

HarvardMFCO103: Harvard Style Citing and Referencing

These notes are based on the [Harvard Style from Monash University](http://monash.edu/library/skills/resources/tutorials/citing/monash-harvard-referencing-guide-2012.pdf) (or <http://monash.edu/library/skills/resources/tutorials/citing/monash-harvard-referencing-guide-2012.pdf>).

What is referencing?

Referencing, or citation, is a process of acknowledging the original author of ideas and information that we use in our own work. When we obtain material for a written assignment from books, journals, websites, magazines, newspapers, etc, we must acknowledge its original source with a reference. In assignments, references must appear both in the body of the assignment and in a reference list attached to the end of the assignment.

Why is referencing necessary?

Referencing is needed for the following reasons:

- To show where information comes from. This is important so that your reader knows the depth, breadth and quality of your research.
- To tell your reader where to locate the information
- Because referencing incorrectly or insufficiently is plagiarism (i.e. passing off others' work as your own). If you plagiarise, you might lose marks for the assignment, receive a mark of zero for the assignment, or in extreme cases be excluded from the university.

Your assignment should convey your thoughts, but before forming your opinion you need to consider all the angles, reading what others have found from their studies of the topic.

What sort of information do I need to reference?

Any material from a published source, whether in hard copy (e.g. from a book or journal) or soft copy (e.g. from the Internet), must be referenced. You must provide citations for direct and indirect borrowing. Specifically, use citations whenever you:

- Quote another author. If you use all or part of a statement you must give a citation.
For example: Brundel (IN-TEXT CITATION HERE) states that "Nicole Kidman found more consistent praise only in a more recent era."
- Present figures, number, percentages, or other statistics. This sort of information comes from somewhere, so you must acknowledge the source, so that the figures can be checked and 'trusted'.
For example: In the late eighteenth-century, around 500 pounds per year constituted a middle-class income in England (IN-TEXT CITATION HERE).
- Summarise detailed factual material from your sources.
For example: Over the course of his life François Viète correctly expanded the estimation of pi out to thirty five places; the value of which his wife placed on his tombstone (IN-TEXT CITATION HERE).

- Note: this is not a summary of an argument, it is a summary of factual material which is all easily verifiable; yet you must still indicate the source.
- Acknowledge a summary of an argument or opinion of an author, even when the exact words are not used.
For example: Elvis Presley saw many paranormal visions including dancing angels and UFOs during his experimental drug-taking years (IN-TEXT CITATION HERE, BECAUSE WHAT ELVIS ‘SAW’ IS AN OPINION OF SOMEONE. HOW ELSE COULD WE KNOW?).

What don't I need to reference?

You don't need to cite factual information that's generally accepted as common knowledge. Here are some examples:

Examples	Reference?
<i>Sydney hosted the 2000 Olympic Games</i>	No
<i>The Games attract many thousands of spectators from around the world.</i>	No
<i>Security arrangements for the Sydney Games were unnecessarily restrictive and expensive</i>	Yes
A weather map found on a website	Yes
A theory (e.g. Maslow's hierarchy of needs; Darwin's theory of evolution)	Yes
A cartoon from a magazine	Yes
Statistics and facts from a government report	Yes

You also don't need to cite your own opinions and ideas. This is often the hardest part of citing to work out because your ideas often stem from your reading. However, new connections and concepts that you have made regarding the topic, even though they are based on your reading, are considered your own.

If in doubt, play it safe. It is generally better to over-cite than under-cite.

Using quotes and a paraphrases

Direct quotations are where you repeat part of a text word for word.

- Use a quotation to illustrate your argument, not to replace it.
- Unless you're aiming for a particular dramatic effect, or where information is so precise that it must be quoted exactly, quote sparingly. Using direct quotes extensively may give the impression that you don't understand the topic well enough to form your own words.
- If you're quoting one particular author a lot, then it's possible that you're over-quoting or not recognizing the ideas of other authors. If that's the case, then you should do more reading, and summarizing of others' ideas in your own words.
- Try not to cite in your introduction and conclusion: These should not be introducing new material. They can refer to ideas and evidence you have cited in the main body but should generally not include new evidence or references.

