



## CRC CARE referencing style guide

### General guidelines

- This guide uses the Harvard, or parenthetical, style of referencing
- Please use style exactly as seen in the guide e.g. italic, bold, brackets etc.
  - In particular, note the use of 'and ' or '&'
- This style guide must be adhered to for all CRC CARE publications and documents, including but not limited to:
  - Books
  - Fact sheets
  - Technical reports
  - Magazines
  - Brochures
- Articles available in print e.g. journals, books, fact sheets are to be referenced as the print type (not as a webpage if downloaded as an identical pdf)
- Please note that some publications (including theses) will have specific guidelines for referencing which must be adhered to for publication
- If a type of publication to be referenced does not appear in this list, please consult the communications team for further advice.
- Any resource not in print (online, radio etc) *must* have a date accessed in the reference.

## REFERENCE LISTS

Journal article	One author	Surname, Initials YEAR, 'Title of article', <i>Journal name</i> , vol. #, Issue no. #, pp. XX-XX. e.g. Johnson, SM 1997, 'Analysis of bee behaviour in Africa', <i>International Bee</i> , vol. 24, no. 2, pp. 35-41.
	Multiple authors	Surname, Initials, Surname, Initials & Surname, Initials YEAR, 'Title of article', <i>Journal name</i> , vol. #, Issue no. #, pp. XX-XX. e.g. Johnson, SM, Smith, J & Bartholomew, C 1997, 'Analysis of bee behaviour in Africa', <i>International Bee</i> , vol. 24, no. 2, pp. 35-41. NB: Must list all authors, regardless of how many there are.
	No author	Journal name YEAR, 'Title of article', vol. #, Issue no #, pp. XX-XX. e.g. <i>International Bee</i> 1997, 'Analysis of bee behaviour in Africa', vol. 24, no. 2, pp. 35-41.
Book	General	Surname, Initial YEAR, <i>Book title</i> , Publisher, Place of publication. e.g. Pratton, G 2005, <i>Parallel parking for beginners</i> , Springer press, London.
	Editor listed as author	Surname, Initial (ed.) YEAR, <i>Book title</i> , Publisher, Place of publication. e.g. Smith, R (ed.) 2005, <i>Parallel parking for beginners</i> , Springer press, London.
	Author and editor both listed	Surname <sup>of author</sup> , Initial YEAR, <i>Book title</i> , ed. Initial Surname <sup>of editor</sup> , Publisher, Place of publication. e.g. Pratton, G 2005, <i>Parallel parking for beginners</i> , ed. R Smith, Springer press, London.
	Book edition and/or volume (omit either if not available)	Surname, Initial YEAR, <i>Book title</i> , X edition, vol. X, Publisher, Place of publication. e.g. Pratton, G 2005, <i>Parallel parking for beginners</i> , 3 <sup>rd</sup> edition, Springer press, London.
	No author or editor listed e.g. a dictionary	<i>Book name</i> YEAR, edition, publisher, Location. e.g. <i>The Macquarie dictionary</i> 2008, 4 <sup>th</sup> edn, Macquarie University Press, Sydney, NSW.
Book chapter	Book and chapter by same author	Surname, Initial YEAR, 'Chapter name', in <i>Book title</i> , Publisher, Place of publication. e.g. Pratton, G 2005, 'Perils of parked cars', in <i>Parallel parking for beginners</i> , Springer press, London.
	Book author and chapter author/editor different	Surname, Initial YEAR, 'Chapter name', in Initial Surname, <i>Book title</i> , Publisher, Place of publication. e.g. Pratton, G 2005, 'Perils of parked cars', in R Smith (ed.) <i>Parallel parking for beginners</i> , Springer press, London.
Theses		Surname, Initial YEAR, 'Thesis title', Type of thesis, University name, University Location. e.g. Shirvington, K 2009, 'Bioremediation of the dirtiest place in the world', PhD thesis, University of South Australia, Mawson Lakes.
Conferences	Posters, presentations or abstracts	Surname, Initial YEAR, 'Title of presentation', X presented at name of conference, Location, Date. e.g. Loxton, F 2011, 'Novel methods for testing hydrocarbons in teeth', poster presented at the International Meeting for Teeth, Brussels, Belgium, 3-6 February.
	Paper or proceedings	Surname, Initial YEAR, 'Title of paper', in <i>Name of proceedings/book</i> , name of conference, Location, Date, pp X. e.g. Loxton, F 2011, 'Novel methods for testing hydrocarbons in teeth', in <i>Teeth in 2011</i> , International Meeting for Teeth, Brussels, Belgium, 3-6 February, pp. 46.

