Before using this referencing guide you should always consult your unit guide, which may specify variations on this style. If you are still unsure, please check with your unit chair, lecturer or tutor.

Where possible, the information for this guide has been based on:
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General principles</td>
<td>3</td>
</tr>
<tr>
<td>Books</td>
<td>8</td>
</tr>
<tr>
<td>Periodicals</td>
<td>12</td>
</tr>
<tr>
<td>Images</td>
<td>15</td>
</tr>
<tr>
<td>Online, broadcast, video</td>
<td>17</td>
</tr>
<tr>
<td>Other sources</td>
<td>22</td>
</tr>
</tbody>
</table>

**Deakin University guide to referencing: Harvard**
General principles

The following principles of the Harvard referencing style apply to all sources, including print, electronic and multimedia sources.

The Harvard style consists of two elements:

- in-text citations in the body of the paper that include the author, the date and often a page number
- a reference list at the end of the paper giving full bibliographic details of all in-text citations.

Note that you may not always find an example of the specific source you want to reference. Sometimes you may have to combine elements from more than one section in this guide to determine the correct referencing format.

How do I format in-text citations?

Harvard in-text citations consist of the family name of the author and the year of publication. In addition, page numbers should be included when paraphrasing (rephrasing a short passage) or quoting directly from a source. A comma is placed between the year and the page number. An in-text citation can go at the beginning, the middle or the end of a sentence.

For citations you can emphasise the author:

Salzmann, Stanlaw and Adachi (2012, p. 4) further explore the established misconception that unwritten languages are primitive.

Or the information:

A common misconception is that unwritten languages are primitive (Salzmann, Stanlaw & Adachi 2012, p. 4).

Note in the examples above that the word ‘and’ is used when the family names are part of the sentence, but an ampersand (&) is used when the names are in parentheses.
There are three ways to cite your sources.

1. **Summary or general reference**  
A summary of a work or section of a work, or a general reference to someone’s work or ideas, requires a citation. Include the author and the date.

   According to Foster (2008), the work represents an emotional essence distilled from multiple fleeting insights.

2. **Paraphrase**  
A paraphrase is the expression of the same idea in different words. When you paraphrase, it is advisable to include a page number within the in-text citation.

   The number of applications to nursing schools in England has increased by twenty-five per cent (Sprinks 2010, p. 11).

3. **Quote**  
A direct quote is the exact reproduction of someone’s words. Direct quotes always require a page number within the in-text citation.

   UNESCO’s communication model is reminiscent of the media paradigm in which ‘each receiver becomes a potential transmitter’ (Enzenburger 1970, p. 26).

**Short quotes**  
A short quote is a sentence or part of a sentence (fewer than about 30 words) that is reproduced exactly from a source.

   - Single quotation marks are used at the start and end of the quote.
   - The citation relates to the sentence in which it appears, so a full stop is placed after the citation.

   The most important effects are ‘provided by the use of pitch or melody' (Crystal 1987, p. 169). Other effects include …

**Block quotes**  
A block quote is a longer quote, more than about 30 words.

   - Block quotes are set off from the body of the paper by indenting.
   - Quotation marks are not required for block quotes.
   - The final full stop is placed before the in-text citation because the in-text citation relates to all the sentences in the block quote, not just to the last sentence.
   - While the main text is often 1.5 or double-spaced, the indented block quote should be both single-spaced and a smaller font size.

Morley-Warner (2001) suggests that students should focus on how journal articles in their subject are written and structured. She describes a benefit of this process:

   You will also gain a sense of the complexity of being an apprentice writer in an academic culture, or rather cultures, where expectations may vary from discipline to discipline, even subject to subject and where you can build a repertoire of critical thinking and writing skills that enable you to enter the academic debates, even to challenge. (Morley-Warner 2001, p. 6)

Reading is central to study at university. It is through reading that …
How do I compile a reference list?