Paraphrasing is rewording the information and ideas of other writers. Paraphrased material must still be referenced, and must not be too close to the original wording. It's not acceptable to merely change a few words, as this is a form of plagiarism. A paraphrase should convey the meaning of the original content in a more concise way. Here's an example:

- **Original:** the lack of a precise, commonly agreed definition of 'ecotourism' was a common case of misunderstanding, argument, and made many doubt that it was a genuine topic in itself (as something significantly different from, for example, adventure or nature tourism or, more importantly, sustainable tourism) An examination of the literature shows that this problem is not confined to the West Coast, and that there are literally hundreds of definitions of ecotourism. The fact is that people tend to customize their own definitions to suit their interests or situation.
- **Paraphrase:** New Zealand has no definitive interpretation of 'ecotourism' so people are able to use the term to suit their own purposes, leading to misunderstanding and confusion.

Both direct quotations and paraphrased material need to be referenced.

Where do I put the citation in my text?

All of the following examples are acceptable.

- Rajaratnam (2001, p. 1005) concludes that, "The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present."
- The costs to health "of working out of phase with our biological clocks is probably incalculable at present" (Rajaratnam 2001, p. 1005).
- Rajaratnam (2001, p. 1005) argues that, while the notion of biological time is of scientific importance, it is also economically and socially significant at a national level. He points to the health, productivity and social problems which may be attributed to individuals working 'out of phase' with their internal clocks.
- In his conclusion, Rajaratnam (2001, p. 1005) points to the possible economic and social costs incurred by a nation, when individuals work 'out of phase' with their biological clocks.
- The social costs incurred by a nation, when individuals work 'out of phase' with their biological clocks may be incalculable (Rajaratnam 2001, p. 1005)

What if there are several citations from one particular piece of work within one paragraph?

In any one paragraph, if you cite an author or authors more than once in the **body of your text / narrative** (i.e. the author's name does not appear in parentheses), include the family name/s and year the first time. In subsequent citations in the narrative in the **same paragraph** you need to cite only the family name/s, and omit the year, provided studies cannot be confused.

- E.g. According to Hopkins (2004, p. 16) little attention has been given to the way a manager might identify and ... Furthermore, Hopkins argues that in some business environments ...

When the name of the author/s **and** year are in **parentheses** in any one paragraph, the year **is** included in subsequent paragraphs.

- E.g. Little attention has been given to the way a manager might identify and ... (Hopkins 2004, p. 16). ...Furthermore, Hopkins (2004, p. 16) argues that in some business environments

If you are paraphrasing from one source throughout a paragraph, don't worry about putting a citation after every sentence. Putting a citation at the end of the paragraph is fine (there should be at least one citation at the end of each paragraph if the material is paraphrased). If you are paraphrasing from 2 or more sources within one paragraph, in such a way that the information is integrated extensively, cite both sources at the end of the paragraph.

When do I need to use page numbers?

- Page numbers are essential if you are directly quoting someone else's words. Insert page numbers after the year, separated by a comma.
- When paraphrasing or summarising, page numbers should be provided if the summarised or paraphrased material appears in specific pages or sections of a work.
- If a work being referred to is long, page numbers might be useful to the reader. In this case, include them in the in-text citation, separated from the year by a comma.
- You don't need to use page numbers if you are referring to a source in a general sense or as a whole – such as an entire book that is on a topic you're discussing in your assessment, or a concept that's discussed throughout the entirety of a particular text.

What if I am using the ideas of someone already cited in the source I am referencing?

This occurs when the work of another author is cited by an author you have referred to (i.e. you have not consulted the original work).

In-text citation:

Allen (cited in Wyn & White 1997, p. 8) argues that it is 'change in society which explains relations between different ages'.

