



# **University of Wollongong Author-Date (Harvard) Referencing Guide**

## **2008**

This guide was jointly produced by staff in the University Library, Learning Development and CEDIR

The style has been adapted from the publication *Style Manual for Authors, Editors and Printers* 2002 (6<sup>th</sup> edition)

## About this Guide

Accurate referencing is critical to quality academic writing and avoidance of plagiarism. To assist students to develop this important skill, the need for a nominated style – in the absence of an established discipline-specific style – was identified by the University's Academic Senate:

*That Academic Senate approve the proposal that the University adopt the Harvard Referencing System as the default referencing system to be used in the absence of documented Faculty/Discipline preferred referencing techniques, to be effective from 2004*

Academic Senate 2003, Resolution 111/03, Minutes from 19/11/2003, UOW, Wollongong

As the Harvard Referencing System has many variations, the Library, Learning Development and CEDIR have collaborated to produce the UOW Author-Date (Harvard) Referencing Guide.

The Style Manual for Authors, Editors and Printers (2002) was used as the basis for tailoring the Guide. Other reputable sources were consulted for consistency, particularly when dealing with resource types not addressed in the Style Manual. Reference entries for additional resource types were developed based upon those included in the Style Manual. It is still not possible to include all variations, particularly as new resources are constantly emerging. **At times you will still need to adapt the existing reference type examples to create an appropriate equivalent.**

Feedback on the guide may be sent to <http://uow.libanswers.com/>

## How to Use this Guide

- Remember, the keys to good referencing are
  1. Accuracy
  2. Consistency – make sure you apply the same principles and conventions through the entire document
  3. Verification – make sure there is enough information to help your reader locate the resource

If the examples provided do not exactly match the elements of the resource you wish to reference:

- Look carefully at a similar reference type and use the **Format of key elements**, together with the examples provided, to construct entries in-text and within the reference list
  - If some of the key elements cannot be found, include as much detail as you can
- Always check with your **lecturer or tutor** for clarification, as the accuracy of your referencing is part of the assessment of your work
  - Refer to the **Glossary** for definitions of resource types, terms used and standard abbreviations

## Acknowledgements

*Style Manual for Authors, Editors and Printers* 2002, 6th edn, John Wiley, Queensland.

Learning Connection 2006, *Referencing Using the Harvard Author-Date System*, University of South Australia, accessed 23/6/2006, <http://www.unisanet.unisa.edu.au/learningconnection/student/learningAdvisors/documents/harvard-referencing.pdf>

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# A

Reference type	Example of in-text reference	Example of entry in reference list
<i>ABS/Australian Bureau of Statistics</i>	See Statistics Publication	
<i>Advertisement</i>	See Ephemera: Advertisement	
<i>Annual Report</i>	See Report	
<b>Archival Material</b>	<b>Note:</b> For referencing archival material, please see UOW Archives' Guide to <a href="#">Archives and Archival Collections</a>	
	McCaffrey's thoughts suggest ... (NWUA: McCaffrey; D92/5, Notebooks).	Wollongong University Archives: Francis McCaffrey; D92, Francis McCaffrey Collection, 1865-1932; D92/5, Notebooks.
<b>Artwork</b>	<b>Format of key elements</b> Artist's family name, Initial(s) year of production, <i>Title of Artwork</i> , material, held at location of gallery, museum, etc.	
Painting	<i>Lysistrata 1</i> (Boyd 1971) illustrates a key image of ...	Boyd, A 1971, <i>Lysistrata 1</i> , painting, held at Art Gallery of New South Wales, Sydney.
Photograph (Online)	The presentation of Pompeii by Levin (1995) is a classic ...	Levin, A 1995, <i>Levin-1</i> , photograph, <i>Pompeii Forum Project Archival Projects: General Views</i> , accessed 9/1/2007, <a href="http://pompeii.virginia.edu/pompeii/images/b-w/levin/small/levin-1.gif">http://pompeii.virginia.edu/pompeii/images/b-w/levin/small/levin-1.gif</a>
Photograph (Unpublished)	The photo of the protea ... (Smith 2006).	Smith, G 2006, 'Flowers in our garden 4', photograph, in possession of the author, Shellharbour, NSW. <i>When a work is unpublished, the title is placed in quotation marks and not italicised. See Image In Another Source for a photograph appearing within another source.</i>
Sculpture	The <i>Lawrence Hargrave Memorial</i> (Flugelman 1988) demonstrates ...	Flugelman, B 1988, <i>Lawrence Hargrave Memorial</i> , sculpture, held at Mt Keira escarpment, base of the walk to the Summit Track, Keiraville, NSW.

<b>Audiovisual Work</b>	<b>Format of key elements</b> <i>Title year of production/broadcast, format, Publisher, Place of Recording, day and month of broadcast.</i>		
	<b>Notes:</b>		
	<ul style="list-style-type: none"> <li>• Only include the day and month of broadcast when applicable</li> <li>• This list of audiovisual works is not exhaustive. Use this reference format as a guide to help reference other audiovisual works</li> </ul>		
	Film	The film, <i>An Inconvenient Truth</i> (2006), suggests a ...	<i>An Inconvenient Truth</i> 2006, film, Paramount Classics and Participant Productions.
	Radio Program	The plight of indigenous communities was talked of ... ( <i>Blackchat with Paulette Whitton</i> 2006).	<i>Blackchat with Paulette Whitton</i> 2006, radio program, Koori Radio, Strawberry Hills, NSW, 12 October.
	Television Program	Several problems related to media control were presented ... ( <i>Lateline</i> 2006).	<i>Lateline</i> 2006, television program, Australian Broadcasting Corporation, Sydney, 20 September.
	Video	Director, Pellizzari, frames the narrative from ... ( <i>Rabbit on the Moon</i> 1987).	<i>Rabbit on the Moon</i> 1987, videorecording, Australian Film and Television.
Video (DVD)	Discipline involves ... ( <i>Positive Discipline</i> 2006).	<i>Positive Discipline: A Creative Alternative for Parents and Teachers</i> 2006, DVD, Meridian Education Corporation, Bloomington, Illinois.	
Video (Online)	See Website: Web Video		

## B

Reference type	Example of in-text reference	Example of entry in reference list
<i>Blog</i>	See Website: Weblog	