An important purpose of the reference list is to enable readers to locate sources. Therefore details must be correct and complete. It is important that each in-text citation and the related reference list entry are identical in spelling and year.

The reference list should include:

- full bibliographic details according to the source type
- all the works cited in the paper and no works that are not cited
- works listed in alphabetical order by family name of author or by name of authoring organisation
- works listed alphabetically by title where there is no author (disregarding 'A', 'An' or 'The' at the beginning of the title)
- one listing per work, regardless of how many times it is cited in text
- commas separating elements of the citation rather than full stops and no full stops after initials
- the state or country for a relatively unknown place of publication, or where city names can be confused, e.g. Cambridge MA or Cambridge UK
- an author’s name only in the first instance where the author has multiple entries and a long dash in place of the author’s name for subsequent entries
- lower case letters following the year where an author has multiple entries in the same year, e.g. 2001a, 2001b, 2001c.

Sample reference list


Hindsight 2006, radio program, ABC National Radio, Melbourne, 31 August.

HREOC – see Human Rights and Equal Opportunity Commission


**Group author**

**In-text citation**

Sometimes the author is an organisation, government agency, association or corporate body. If the name of an organisation or agency is long and cited frequently, cite the full name and provide the abbreviation in brackets in the first instance. Use the abbreviation in subsequent references.

According to the Human Rights and Equal Opportunity Commission [HREOC] (1997) ...

**Reference list**

Provide the entry under the full name of the organisation or agency. Add the abbreviation in the reference list and include a cross-reference to the full entry.

HREOC – see Human Rights and Equal Opportunity Commission


**No author**

**In-text citation**

For works that do not indicate the name of an author, the title of the work should be used in place of the author in the citation.

*Style manual for authors, editors and printers* (2002) emphasises the importance of focusing on an audience's needs when producing a publication.

Note too that sources such as films, TV and radio programs are always cited by title.

Mr Abbott (*Four corners* 2010) said he found life as a seminarian difficult.

**Reference list**

Works are entered in the reference list alphabetically by title.

*Four corners* 2010, television program, ABC TV, Sydney, 15 March.


**No date**

**In-text citation**

If no year of publication is provided for a source, use *n.d.* (meaning 'no date') after the author's name.

(Mishriki *n.d.*)

If the year can be reliably estimated or inferred from the text, then place a c. (meaning 'circa') before the year.

The Australian Greens (c. 2013) ...

**Reference list**


Multiple authors of a single work

In-text citation

If a work is written by two or three authors, provide the family names of the authors in the order in which they appear on the title page of the work.

The word 'and' is used when the family names are part of the sentence, but an ampersand (&) is used when the names are in parentheses.

Ekwall, Gerdtz and Manias (2008) discuss the impact of interpersonal relationships that occur at triage.

Standard five-point triage scales were then implemented in several first-world countries (Ekwall, Gerdtz & Manias 2008).

If a work has more than three authors, use only the family name of the first-listed author followed by the expression et al. (meaning 'and others').

'What lies at the origin of technology is the vision of a society in which machines replace man' (Butler et al. 2009, p. 30).

Reference list

Provide the names of all the authors in the order that they appear in the work.


Citing multiple source at the same point

When citing more than one source at the same point in the text, list the sources alphabetically by author and separate each with a semicolon within the same parentheses.

Many agree that Foster Wallace’s work in fact critiques an ironic mode of postmodernism (Cioffi 2000; Dulk 2012; Goerlandt 2006).

Repeat citations in the same paragraph

In any one paragraph, if you cite an author more than once in the narrative (i.e. the author’s name does not appear in parentheses), include the family name and year in the first instance. In subsequent citations in the same paragraph, cite the family name only, provided studies cannot be confused.

According to Hopkins (2004), little attention has been given to the way a manager might identify this. Furthermore, Hopkins argues that in some business environments ...

When the name of the author and year are in parentheses in the initial citation, the year is included in subsequent citations in the same paragraph.