Reference list:

- Provide details of the author who has done the citing: Wyn, J & White, R 1997, *Rethinking youth*, Allen & Unwin, St Leonards, NSW.
- You may also provide details of the cited work if it might be of interest to readers, but this is not required: Allen, S 1968, 'Some theoretical problems in the study of youth', *Sociological Review*, vol. 16, no.3, pp. 319-331.

What if I am citing more than one author at one point in the text?

In-text citation:

Other studies of globalization focus on its cultural and human implications (Bauman 1998; Tomlinson 1999).

Note:

- It is recommended that the authors' names be ordered alphabetically inside the brackets.

- If citing more than one source by the same author, do not repeat the author's surname; just cite the sources chronologically, separated by a semi-colon, e.g. (Bauman 1998; 2001)
- Use a semicolon to separate the works cited inside the brackets.

Reference list:

Bauman, Z 1999, *Globalization and culture*, Polity Press, Oxford.

Tomlinson, J 1999, *Globalization: the human consequences*, Routledge, London.

How are references formatted:

There are a few formatting rules for direct quotations:

In general:

- Do not use ellipses (...) to stand in for missing text at the start or the end of the quote.
 - E.g. Instead of: '... and there was little danger ...', just use 'and there was little danger.'
- If you do use ellipses, use ... if you're only missing a word or a few words from a sentence. Use if there's a fullstop between the beginning and end of the text you're omitting.
 - E.g. original: 'the lack of a precise, commonly agreed definition of 'ecotourism' was a common case of misunderstanding, argument, and made many doubt that it was a genuine topic in itself (as something significantly different from, for example, adventure or nature tourism or, more importantly, sustainable tourism). An examination of the literature shows that there are hundreds of definitions. People tend to customize their own definitions'
 - E.g. using ellipses:
 - 'the lack of a precise, commonly agreed definition of "ecotourism" ... made many doubt that it was a genuine topic in itself People tend to customize their own definitions'
- Use the abbreviations p. for single page, and pp. for a page range (e.g. pp. 11-12)
- If you find a spelling mistake in the original quote, include the original spelling and then put sic in square brackets after the misspelled word
 - E.g. "the razer [sic] was sharp"
- If you need to alter the wording of a quote to make it fit in with your text, put the altered text inside squared brackets.
 - E.g. if the original quote was 'that depends on which department you're enrolled in' and you needed to change it from present to past tense, you would use: 'that depend[ed] on which department you're enrolled in.'
 - E.g. if you're abridging two disconnected clauses or sentences, and need to add a word or phrase so that the quote makes sense grammatically. For example, 'this might sound complicated ... [but] it's not necessary to memorise all the information.'

Formatting long quotes:

For a long quote (a quotation of more than around 30 words), separate it from your writing with a colon. Start a new line, indent the quote (one tab stop, or by 6 spaces from the left margin) and put the quotation in a one size smaller font, single line spacing. Place the page numbers in brackets, outside the final punctuation. Do not use quotation marks (ie. “.....”). Use a line space between the paragraphs above and below the quote. Here’s an example of how this would look in your text:

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paragraph etc.

Formatting short quotes

- For quotes shorter than around 30 words, these should be enclosed in single quotation marks (‘.....’).
- If a quote is used within the original quote, change the speech marks to double quotation marks.
 - E.g. ‘This is illustrated by Fisher’s argument that “fruit cake is scrumptious”’ (2001, p.3).

- Short quotes should always be part of your own sentences, they should not form sentences on their own.
- Quoting should be kept to less than 10% of the total word count of your writing.

Referencing style

In the Media, Film & Communication department, we use the Harvard style. There are variants on this style, but for the purposes of this paper, please follow the guidelines below. They are based on the Harvard Style from Monash University (or <http://monash.edu/library/skills/resources/tutorials/citing/monash-harvard-referencing-guide-2012.pdf>). Listed are some of the most common sources you're likely to use. If you would like guidance on how to cite a source type not listed below, please don't hesitate to ask.