<b>Book</b>	<b>Format of key elements</b> Author's family name, Initial(s) year, <i>Title of Book</i> , Publisher, Place of Publication. <b>OR</b> Author's family name, Initial(s) year, <i>Title of Book</i> , Series Title, description of work, edition, Editor (ed.) or other contributor, Publisher, Place of Publication. <b>Note:</b> The second version above expands on the first to include elements less commonly found. Include the following elements only if applicable: <ul style="list-style-type: none"> <li>• Series Title</li> <li>• description of work - such as catalogue number or organisation for which a work is prepared</li> <li>• edition - only include for an edition other than the first edition</li> <li>• Editor (ed.) or other contributor - may include compiler (comp.), reviser (rev.), translator (trans.) or illustrator (ill.)</li> </ul>		
	1 Author	Levy (2007) illustrates these issues ...	Levy, J 2007, <i>Racing through History: Stock Cars then to Now</i> , Children's Press, New York.
	2 or 3 Authors	This view is noted by Sulsky and Smith (2005, p43) ... <b>OR</b> ... is one of the causes of stress (Sulsky & Smith 2005, p43).  <i>When an in-text reference forms part of a sentence, use the word and to link authors' names. Use an ampersand (&amp;) when the in-text reference is inside brackets.</i>	Sulsky, L & Smith, C 2005, <i>Work Stress</i> , Thomson/Wadsworth, Belmont, California.  <i>Always use an ampersand (&amp;) for multiple authors in the reference list.</i>
		McCrum, Cran and MacNeil (1986) note that ...	McCrum, R, Cran, W & MacNeil, R 1986, <i>The Story of English</i> , Faber & Faber, London.
	More than 3 Authors	Based on this premise, the study (Malinowski et al. 1999, p106) supports ...	Malinowski, W, Larsen, AA, Ngu, B & Fairweather, S 1999, <i>Human Geography</i> , Routledge, New York.
	No Author	<i>A History of Reclamation in the West</i> (2000) is an interesting work that provides ...	<i>A History of Reclamation in the West</i> 2000, History Program, Bureau of Reclamation, Salt Lake City, Utah.
	No Date	Aguilar (n.d.) creates a character who ...	Aguilar, G n.d., <i>Home Influence</i> , James Nisbet, London.
	E-book Library Catalogue	The electronic age has demanded changes in leadership (Cohan 2002, p6) where once ...	Cohan, PS 2002, <i>E-leaders</i> , Capstone Publishing, Oxford, UK, accessed 31/8/2006, University of Wollongong Library.

E-book Database	Rubin's (2001) comprehensive coverage of the latest animated and other videos ...	Rubin, M 2001, <i>The Little Digital Video Book</i> , Peachpit Press, Berkeley, California, accessed 17/11/2006, Safari Books Online database.
E-book Online	Totten's (1836) text about algebra led the way for a ...	Totten, S 1836, <i>A New Introduction to the Science of Algebra: Designed for Students in Colleges, and the Higher Schools and Academies</i> , FJ Huntington, Hartford, accessed 17/11/2006, <a href="http://books.google.com/books?vid=OCLC05752750&amp;id=Rn8AAAAAMAAJ&amp;printsec=titlepage&amp;dq=science&amp;as_brr=1">http://books.google.com/books?vid=OCLC05752750&amp;id=Rn8AAAAAMAAJ&amp;printsec=titlepage&amp;dq=science&amp;as_brr=1</a>
2nd or Later Edition	The trend towards digitising classic literature can be seen in the release of ... (Dickens 1997).	Dickens, C 1997, <i>The Project Gutenberg eBook of Bleak House</i> , accessed 12/1/2007 <a href="http://www.gutenberg.org/dirs/etext97/blkhs12h.htm">http://www.gutenberg.org/dirs/etext97/blkhs12h.htm</a>
2nd or Later Edition	A program should reflect in its design a logical pathway ... (Farrell 2007).	Farrell, J 2007, <i>Programming Logic and Design: Comprehensive</i> , 4th edn, Thomson Course Technology, Boston, Massachusetts.
Edited, Revised or Compiled, No Author	Cinema during the Great War was another medium for propaganda ... (Wexman 2006).	Wexman, VW (ed.) 2006, <i>A History of Film</i> , 6th edn, Pearson/A & B, Boston.
Edited, Revised or Compiled, With Author	The tragic flaw of the main protagonist in <i>Coriolanus</i> (Shakespeare 1976) ...	Shakespeare, W 1976, <i>Coriolanus</i> , The Arden Shakespeare, Philip Brockbank (ed.), Methuen, London. <i>Include the publication date of the edition used. The Arden Shakespeare is the Series title.</i>
Edited, More Than 3 Editors	The editors Horngren et al. (1996) claim political professional ethics ...	Horngren, CT, Foster, G, Datar, SM, Black, T & Gray, P (eds) 1996, <i>Cost Accounting in Australia: A Managerial Emphasis</i> , Prentice Hall, Sydney.
In a Language Other Than English	Sand (1932) describes ...	Sand, G 1932, <i>Histoire de ma Vie</i> (History of my Life), Calmann-Levy, Paris. <b>OR</b> Sand, G 1932, <i>History of my Life</i> (in French), Calmann-Levy, Paris.
In a Language Other Than English, Personal Translation	Dante (1975, p5) began his poem with "Nel mezzo del cammin di nostra vita" [In the middle of our lives (my translation)].	Dante 1975, <i>La Divina Commedia</i> , Piccola Biblioteca Einaudi Testi, Torino.
In a Language Other Than English, Published Translation	The author (De Certeau 1984) concludes ...	De Certeau, M 1984, <i>The Practice of Everyday Life</i> , trans. S Rendall, University of California Press, Berkeley. <i>Give the publication date of the edition being used if it is not the same date as the original edition.</i>

Chapter	Restraint is crucial in maintaining ... (Rose 2002).	Rose, DB 2002, 'Good hunters', in <i>Country of the Heart: An Indigenous Australian Homeland</i> , Aboriginal Studies Press for the Australian Institute of Aboriginal and Torres Strait Islander Studies, Canberra, pp77-113.
Chapter in an Edited Book	Community and ideas of nationhood are complex ... (Anderson 1995).	Anderson, I 1995, 'Aboriginal nation(s)?', in S Perera (ed.), <i>Asian &amp; Pacific Inscriptions: Identities, Ethnicities, Nationalities</i> , La Trobe University School of English, Bundoora, Victoria, pp65-82.
Multiple Works by the Same Author	Research (Hess 1993, 1997) has concluded ...	Hess, DJ 1993, <i>Science in the New Age: The Paranormal, its Defenders and Debunkers, and American Culture</i> , University of Wisconsin Press, Madison, Wisconsin. Hess, DJ 1997, <i>Can Bacteria Cause Cancer? Alternative Medicine Confronts Big Science</i> , New York University Press, New York.
Multiple Works by the Same Author in the Same Year	Recent studies have revealed the causes of nurses' absence are ... (Preston 1990a, 1990b).	Preston, AC 1990a, <i>Multivariate Analysis of Nurses' Absence Behaviour</i> , Business Research and Development Fund of the Confederation of Western Australian Industry, East Perth, WA.  Preston, AC 1990b, <i>Theories and Causes of Labour Absence: Reconciling the Economic and Psychology Approaches</i> , Business Research and Development Fund of the Confederation of Western Australian Industry, East Perth, WA.
Material Accompanying a Book	Supplementary tables (Keller 2005) indicate trends ...	Keller, G 2005, <i>Statistics for Management and Economics</i> , 7th edn, CD-ROM, Thomson Brooks/Cole, Belmont, California.
<i>Book Citing Another Source</i>	See Work Citing Another Source	
<i>Brochure</i>	See Ephemera: Brochure	

## C

Reference type	Example of in-text reference	Example of entry in reference list
<i>Chapter</i>	See Book: Chapter Book: Chapter in an Edited Book	
<i>Computer Program</i>	See Software	