Little attention has been given to the way a manager might identify this (Hopkins 2004). Furthermore, Hopkins (2004) argues that in some business environments ...
Secondary sources

In-text citation
When citing an author who is in turn citing another, provide both authors’ family names. Use the phrase cited in.
In the example below you have read Cotterall and Cohen (secondary source), who refer to Donato (primary source), but you have not read Donato yourself.

Donato (cited in Cotterall & Cohen 2003, p. 158) explains the concept of scaffolding, which supports learners as they extend their competence and skills.

Reference list
In the reference list, provide details of the source you have read (the secondary source), not the primary source that they are citing.


Multiple publications by the same author in the same year

In-text citation
If an author has published two or more works in the same year, the lower case letters a, b, c and so forth are used after the date to distinguish between them. Letters are assigned according to the alphabetical order of the publication title.

Genome research confronts us with 'the ongoing decoding of the human body' (Žižek 2001b).

Reference list
When a single author has multiple entries in the reference list, the author's name is listed only in the first instance. Subsequent entries begin with a long dash followed by the year and then lower case letters as appropriate.


Books

Reference list entries
In general, the order of bibliographic details for book entries in the reference list is as follows:

Author, Initials year, Title of book, edition/volume, Editor/Reviser/Translator/Compiler, Publisher, City.

Karaminas, V 2013, Fashion in popular culture: literature, media and contemporary studies, Intellect Books, Bristol, UK.


In some cases an organisation is the author.

For books where no author is provided, the entry begins with the title of the book.


The city of publication is placed after the publisher’s name. The state or country of publication should also be provided to avoid confusion between place names or to provide context for a lesser known city.

Cambridge, MA
Cambridge, UK
Milton, Qld.

In most cases, the edition of the book (edn) or volume number (vol.) is placed after the title.


Names of the editor (ed.), editors (eds), compiler (comp.), reviser (rev.) or translator (trans.) can be included in two ways. When these roles are of primary importance, they are placed in the author position, followed by their role in parentheses.


However, when such roles are not of primary importance, their role and name are entered after the book title. In this case, the role is not in parentheses and initials precede the family name.


**One, two or three authors**

**In-text citation**

The concept of race ‘bears the traces of its origins in the biological discourse of social Darwinism’ (Barker 2008, p. 247).

If a book is written by two or three authors, provide the family names of the authors in the order in which they appear on the title page of the book.

Hay, Bochner and Dungey (1997, p. 110) explain that reading is the best way to improve vocabulary.
Reference list

Author, Initials year, Title of book, Publisher, City.


Author, Initials, Author, Initials & Author, Initials year, Title of book, Publisher, City.


More than three authors

In-text citation

If a work has more than three authors, use only the family name of the first-listed author followed by the expression et al. (meaning 'and others').

Osland et al. (2004, p. 103) expand on the importance of paragraphs and ...

or

The importance of paragraphs should not be underestimated (Osland et al. 2004, p. 103).

Reference list

Provide the names of all the authors in the order in which they appear on the title page of the book.

Author, Initials, Author, Initials, Author, Initials, … & Author, Initials year, Title of book, Publisher, City.


Chapter in an edited book

In-text citation

For a book that consists of chapters or articles written by different authors, acknowledge the author of the chapter or article used. Do this also for sections of books, such as prefaces, forewords and introductions.

In the following example, Watts has written a chapter in a book edited by Becker, Watts and Becker.

Watts (2006, p. 168) concludes that ...

Reference list

The entry in the reference list should appear under the name of the author of the chapter, not the editor(s) of the book. Include the name(s) of the editor(s) after the title of the chapter – note that initials in this position appear before the family name. Provide the page numbers of the entire chapter.

Author, Initials year, 'Chapter title', in Initials Editor (ed./eds), Title of book, Publisher, City, page numbers of chapter.

