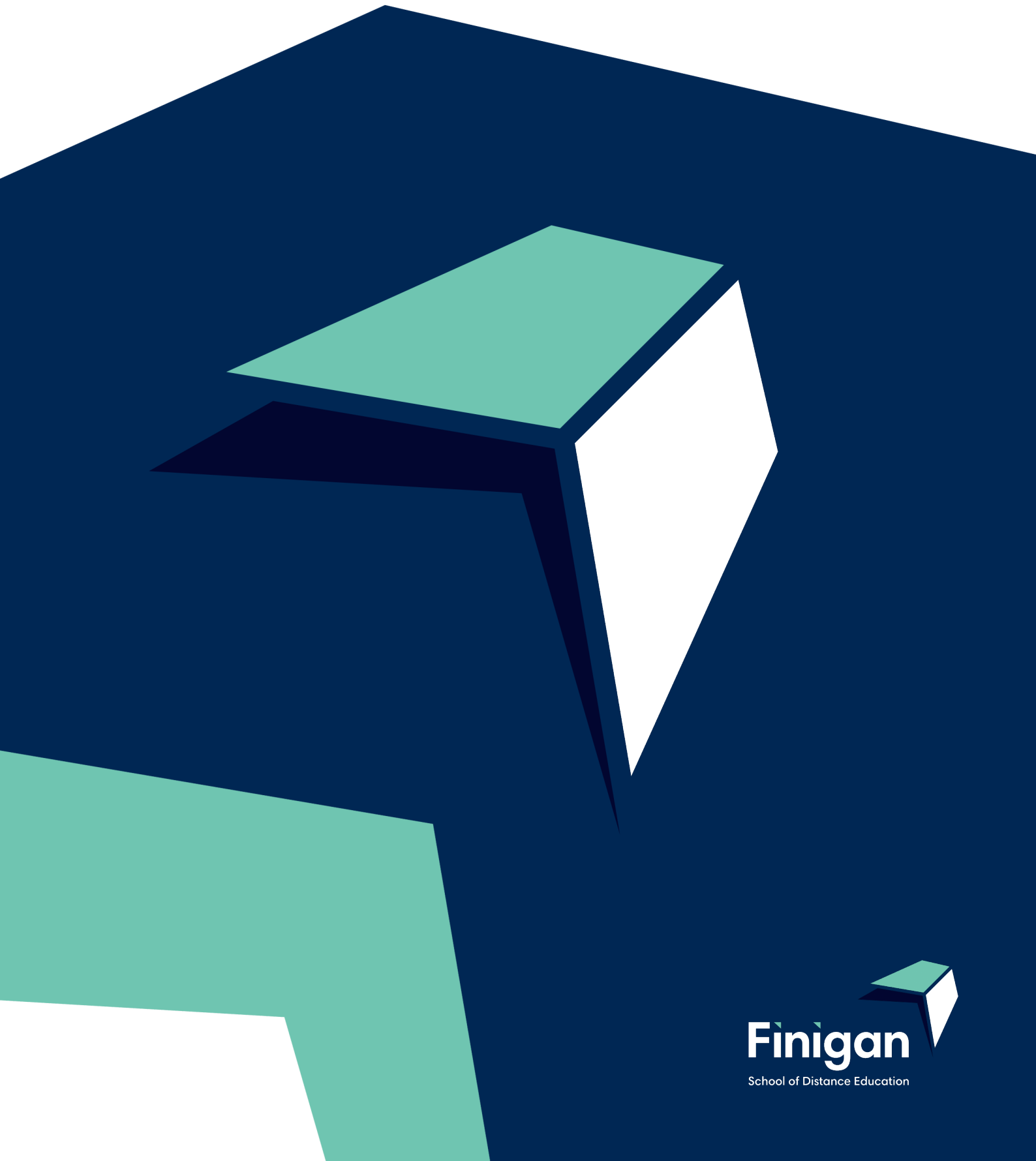


REFERENCING GUIDE

2026





This Guide has been adapted from the [University of Canberra Referencing Guide - Harvard 2021](#), accessed May 2025.