<b>Conference</b>		
Unpublished Paper	Mayoral et al. (2005) suggest that surgery ...	Mayoral, R, Tsagarakis, N, Petrone, M, Clapworthy, G, Caldwell, D & Zannoni, C 2005, 'Integration of haptic and visual modalities for a total hip replacement planning system', paper presented to the Third International Conference on Medical Information Visualisation - Biomedical Visualisation (MediVis 2005), London, England, 5-7 July 2005.
Published Paper (Online)	It has been suggested that planning for total hip replacement ... (Mayoral et al. 2005).	Mayoral, R, Tsagarakis, N, Petrone, M, Clapworthy, G, Caldwell, D & Zannoni, C 2005, 'Integration of haptic and visual modalities for a total hip replacement planning system', in <i>Proceedings of the Third International Conference on Medical Information Visualisation - Biomedical Visualisation (MediVis 2005)</i> , London, England, 5-7 July 2005, accessed 3/10/2006, IEEE Xplore database.
Published Paper (Print)	O'Connor (2005) suggests that academic writing is often ...	O'Connor, L 2005, 'Writing, identity and ways of knowing in science', in <i>Proceedings of the 2005 Annual International Conference of the Association of Tertiary Learning Advisors Aotearoa/New Zealand (ATLAANZ)</i> , Dunedin, New Zealand, 15-17 November 2005.
Proceeding	Grigg and Bond (2005) highlighted the issues in learning support so that ...	Grigg, G & Bond, C (eds) 2005, <i>Supporting Learning in the 21<sup>st</sup> Century: Proceedings of the 2005 Annual International Conference of the Association of Tertiary Learning Advisors Aotearoa/New Zealand (ATLAANZ)</i> , Dunedin, New Zealand, 15-17 November 2005.
<i>Course Material</i>	See <ul style="list-style-type: none"> <li>•E-reading</li> <li>•Lecture/Presentation</li> </ul>	
<i>Course Reader</i>	Kegan-Gardiner (2005) argues that men ...	Kegan-Gardiner, J 2005, 'Men, masculinities and feminist theory', in Kimmel, MS, Hearn, J & Connell, RW (eds), <i>Handbook of Studies on Men and Masculinities</i> , Routledge, London, pp35-50, SOC330 Gender and Society Course Reader Spring 2006, University of Wollongong.

## D

Reference type	Example of in-text reference	Example of entry in reference list
<i>Dictionary Entry</i>	See Encyclopedia/Dictionary	
<i>Discussion</i>	See Personal Communication	



# E

Reference type	Example of in-text reference	Example of entry in reference list
<i>eduStream</i>	See Lecture/Presentation	
<i>Electronic Book</i>	See Book: E-book	
<i>Email</i>	See Personal Communication	
<b>Encyclopedia/ Dictionary</b>	<b>Note:</b> If no author or editor is identified in an encyclopedia/dictionary, the necessary information is given in the text and an entry in the reference list is optional.	
No Author	<i>The New Shorter Oxford English Dictionary</i> (1993, p66) defines 'amercement' as ...	<i>The New Shorter Oxford English Dictionary</i> 1993, 4th edn, Oxford University Press, Oxford.
With Author/Editor (Online)	A weblog is ... (Ince 2001).	Ince, D (ed.) 2001, <i>A Dictionary of the Internet</i> , accessed 29/11/2006, Oxford Reference Online database.
With Author/Editor (Print)	A bureaucracy is ... (Bendix 1968).	Bendix, R 1968, 'Bureaucracy', in <i>International Encyclopedia of the Social Sciences</i> , vol.2, pp206-217.
<b>Ephemera</b>	<b>Format of key elements</b> <i>Print:</i> Author's family name, Initial(s) year, <i>Title</i> , format, Publisher, Place of Publication. <i>Object:</i> Author's family name, Initial(s) year, <i>Title</i> , format, viewed date, location details. <b>Notes:</b> <ul style="list-style-type: none"> <li>• It is important when citing ephemera to describe the item <i>and</i> provide details of the source in the appropriate format</li> <li>• This list of ephemera is not exhaustive. Use this reference format as a guide to help reference other forms of ephemera</li> <li>• For online examples, see also <b>Website: Web Page</b></li> </ul>	
Advertisement	Advertisements like Lindt's (2005) 'Intense Indulgence' seduce consumers with ...	Lindt 2005, 'Intense Indulgence', <i>Vogue Entertaining &amp; Travel</i> , Aug/Sept, p161.
	... the reminder to motorists displayed...(RTA n.d.).	RTA n.d., <i>How Fast are You Going Now?</i> , billboard, viewed 7/1/2007, Princes Highway, Heathcote, NSW.
Brochure (Online)	The plan ( <i>Library Business Plan Summary</i> 2006) hopes to ...	<i>Library Business Plan Summary</i> 2006, University of Wollongong Library, Wollongong, NSW, accessed 4/10/2006, <a href="http://www.library.uow.edu.au/about/planning/pdfs/busplansummary.pdf">http://www.library.uow.edu.au/about/planning/pdfs/busplansummary.pdf</a>
Brochure (Print)	The brochure ( <i>Opera: 2007 Sydney Opera House Life Amplified</i> 2006) advertises the program for ...	<i>Opera: 2007 Sydney Opera House Life Amplified</i> 2006, brochure, Sydney.

Theatre/Concert Ticket	The design of Chris Isaak's concert tickets ... ( <i>Chris Isaak Concert 2006</i> ).	<i>Chris Isaak Concert 2006</i> , concert ticket, WIN Entertainment Centre, 20 November.
<b>Equation</b>	See Formula	
<b>E-reading</b>	<b>Notes:</b> <ul style="list-style-type: none"> <li>• When the e-reading is a link to a database, cite as for a Journal Article</li> <li>• When the e-reading is a link to a web page, cite as for a web page</li> <li>• When the item is scanned by the Library, add the access date and the words University of Wollongong Library e-readings</li> </ul>	
Chapter	It has been suggested ... (Kell 2001, p34).	Kell, P 2001, 'Futures in the new globalised education markets', in M Kalantzis & A Pandian (eds), <i>Literacy Matters: Issues for New Times</i> , Common Ground, Altona, Victoria, accessed 25/10/2006, University of Wollongong Library e-readings.
Journal Article	It is important to note ... (Cotterall 1995).	Cotterall, S 1995, 'Developing a course strategy for learner autonomy', <i>ELT Journal</i> , vol.49, no.3, pp219-227, accessed 1/9/2006, University of Wollongong Library e-readings.

## F

Reference type	Example of in-text reference	Example of entry in reference list
<i>Film</i>	See Audiovisual Work: Film	
<b>Figure</b>	<p>The data as presented in Figure iv (Crystal 1997, p227) ...</p> <p><i>However, if the figure, table or graph is reproduced in your work, also include a reference to the original within your caption or label, e.g.</i></p> <p>... (Crystal 1997, p227, fig.iv).</p>	Crystal, D 1997, <i>The Cambridge Encyclopedia of Language</i> , 2nd edn Cambridge University Press, Cambridge.
<b>Formula</b>	... as an exemplar of a complex application (Johnson 2003, eqs 5.2-5.6).	Johnson, P 2003, <i>Equations in Modern Science</i> , Palgrave, London.