Watts, M 2006, 'Team term papers and presentations', in WE Becker, M Watts & SR Becker (eds), Teaching economics: more alternatives to chalk and talk, Edward Elgar, Cheltenham, UK, pp. 151–70.
For a chapter in an e-book:

Author, Initials year, 'Chapter title', in Initials Editor (ed./eds), Title of e-book, Publisher, page numbers of chapter, date retrieved, database.


e-book

In-text citation

Bellamy (2008, p. 1) defines citizenship as …

Reference list

Author, Initials year, Title of e-book, Publisher, date retrieved, <URL>.


Author, Initials year, Title of e-book, Publisher, date retrieved, database.


Author, Initials year, Title of e-book, e-reader device, date retrieved, <URL>.


e-book republished from print

When an e-book is the same edition as the print publication, but republished in a different year, reference your source with the print publication date in parentheses following the e-book publication date.


e-book with a DOI

A Digital Object Identifier (DOI) is a unique identifier with a more stable link to a publication than a URL. If a DOI is provided for a source, then it should be given in the reference list entry. However, if no DOI is available, then the name of the database or the URL should be given. Date of retrieval is not required if providing a DOI. No concluding full stop is necessary following a DOI.


Dictionary or encyclopedia

In general, citing Wikipedia entries is not recommended. Read more about using appropriate online sources.

Note that in some units, citing dictionaries is not acceptable. Consult your unit guide for details.

In-text citation

Where the author is identified for entries in print or online encyclopedias, provide the author and year as for other authored sources.
In m-commerce the token can be a symbol string that the customer might present while paying for goods (Khashchanskiy & Kustov 2007).

Cite print or online dictionaries in text by title; however, no entry in the reference list is required.

The Macquarie dictionary (2005, p. 1104) defines political correctness as ...

Reference list
Include encyclopedia sources in the reference list only where the author is identified for individual entries.

Author, Initials year, 'Title of entry', in Editor (ed.), Title, doi or date retrieved, database/<URL>.


No entry in the reference list is required for dictionaries.

Work other than a first edition
In-text citation
Marshall and Rowland (2006) go further than this ...

Reference list
The edition number is placed after the title.

Author, Initials year, Title of book, edition number, Publisher, City.


See the section above on e-books for how to reference an e-book that is the same edition as the print publication, but republished in a different year.

Periodicals

Print journal article – one to three authors
In-text citation
The number of applications to nursing schools in England has increased by twenty-five per cent (Sprinks 2010, p. 11).

Reference list
Author, Initials year, 'Title of article', Title of Journal, volume number, issue number, page numbers.
Sprinks, J 2010, 'Nursing schools ask students to defer take-up of limited places', Nursing Standard, vol. 27, no.1, pp. 11–16.
While most students are immersed in the world of new communication technologies, many teachers need guidance in understanding how this can be incorporated into classroom planning (Richardson 2004).

**Reference list**

A Digital Object Identifier (DOI) is a unique identifier with a more stable link to a publication than a URL. If a DOI is provided for a source then it should be given in the reference list entry. However, if no DOI is available then the name of the database or the URL should be given. Date of retrieval is not required if providing a DOI. No concluding full stop is necessary following a DOI.

**DOI provided**

Author, Initials year, 'Title of article', Title of Journal, volume number, issue number, page numbers of article, DOI


**Database provided**

Author, Initials year, 'Title of article', Title of Journal, volume number, issue number, page numbers of article, date retrieved, name of database.


**URL provided**

To avoid very long URLs, it is acceptable to cite a homepage URL.

Author, Initials year, 'Title of article', Title of Journal, volume number, issue number, page numbers of article, date retrieved, <URL>.

Journal article – four or more authors

In-text citation
For both print journal and e-journal articles, include the name of the first author as listed in the publication, followed by et al.

Benford et al. (2013) explore how user discomfort can be managed carefully and ethically to foster emotional and aesthetic engagement of computer users.

Or

User discomfort can be managed carefully and ethically to foster emotional and aesthetic engagement of computer users (Benford et al. 2013).

Reference list
Include the names of all the authors in the order they appear in the publication.