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Introduction

What is Referencing?

Referencing is a system that allows you to acknowledge the sources of information you use in your writing.

Documenting your sources of research and information is an important part of acknowledging the work and ideas of others. When completing your course work or assessment tasks, it is necessary to distinguish between your ideas and those ideas you are building on.

If you do not reference your sources you are plagiarising – taking someone else's work or ideas and passing them off as your own.

When to Reference?

You must provide a reference whenever you quote, paraphrase, or summarise someone else's ideas, theories, or data. You must also reference any graphic information you use.

Learning to reference correctly is a skill that will be useful in further academic studies and in the workplace.

Where to locate my Reference List?

At the end of your work or assignment, you must include a Reference List. This is different to a Bibliography. A Bibliography includes all sources consulted, even those not explicitly referred to in your work.

Your Reference List mentions all the books, journal articles, websites, and other sources of information you have used to research your work or assignment.

Each Reference List item requires bibliographic details, which is the essential information used to identify a specific publication or source. It can be used by others to find the resource and confirm the information that you have quoted. For example, in the case of a book, 'bibliographical details' refers to author/editor, year of publication, title, edition, place of publication, and publisher as found on the front and back of the title page.

How do I format my Reference List?

- A Reference List should be laid out alphabetically by author surname or organisation name.
- If bibliographic information exceeds one line of text, then the following lines should have a hanging indent.
- Mostly, the title of the work is in italics. With journal articles or newspapers, the name of the journal or newspaper is in italics.
- Minimal capitalisation is recommended (e.g., only capitalise the first word of a title's heading/subheading and any proper nouns).


Please use the following guide for formatting information and detailed descriptions to help you with your referencing needs. Please also see the appendices at the back of the guide for an example of a Reference List and a One-Pager Format Sheet.



Artificial Intelligence/Non-recoverable Sources

	In-text Reference	Reference List
<p>Works that cannot be accessed/found by your reader are considered non-recoverable sources.</p> <p>This includes output from paraphrasing and artificial intelligence sites, personal emails, and non-archived social media.</p> <p>Follow the guidelines for Personal Communication.</p>	<p>ChatGPT paragraph, request 'provide a short introduction to the Australian legal system', 9:30am, 16 May 2025, suggested that...</p> <p>Healthdirect (advice, personal communication, 2:10pm, 15 May 2025) advised that...</p>	<p>Do not add to the Reference List.</p>

Artwork

	In-text Reference	Reference List
<p>If you include artwork in your assessment, you must attribute copyright, including Creative Commons material.</p> <p>Add a caption to the artwork including full details of the work of art and copyright information.</p> <p>Hyperlink the title if it is available online.</p>	 <p>Monet C (1890) '<i>Haystacks, midday</i>', National Gallery of Australia.</p>	<p>Rodin A (1902) <i>The thinker</i> [bronze and marble sculpture], Musee Rodin, Paris.</p> <p>Monet C (1890) Haystacks, midday [online copy of painting], <i>Claude Monet</i>, National Gallery of Australia website, accessed 15 May 2025.</p>



Blog

	In-text Reference	Reference List
Can have an individual or corporate author. Hyperlink the title if it is available online.	Young people have been described as ... (Heggart 2016). Heggart (2016) described young people as...	Heggart K (18 July 2016) ' How young people are changing the way Australians vote and act as citizens ', <i>EduResearch Matters Blog</i> , accessed 10 May 2025.

Book

	In-text Reference	Reference List
One Author For in-text referencing, either focus on 'information prominent' or 'author prominent'. Include the page number if applicable. Hyperlink the title if it is available online. Include the edition number if a later edition.	When looking to her home life for influences, Collins (2008:374) ... *Note: 374 is the page number. Eades (2013) suggests that understanding is important for intercultural communication.	Collins S (2008) <i>The hunger games</i> , Scholastic, London. Eades D (2013) <i>Aboriginal ways of using English</i> , Aboriginal Studies Press, Canberra.
Two Authors	When considering the main aim of studying economics Riley and Kennedy (2022) maintain that...	Riley T and Kennedy P (2022) <i>Year 11 economics workbook</i> , 6th edn, Tim Riley Publications, Sydney.