## G

Reference type	Example of in-text reference	Example of entry in reference list
<b>Government Publication</b>	<i>See also Legal Material</i>	
Hansard/ Parliamentary Debate (Commonwealth)	Mr Braithwaite (Australia, House of Representatives, <i>Debates</i> , 1989, p379) drew attention to ...	Australia, House of Representatives 1989, <i>Debates</i> , vol.HR165, pp379-552.
(Online)	Mr Braithwaite (Australia, House of Representatives, <i>Debates</i> , 1989) drew attention to ...	Australia, House of Representatives 1989, <i>Debates</i> , vol.HR165, pp379-552, accessed 14/2/2007, <a href="http://parlinfoweb.aph.gov.au/piweb/TranslateWIPILink.aspx?Folder=HANSA RDR&amp;Criteria=DOC_DATE:1989-03-02%3BSEQ_NUM:147%3B">http://parlinfoweb.aph.gov.au/piweb/TranslateWIPILink.aspx?Folder=HANSA RDR&amp;Criteria=DOC_DATE:1989-03-02%3BSEQ_NUM:147%3B</a>
Parliamentary Paper	Sources of funding report ... (Australia, Parliament 1999, <i>Aboriginal and Torres Strait Islander Commercial Development Corporation Annual Report 1998-99</i> , Parl. Paper 414).	Australia, Parliament 1999, <i>Aboriginal and Torres Strait Islander Commercial Development Corporation Annual Report 1998-99</i> , Parl. Paper 414, Canberra.
Report	Ergas (1986, p23) identified two consequences created by geographical dispersion.	Ergas, H 1986, <i>Telecommunications and the Australian Economy</i> , Report to the Department of Communications, AGPS, Canberra.
Report by a Government Agency	The Australian Sports Drug Agency (2004, p16) lists alcohol, beta blockers ...	Australian Sports Drug Agency 2004, <i>Anti-Doping Information Handbook</i> , Australian Sports Drug Agency, Canberra.
<i>Graph</i>	<i>See Figure</i>	

## H

Reference type	Example of in-text reference	Example of entry in reference list
<i>Hansard</i>	<i>See Government Publication: Hansard/Parliamentary Debate</i>	

Reference type	Example of in-text reference	Example of entry in reference list
<b>Image In Another Source</b>	<i>See also</i> • <b>Artwork</b> • <b>Figure</b>	
Book	The filmmaker often depicts characters viewed through a windshield, as the actor Dennis Hopper appears ... (Cook & Gemunden 1997, p224).	Cook, RF & Gemunden, G (eds) 1997, <i>The Cinema of Wim Wenders: Image, Narrative, and the Postmodern Condition</i> , Wayne State University Press, Detroit, Michigan.
Newspaper Article	The Traveston Dam site is captured by photographer Mechielsen (in Roberts 2007, p4), providing background to ...  <b>OR</b> The Traveston Dam site is captured by photographer Mechielsen (2007, p4), providing background to ...	Roberts, G 2007, 'Dam blow for Beattie from federal Labor', <i>The Australian</i> , 9 January, p4. Photograph by Les Mechielsen. <i>When credit is given to the creator of the image in another source, list the creator at the end of the reference for that source.</i>  <b>OR</b> Mechielsen, L 2007, 'Inappropriate', photograph, <i>The Australian</i> , 9 January, p4.
Web Page	Barnes' (n.d.) image of the type of sculpture is ...	Barnes, G n.d., <i>Wollongong - Monuments and Statues - Nike</i> , P06\P06805, Wollongong, JPEG, accessed 12/02/2005 <a href="http://illawarrimages.wollongong.nsw.gov.au/llalms/jsmall/P06/P06805.jpg">http://illawarrimages.wollongong.nsw.gov.au/llalms/jsmall/P06/P06805.jpg</a>
<i>Interview</i>	<i>See</i> Personal Communication	

## J-K

Reference type	Example of in-text reference	Example of entry in reference list
<b>Journal Article</b>	<b>Format of key elements</b> Author's family name, Initial(s) year, 'Title of article', <i>Title of Journal</i> , volume, issue number, page range, accessed date, database name (or URL). <b>Note:</b> Only include access date and database name (or URL) for journals accessed online	
1 Author	Feinstein's (2006) positive review claims ...	Feinstein, S 2006, 'After daybreak: the liberation of Bergen-Belsen, 1945', <i>History</i> , vol.34, no.3, pp89-90.
2 or 3 Authors	Although Wong and Pang (2000, pp14-15) suggest that the moral character of a nurse ...	Wong, T & Pang, S 2000, 'Holism and caring: nursing in the Chinese health care culture', <i>Holistic Nursing Practice</i> , vol.15, no.1, pp12-21.

	<p>Strong, Silver and Perini (1999) provide a strong connection between ...</p> <p><b>OR</b></p> <p>... (Strong, Silver &amp; Perini 1999).</p> <p><i>When an in-text reference forms part of a sentence, use the word 'and' to link authors' names. Use an ampersand (&amp;) when the in-text reference is inside brackets.</i></p>	<p>Strong, R, Silver, H &amp; Perini, M 1999, 'Keeping it simple and deep', <i>Educational Leadership</i>, vol.56, no.6, pp22-24.</p> <p><i>Always use an ampersand (&amp;) for multiple authors in the reference list.</i></p>
More than 3 Authors	Weber et al. (2007) reported ...	Weber, F, Negreiros, R, Rosenfield, P & Steiner, M 2007, 'Pulsars as astrophysical laboratories for nuclear and particle physics', <i>Progress in Particle and Nuclear Physics</i> , vol.59, no.1, pp94-113.
No Author	In the article 'Get familiar with glucosamine' (2005) it describes ...	'Get familiar with glucosamine' 2005, <i>Holistic Nursing Practice</i> , vol.19, no.6, p296.
(Online)	<p>Madden (2002) argues "the demand for intermediation is not necessarily reduced by e-commerce" which is ...</p> <p><b>OR</b></p> <p>The warlike characteristics of the game ... (Blair 1996).</p>	<p>Madden, G 2002, 'Internet economics and policy: an Australian perspective', <i>Economic Record</i>, vol.78, no.242, pp343-358, accessed 16/11/2002, ABI/INFORM Global (ProQuest) database.</p> <p><b>OR</b></p> <p>Blair, DJ 1996, 'Beyond the metaphor: football and war, 1914-1918', <i>Journal of the Australian War Memorial</i>, no.28, accessed 15/5/2007, <a href="http://www.awm.gov.au/journal/j28/j28-blai.htm">http://www.awm.gov.au/journal/j28/j28-blai.htm</a></p>
<i>Multiple Works by the Same Author</i>	See Book: Multiple Works by the Same Author <i>and apply the same principles</i>	
<i>Journal Citing Another Source</i>	See Work Citing Another Source	

## L

Reference type	Example of in-text reference	Example of entry in reference list
<b>Lecture</b> Presentation	Adams (2006) noted that ...	Adams, M 2006, <i>The Stolen Generation</i> , lecture, ABST150 Introduction to Aboriginal Australia, University of Wollongong, delivered 10 August.