Database or URL provided

Author, Initials, Author, Initials, Author, Initials, ... & Author, Initials year, 'Title of article', Title of Journal, volume number, issue number, page numbers of article, DOI or date retrieved, name of database or <URL>.


DOI provided

Author, Initials, Author, Initials, Author, Initials, ... & Author, Initials year, 'Title of article', Title of Journal, volume number, issue number, page numbers of article, DOI


Newspaper article

In-text citation

… Afghan refugees faced an increased chance of being sent home (Narushima 2010).

Reference list

Author, Initials year, 'Title of article', Title of Newspaper, day month, page number(s).


For articles from a separately numbered section of a newspaper, add the section name between the month and the page number.

Newspaper article – no author

In-text citation
For newspaper articles where no author is indicated, provide details of the newspaper in text.

Musical director Jonathon Welch has received further recognition by a Melbourne university (The Age, 25 April 2008, p. 11).

Reference list
No entry in the reference list is required, as all details are provided in the in-text citation.

Newspaper article – online or database

In-text citation
Provide page numbers, if available.

Colebatch (2010, p. 1) indicated a rise in interest rates was unlikely due to a decrease in the number of housing approvals.

Reference list
Author, Initials year, 'Title of article', Title of Newspaper, day month, page numbers if provided, date retrieved, name of database or <URL>.


Review in a periodical

In-text citation

Bradley (2013, p. 31) praises the work for its 'pleasing lack of preciousness'.

Reference list
Author of review, Initials year, 'Title of review', review of Title of work by Author, Title of Periodical, day month, section name, page number(s).

Bradley, J 2013, 'Life through avian eyes', review of Birds and people by Mark Cocker and David Tipling, The Age, 21 September, Life and Style, p. 31.

Images

In-text citation

Include the name of the author of the source in which the image appears, the year, the figure number as it appears in the source, and the page number. The title of the image should be italicised.

Huyghe's location photographs of incomplete architecture in Chantier permanent are an early investigation into the 'open present' (Barikin 2012, fig 2.1, p. 43).
Reference list
Include the source type that the image was published in and cite accordingly.


Image from a database

In-text citation
Provide the artist’s name in the citation. The title of the image should be italicised.

It has been suggested that *The seven deadly sins* (Bosch c. 1500) is less characteristic of his style.

Reference list

*Artist, Initials year, Title of image, description, date retrieved, database.*

Bosch, H c. 1500, *The seven deadly sins*, oil on wood, retrieved 4 October 2013, ARTstor database.


Image from a website

In-text citation
Photos, maps and other online images are cited by the artist’s name or by title if the name is not known.

Takver (2013) documented several protests in the lead-up to the election.

Reference list

*Artist, Initials (or alias) year, Title of image (or description), description, Name of website or authoring organisation if relevant, date retrieved, <URL>.*


Reproducing figures in assignments

In-text citation
In-text citations are required for all figures (images, maps, graphics) that you have reproduced in your assignment. Text immediately under the figure should include your own figure number, the title and the source. Include the author, year, page number and the original figure number if provided.

Figure 1: Chart of Terra Australis. Sheet VI, South coast (Flinders 1814).

Be very careful when reproducing copyright material. Read more about acceptable use of electronic resources.
Reference list
Provide the full reference according to the source type. This image is from a website.


For information on referencing tables see Other sources below.

Artwork in museum/gallery
In-text citation
Include the artist's name and year of the artwork. The title of the artwork should be in italics.

Vernon (Green 2009) presents us with …

Reference list
Artist, Initials year of production, Title of artwork, medium, exhibited at Name of gallery, Location, date viewed.

Green, R 2009, Vernon, linocut, exhibited at Deakin University Art Gallery, Melbourne Burwood Campus, viewed 27 October 2010.

If an artwork is viewed within an exhibition, add the title of the exhibition and the exhibition dates.

Artist, Initials year of production, Title of artwork, medium, Title of exhibition, held at Name of gallery, Location, dates of exhibition.