Media or news	Media release with author	Surname, Initial YEAR, <i>media release title</i> , media release, organisation, place of publication, date. e.g. Naidu, R 2012, ' <i>Call for action on a world soil crisis</i> ', media release, CRC CARE, Mawson Lakes, 14 November.
	Media release with company as author	Organisation YEAR, <i>media release title</i> , media release, Place of publication, date. e.g. CRC CARE 2012, ' <i>Call for action on a world soil crisis</i> ', media release, Mawson Lakes, 14 November.
	Newspaper article print	Surname, Initial YEAR, 'Article title', <i>Newspaper name</i> , date, p.X. e.g. Naidu, R 2012, ' <i>Call for action on a world soil crisis</i> ', The Courier Mail, 14 November, p. 39.
	Newspaper article online	Surname, Initial YEAR, 'Article title', <i>Newspaper name</i> , date, page number if given, Viewed day month year, <URL>. e.g. Naidu, R 2012, ' <i>Call for action on a world soil crisis</i> ', The Courier Mail, 14 November, viewed 15 December 2012, < <a href="http://www.thecouriermail.com/asdfasdasdfgsd.htm">www.thecouriermail.com/asdfasdasdfgsd.htm</a> >.
Internet resources	Website	Author/organisation Year (that the site was created or last revised), name of source sponsor, place of the sponsor, viewed Day Month Year, <URL>. e.g. CRC CARE 2013, CRC CARE, Mawson Lakes, South Australia, viewed 15 May 2011, < <a href="http://www.crccare.com">www.crccare.com</a> >.
	Web document no author	<i>Title</i> Year, version number (if applicable), description of document (if applicable), name of source sponsor, place of the sponsor, viewed Day Month Year, <URL>. e.g. <i>Industry training program</i> , internal webpage, CRC CARE, Mawson Lakes, South Australia, viewed 15 May 2011, < <a href="http://www.crccare.com/education/training/index.html">www.crccare.com/education/training/index.html</a> >.
	Web document no date	Author/Organisation n.d., <i>Title</i> , version number (if applicable), description of document (if applicable), name of source sponsor, place of the sponsor, viewed Day Month Year, <URL>. e.g. Beveridge, A n.d., <i>Industry training program</i> , internal webpage, CRC CARE, Mawson Lakes, South Australia, viewed 15 May 2011, < <a href="http://www.crccare.com/education/training/index.html">www.crccare.com/education/training/index.html</a> >.
	Fact sheet (online)	Author/Organisation n.d., <i>Title</i> , version number (if applicable), description of document (if applicable), name of source sponsor, place of the sponsor, viewed Day Month Year, <URL>. e.g. Beveridge, A 2009, <i>Coal seam gas mining in Australia</i> , fact sheet, CRC CARE, Mawson Lakes, South Australia, viewed 15 May 2011, < <a href="http://www.crccare.com/publications/downloads/FS-CSG.pdf">www.crccare.com/publications/downloads/FS-CSG.pdf</a> >.
	Blog	Author or Alias YEAR, <i>Title of site</i> , format, viewed date, <URL>. e.g. Norton, A 2003, <i>Observations from Carlton's lone classical liberal</i> , weblog, viewed 17 May 2010, < <a href="http://www.norton.com/liberal">www.norton.com/liberal</a> >.
Unpublished	Manuscripts	Surname, Initial YEAR, 'Title of manuscript', name of person in possession of manuscript, location of manuscript. e.g. Dabner, D 2001, 'Draft guidelines for managing exhaust fumes in high-rise carparks', in possession of the author, Sydney, Australia.
	Personal communications	Surname, Initial YEAR, type of communication, date. e.g. Christoph, PR 2013, interview, 31 May.
	Email	Surname, Initial YEAR, email, date, <email address>. e.g. Dabner, D 2001, email, 15 June, < <a href="mailto:dabnerd@unisa.edu.au">dabnerd@unisa.edu.au</a> >