Audio (eduStream)	Adams (2006) spoke about ...	Adams, M 2006, <i>The Stolen Generation</i> , audio recording of lecture, ABST150 Introduction to Aboriginal Australia, University of Wollongong, delivered 10 August.
Lecture Notes (Online)	Lu (2006) discussed ...	Lu, X 2006, MATH142 'Sequences and series', lecture notes, accessed 25/10/2006, eLearning@UOW. <i>For online lecture notes available through e-readings, see E-reading.</i>
Lecture Notes (Print)	Puotinen provides practice in ... (2006, p12).	Puotinen, M 2006, <i>EEESC304 Geographic Information Systems Ex2.3 Practical Exercise Notes</i> , Faculty of Science, University of Wollongong.
<b>Legal Material</b>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>•The list of legal materials is not exhaustive. Use the examples as a guide to help reference other forms of legal material</li> <li>•See also <b>Government Publication</b></li> </ul>	
Act	The Commonwealth <i>Native Title Act 1993</i> (s.23) makes provision for common law rights and interests. <b>OR</b> Mining, commercial and agricultural leases... ( <i>Native Title Act 1993</i> (Cwlth), ss.245-247).	<i>Native Title Act 1993</i> (Cwlth).
Bill	The Companion Animals Amendment Bill 2006 (NSW) (cl.2) makes provision for amending ...	Companion Animals Amendment Bill 2006 (NSW).
Case	Lord Buckmaster in <i>Donahue v Stevenson</i> [1932] AC 562) at 566 ...	<i>Donahue v Stevenson</i> [1932] AC 562.
	It was the opinion of Mason CJ and Brennan J that ... ( <i>Mabo and others v. Queensland (no.2)</i> (1992) 175 CLR 1 at 2). <i>The number after the word 'at' refers to the specific page number you are discussing.</i>	<i>Mabo and others v. Queensland (no.2)</i> (1992) 175 CLR 1.

# M

Reference type	Example of in-text reference	Example of entry in reference list
<b>Magazine</b>	See Newspaper/Magazine Article	
<b>Manuscript (Unpublished)</b>	<p><b>Format of key elements</b>            Author's family name, Initial(s) year, 'Title', manuscript/format if applicable, held at location of library/archive/museum OR held by name and location of private collection.  <b>Note:</b> It is important when citing an unpublished manuscript to describe the item <i>and</i> provide details of the source</p>	
	The manuscript notes ... (Buckingham 1964).	Buckingham, J 1964, 'Journey to Russia', manuscript, held by G Langton, Perth, WA.
<b>Map</b>	<p><b>Format of key elements</b>            Originator's family name, Initial(s) year, <i>Title</i>, map, scale, Series, sheet number, Publisher, Place of Publication, 'Cited location title', coordinates.  <b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Originator can be the cartographer, surveyor, or compiler</li> <li>• Include Series and/or sheet number only if applicable</li> <li>• Include Cited location title and coordinates only if citing a specific location on the map</li> </ul>	
	The map of Manilla (Bureau of Mineral Resources, Geology and Geophysics 1973) shows the ...	Bureau of Mineral Resources, Geology and Geophysics 1973, <i>Manilla, NSW</i> , map, 1:250,000, SH56-9, Bureau of Mineral Resources, Geology and Geophysics. <b>OR</b> Bureau of Mineral Resources, Geology and Geophysics 1973, <i>Manilla, NSW</i> , map, 1:250,000, SH56-9, Bureau of Mineral Resources, Geology and Geophysics, 'Black Jack Mountain', 30° 55'S 151° 07'E.
<b>Media Release</b>	The treasurer, Peter Costello (2006), announced that ...	Costello, P 2006, <i>Treasurer Announces National Competition Council Appointments</i> , media release, accessed 15/1/2007, <a href="http://www.treasurer.gov.au/tsr/content/pressreleases">http://www.treasurer.gov.au/tsr/content/pressreleases</a>
<b>Microform</b>	Brandt's (1982) photographs depict ...	Brandt, B 1982, <i>Bill Brandt, Early Photographs, 1930-1942</i> , microform, Chadwyck-Healey, Cambridge.
<b>Minutes of a Meeting</b>	The members (Learning Development Committee 2006) put forward a motion to ...	Learning Development Committee 2006, <i>Minutes from 8/11/2006</i> , University of Wollongong, Wollongong.
<b>Music Score</b>	Beethoven's (1976) composition displays ...	Beethoven, L 1976, <i>Fourth and Fifth Symphonies</i> , musical score, Dover, New York.

## N-O

Reference type	Example of in-text reference	Example of entry in reference list
<b>Newspaper/ Magazine Article</b>	The proposed establishment of a nursing school means ... (Allely 2006, p17).	Allely, S 2006, 'Nowra to get nurse school', <i>Illawarra Mercury</i> , 20 December, p17.
(Online)	Even in Australia there are problems associated with nuclear accidents (Kenny 2006).	Kenny, M 2006, 'No worries' over nuclear accident', <i>The Advertiser</i> , 15 June, p15, accessed 1/10/2006, Factiva database.
No Author	The argument in the article 'Money can't be the cure-all for mental illness' ( <i>Sydney Morning Herald</i> 7 April 2006, p.12) ... <b>OR</b> The argument put forward in the <i>Sydney Morning Herald</i> (7 April 2006, p.12) ...	<i>The necessary information is given in the text and an entry in the reference list is not required.</i>

## P-Q

Reference type	Example of in-text reference	Example of entry in reference list
<i>Pamphlet</i>	See Ephemera	
<i>Parliamentary Debate</i>	See Government Publication: Hansard	
<i>Parliamentary Paper</i>	See Government Publication: Parliamentary Paper	
<b>Patent</b>	Aspects of the Cookson (1985) design ...	Cookson, AH 1985, <i>Particle Tap for Compressed Gas Insulated Transmission Systems</i> , US Patent 4554399.
<b>Personal Communication</b>	<i>Always obtain permission from the person being referred to first.</i> Child abuse has been shown to be a significant issue (J Hyde 2006, pers. comm. 1 January). <b>OR</b> Howard Walker raised this point on 23 November 2006 during online discussion for ILIP100.	<i>The necessary information is given in the text and an entry in the reference list is not required.</i>



	<p><b>OR</b> Dr E Smith confirmed this in a telephone conversation on 1 January 2006.</p> <p><b>OR</b> <i>It may be important to acknowledge the organisation the person represents.</i> Dr E Smith (ACME Institute) confirmed this in a telephone conversation on 1 January 2006.</p> <p><b>OR</b> ... as Ms M Rhodes indicated by email on 24 August 2006.</p>	<p>Rhodes, M 2006, email, 24 August 2006, mrrhodes@uow.edu.au <i>It may benefit the reader if email details are included. Always obtain permission from the author before including an email address.</i></p>
<i>Photograph</i>	See <ul style="list-style-type: none"> <li>• Artwork: Photograph</li> <li>• Figure</li> <li>• Image In Another Source</li> </ul>	
<b>Play</b>	Lady Macbeth's outburst 'Out, damned spot!' (Shakespeare, <i>Macbeth</i> 1997, act 5, scene 1, line 30) ...	Shakespeare, W 1997, <i>Macbeth</i> , AR Braunmuller (ed.), Cambridge University Press, Cambridge.
<i>Podcast</i>	See Website: Podcast/Vodcast	
<b>Poem</b>	The character of Clancy created ... (Paterson 1992, verses 4 & 5, lines 30-40) .	Paterson, A 1992, <i>Paterson's Favourites</i> , Viking O'Neil, Ringwood.
<b>Preprint</b>	The research of Celerier et al. (2005) into the active intraplate was ...	Celerier, J, Sandiford, M, Hansen, D & Quigley, M 2005, 'Modes of active intraplate deformation, Flinders Ranges, Australia', <i>Tectonics</i> , vol.24, TC6006, doi:10.1029/2004TC001679.
<i>Presentation</i>	See Lecture	