Online, broadcast, video
Note that referencing styles for online sources vary at different institutions, faculties and schools, as standards are still evolving. Always consult your unit guide first.

Social media
In all cases you need to consider whether social media sources are appropriate and acceptable to include in your assignment. If you are uncertain, check with academic staff (unit chair, lecturer or tutor).

Social networking accounts can either be open to the public or restricted to nominated readers or participants. Posts that are public should be cited in text and in the reference list. Posts from a private Facebook page, blog, email or wiki are treated as personal communication and are cited in text, but not in the reference list. You should always get the permission of the person concerned before citing personal communication in an assignment. The following examples deal with public social media posts only.

In-text citation
Include the author and year of the post.

Kevin Rudd (2013) challenged Tony Abbott to a further broadcast debate via Twitter: 'Mr
Abbott is happy to sit in the bleachers and heckle, but will he step into the ring for a debate tomorrow?’

Montessori Works (2013) was critical of the Obama reforms.

Early Childhood Australia (2013) posted an announcement detailing the long history of low remuneration for childhood teachers.

Reference list
Only public social media accounts need to be included in the reference list. In general, sources are considered more credible when they include the name of the author (or organisation), the title, and date of publication or update.

Author Initials year, 'First few words of post/update', Account Name, Title of website, day month of post/update, date retrieved, <URL>.


Webpage or document from a website

- Where possible, it is best to cite a webpage rather than an entire website – this provides a more accurate indication of your source.
- To avoid very long URLs, it is acceptable to cite a homepage URL.
- Page numbers should be provided for documents that are paginated. For unpaginated documents, you may cite the chapter/section heading or the paragraph number. Do not cite page numbers of a printout you may make of such a document.

In-text citation

It is estimated that between 3 and 8 per cent of pregnant women will develop gestational diabetes around the 24th to 28th week of pregnancy (Diabetes Australia 2010, para. 1).

'Sexual violence is not cultural, it is a crime' (Department of Justice 2007, p. 2).

Reference list
Tip: to find the date of a webpage look for 'last updated' date, which is usually in the footer.

Author, Initials year, Title of webpage or document, Organisation responsible for site, date retrieved, <URL>.


**Wiki**

**In-text citation**
In general, citing entries from Wikipedia is not recommended. A number of dictionaries, specialist dictionaries and encyclopedias can be accessed online from the Deakin Library catalogue. However, there may be instances when referencing a wiki is relevant to your research. In all cases, you need to consider whether wiki sources are appropriate and acceptable to include in your assignment. If you are still uncertain, check with academic staff (unit chair, lecturer or tutor).

As wikis include multi user-generated content, there is usually no named author. Works that do not provide an author or authoring body are cited by title.

A child's reading and writing success can often be linked back to early language skills development (Head start language development crosswalk 2011).

**Reference list**

'article name' year, *Title of wiki*, day month of last revision, date retrieved, <URL>.


**Blog**

- To avoid very long URLs, it is acceptable to cite a homepage URL.

**In-text citation**
For weblogs (blogs) include author, username or alias, as well the year of the post.

Kable (2011) gives many examples of how to use the natural environment when creating play spaces for children.

Social marketers need to be 'careful about pushing up too hard against the typical attitude' (Harrison 2010).

**Reference list**
Use the username or alias if the author's name is not available. If the author has posted more than once on the same day, add the time of the post to the date.

Author of post, Initials (or alias) year of post, 'Title of post' (if applicable), *Title of blog*, weblog post, day month of post, date retrieved, <URL>.


Podcast or streaming video

In-text citation
Provide the title (in italics) and the year of production. When referencing a quote or comment from a podcast or video, refer to the person in the recording by name within your paper followed by the citation.

Jill Vialet and Michael Opitz (More than just gym: integrating movement across the school day 2011) emphasise the importance of children being active throughout the day rather than just in scheduled PE times.

