Deregulation of the market for milk*, HRSCE, Canberra.

In the case of the last two examples, if the abbreviated citations 'SSCFGO' and 'HRSCE' have been used in the text, provide a cross-reference in the reference list, thus:

SSCFGO—see Senate Standing Committee on Finance and Government Operations.

Many titles published as Parliamentary Papers are first published—generally by the authoring body—in what is popularly known as a 'plain-cover', or departmental, edition. The following method of citation should be used for plain-cover editions:

Department of Finance and Administration 2000, *Annual report 1999–2000*, Department of Finance and Administration, Canberra.

Public Accounts Committee 2000, *Parliamentary spending*, (L Bent, chairperson), Public Accounts Committee, Canberra.

Senate Community Affairs References Committee 2000, *Report on housing assistance*, SCARC, Canberra.

Hansard: References to Hansard (Parliamentary Debates), a verbatim record of what was said in parliament, are presented thus:

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

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

The Journals of the Senate and the Votes and Proceedings of the House of Representatives: These are the official records of proceedings in each House. References to them are presented as follows:

Australia, Senate 2000–01, *Journals*, no. 123, p. 718.

Australia, House of Representatives 2000–01, *Votes and Proceedings*, vol. 1, p. 631.

Commonwealth records

The method of citing Commonwealth records differs from that applying to other types of documents. The 'author' for an archival record is the agency responsible for the record's care, and the record is usually part of a series and often unpublished. The National Archives of Australia recommends that a citation of records held in its custody contain as much as possible of the following information:

- the full title of the custodian of the record—for Commonwealth records this is the National Archives of Australia
- the name of the originator of the record—a government agency or, in the case of personal archives, a person
- the series number, title and date range
- the item number, title and date range.

Two main systems are used for keeping Commonwealth records: the CRS System and the Accession System.

The CRS System: The Commonwealth Record Series, or CRS, System is the main system used to identify, locate, document and make available records originated by the Commonwealth itself, by Commonwealth government agencies or by individuals who have

been closely associated with the government. Each of these classes of originators is coded—CO (Commonwealth organisation), CA (Commonwealth agency) and CP (Commonwealth person)—and identification numbers are attached to the codes.

Full citations are presented thus:

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

National Archives of Australia: Joseph Benedict Chifley, CP M1458, General correspondence from special organisations and persons, 1946–49.

An abbreviated citation can be used for second and subsequent mentions:

NAA: CA A518; CK822/1.

NAA: CP M1458.

The Accession System: An accession is a consignment of records transferred by an agency to the National Archives of Australia. The Accession System is used for documenting these consignments. Full and abbreviated citations are presented thus:

National Archives of Australia: Bureau of Meteorology, Regional Office, Queensland; BP 360/1 Flood warning files, F series, 1908–63.

National Archives of Australia: BP 360/1.

Further advice about citation of Commonwealth records can be obtained from the National Archives of Australia.

Government publications: some examples in the author–date style

The following examples of the citation of government publications are provided as a guide. Note that if the authoring body is also the publisher it is often convenient to use the abbreviated form of the body's name in the publisher's details: the abbreviation is sufficiently close to the spelt-out form to avoid any confusion. The abbreviated form should, however, be explained in a list of shortened forms—see Chapter 13 for information about the placement of such a list.

Agriculture, Fisheries and Forestry—
Australia 1999, *Mariculture in the Huon Valley area of Tasmania: recent developments*, AFFA, Canberra.

Australian Bureau of Criminal Intelligence
2000, *Australian illicit drug report 1999–2000*, ABCI, Canberra.

Australian Bureau of Statistics 1999a,
Disability, ageing and carers: summary of findings, cat. no. 4430.0, ABS, Canberra.

—1999b, *The labour force, Australia*,
cat. no. 6203.0, ABS, Canberra.

—& Australian Institute of Health and
Welfare 1997, *The health and welfare of
Australia's Aboriginal and Torres Strait
Islander peoples*, ABS cat. no. 4704.0,
AIHW cat. no. IHW2, Australian
Government Publishing Service, Canberra.

Australian Institute of Health and Welfare
1999a, *Australia's welfare: services and
assistance*, AIHW, Canberra.

—1999b, *Corporate plan 1999 to 2002*,
AIHW, Canberra.

Australian National Council on AIDS and
Related Diseases 1999, *Proving partnership:
review of the National HIV/AIDS Strategy
1996–97 to 1998–99*, ANCARD, Sydney.