# R

Reference type	Reference type	Reference type
<i>Radio Program</i>	See Audiovisual Work: Radio Program	
<b>Report</b>	<p><b>Format of key elements</b>  <i>Online:</i> Author's family name, Initial(s) Year, <i>Title</i>, Report Number, Project Name, Project Number, accessed date, URL  <i>Print:</i> Author's family name, Initial(s) Year, <i>Title</i>, Report Number, Project Name, Project Number, Publisher, Place of Publication.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This list of reports is not exhaustive. Use this reference format as a guide to help reference other reports</li> <li>• Include the Report Name, Project Name and Project Number when available</li> <li>• For government reports, see <b>Government Publication</b></li> </ul>	
(Online)	It has been reported that ... (University of Wollongong 2006).	University of Wollongong 2006, <i>Annual Report 2005</i> , accessed 25/9/2006, <a href="http://www.uow.edu.au/about/uowar2005.pdf">http://www.uow.edu.au/about/uowar2005.pdf</a>
(Print)	The report (Bluescope Steel 2005) noted that ...	Bluescope Steel 2005, <i>Growth Results: Annual Report 2004/2005</i> , Melbourne.
Sponsored by an Institution, Corporation or Other Organisation	<p>The firm Waddington Kay &amp; Associates (2002) reported ...</p> <p><b>OR</b></p> <p>The Australian Coal Association Research Program sponsored the report ... (Waddington Kay &amp; Associates 2002).</p>	<p>Waddington Kay &amp; Associates 2002, <i>Report on ACARP Research Project No C9067: Research into the Impacts of Mine Subsidence on the Strata and Hydrology of River Valleys and Development of Management Guidelines for Undermining Cliffs, Gorges and River Systems</i>, Report No. WKA110, report sponsored by Australian Coal Association Research Program, Waddington Kay &amp; Associates, Mona Vale, NSW.</p> <p><i>A sponsored report might include an author's name and the sponsoring body. Put the author's name first if there is one.</i></p>
Technical Report	Allison (2004), in the unpublished report about ...	Allison, L 2004, 'Finding approximate palindromes in strings quickly and simply', No. 2004/162, School of Computer Science and Software Engineering, Monash University, Clayton, Victoria.

## S

Reference type	Example of in-text reference	Example of entry in reference list
<b>Software</b>	The approach taken by Gaffke et al. (1988) ...	Gaffke, S, Widera, F, Kotz, J & Rohde, A 1988, <i>Floating, Fluttering Flying Machines: Everything You Ever Wanted to Know About Flight</i> , software, Tivola, London.
No Programmer	A common information management program ... ( <i>EndNote 9</i> 2005).	<i>Endnote 9 for Microsoft Windows</i> 2005, software, Version 9.01, Thomson ResearchSoft, Carlsbad.
(Online)	Online mathematics games to interest students ... ( <i>Math Arcade</i> 2000-2006).	<i>Math Arcade</i> 2000-2006, software, Pearson Education, Australia, accessed 16/1/2007, <a href="http://www.funbrain.com/brain/MathBrain/MathBrain.html">http://www.funbrain.com/brain/MathBrain/MathBrain.html</a>
<i>Sound Recording</i>	See Audiovisual Work	
<b>Standard</b>		
(Online)	The International Organization for Standardization (ISO) (2006) evaluation of control defines ...	ISO 2006, <i>Ergonomic Design of Control Centres. Part 7: Principles for the Evaluation of Control Centres</i> , ISO 11064-7:2006, ISO, accessed 15/1/2007, SAI Global database.
(Print)	The preferred unit specified by the Standards Association of Australia (SAA) (2002) ...	SAA 2002, <i>Quantities and Units. Part 3: Mechanics</i> , AS 2900.3, SAA, Sydney.
<b>Statistics</b>		
(Online)	A measurement of life expectancy of Australians reported by the Australian Bureau of Statistics (ABS) (2006) ...	ABS 2006, 'Mortality trends of people aged 50 years and over', Cat. no. 4102.0, <i>Australian Social Trends</i> , Canberra, accessed 15/1/2007, <a href="http://www.abs.gov.au/ausstats">http://www.abs.gov.au/ausstats</a>
(Print)	The Australian Bureau of Statistics (ABS) (2001, p4) numbered ...	ABS 2001, <i>Botanic Gardens: Australia 1999-2000</i> , Cat. no. 8563.0, ABS, Canberra.

## T-U

Reference type	Example of in-text reference	Example of entry in reference list
<i>Table</i>	See Figure	
<i>Television Program</i>	See Audiovisual Work: Television Program	
<i>Textbook</i>	See Book	

<b>Thesis</b>	(Online)	Becker (2005, p4) affirms that librarians 'are often on their own in learning how to work effectively'.	Becker, LKW 2005, 'Globalization and structural change: Internationalization and the role of librarians in Australian universities', EdD thesis, University of Massachusetts, Boston, accessed 10/8/2006, Dissertations & Theses: A&I (ProQuest) database.
	(Print)	Preconsolidation history of soil with depth is necessary (Walker 2006, p3) although ...	Walker, R 2006, 'Analytical solutions for modeling soft soil consolidation by vertical drains', PhD thesis, School of Civil, Mining and Environmental Engineering, University of Wollongong.
<b>Ticket</b>	See Ephemera: Theatre/Concert Ticket		
<b>Transcript</b>	There have been small protests throughout the world to mark ... (Surbakti 2007).		Surbakti, A 2007, 'Protests against Guantanamo Bay', transcript, <i>World News Australia</i> , SBS, 12 January, accessed 15/1/2007, <a href="http://www.worldnewsaustralia.com.au/transcript.php#">http://www.worldnewsaustralia.com.au/transcript.php#</a>
<b>Translation</b>	See Book: In a Language Other Than English		

## V

Reference type	Example of in-text reference	Example of entry in reference list
<i>Video</i>	See <ul style="list-style-type: none"> <li>•Audiovisual Work: Video</li> <li>•Website: Web Video</li> </ul>	
<i>Vodcast</i>	See Website: Podcast/Vodcast	