Reference list
Title year, medium, Producer/Publisher/Username, day month, date retrieved, <URL> or database.


The power of play: segment 1/6 2012, YouTube, Steve Freier, 5 December, retrieved 19 August 2013, <https://www.youtube.com/watch?v=XXyYQcegEk>.


Supporting early literacy 0–5 2009, streaming video, Siren Films, retrieved 4 October 2013, Kanopy database.

Film, DVD, video, CD-ROM

In-text citation
Provide the title (in italics) and the year of production.

'I love the smell of napalm in the morning' (Apocalypse now 1979) continues to be one of the most parodied lines in TV and cinema.

Sunday too far away (1975) was the first ever Australian film to be selected for the Directors’ Award at the Cannes Film Festival.

Reference list
Title year, medium, Producer, City.

Apocalypse now 1979, film, Zoetrope Studios, San Francisco.

Essay writing made easy 1996, video recording, Deakin University Course Development Centre, Geelong, Vic.

Sunday too far away 1975, film, South Australian Film Corporation, Adelaide.

Television and radio

In-text citation
Provide the title (in italics) and the year of production. When referencing a quote or comment from any broadcast media, refer to the person in the recording by name within your paper followed by the citation.
Tony Abbott (*Four corners* 2010) said he found life as a seminarian difficult.

Reference list

*Title of program* year, medium, Broadcaster, City, day month.

*Four corners* 2010, television program, ABC1, Sydney, 12 March.
Other sources

**ABS statistics**

- To avoid very long URLs, it is acceptable to cite a homepage URL.


**Advertisement in a print publication**

**In-text citation**

Include the name of the company that produced the advertisement, if known, and the year of the publication that the advertisement appears in.

The message in Impact Digital's (2010) 'The sun loving digital printer' advertisement ...

**Reference list**

Producer of advertisement year, 'Title of advertisement' (or your own descriptive title of advertisement), advertisement, *Title of publication*, issue, page number(s).


**Brochures, posters, pamphlets**

**In-text citation**

Include the author or authoring organisation and year, if known.

Engaging in regular exercise has many benefits (Australian Heart Foundation 1999).

**Reference list**

Provide as much information as is available.

Author, Initials year, *Title (or your own descriptive title)*, source, Publisher, City (if known), Location (if held in a library).

Australian Heart Foundation 1999, *Be active every day: physical activity for a healthy heart*, brochure, Australian Heart Foundation.

The year of publication may not always be known; however, if the year can be inferred with some certainty place a c. (meaning 'circa') before the year.


**Conference paper**

**In-text citation**

Fenton (2012) recommends …
Reference list

Published conference paper

Author, Initials year of conference, 'Title of paper presented', in Initials Editor(s), Proceedings of Name of Conference, Organisation, Location, page numbers, <URL> if accessed online.


Unpublished conference paper

Author, Initials year of conference, 'Title of paper presented', paper presented to name of conference, Location, date.

Blaiklock, B 2009, 'Seeking a new model of learning support', paper presented to the 9th biennial national conference of the Association for Academic Language and Learning, University of Queensland, St Lucia, 25–26 November.

Course materials

If citing articles or chapters that have been reproduced in course materials, cite the original source where you have been provided with the full bibliographic details.

CloudDeakin

Some units advise that it is not acceptable to cite from course materials. Cite only if you have been given permission to do so. Note that course materials available only on CloudDeakin and not available to the general public should be cited as personal communication in text. Do not provide an entry in the reference list.

Lectures and lecture notes

Some units advise that it is not acceptable to cite from lectures or accompanying notes provided by the lecturer. Cite only if you have been given permission to do so. Cite lectures in text as you would other personal communication. Do not provide an entry in the reference list.

… (Lecturer, Course code and title, Deakin University, lecture, 8 March 2014).

… (Lecturer, Course code and title, Deakin University, PowerPoint slides, 8 March 2014).