Commission of Inquiry into Poverty 1975a,
Law and poverty in Australia, second main
report, (Prof. R Sackville, commissioner),
Australian Government Publishing Service,
Canberra.

—1975b, *Legal aid in Australia*, Law and
poverty series, research report, Australian
Government Publishing Service, Canberra.

—1975c, *Poverty in Australia*, first main
report, (Prof. RF Henderson, chairman),
Australian Government Publishing Service,
Canberra.

Commonwealth of Australia Gazette 1993,
no. PS24, Canberra, 24 June.

Dabrowski, W 1999, *Caring for country*,
report to the Aboriginal and Torres Strait
Islander Commission, Canberra.

Department of Defence 2000, *Defence
review 2000: our future defence force*,
public discussion paper prepared for the
Commonwealth Government, Department of
Defence, Canberra.

Department of Health and Aged Care 1999,
*Hepatitis C: a review of Australia's
response*, report prepared by D Lowe &
R Cotton, DHAC, Canberra.

Department of Primary Industries and
Energy 1997, *National sustainable energy
statement*, DPIE, Canberra.

Department of Veterans' Affairs in press,
*New arrangements for war service
pensions*, DVA, Canberra.

Environment Australia 1997, *Kakadu
National Park tour operators handbook*,
Biodiversity Group, Environment Australia,
Canberra.

Henderson, RF 1975—see Commission of
Inquiry into Poverty (1975c).

Henschke, C 1998, *Wine production in the
Barossa Valley*, report to the Department of
Agriculture, Adelaide.

Independent Review of Economic
Regulation of Domestic Aviation 1986,
Report, (TE May, chairman), 2 vols,
Australian Government Publishing Service,
Canberra.

Intellectual Property and Competition
Review Committee 2000, *Parallel
importation: interim report*, Attorney-
General's Department, Canberra.

Inter-State Commission 1985, *An
investigation of the Tasmanian Freight
Equalisation Scheme*, vol. 2, *The shipment
of wheat to Tasmania*, Australian
Government Publishing Service, Canberra.

National Natural Resource Management
Taskforce 1999, *Managing natural
resources in rural Australia for a
sustainable future*, discussion paper,
Agriculture, Fisheries and Forestry—
Australia, Canberra.

Ralph, JT 1999—see Review of Business
Taxation.

Resource Assessment Commission 1991a,
Forest and timber inquiry: draft report,
vol. 1, Australian Government Publishing
Service, Canberra.

—1991b, *Kakadu Conservation Zone
inquiry: final report*, 2 vols, Australian
Government Publishing Service, Canberra.

—1992, *Annual report 1991–92*,
Australian Government Publishing Service,
Canberra.

Review of Business Taxation 1999, *A tax
system redesigned: more certain, equitable
and durable*, (JT Ralph, chairperson),
Department of the Treasury, Canberra.

Steering Committee for the Review of
Commonwealth/State Services Provision
1999, *Report on government services 1999*,
2 vols, Productivity Commission, Melbourne.

Wilkins, RL 1996, *Australia at the ready!*,
Australian War Memorial & Department of
Defence, Canberra.

Organising bibliographies

Most bibliographies are organised according to the principle that the sources are most accessible to the reader if they are listed together in alphabetical order. This is particularly common when most entries are books.

If, however, a bibliography contains a number of different types of sources—books, journal articles, theses, legislation, and unpublished works, for example—the author may decide to divide it into sections, according to the type of source.

Further, sometimes an author is dealing with a variety of subjects and will decide to organise the bibliography according to subject.

Another variation is to list sources according to where they can be found. For example, the bibliography for a history that uses a great deal of archival material might be divided into sections relating to the various archives in which the material is held.

SPECIALISED SOURCES

A variety of specialised sources is dealt with in this section, ranging from legislation and legal authorities to television and radio programs and databases.

Legislation

The titles of pieces of legislation—Acts, Ordinances, and Regulations and other forms of delegated legislation (such as rules and bylaws)—should be cited exactly. Neither spelling nor capitalisation should be altered to suit the referencing style of the publications in which they are cited.

Legislation is included in a list of references only if it is important to an understanding of the work. If this is so, it is usually best to set the list apart from the main body of the reference list and present it alphabetically under the subheading 'Legislation'.