## W-Z

Reference type	Example of in-text reference	Example of entry in reference list
<b>Website</b>	<b>Format of key elements</b> Author's family name, Initial(s) year, <i>Title</i> , accessed date, URL <b>Note:</b> Take care when copying the URL of a website. Include enough of it to enable the resource to be located easily, i.e. can be a short URL and not the entire URL. Just verify the URL included in the reference is live on the date of access.	
Weblog Site	This site informs the user about information literacy issues ... (Webber & Boon 2006).	Webber, S & Boon, S 2006, <i>Information Literacy Weblog</i> , weblog, accessed 24/10/2006, <a href="http://information-literacy.blogspot.com">http://information-literacy.blogspot.com</a>
Weblog Post	Langcuster's (2006) post details the theme and speakers of the upcoming ...	Langcuster, J 2006 'Alternative fuels conference, Oct. 23-24 at Auburn University', weblog post, <i>Extension Daily</i> , Alabama Cooperative Extension System, 17 October, accessed 17/10/2006, <a href="http://www.aces.edu/department/extcomm/npa/daily/">http://www.aces.edu/department/extcomm/npa/daily/</a>
Weblog Comment	The comments made in reply to the original post ... (Dutra 2006).	Dutra, L 2006, 'A new transdisciplinary journal', weblog comment, in R Gill <i>Transdisciplinary Journeys: Collaboratively Rethinking Sustainability</i> , 20 September, accessed 17/10/2006, <a href="http://www.une.edu.au/cwpr/blog/blog.html">http://www.une.edu.au/cwpr/blog/blog.html</a>
Web Page	A list of contacts is provided by the Department of Veterans' Affairs (2006).	Department of Veterans' Affairs 2006, <i>Helpful Links to Veteran Related Sites</i> , accessed 10/8/2006, <a href="http://www.dva.gov.au/contacts/site.htm">http://www.dva.gov.au/contacts/site.htm</a>
Web Page, No Author	The moving beetle images on this page represent ... ( <i>Beetles</i> n.d.).	<i>Beetles</i> n.d., accessed 17/1/2006, <a href="http://www.ivyhall.district96.k12.il.us/4th/KKhp/1insects/beetles.html">http://www.ivyhall.district96.k12.il.us/4th/KKhp/1insects/beetles.html</a>
Website	The <i>Diotima</i> (2006) website provides information about women in the ancient world.	<i>Diotima</i> 2006, accessed 15/1/2007, <a href="http://www.uow.edu.au">http://www.uow.edu.au</a>
Web Video	Sadiaraval (2006) pans across images of the Himalayan Mountains and ...	Sadiaraval 2006, <i>Sunrise on Himalayas</i> , accessed 15/11/2006, <a href="http://www.youtube.com/">http://www.youtube.com/</a>
Podcast/Vodcast	On <i>The Movie Show</i> a discussion of ... (Vincent Ward Interview 2006).	'Vincent Ward Interview' 2006, podcast, <i>The Movie Show</i> , SBS, 7 July, accessed 25/10/2006, <a href="http://www20.sbs.com.au/podcasting/">http://www20.sbs.com.au/podcasting/</a> <i>Replace 'podcast' with 'vodcast' for the format when appropriate.</i>

<b>Work Citing Another Source</b>	<b>Notes:</b> <ul style="list-style-type: none"> <li>• It is good practice to find and cite the original work. If not possible or appropriate, it is only necessary to include an entry in the reference list for the work actually read (see Example 1). However, if relevant or useful, an entry for the original work being cited can also be included in the reference list (see Example 2)</li> <li>• The list of examples is not exhaustive. Use these examples as a guide to help reference works citing other sources</li> </ul>	
Book Citing Another Book	<p><i>Example 1</i> Horton's (2000, p3) discussion of Moore and Kearsley ...</p> <p><b>OR</b></p> <p><i>Example 2</i> Horton's (2000, p3) discussion of Moore and Kearsley (1996) ...</p>	<p><i>Example 1</i> Horton, WK 2000, <i>Designing Web-based Training: How to Teach Anyone Anything Anywhere Anytime</i>, Wiley, New York, p3.</p> <p><b>OR</b></p> <p><i>Example 2</i> Moore, MG &amp; Kearsley, G 1996, <i>Distance Education: A Systems View</i>, Wadsworth, Boston, cited in Horton, WK 2000, <i>Designing Web-based Training: How to Teach Anyone Anything Anywhere Anytime</i>, Wiley, New York, p3.</p>
Book Citing a Journal Article	<p><i>Example 1</i> Hinters, Brwefleski and Flecko (cited in Toggle 1962, p5) ...</p> <p><b>OR</b></p> <p><i>Example 2</i> Hinters, Brwefleski and Flecko (1958, cited in Toggle 1962, p5) ...</p>	<p><i>Example 1</i> Toggle, Y 1962, <i>Natural Energies</i>, Macmillan, London, p5.</p> <p><b>OR</b></p> <p><i>Example 2</i> Hinters, AN, Brwefleski, AP &amp; Flecko, Z 1958, 'Wind turbines', <i>Journals of Wind and Energy</i>, vol.17, no.1, pp52-61, cited in Toggle, Y 1962, <i>Natural Energies</i>, Macmillan, London, p5.</p>
Journal Article Citing Another Journal Article	<p><i>Example 1</i> Bishop and Stedman's findings (cited in Dearing 2000, p96) ...</p> <p><b>OR</b></p> <p><i>Example 2</i> Bishop and Stedman's findings (1996, cited in Dearing 2000, p96) ...</p>	<p><i>Example 1</i> Dearing, A 2000, 'Technologies supportive of sustainable transportation', <i>Annual Review of Energy and the Environment</i>, vol.25, pp89-113.</p> <p><b>OR</b></p> <p><i>Example 2</i> Bishop, GA &amp; Stedman, DH 1996, 'Measuring the emissions of passing cars', <i>Accounts of Chemical Research</i>, vol.29, no.10, pp489-495, cited in Dearing, A 2000, 'Technologies supportive of sustainable transportation', <i>Annual Review of Energy and the Environment</i>, vol.25, pp89-113.</p>

<b>Working Paper</b>	(Online)	Hart (2007) argues that it is difficult to make progress ...	Hart, OD 2007, 'Reference points and the theory of the firm', Working Paper no.13481, accessed 19/19/2007, <a href="http://papers.nber.org/papers/w13481">http://papers.nber.org/papers/w13481</a>
	(Print)	Senior, Perkins and Bern (2002) establish that it would be ...	Senior, K, Perkins, D & Bern, J 2002, 'Variation in material wellbeing in a welfare based economy', Working Paper 1444-9137 no.6/2002, South East Arnhem Land Collaborative Research Project, Wollongong.

## Glossary and Abbreviations List

### A

#### *ABS/Statistics publication*

A publication from the Australian Bureau of Statistics – can include such things as Census data.

#### *Acronym*

A word formed from the initial letters of other words – e.g. Australian Broadcasting Commission (ABC). Usually the first time an acronym is used in-text it is spelt out in full with the acronym as above. Subsequent referral can just include the acronym.

#### *Annual report*

A report, usually from an organisation, that is produced yearly and can include fiscal data and other relevant information.

#### *app.*

This is the abbreviation for appendix.

#### *Artefact*

A human-made object, such as a tool, weapon or ornament.

#### *Artwork*

A piece of art (e.g. ceramic, drawing, etching, linocut, lithograph, painting, photograph, sculpture, or woodcut).

#### *ass.*

This is the abbreviation for association.

#### *Audio cassette*

A sound recording on cassette/tape.

#### *Audiovisual work*

A collection of resources that may include sound recordings, films, slides, music scores and microform.

#### *Author*

A person responsible for writing a piece of work, e.g. a book.

#### *Author-Date*

This is another name sometimes used to refer to the Harvard Referencing System.