Books	7
Book chapters or sections	9
Journal articles	10
Magazine and newspaper articles	11
Encyclopedias and dictionaries	11
Theses	11
Websites	12
Personal communications	12
Audio and audiovisual sources	13
Social media sources	13

Books

Author(s) of book - surname and initials Year of publication, *Title of book - italicised*, Edition, Publisher, Place of publication.

A book with one author

In-text citation:

Miller (2005) examines the processes involved in communication theories.

Various contexts come into play when assessing which communication theories underpin a performance (Miller 2005).

Reference list:

Miller, K 2005, *Communication theories: perspectives, processes and contexts*, McGraw-Hill, Boston.

A book by two or three authors

In-text citation:

Werner and Tankard (2001) look at theories used in mass media communication.

Mass media companies employ a range of communication theories to express regional patterns of behaviour (Werner & Tankard 2001, pp. 33-39).

Note: & is used to link the authors' names within the brackets, but not when they appear as part of the sentence. Include titles such as Jr (Junior), Sr (Senior) or III (Third) in the reference list but not for in-text citations

Reference list:

Werner, S & Tankard, J, Jr 2001, *Communication theories: origins, methods, and uses in the mass media*, Longman, New York.

A book by four or more authors

In-text citation:

The Pepsi example illustrates the importance of marketing relationships in formulating a communication strategy (Besanko et al. 2003).

Note: et al. (and others) may be used in place of additional authors' names in the text of your essay, but all the names must be written in the reference list citation.

Reference list:

Besanko, D, Dranove, D, Shanley, M & Schaefer, S 2003, *Economics of strategy*, 3rd edn, J.Wiley, New York.

An edited book

In-text citation:

The volume edited by Hafez (2001) includes chapters examining the impact of mass media on politics and society in the Middle East.

Reference list

Hafez, K (ed.) 2001, *Mass media, politics, and society in the Middle East*, Hampton Press, Cresskill.

Denzin, NK & Lincoln, YS (eds.) 2003, *The landscape of qualitative research: theories and issues*, 2nd edn, Sage, Thousand Oaks.

One volume of a multi-volume work

In-text citation:

Volume 4 of this work (Pfeiffer, 1991, pp. 71-73) includes an overview of the Hawthorne Studies.

Reference list

Pfeiffer, JW (ed.) 1991, *Theories and models in applied behavioural science*, vol. 4, Organizational models, Pfeiffer, San Diego.

A book published in a second or subsequent edition

In-text citation:

Fiske (2011, pp. 95-108) looks at the influence of semiotics in communications research.

Reference list

Fiske, J 2011, *Introduction to communication studies*, 3rd edn, Routledge, London.

An electronic book (e-book)

Reference list

Fiske, J 2010, *Introduction to communication studies*, 3rd edn, e-book, Taylor and Francis, Hoboken, viewed 18 February 2013, <http://otago.lconz.ac.nz/vwebv/holdingsInfo?bibId=2311407>

A book with no author given

In-text citation:

Notes, references and bibliographies are dealt with in Chapter Nine (*Style manual for authors, editors and printers* 1996).

According to the Style manual (1996, p. 43), 'hierarchical structures can often be used for more detailed material'.

Note: the title is used in both the reference list and citation. You can choose to abbreviate title for second/subsequent citations

Reference list:

Style manual for authors, editors and printers 1996, 5th edn, Australian Government Publishing Service, Canberra.

Note: place in alphabetical order by title in the Reference List, amongst the other works with authors

A book with no year of publication given

If no year of publication is given for a source, use n. d. (which stands for *no date*) after the author's name. Check a Library Catalogue or the web for more details about such a title. This is more common with online sources.

- E.g. In a detailed analysis, Cassini (n. d., p. 10) argues ...

A book or work by an association or institution

Sometimes an author is an organisation, a government agency, an association, a corporate body or the like. Cite the full name of the group the first time and give the abbreviation in brackets. Use the abbreviation in subsequent references.