Government publications

In-text citation

Often the author of government publications is a department or agency. Cite the full name (use correct capitalisation of departments or agencies as they appear in the source) in the first instance and give the abbreviation in brackets. Then use the abbreviation in subsequent references.
According to the Human Rights and Equal Opportunity Commission [HREOC] (1997), children of Aboriginal parents ...

HREOC (1997) also recommended ...

Reference list
Place the reference list entry under the full name of the department or agency. Also provide a separate entry for the abbreviation that refers back to the full bibliographic entry.

HREOC – see Human Rights and Equal Opportunity Commission


PTV – see Public Transport Victoria


Generally the jurisdiction (i.e. whether federal or state) is not given in the author position of the citation. However, it can be included as part of the details of the publication following the title.


Media release

In-text citation

The Department of Education and Training provided funding for the children of asylum seekers in Darwin to attend three schools (Mullins 2010).

Reference list

Author, Initials (Title of author, if relevant) year, *Title of media release, media release, day month, name of organisation or agency, date retrieved, <URL>.


Personal communication

In-text citation

Personal communications include letters, emails, private social media posts, personal interviews, telephone conversations and the like. It is always important to get the permission of the person concerned before
referring to them in an assignment. The initials of the person precede the family name. The day, month and year can be provided within the narrative or as part of the in-text citation. It is sometimes appropriate to indicate the role of the person being cited and their organisation.

When interviewed on 8 October 2013, J Robinson, Manager, Heathville Community Centre, confirmed ...

or

(J Robinson, Manager, Heathville Community Centre, interview, 8 October 2013)

or

J Robinson (email, 8 October 2013) indicated ...

Reference list
No entry in the reference list is required.

Report

In-text citation
Sydney Water (2013) states...

Reference List
Format corporate, government, research or technical reports as you would books or web documents, with the addition of a report number (if available). A description of the report may also be given if the report’s title does not adequately describe the document.

See also Government publication.

The following format can be used for print and online reports.

Author, Initials year, Title of work (Report No. xxx), Publisher, City.

Author, Initials year, Title of work (Report No. xxx), retrieved day month year, <URL>.

Research report (online):


Research report (print):

Alfred Medical Research and Education Precinct 2004, AMREP research report, AMREP, Melbourne.
Company annual report (online):

Company annual report (print):

Company profile (from database):

Unpublished company report:
- Always seek permission from the author before citing unpublished documents.

  **Author, Initials year, Title of work, Description, Organisation, City.**


Software and games

**In-text citation**
Provide the name of the producer and year of production in the in-text citation. Software and computer games are referred to by title in italics in the narrative.

*Assassins creed III* (Ubisoft Entertainment 2012) incorporates design elements that …

**Reference list**
Provide the source type as ‘computer program’ in the reference list entry for all software, games and apps.

  **Producer year, Title, computer program, Distributor in Australia if different to producer, Place of production if known.**


Standards

**In-text citation**

  (Standards Australia/New Zealand Standard 2006)

  (Standards Australia/New Zealand Standard 2001)

**Reference list**

*Online or database*

  **Author year, Full title, day month, retrieved day month year, URL or database name.**

**Print**

Author year, Full title, Publisher, Location.


**Table or chart**

**In-text citation**
When referring to a table or a chart, provide the author name and year of the source, as well as a figure or page number if available.

Marmot and Wilkinson (2009, fig. 9.6) present …

**Reference list**
Reference the source where the table or chart is located and cite accordingly.


Note in the example above that the second date in parentheses refers to the print publication of the same edition of the e-book.

**Thesis**

**In-text citation**

Gray (2011) examined a wide range of linguistic features in …

**Reference list**


**Translated work**

**In-text citation**

Cite the author, not the translator, if the author’s role is of primary importance.

'Poverty is not written in the stars; underdevelopment is not one of God’s mysterious designs' (Galeano 1973, p. 7).

**Reference list**

Include the translator after the title of the work. Note that, as with editors and revisers, the translator’s initials precede the family name.