<p>Three or more Authors</p> <p>List all author's names.</p>	<p>The text (Bootsma, Hamper, Willard, Yen 2017:6) states that...</p> <p>Bootsma, Hamper, Willard, and Yen (2017:6) state that...</p>	<p>Bootsma K, Hamper S, Willard M, and Yen R (2017) <i>New century maths year 11: Mathematics standard pathway 2</i>, Nelson, Victoria.</p>
<p>Author/s – when fewer than 30 words are quoted</p> <p>Include the material in the paragraph, along with the publication date and specific page number/s.</p> <p>Use single quotation marks to show the exact words.</p>	<p>An interesting view was expressed that 'the connection of high profile developments to their surrounding environment has increasingly been questioned' (Elgin 2004:11).</p> <p>An interesting view was expressed by Elgin (2004:11) that 'the connection of high profile developments to their surrounding environment has increasingly been questioned'.</p>	<p>Elgin K (2004) <i>Knights and chivalry</i>, Franklin Watts, London.</p>
<p>Author/s – when more than 30 words are quoted</p> <p>When quoted text occupies more than two lines, indent from the margin, no quotation marks, use three dots to show where words have been omitted, and leave a line above and below the quote.</p>	<p>The importance of material wealth and marriage is significant in <i>Pride and Prejudice</i> (Austen 2003:12):</p> <p>...Mr Darcy soon drew the attention of the room by his fine, tall, person, handsome features, noble mien; and the report which was in general circulation within five minutes after his entrance, of his having ten thousand a year.</p> <p>Since, in the context of the time, it was beyond the capability of a woman in society to earn a living, a potential husband's income was of major importance.</p>	<p>Austen J (2003) <i>Pride and prejudice</i>, Penguin Books, London.</p>



<p>Chapter in a book</p> <p>For hard copy, put the chapter name in single quotation marks and the name of the book in italics.</p> <p>Hyperlink the text if it is available online.</p>	<p>In many schools the move has been away from rote learning (Abramson 2014) creating opportunities for learning through...</p> <p>Technology changed everything (Linhart 2016:1).</p>	<p>Abramson L (2014) 'Being emotional, being Human', in Kelly V and Thorsborne M (eds), in <i>The psychology of emotion in restorative practice</i>, 1st edn, Jessica Kingsley Publishers, London.</p> <p>Linhart T (ed) (2016) 'Technology and education', in <i>Teaching the next generations</i>, Baker Publishing Group.</p>
<p>Edited book</p>	<p>The widely accepted definition of innovation is 'the successful exploitation of new ideas' (Zairi 1999:1).</p>	<p>Zairi M (ed) (1999) <i>Best practice: process innovation management</i>, Butterworth-Heinemann, Oxford.</p>
<p>Corporate authors / Organisations</p> <p>When there is no individual author attributed to the work.</p> <p>Hyperlink the title if it is available online.</p>	<p>Research shows that growth goal setting improves achievement and student engagement (NSW Department of Education 2021).</p>	<p>NSW Department of Education (2021) Growth goal setting: putting evidence into practice [poster], NSW Government, accessed 10 May 2025.</p>

Brochure/Pamphlet

	In-text Reference	Reference List
<p>The author is also the publisher.</p> <p>Hyperlink the title if it is available online.</p> <p>If no date of publication is available use n.d. (no date) in place of the year.</p>	<p>The security of personal information is addressed in the TransACT brochure (TransACT n.d.).</p>	<p>TransACT (n.d.) <i>Guide to equipment and service</i> [printed brochure], TransACT, Canberra.</p> <p>NSW Department of Education (n.d.) Best start kindergarten assessment: A guide for parents and carers, NSW Department of Education.</p>



Citing a Source Within a Source

	In-text Reference	Reference List
Used when citing a source you haven't read yourself, but which is referred to in a source you have read.	Lilly (as cited in Maxwell 1999:25) stated that '...' '...' (Schwartz as cited in Burton, Westen and Kowalski 2009:63)	Maxwell F (1999) <i>Phonology</i> , Brooks Cole, San Francisco. Burton L, Westen D and Kowalski R (2009) <i>Psychology</i> , Wiley, Milton, Qld.