In-text citation:

Short bibliographies of the artists are also provided by the National Gallery of Australia [NGA] (1997).

Reference list:

National Gallery of Australia 1997, *The eye of the storm: eight contemporary indigenous artists*, 2nd edn, National Gallery of Australia, Canberra.

Book chapters or sections

Author(s) of chapter - surname and initials Year of publication, 'Title of chapter - in single quotation marks' [in] Author of book (if different), *Title of book - italicised*, Edition, Publisher, Place of publication, (optional) page numbers.

A chapter in a book

In-text citation:

The case for a relational concept of youth is argued by Wyn and White (1997) in their chapter 'The concept of youth'.

Reference list:

Wyn, J & White, R 1997, 'The concept of youth', in *Rethinking youth*, Allen and Unwin, Sydney

Note: Where the author of the chapter and book are the same, just use the chapter author's name at the beginning of your reference.

A chapter in an edited book, anthology, or collection of essays

In-text citation:

Lincoln (1997, pp. 38-40) critically assesses the role of self in relationship to the text.

Reference list:

Lincoln, YS 1997, 'Self, subject, audience, text: living at the edge, writing in the margins', in: WG Tierney & YS Lincoln (eds.), *Representation and the text: re-framing the narrative voice*. SUNY Press, New York, pp.37-55.

Note: the initials of the editor/s precede the surname, as this name is not crucial to the order of the item in the reference list. Page numbers are optional because the chapter will be easily located from the Table of Contents.

A source cited in another source:

In-text citation:

Jacobs' work on DW Griffith in American film (1939, cited in Talbot 1966, p. 7) provides evidence ...

Note: in the Reference list include only the book you actually used (not the source cited in the book you used).

Reference list:

Talbot, D (ed.) 1966, *Film: an anthology*, University of California Press, Berkeley.

Journal articles

Author(s) of article -surname and initials Year of publication, 'Title of article - in single quotation marks', *Journal Name – italicized and capitalised*, volume number, issue number, page number(s).

Print version

In-text citation:

Parikh and Verma (2002) provide one analysis of the use of the Internet in supporting learning. One analysis was used to model the use of the Internet in supporting learning (Parikh & Verma 2002).

Note: the & is not used when the authors' names appear as part of the sentence. If 4 or more authors use et al. in text but all the authors' names in the Reference list.

Reference list:

Livingstone, S (2004), 'The challenge of changing audiences: or, what is the audience researcher to do in the age of the internet?' *European Journal of Communication*, vol. 19, no. 1, pp. 75-87.

Parikh, M & Verma, S 2002, 'Utilizing Internet technologies to support learning: an empirical analysis', *International Journal of Information Management*, vol. 22, no. 1, pp. 27-46.

Articles with a DOI (digital object identifier):

Note: Many recent articles have a doi so use it in preference to the database name or URL.

Reference list:

Lule, J 2007, 'Remembering Jim Carey', *Critical Studies in Media Communication*, vol. 24, no. 2, 169, doi: 10.1080/07393180701262768

Accessed from a journal database in the same format as the original (PDF), e.g. Library Search, JSTOR, MLA ...

In-text citation:

Shirazi (2012, p. 49) explores the reasons behind reduced freedom of expression for women in Iran. Freedom of expression for women in Iran has been challenged by various political groups (Shirazi 2012, p. 49).

Reference list:

Shirazi, F 2012, 'Information and communication technology and women empowerment in Iran', *Telematics and Informatics*, vol. 29, no. 1, pp. 45-55, (online Science Direct).

Note: Include the database name in brackets, no URL required; no viewing date is required, as the database is a constant, reliable source.

Accessed from a website which provides an electronic-only version of a journal

In-text citation:

Stephens (2011, para. 2) suggests that food filching makes for a satirical yet humorous undermining of societal order.

For paraphrasing indicate the nearest paragraph number (para. 2), approximate page (p. 3 of 8), nearest heading, or n.p. for no pagination.