Acts and Ordinances

Most Acts and Ordinances have a short formal title that can be used for citation purposes. First references to an Act or Ordinance should always cite this short formal title, in italics, exactly and in full. In subsequent references this title can be shown in roman type and with the date omitted. For example:

the *Environment Protection (Impact of Proposals) Act 1974* ... the Environment Protection (Impact of Proposals) Act ...

the *Casino Control Ordinance 1988* ... the Casino Control Ordinance

Note that no comma precedes the year in the formal citation.

If an article (*a*, *an* or *the*) begins the title of an Act, the article should not be omitted:

The Commonwealth's *A New Tax System (Wine Equalisation Tax) Act 1999* makes provision for ...

In the past, the use of italics and punctuation varied according to the particular jurisdiction in Australia. To simplify matters, however, it is now recommended that all elements of the formal titles of Acts and Ordinances be shown in italics.

Italics for Acts and Ordinances? Use italics for formal citations of Acts and Ordinances from all Australian jurisdictions. Do not place a comma between the title and the year.

There are two ways of clarifying the jurisdiction. The first is to make it obvious in the text:

Victoria's *Equal Opportunity Act 1995* prohibits ...

In Victoria the *Equal Opportunity Act 1995* prohibits ...

The Christmas Island *Casino Control Ordinance 1988* makes provision for ...

This method is preferable for works in which legislation is referred to fairly infrequently.

The second way of clarifying the jurisdiction is to place that information—abbreviated, in parentheses and in roman type—after the date:

the *Copyright Act 1968* (Cwlth)

the *Anti-Discrimination Act 1991* (Qld)

the *Equal Opportunity Act 1984* (WA)

The titles of Acts of the parliaments of other nations should be presented in roman type, with the jurisdiction following in parentheses if it is not obvious from the context. For example:

The Sale of Foods Act 2000 (UK)

Regulations and other forms of delegated legislation

Regulations and other forms of delegated legislation (such as rules and bylaws) are presented in roman type. For example:

the Customs (Prohibited Imports) Regulations

Units of division

The basic units of division are the *section* for Acts and Ordinances and the *regulation* (note lower case) for Regulations. The abbreviations *s.*, *ss.*, *r.* and *rr.* can be used, although they should never appear at the beginning of a sentence.

The following is the recommended style for citing divisions of Acts and Ordinances:

Section 4 of the Commonwealth's *Copyright Act 1968* ...

In ss. 4–7 of the *Copyright Act 1968* (Cwlth) ...

The *Copyright Act 1968*, s. 4, ...

The Copyright Act, ss. 4–7, ...

Section 4 of the *Casino Control Ordinance 1988* ...

In s. 4 of the Casino Control Ordinance ...

The recommended style for citing divisions of Regulations is as follows:

The Commonwealth's Copyright Regulations, r. 18, ...

The Copyright Regulations, rr. 18–19, ...

Regulation 18 of the Copyright Regulations (Cwlth) ...

Delegated legislation: Unlike Acts and Ordinances, the formal titles of Regulations and other forms of delegated legislation should be presented in roman type.

Abbreviating 'sections' and 'regulations': Although *ss.* is a contraction, rather than an abbreviation, it still carries a full stop—as *rr.* also does. (This is a convention peculiar to legal documents and is an exception to the general advice on contractions given in Chapter 10.)

In r. 4 of the Copyright Regulations ...

In rr. 18–19 of the Copyright Regulations ...

Sections and regulations can be subdivided into subsections and subregulations, paragraphs and subparagraphs:

the Commonwealth's *Airlines Equipment Amendment Act 1981*, s. 19(1)(a)(ii)

the Public Service Regulations (Cwlth), r. 83(2)(a)(ii)

At the broadest scale, Acts and Regulations are divided into chapters, parts, divisions and subdivisions. It is conventional to give these terms an initial capital when citing them. For example:

In Part IV of the *Copyright Act 1968* ...

Bills

Bills before parliament are presented in roman type because they are, in effect, 'unpublished' at that stage. For example:

the Regulation of Genetic Material Bill 2000

Roman type for Bills: Use roman type for Bills before parliament.

Legal authorities

The following details are necessary for the full in-text citation of legal authorities:

- the name of the case
- reference details
 - the year or volume number, or both
 - the abbreviated name of the report series
 - the page on which the report of the case begins.

Legal authorities are usually included in a list of references only if they are important to an understanding of the work. If this is so, set them apart from the main body of the references and present them alphabetically under the subheading 'Legal authorities'.