ClickView and Films

	In-text Reference	Reference List
If quoting a specific line or incident within the film/video, you will need to identify the time sequence of hours/minutes/seconds (e.g., 1:37:12). Use writer, director, or producer as author. If there is no author, use the name of the film.	'Once a day bully beef was on offer' (Fimeri 2005, 22:13).	Fimeri W (director) (2005) <i>Revealing Gallipoli</i> [clickview], Film Finance Corporation, Australia.

Dictionary

	In-text Reference	Reference List
Online and print Only include the reference in the in-text citation. Enter the title in italics.	Being unmoved by persuasion is to be obdurate (Dictionary.com 2025). <i>The APA Dictionary of Psychology</i> (2016) defines well-being as...	Do not add to the Reference List.



eLearning Content or Live Lesson Notes

	In-text Reference	Reference List
Content on Moodle/Canvas If there is more than one reference, place lowercase letters (a, b, c, etc.) immediately after the year.	Within a dystopian world 'propaganda is used to control the citizens of society' (FSDE 2023a).	Finigan School of Distance Education (2023a) 'Dystopia – what is it?' [eLearning], <i>Dystopian Worlds unit: Part 1, Lesson 3</i> , FSDE, accessed 7 November 2024. Finigan School of Distance Education (2023b) 'Getting the story right' [eLearning], <i>Dystopian Worlds unit: Part 6, Lesson 1</i> , FSDE, accessed 11 November 2024.

Figure, Table, Graph, Map, or Chart



	In-text Reference	Reference List
Include the type of entry immediately after the title, (e.g. figure, table, graph, map, chart). If the resource has no title add a description of the resource in place of the title (e.g., Map of Egypt). Hyperlink the title if it is available online.	The main religious groups in Africa were clearly documented (Porter and Lye 2008:37) ... Egypt is a country in North-Eastern Africa (Ancient Egypt Online n.d.) ...	Porter M and Lye K (2008) <i>Africa</i> [graph] 1st edn, Cherrytree Books, London. Ancient Egypt Online (n.d.) Ancient Egypt maps , [map], Ancient Egypt website, accessed 15 May 2025.



Government Publications

	In-text Reference	Reference List
<p>Government department as author</p> <p>Use the organisation name that appears on the source.</p> <p>Use the shortened form of the name in your in-text reference.</p> <p>Use the shortened form followed by the full name in parentheses in the reference.</p>	<p>In the 2021 census, there were 6.73 million families across Australia (Australian Institute of Family Studies [AIFS] 2023) ...</p> <p>*Subsequent in-text reference/s: AIFS (2023) did not include one person households...</p>	<p>Australian Institute of Family Studies (2023) Families and family composition 2021, AIFS, Australian Government, accessed 10 May 2025.</p>

Image

	In-text Reference	Reference List
<p>Hyperlink the title if it is available online.</p> <p>Enter the title in italics only if published.</p> <p>If there is no title on an item, give a description of the item in place of the title (e.g., Sunflower).</p>	<p>Figure 1: Sunflower</p>  <p>Wikimedia Commons (2010) <i>Yellow sunflower 001</i> [photograph]</p> <p>Figure 2: Sunflower</p>  <p>Catherine Lampe (2023) Sunflower [photograph]</p>	<p>Wikimedia Commons (2010) Yellow sunflower 001 [photograph], Wikimedia Commons, accessed 16 May 2025.</p> <p>Lampe C (2023) <i>Sunflower</i> [photograph], personal collection.</p>