Legal, regulatory, government	Patent	Surname, Initial YEAR, <i>Patent title</i> , Patent type patent #. e.g. Jones, R 2011, 'Plastic free biodegradable bin liners', Australian Patent 2001851366545.
	Standard	Organisation YEAR, <i>Name of standard</i> , standard number, organisation, location. e.g. SAI Global 2007, <i>Food and beverages for human consumption</i> , ANZS23958.3, SAI Global, Singapore.
	Act	<i>Name of act</i> YEAR (Jurisdiction) e.g. <i>Copyright Act 1968</i> (Commonwealth)
	Bills	Name of Bill YEAR (legislative body) e.g. Anti-terrorism Bill 2004 (House of Representatives)
	Legislation	Must be cited exactly as it appears on the official document, including capitalisation, spelling and abbreviations. Use the full title, not the short title (this is for citations).
	Departmental print	Department name YEAR, <i>publication name</i> , publisher, Location. e.g. Department of finance and administration 2010, <i>Annual report 2009-2010</i> , DFA, Canberra.
Multimedia	Radio program	<i>Program title</i> YEAR, radio program, Radio station, Location, Date. <i>Talkback with Leon</i> 2010, radio program, ABC Rural Radio, Melbourne, 14 March.
	DVD/movie	<i>Movie/DVD title</i> YEAR, format, Production company, location. Author and production credits. e.g. <i>Fahrenheit 9/11</i> 2004, DVD, Columbia TriStar Home Entertainment, Culvert City, California. Written, produced and directed by Michael Moore.
	TV show	<i>Program title</i> YEAR, description, station, location, date. e.g. <i>The economic state of Bulgaria</i> 2011, television documentary, SBS television, Sydney, 27 August.

## IN-TEXT CITATIONS

One author	(Surname YEAR) E.g. (Johnson 1997)
Multiple authors	(Surname & Surname YEAR) or (Surname, Surname & Surname YEAR) e.g. (Johnson, Smith & Bartholomew 1997) If more than 3 authors: (Surname <i>et al</i> YEAR) e.g. (Johnson <i>et al</i> 1997)
Name incorporated in text	Surname (YEAR) or Surname, Surname and Surname (YEAR) e.g. Johnson (1997) or Johnson, Smith and Bartholomew (1997)
More than one citation	(Surname YEAR; Surname YEAR) e.g. (Johnson 1997; Hartley 2001)
More than one citation, same author, different year	(Surname YEAR, YEAR) e.g. (Johnson 1997, 2003)
More than one citation, same author, same year	(Surname YEARa, YEARb) e.g. (Johnson 1997a, 1997b)
No author	(Journal name YEAR) e.g. (International Bee 1997)
If directly quoting	(Surname YEAR, p. #) e.g. (Johnson 1997, p. 47)
From a secondary source	(Surname, cited in Surname YEAR, p. #) e.g. (Brown, cited in Smith 2005, p. 22)
Personal communication	(Surname, Initials YEAR, pers. comm., date). e.g. (Jones, RK 2013, pers. comm., 9 June).
Edited publications	(ed. Surname YEAR) e.g. (ed. Jones 2001)
Unknown or uncertain publication dates	(Surname and [n.d. (no date), c. (circa), ? (doubtful), unpub (unpublished)] YEAR) e.g. (Jones n.d.) or (Jones c. 1920) or (Jones 1883?)
Anonymous	(Title YEAR) e.g. ( <i>Three little pigs</i> 1794)
Corporate publication	(Corporation YEAR) e.g. (CSIRO 2010)
Multimedia	(Title YEAR) e.g. ( <i>Three little pigs</i> 1794)
Legislation	Short for to be written in full and italicised for the first citation, then without the year and italicisation on subsequent citations. If two jurisdictions have similarly named legislations, clarification is to be put in parentheses at the end of the title e.g. <i>Copyright Act 1977</i> (Cwlth) or <i>Copyright Act 1977</i> (Qld)