The name of the case

The name of the case is italicised and the year is placed in parentheses or brackets, depending on the report series (see pages 227–8):

The State of New South Wales v. The Commonwealth (1915) 20 CLR 54

When a specific page reference is necessary, the word *at* is conventionally used instead of *p.* (the abbreviation for 'page'). For example:

Greutner v. Everard (1960) 103 CLR 177 at 181

In general, a citation contains only the name of the first-mentioned party on each side; the involvement of other parties is sometimes noted by the term *and others* (or *& ors*) or *and another* (or *& anor*). In most instances it is sufficient to provide only the family name of a person. Corporation names are usually given in full, although abbreviations can be used:

Jamieson v. Cooper (1942) 67 CLR 316

Italics and legal authorities: Use italics for the formal title of a case—for example, *The State of New South Wales v. The Commonwealth*. Use roman type for the reference details—for example, (1915) 20 CLR 54.

Clark King & Co. Pty Ltd v. Australian Wheat Board (1978) 140 CLR 120

re Smith

re Smith & ors

ex parte Smith & anor

Note that the forms used in the last three examples are appropriate when the details of the case have been cited in full, with all their reference details, in the preceding text. The expression *re* means ‘in the matter of’; *ex parte* means ‘emanating from one party [Smith & anor in the example] without notice to the other party’.

In the citation of criminal cases, in which the Crown is the prosecutor, *R* (standing for *Rex* or *Regina*) is used (without a full stop) in order to avoid the ambiguity of *King* and *Queen*:

R v. Haddock

If, however, the Crown is the respondent in a criminal appeal, the order of the citation is reversed, and *The Queen* is given in full:

Haddock v. The Queen

On first mention in the text, an authority should be cited in full. An abbreviated form or the name by which the case is commonly known can be given in parentheses following the formal citation. After that, the abbreviated or common form can be used. For example:

The State of New South Wales v. The Commonwealth (1915) 20 CLR 54 (the *Wheat Case*)

Reference to an authority sometimes includes the name of the presiding judge or judges: *J* denotes ‘Justice’; *JJ* denotes ‘Justices’; *CJ* denotes ‘Chief Justice’ (all without full stops). For example:

That was the opinion of Latham CJ and McTiernan J in *Attorney-General (Vic.) v. The Commonwealth* (1946) 71 CLR 237 at 253–6 and 273–4. A somewhat more restricted view was taken by Starke J (at 266), Dixon and Rich JJ (at 271–2), and Williams J (at 281–3).

Reference details

Case citations provide the year, the volume number if there is more than one volume for the year, the abbreviated name of the report series, and the page reference. In general, square brackets are used when there is no volume number and the year is an integral part of the title; the date must be used to identify the particular volume. The mode of citation is given in most volumes of reports—on the half-title page, at the head of the table of cases, or as part of the running headline. The following are examples of the modes of citation for reports published in Australia:

Australian Company Law Reports (1974) 1 ACLR 000

Australian Law Journal Reports (1970) 44 ALJR 000

Australian Law Reports (1976) 10 ALR 000

Australian Tax Reports (1970) 2 ATR 000

Italics and abbreviated case titles:

Use italics for any abbreviated title a case may be known by. For example, the *Wheat Case*.

<i>Commonwealth Arbitration Reports</i>	(1967) 121 CAR 000
<i>Commonwealth Law Reports</i>	(1970) 120 CLR 000
<i>Family Law Reports</i>	(1976) 1 Fam LR 000
<i>Federal Law Reports</i>	(1975) 25 FLR 000
<i>New South Wales Law Reports</i>	[1985] 3 NSWLR 000
<i>Queensland Reports</i>	[1975] Qd R 000
<i>Queensland Weekly Notes</i>	[1970] QWN 000
<i>South Australian State Reports</i>	(1973) 5 SASR 000
<i>State Reports (New South Wales)</i>	(1970) 70 SR (NSW) 000
<i>Tasmanian State Reports</i>	[1970] Tas SR 000
<i>Trade Practices Cases</i>	(1976) 1 TPC 000
<i>Victorian Reports</i>	[1976] VR 000
<i>Western Australian Reports</i>	[1970] WAR 000

A decision at law can appear in more than one report series, so more than one reference might be given. Thus, a case reported in the *Commonwealth Law Reports* and the *Australian Law Journal Reports* might be cited as follows:

In *Commonwealth v. Anderson* (1960) 105 CLR 303; (1960) 34 ALJR 323 ...