Interview/Program

	In-text Reference	Reference List
<p>On radio – broadcast and transcript</p> <p>Always use the interviewer’s name in the in-text referencing.</p> <p>If you are quoting the interviewee, make this clear in the text.</p> <p>Hyperlink the title if it is available online.</p>	<p>Justine Saunders spoke about taking on the new role (Tchillinguirian 2016) ...</p>	<p>Tchillinguirian L (23 November 2016) Laura Tchillinguirian interviews Justine Saunders: Canberra’s new Chief Police Officer Justine Saunders [radio interview], ABC Radio 666, accessed 10 May 2025.</p>
<p>On television – broadcast and transcript</p> <p>Always use the interviewer’s name in the in-text referencing.</p> <p>If you are quoting the interviewee, make this clear in the text.</p> <p>Include the program name.</p> <p>Hyperlink the title if it is available online.</p>	<p>Prime Minister, Anthony Albanese said that he would ‘continue to engage across the board’ (Park 2025) ...</p>	<p>Park A (9 May 2025) Political leaders jostle for positions The World Today [television program], ABC, accessed 10 May 2025.</p>



Journal and Newspaper Articles

	In-text Reference	Reference List
<p>Journal article</p> <p>Reference the volume, issue number, and page/s.</p> <p>Hyperlink the title if it is available online.</p> <p>Enter the title of the publication in italics.</p>	<p>In building a robot (Ananthasamy 2014:12), it was proposed ...</p>	<p>Ananthasamy A (2014) ‘Sentient machines are mathematically impossible’, <i>New Scientist</i>, 22(2969):12.</p>
<p>Newspaper article</p> <p>If there is no author, enter the name of the Newspaper in place of the author.</p> <p>Include the day and month date.</p> <p>Hyperlink the title if it is available online.</p> <p>Enter the title of the publication in italics.</p>	<p>Keating has been critical of the Shorten leadership (Bramston 2016).</p> <p>Australians are being told to brace for another painful mortgage bill squeeze this week (Elmas 2023) ...</p>	<p>Bramston T (5 November 2023) ‘Keating lashes Shorten's labor’, <i>The Weekend Australian</i>.</p> <p>Elmas M (7 November 2023) ‘Millions suffer new mortgage squeeze as RBA hikes interest rates amid ‘persistent’ inflation’, <i>The New Daily</i>, accessed 10 May 2025.</p>



Music

	In-text Reference	Reference List
Identify the music format.	The features of Armstrong's classic hits (Armstrong 1994) ...	Armstrong L (1994) ' <i>Louis Armstrong: the ultimate collection</i> ' [CD], BMG, Ariola, Hamburg. Fanning B (2005) <i>Wish you well</i> [MP3], Apple iTunes. Davis B and Akst H (1978) <i>Baby face</i> [sheet music], B&G Akst Publishing and Benny Davis Music.

No Author/Editor

	In-text Reference	Reference List
Use the name of the resource in place of the author.	We're consuming and recalling more content faster than on any device ever before (Facebook for Business 2019) ...	Facebook for Business (21 April 2019) ' Capturing attention in feed: the science behind effective video creative ', Facebook for Business, accessed 9 May 2025.

No Date of Publication

	In-text Reference	Reference List
If no date of publication is available use n.d. (no date) in place of the year.	Forensic science is a fascinating and rewarding career (AANZPA, n.d.).	Australia New Zealand Policing Advisory Agency (n.d.) ' A career in forensic science ', ANZPAA, accessed 9 May 2025.



Personal Communication

	In-text Reference	Reference List
Cited in-text only. Include the name of the sender and the date of the communication.	John Turner (personal communication, 5 February 2020) wrote...	Do not add to the Reference List.

Religious Text

	In-text Reference	Reference List
For any religious text (Bible, Torah, Quran) use this format Reference the book, chapter, and verse. Separate the chapter and verse/s with a colon. Hyperlink the title if it is available online.	The in-text reference <u>always</u> includes the book, chapter, and verse. 'No people can hasten on their doom nor can they postpone it' (Ready 2016: Al-Hijr 15:5) ...	Ready KE (ed) (2016) <i>The Koran: Saint Gaudens modern English version</i> , Saint Gaudens Press, Santa Barbara CA.
Scripture reference – print resource Reference the book, chapter, and verse.	The story of the prodigal son (Holy Bible 1991: Luke 15:11-32) says that...	Holy Bible (1991) <i>The Holy Bible: Containing the Old and New Testaments</i> , King James edn, Collins, Glasgow.
Scripture reference – online resource Reference the book, chapter, and verse. Hyperlink the title if it is available online.	'And the evening and the morning were the third day' (The Torah 2023: Bereshit/Genesis 1:13) ...	The Torah (2023) Torah online , Shalom Learning Centre, accessed 9 May 2025.