Reference list:

Stephens, G 2011, 'Biting back at the machine: Charlie Chaplin's *Modern Times*', *Senses of Cinema*, no. 60, viewed 4 February 2012, <http://sensesofcinema.com/2011/feature-articles/biting-back-at-the-machine-charlie-chaplin's-modern-times/>

Accessed from a website in a format different from the print version (HTML) - may not give page numbers or page range, no PDF available

In-text citation:

In their conclusion Goodboy and Myers (2010) stress the importance of emotional support, affirmation, and instrumental support in building maintenance behaviors.

Reference list:

Goodboy, AK & Myers, SA 2010, 'Relational maintenance behaviors and communication channel use among adult siblings', *North American Journal of Psychology*, vol. 12, no. 1, pp. 103-108, viewed 13 April 2013, <http://najp.8m.com/goodboy.html>

Magazine and newspaper articles

Author(s) of article -surname and initials Year of publication, 'Title of article - in single quotation marks', *Magazine/Newspaper Name – italicized and capitalised*, volume number, issue number [or date], page number(s) or URL.

Reference list:

Parker, J 2008, 'The existential clown: why Jim Carey makes us uncomfortable', *The Atlantic*, December, pp. 44-48.
Sentementes, GG 2011, 'Social media: businesses, nonprofits, learning to love', *The Baltimore Sun*, 19 June, p. C1.

Encyclopedias and dictionaries

Refer to subject-specific encyclopedias and dictionaries only, NOT general ones like Britannica, Wikipedia and the Oxford English Dictionary.

If no author or an entry in an encyclopedia is named, or a dictionary is being cited

In-text citation:

The *Dictionary of media and communication studies* (2012) defines it as ...
(*The Cambridge encyclopaedia of the English language* 2003)

Named author of an encyclopaedia entry

In-text citation:

According to Townsend (1982, p. 160), Stein's innovations in style make strict classification of her work difficult.

Reference list

Townsend, J 1982, 'Gertrude Stein', in L. Mainiero (ed.), *American women writers: a critical reference guide from colonial times to the present*, vol. 4, pp. 153-161, Ungar, New York.

Theses

Author of thesis - surname and initials Year of preparation of thesis, 'Title of thesis - in single quotation marks', Award, Institution under whose regulations the study was taken.

Print version

In-text citation:

Howie (2008) argues that major cities are crucial targets for displays of terrorism. Televisual images are 'substitutes or simulations, for being first-hand witnesses of terrorism' (Howie 2008, p. 155).

Reference list

Howie, L 2008, *Terrorsex: witnesses and the reanimation of 9/11 as image event, commodity and pornography*, doctoral thesis, Monash University, Melbourne.

Accessed electronically

In-text citation:

Abdullah (2013) conducted a case study to determine best practices used in Malaysian environmental online communication.

Reference list

Abdullah, AN 2013, *Environmental online communication in Malaysia: a case study of best practices used by Malaysian environmental NGOs' websites*, PhDThesis, University of Otago, viewed 1 May 2013, <http://hdl.handle.net/10523/3872>

Websites

Author (person or organisation) Year (site created or revised), Name (and place if applicable) of sponsor of the site, date of viewing the site (date month year), URL.

Note: Include organisation initials in round brackets only if the source is cited more than once in-text. Many websites are not academic. Do not rely on the information in the website (it may be too basic or unreliable) – try to find an academic source instead.

Websites

In-text citation:

Details of public relations activities within communication management can be viewed at the Prinz website at <http://www.prinz.org.nz/>

Reference list

(Public Relations Institute of New Zealand (Prinz) 2008, Public Relations Training, Wellington, viewed 13 January 2013, <http://www.prinz.org.nz/>

Website documents

In-text citation:

Section 8 (2013) outlines developments in, and links to, resources to enhance corporate communication skills.