Plays and poetry

References to plays and poetry are often more precise if given in terms of acts, scenes, lines, verses, and so on. The following forms are recommended:

William Shakespeare, *Romeo and Juliet*, act 3, scene 2, line 74.

or

Judith Wright, *Woman to child*, verse 1, lines 3–5.

Details of sources of this kind are not usually included in a reference list or bibliography.

The Bible

References to the Bible should take the following form:

Psalm 23:6–8

1 Corinthians 13:9; 15:1

Mark 7:11–9:17

Details of biblical sources are not usually included in a reference list or bibliography.

The classics

When referring to the classics, it is necessary to specify only the date of the edition being used, not the date of the creation of the work. The numbering of divisions

(stanzas or lines, for example) in works of this kind remains the same in all editions, so use division numbers rather than page numbers. It is also customary to acknowledge the translator. For example:

Virgil, *Ecllogues*, 'The dispossessed', line 70, trans. EV Rieu, Penguin, Harmondsworth, UK, 1967.

Even in the author–date style the date should be placed at the end of the bibliographic citation, as readers might be confused by the sight of 'Virgil 1967'. The in-text citation should simply give the classical author's name. For example:

As Virgil expressed it, ... or ... (Virgil)

Films, videos, and television and radio programs

In the author–date style, in-text references to films, videos, and television and radio programs should contain the title and date of production. For example:

Strictly ballroom (1992)

(*Understanding the GNP* 1982)

The following details should be provided in a reference list:

- title
- date of recording
- format
- publisher
- place of recording.

Any special credits and other information that might be useful can be noted after the citation.

The order in which the information is provided in a reference list varies according to the referencing system being used. The following examples are in the author–date style:

Grumpy meets the orchestra 1992, video recording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.

Sunday too far away 1975, motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd, Sydney, and starring Jack Thompson, Reg Lye and Max Cullen.

What are we going to do with the money? 1997, television program, SBS Television, Sydney, 8 August.

The search for meaning 1998, radio program, ABC Radio, Sydney, 24 March.

The same information is provided in the documentary-note style, the only difference being that the date of recording follows the place of recording:

1. *The search for meaning*, radio program, ABC Radio, Sydney, 24 March 1998.

Films, videos and TV and radio programs: These should be listed by title in a reference list, notes or a bibliography.

Citing electronic material

When citing electronic material, the principles applying to the citation of paper-based sources are equally relevant: clarity, accuracy, consistency, and a methodical description of the path to the source.

A web site

For a web site, the in-text citation in the author–date style consists of the name of the ‘author’ (the person or organisation responsible for the site) and the site date (the date of the site’s creation or most recent update). A superscript numeral is used for citations in the documentary-note and Vancouver styles.

The following information is required for citing a web site in a reference list, notes or a bibliography:

- author—the person or organisation responsible for the site
- site date—the date the site was created or last revised
- name and place of the sponsor of the source
- date of viewing the source
- URL.

The following are examples in the author–date style:

Department of Finance and Administration 2001, Department of Finance and Administration, Canberra, viewed 7 August 2001, <<http://www.finance.gov.au>>.

International Narcotics Control Board 1999, United Nations, Vienna, viewed 1 October 1999, <<http://www.incb.org>>.

Web addresses can be given directly in the text, although care is necessary to isolate them from any sentence punctuation if that punctuation could be misconstrued as part of the address. Use angle brackets (<>) to do this unambiguously:

Details of the program are available from the department’s web site <<http://www.finance.gov.au>>.

The International Narcotics Control Board’s web site <<http://www.incb.org>> provides details of the program.

A document within a web site

A document within a web site can usefully be considered in the same way as a published document or a book. In the author–date style, the in-text citation consists of the name of the author, editor or compiler and the date on which the document was created or last revised. In the documentary-note and Vancouver systems, a superscript numeral is used in the text.

The following information is required for the reference list, notes or bibliography (with slight differences in sequence depending on the referencing system being used):

- author, editor or compiler
- date of document (the date of creation or the date of the most recent revision)
- title of document
- version number (if applicable)
- description of document (if applicable)
- name of the sponsor of the source
- date of viewing
- URL (either the full location details if these are necessary to find the document or just the main site details).