### B

#### *Bibliography*

A bibliography is a list of references read for preparing a text; it is broader than a reference list in that it includes references cited in a text, and the ones read as background reading.

#### *Book*

A written document - usually comprising papers stapled or bound together.

#### *Brochure*

A short printed work .

#### *Browser*

A software program that enables viewing or navigating pages on the World Wide Web.

### C

#### *c.*

This is the abbreviation for circa which means about or approximately.

#### *cf.*

This is the abbreviation for confer which means compare.



*ch.*

This is the abbreviation for chapter.

*Chapter*

A section or division of a book.

*cl. cls*

This is the abbreviation for clause/clauses.

*Commissioned*

This is another word for sponsored and can refer to a source paid for, or requested on behalf of an organisation, government department and so on.

*comp.*

This is the abbreviation for compiler.

*Compiler*

A person who arranges material from a number of sources.

*Conference paper*

A document written for/delivered at a conference.

*Conference proceeding*

A published record or account of a conference, usually a compilation of conference papers and abstracts.

## **D**

*div.*

This is the abbreviation for division.

## **E**

*E-book*

An electronic book that is available to view/read online (via a browser). Some are available through the World Wide Web, others are available through the Library catalogue or databases.

*ed. eds*

This is the abbreviation for editor/editors.

*Edited book*

A book that has been proofed/edited by an editor/editors, usually comprising a set of chapters.

*Edition*

This means a particular version of a text. An edition number is not necessary for a first edition.

*Editor*

A person who arranges the written works of others for publication. This may include selection, revision and the inclusion of additional material.

*edn*

This is the abbreviation for edition.

*eduStream*

A system used to give access (via a browser) to recorded lectures and other learning materials on the Internet.

*eq. eqs*

This is the abbreviation for equation/equations.

*Electronic book*

A book that is available to view/read online (via a browser). Some are available through the World Wide Web, others are available through the Library catalogue or databases.

*Encyclopedia*

A literary work containing extensive information on all branches of knowledge, usually arranged in alphabetical order.

### *Ephemera*

Objects not intended to last indefinitely, or produced for a specific occasion, e.g. theatre tickets, pamphlets, photos, flyers, menus, or invitations.

### *E-reading*

A reading made available through the Library. E-readings may include scanned items prepared by the Library, links to journal articles in a database and links to web pages.

### *et al.*

This is the abbreviation for et alia. It means “and others”, and is used to record instances in-text when citing more than three authors or more than two editors.

## **F**

### *fig. figs*

This is the abbreviation for figure/figures.

### *Figure*

The image or representation of something material or immaterial.

## **G**

### *Government report*

A report produced/published/issued by a government department or the Government.

### *Graph*

A form of symbolic diagram.

## **H**

### *Hansard*

Transcripts of Australian parliamentary proceedings.

## **I**

### *ill. ill.*

This is the abbreviation for illustrator/illustration/illustrations.

### *Image*

A picture or graphic representation.

### *Interview*

A discussion with a person/people, especially where questions are asked to obtain information.

### *In-text*

This refers to within the writing or text of a document.

## **J-K**

### *Journal*

Any periodical publication containing information on a range of topics, or a highly specialised topic.

### *Journal article*

A written piece of work published in a journal.

## **L**

### *Lecture notes*

Notes produced for a lecture.

## **M**

### *Manuscript*

A document that is unpublished.

### *Media release*

This refers to a written or recorded communication directed at members of the news media.

### *Microform*

Printed material that has been photographed and transferred to film for preservation (e.g. microfilm, microprint, and microfiche).

### *Minutes of a meeting*

This refers to formal recordings that reflect discussion and decisions of a formal meeting. Minutes can be confidential or publicly available, in print or online.

### *MS. MSS*

This is the abbreviation for manuscript/manuscripts.

## **N**

### *n. nn.*

This is the abbreviation for note/notes.

### *n.d.*

This is the abbreviation for no date

### *no. nos*

This is the abbreviation for number/numbers.

## **O**

### *Online*

This term is used interchangeably with the word electronic.

### *Originator*

The creator of a map and may be a cartographer, surveyor or compiler.

## **P-Q**

### *p. pp.*

This is the abbreviation for page/pages.

### *Pamphlet*

A short document of several pages.

### *para. paras*

This is the abbreviation for paragraph/paragraphs.

### *Parliamentary Paper*

Any document tabled before parliament/government.

### *Patent*

A document conferring some privilege, right, office, title, or property, e.g. often used with new inventions.

### *Periodical*

A publication that recurs at regular intervals, e.g. a journal.

### *pers. comm.*

This is the abbreviation for personal communication.

### *Personal communication*

Information gained through direct contact with another individual, e.g. a telephone conversation, discussion, email, facsimile, interview, letter, or lecture.

### *pl.*

This is the abbreviation for plate.

### *Podcast*

A multimedia file distributed over the Internet for playback on mobile devices and personal computers.

### *Preprint*

A document available either before publishing or as an alternative source to the formally published version. Some documents may not be published in any other form.

### *Press release*

An official statement offered to newspapers for publication. (See also: Media release).

### *Primary document*

Refers to firsthand accounts or evidence which may be published (e.g. reports, autobiographies, interviews in contemporary newspapers) or unpublished (e.g. original letters, diaries, papers held within an archive). For further information refer to: 'What are primary sources' located at: <http://www.library.uow.edu.au/archives/guides/primary.html>

### *pt. pts*

This is the abbreviation for part/parts.

## **R**

### *Reference list*

A reference list includes all the works cited in a text.

### *rev.*

This is the abbreviation for revised/reviser.

## **S**

### *s. ss. sec. secs*

The abbreviations for section/sections.

### *ser.*

This is the abbreviation for series.

### *sic*

This is the abbreviation for thus; often used in-text to notify the reader of an error in the source.

### *Software*

A series of coded instructions which when fed into a computer will automatically direct its operation in carrying out a specific task, also known as a computer program.

### *Sponsored*

This is another word for commissioned and can refer to a source paid for, or requested on behalf of an organisation, government department and so on.

### *suppl.*

This is the abbreviation for supplement.

## **T**

### *Table*

A visual diagram representing information.

### *Thesis*

A dissertation to maintain and prove an argument – usually a written piece delivered by a candidate for a University degree.

### *trans.*

This is the abbreviation for translation/translator.

### *Transcript*

A written copy of something, e.g. a discussion or interview.

## **U**

### *Unpublished Work*

An item not made generally known or accessible, especially in print.

## **URL**

This is the abbreviation for Uniform Resource Locator – it is commonly known as a web address. It begins with the identification of the host organisation, e.g. www.uow.edu.au for the University of Wollongong.

## **V**

### *Video or television recording*

An audiovisual recording, can be a video/DVD/television recording.

### *vol. vols*

The abbreviation for volume/volumes.

### *Vodcast*

A multimedia video file distributed over the Internet for playback on mobile devices and personal computers.

## **W-Z**

### *Weblog*

A chronological and continually updated publication of comments by contributors that is available on the web. Material posted on a weblog is instantly published. The shortened form of the term is blog.

### *Web page*

A page available online, usually contains a URL address.

### *Website*

An online resource which contains a set of web pages arranged in layers or sections.

### *Working paper*

A draft form of a paper intended for publication in journals, books or conference proceedings.