Speech

	In-text Reference	Reference List
Always check for an official transcript and use the transcript for direct quotes.	On the steps of Parliament House, Gough Whitlam (1975) gave his dismissal speech...	Whitlam G (11 November 1975) The dismissal: Gough Whitlam's press conference [speech], Dismissal of the Governor General Sir John Kerr, Parliament House, Canberra, accessed 9 May 2025.

Website

	In-text Reference	Reference List
Only cite an entire website if you cannot pinpoint the material to a specific webpage or webpage content. Include a paragraph heading or paragraph number.	The eSafety Commissioner suggests that young people have a 'superpower for creating positive change' (eSafety Commission n.d.: para.3). The CSIRO suggests that cleaning out your fridge is a good first step (CSIRO 2020:6).	eSafety Commissioner (n.d.) Creating positive change [website], accessed 9 May 2025. CSIRO (2020) Summer wellbeing guide [PDF], accessed 9 May 2025.



Appendix 1 – Example Reference List

- Abramson L (2014) 'Being emotional, being human', in Kelly V and Thorsborne M (eds), *The psychology of emotion in restorative practice*, 1st edn, Jessica Kingsley Publishers, London.
- Armstrong L (1994) *Louis Armstrong: the ultimate collection* [CD], BMG, Ariola, Hamburg.
- Austen J (2003) *Pride and prejudice*, Penguin Books, London.
- Bootsma K, Hamper S, Willard M, and Yen R (2017) *New century maths year 11: Mathematics standard pathway 2*, Nelson, Victoria.
- Collins S (2008) *The hunger games*, Scholastic, London.
- CSIRO (2020) [Summer wellbeing guide](#) [PDF], accessed 9 May 2025.
- Eades D (2013) *Aboriginal ways of using English*, Aboriginal Studies Press, Canberra.
- Elgin K (2004) *Knights and chivalry*, Franklin Watts, London.
- Fimeri W (director) (2005) *Revealing Gallipoli* [clickview], Film Finance Corporation, Australia.
- Finigan School of Distance Education (2023a) 'Dystopia – what is it?' [eLearning], *Dystopian Worlds unit: Part 1, Lesson 3*, FSDE, accessed 7 November 2024.
- Finigan School of Distance Education (2023b) 'Getting the story right' [eLearning], *Dystopian Worlds unit: Part 6, Lesson 1*, FSDE, accessed 11 November 2024.
- Heggart K (18 July 2016) '[How young people are changing the way Australians vote and act as citizens](#)', EduResearch Matters Blog, accessed 10 May 2025.
- Linhart T (ed) (2016) '[Technology and education](#)', in *Teaching the next generations*, Baker Publishing Group.
- Monet C (1890) '[Haystacks, midday](#)', [online copy of painting], National Gallery of Australia, accessed 9 May 2025.
- NSW Department of Education (n.d.) [Best start kindergarten assessment: A guide for parents and carers](#), NSW Department of Education.
- NSW Department of Education (2021) [Growth goal setting: putting evidence into practice](#) [poster], NSW Government, accessed 10 May 2025.
- Porter M and Lye K 2008 *Africa* [graph] 1st edn, Cherrytree Books, London.
- Riley T and Kennedy P (2022) *Year 11 economics workbook*, 6th edn, Tim Riley Publications, Sydney.
- TransACT (n.d.) *Guide to equipment and service* [printed brochure], TransACT, Canberra
- Whitlam G (11 November 1975) [The dismissal: Gough Whitlam's press conference](#) [speech], Dismissal of the Governor General Sir John Kerr, Parliament House, Canberra, accessed 9 May 2025.