Reference list

Mind Tools 2013, *Communication Skills*, MindTools.com, Montreal, viewed 13 March, 2013, <http://www.mindtools.com/page8.html>

Personal communications

These sources are not public or published sources, e.g. letters, emails, texts, phone conversations. They are not considered to be recoverable data, therefore you cannot list them in your reference list. However, you can refer to them in the body of your text by citing the details and full date. You should gain permission of the author before using a personal communication

interview

In an interview (Breen 2005, 3 May) the findings of the report were discussed and Breen agreed ...

The findings of the report were discussed with Breen (2005, pers. comm. 3 May) ...

If the interview is transcribed in an Appendix, refer the reader to that appendix.

email

In an email to the author (2004, 3 August) Phelan clarified the point.

Audio and audiovisual sources

Music recordings

Artist year, 'Track Title', Track Number of *Album Title*, Label.

In-text citation:

(Ritchie 2004)

Reference list:

Ritchie, A 2004, 'Freely, mysteriously', Track 1 of *24 Preludes for piano*, Atoll CD.

Film/DVD/video/documentary

Director name, initial(s) year of distribution, *Title of Film*, format – e.g. film, DVD or videorecording, Distribution Company, Place of Distribution.

In-text citation:

(Spurlock 2005)

Reference list:

Spurlock, M 2005, *Super size me: a film of epic proportions*, DVD, Hart Sharp Video, New York.

Social media sources

Social media sources are not considered acceptable academic sources unless used as objects of research, e.g. Wikis, Blogs, Facebook comments, Twitter feeds

Blog

Krawetz, N 2011, '*The hacker factor blog*', web log, viewed 15 November 2011, <http://www.hackerfactor.com/blog/>

Blog post

Patterson, M 2011, 'Open-access megajournals – find out more in Estonia', *The official PLoS Blog*, web log post, 20 June, viewed 25 October 2011, <http://blogs.plos.org/plos/2011/06/open-access-megajournals-%E2%80%93-find-out-more-in-estonia/>

Note: include both the date the blog entry was posted and the date viewed

Youtube video

Screen name of contributor year, '*Video title*', viewing date, web address.

Screen name of contributor year, '*Video title*', *Series title*, viewing date, web address.

In-text citation:

(APIAHF 2012)

(Dobbyn 2007)

Reference list:

Asian & Pacific Islander American Health Forum (APIAHF) 2012, *Social media as a communication strategy*, viewed 20 April 2013, http://www.youtube.com/watch?v=VUQPZN_2hZg

Dobbyn, D 2007, 'Slice of heaven', *Footrot Flats*, viewed 23 April 2013, <http://www.youtube.com/watch?v=M0pWejAnLUQ>

Reference list

You'll often see the words bibliography and reference list used interchangeably. However, for the purposes of this paper, we draw a distinction between these terms. In a bibliography, you list all the sources you have referred to in your research, regardless of whether or not you have cited them in your assignment. In a reference list, you list only those sources that you cite in your assignment. For your assessments in this paper, we will use a reference list.

Formatting notes:

- Start your reference list on a new page, immediately after the last page of your written assessment.
- Use the heading **References** (rather than **Reference list**) at the end of your assessment. This should be in bold font (not underlined), left aligned.
- Do not use bulletpoints, hyphens, numbers etc.
- Do not indent
- Do not use subheadings (such as bibliography, journals, websites, etc)
- List your sources alphabetically by author surname (or the name of the organisation producing the work)
 - Where you have cited more than one work by the same author, those items are then arranged by date, starting with the earliest.
 - If there is more than one source by the same author published in the same year, then arrange alphabetically by title, and then distinguish between the citations by putting a letter after the publication date (e.g. 2008a, 2008b etc).
- Use a line space between each reference
- A work is only listed once in the reference list, regardless of how many times it is cited in the text.
- A work with no author is ordered alphabetically according to the first major word of the title (disregarding *a*, *an* or *the* at the beginning of the title).

Adapted 23 April 2013 with permission, from notes by Dr Jen Cattermole, Music Department.