The following are examples in the author–date style:

Anderson, J (Minister for Transport and Regional Services) 2000, *CASA approves avgas contamination test*, media release, 23 January, Department of Transport and Regional Services, Canberra, viewed 7 February 2000, <http://www.dotrs.gov.au/media/anders/archive/2000/jan_00/al6_2000.htm>.

Attorney-General’s Department 1998, *Review of the Commonwealth ‘Acts Interpretation Act 1901’*, Attorney-General’s Department, Canberra, viewed 5 April 2001, <<http://www.law.gov.au>>.

International Narcotics Control Board 1999, *International Narcotics Control Board report for 1998*, United Nations, Vienna, viewed 1 October 1999, <<http://www.incb.org/e/index.htm>>.

In the documentary-note style, the order changes slightly:

Attorney-General’s Department, *Review of the Commonwealth ‘Acts Interpretation Act 1901’*, Attorney-General’s Department, Canberra, 1998, viewed 5 April 2001, <<http://www.law.gov.au>>.

As with web sites, the full address of a document within a web site can be provided in the text. For example:

Details are available from the Attorney-General's Department <http://www.law.gov.au/aghome/legal/pol/cld/aia/part_1.htm>.

In general, however, it is sufficient to provide only the address of the web site.

Electronic mail lists, Usenet groups and bulletin boards

In the author–date style, in-text citations for references to electronic mail lists (list servers or list processors), Usenet groups and bulletin boards consist of the author's name and the date of posting. A superscript numeral is used for the documentary-note and Vancouver systems.

The following information is required for a citation in the reference list, notes or bibliography:

- author's name
- author's identifying details—usually an email address
- date of posting
- title of posting
- description of posting
- name of list owner
- date of viewing
- URL.

The titles of the postings are treated like articles in a magazine or journal, and so are in roman, enclosed in quotation marks.

Note the punctuation in the following example, which is in the author–date style:

Murphy, L <murphy@rockets.com.au> 2000, 'News for old hacks', list server, 20 January, National Journalists Association, viewed 7 February, <<http://www.nja.net.au/listserv/>>.

In the documentary-note style, the order is as follows:

Murphy, L <murphy@rockets.com.au>, 'News for old hacks', list server, 20 January 2000, National Journalists Association, viewed 7 February, <<http://www.nja.net.au/listserv/>>.

The title of the posting must come from the 'subject' line in the message. The name of the list owner is not on the message: it is found in the details of list administration.

CD-ROMs

For an in-text reference in the author–date style, provide the title (in italics) and the date of a CD-ROM. For example:

(Dr Brain thinking games 1998)

Dr Brain thinking games (1998)

The bibliographic details are the same as those required for films, videos, and television and radio programs (see page 229). For example, in the author–date style:

Dr Brain thinking games 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.

In the documentary-note style, the order is as follows:

Dr Brain thinking games, CD-ROM, Knowledge Adventure Inc., Torrance, California, 1998.

Emails

In-text references to emails are dealt with in the same way as in-text references to other types of personal communication (see page 199). For example:

M S Savieri confirmed this by email on 24 April 1999.

In general, it is not necessary to provide further details, although there are occasions when this may be helpful to readers who are keen to pursue the subject. If this is the case, the email address can be provided in the reference list, notes or bibliography:

Savieri, S 1999, email, 24 April, <ssavieri@rockets.com.au>.

In the documentary-note style, the order is as follows:

1. S Savieri, email, 24 April 1999, <ssavieri@rockets.com.au>.

Email addresses should never be cited without the permission of the owner of the address.

Duplicated material

Documents and material that have been microfilmed, photocopied or duplicated in some other way are treated in the same manner as books, but with the form of publication being described after the title. The following are examples in the documentary-note style:

1. EWB Huntingdon, *Economies in the Australian beef industry*, microfiche, Australian Livestock Council, Canberra, 1997.
2. C Moss, *The Australian merino: a brief summary of recent developments*, photocopy, Department of Agriculture, Sydney, 1999.

Databases

Databases are identified by their title and producer. The producer is defined as the organisation with financial and administrative responsibility for deciding what will be included in the database. If it is not clear from the title that it is a database, the term *database* should be included.

In a reference list, notes or a bibliography, list the title of the database, the producer, the vendor and the frequency of updating. For example:

AGRIS database, United Nations Food and Agriculture Organization, SilverPlatter (vendor), annual updating.

In a specialised computer publication, other information—such as the time span covered by the database, equipment and software requirements, and corresponding print or microform products—can also be provided.