Interactive Harvard UTS Referencing Guide

UTS:
Library

Click on the upper left menu to jump to the section of your choice.

Use the forward and back arrows in the top right corner to navigate through the PDF.

Welcome to the Interactive Harvard UTS Referencing Guide

This document is an *interactive PDF* and is designed to help you reference quickly and simply.

This document can also be scrolled through like a regular PDF and can be printed off.

01 Books

Please Click On What You Would Like To Reference:

In-text Referencing

Reference List Model

In Use

(Lester 2005)
or
Lester (2005) was the first to propound the theory

(Siirtola 2007, p. 16)

(Carpenito-Moyet 2010, pp. 19–20)

Lester, J.D. 2005, *Writing research papers: a complete guide*, 11th edn, Pearson/Longman, New York.

Siirtola, H. 2007, *Interactive visualization of multidimensional data*, Tampere University Press, Tampere, Finland.

Carpenito-Moyet, L.J. 2010, *Handbook of nursing diagnosis*, 13th edn, Lippincott Williams & Wilkins, Philadelphia, Pa.

Explanation

When you cite a reference in the text of your document, use the author's surname and the year of publication.

If you are quoting, enclose the quote in single quotation marks and add a page number to the in-text citation.

Use p. for one page and pp. if the quote starts on one page and ends on another.

See
See

The key elements for this book reference are:
> Author's family name followed by initials
> Year
> Book title (in italics)
> Edition
> Publisher
> Place of publication

	In-text Referencing	Reference List Model
In Use	(Oshima & Hogue 2006) *or* Oshima and Hogue (2006)	Oshima, A. & Hogue, A. 2006, *Writing academic English*, 4th edn, Pearson Longman, White Plains, NY.
	(Holly, Salmond & Saimbert 2012)	Holly, C., Salmond, S.W. & Saimbert, M.K. 2012, *Comprehensive systematic review for advanced nursing practice*, Springer Publishing Company, New York.
	(Alysen et al. 2003)	Alysen, B., Patching, R., Oakham, K.M. & Sedorkin, G. 2003, *Reporting in a multimedia world*, Allen & Unwin, Crows Nest, NSW.
Explanation	If there are two authors use the ampersand symbol (&) between the authors' names. If there are three authors use the ampersand symbol (&) between the second and third authors' names. If there are four or more authors list the first author and replace the other names with et al. If you are using the authors' names outside of the brackets use the word 'and' in place of an ampersand using the rules above.	List **all** authors' family names followed by their initials. The rest of the reference should follow as in

In-text Referencing

Reference List Model

In Use

(*Maximum Linux security: a hacker's guide to protecting your Linux server and network* 2001)

Maximum Linux security: a hacker's guide to protecting your Linux server and network 2001, 2nd edn, Sams, Indianapolis, Ind.

Explanation

If there is no author, use the title of the work (in italics) followed by the year.

See

See

The key elements for this reference are:

> Book title (in italics)
> Year
> Edition
> Publisher
> Place of publication

In-text Referencing

Reference List Model

In Use

(Corporations and Markets Advisory Committee 2005)

Corporations and Markets Advisory Committee 2005, *Personal liability for corporate fault: discussion paper*, Corporations and Markets Advisory Committee, Sydney.

Explanation

When the author is an organisation such as a government department, or a company, treat the name of the organisation as the author surname.

See

See

See

The key elements for this book reference are:

> Corporate author
> Year
> Book title (in italics)
> Edition
> Publisher
> Place of publication

In-text Referencing

Reference List Model

In Use

(White n.d.)

White, J. n.d., *Recollections of colonial New South Wales*, Debrett, London.

(Newton c. 1713)

Newton, Sir I. c.1713, *Treatise of the species and magnitude of curvilinear figures*, Smith & Walford, London.

Explanation

If you have no date for a reference, use n.d. (for 'no date') instead of the year.

If you only have an approximate date, put c. (for 'circa', meaning around) in front of the year

See

Follow same format as in but replace year with **n.d.**

	In-text Referencing	Reference List Model
In Use	(Chissick & Kelman 1999)	Chissick, M. & Kelman, A. 1999, *Electronic commerce: law and practice*, Sweet & Maxwell, London.
	(Chissick & Kelman 2000)	Chissick, M. & Kelman, A. 2000, *Electronic commerce: law and practice*, 2nd edn, Sweet & Maxwell, London.
Explanation	See rules in and	The edition number should appear after the title and be preceded by a comma.
	See	You don't need to mention the edition for a first edition.
		Edition should be abbreviated to edn
		The rest of the reference should follow as in and

In-text Referencing

Reference List Model

In Use

(Marquez 1998)

Marquez, G.G. 1998, *One hundred years of solitude*, trans. G. Rabassa, Perennial Classics, New York.

(Tolstoy 1905, p. 70)

Tolstoy, L. 1905, *Miscellaneous letters and essays*, trans. L. Wiener, J.M. Dent & Co., London.

Explanation

The year of the reference is the year of publication of the translation, not of the original.

See

See

The key elements for this book reference are:

>   Author
>   Year
>   Book title (in italics)
>   Translator
>   Edition
>   Publisher
>   Place of publication.

The translator's name should be initial first and followed by the surname, and translator should be abbreviated to trans.

In-text Referencing

Reference List Model

In Use

(Hamilton 2005)

Hamilton, P. (ed.) 2005, *Visual research methods*, vol. 4, Sage, London.

(Inness 2004)

Inness, S.A. (ed.) 2004, *Action chicks: new images of tough women in popular culture*, Palgrave Macmillan, New York.

Explanation

See

See

See

The key elements for this book reference are:
>   Editor followed by (ed.)
>   Year
>   Book title (in italics)
>   Edition
>   Publisher
>   Place of publication

In-text Referencing

Reference List Model

In Use

(Turner & Roth 2003)

Turner, S.P. & Roth, P.A. (eds) 2003, *Blackwell guide to the philosophy of the social sciences*, Blackwell, Oxford.

(Ahmed & Sánchez Triana 2008)

Ahmed, K. & Sánchez Triana, E. (eds) 2008, *Strategic environmental assessment for policies: an instrument for good governance*, World Bank, Washington, DC.

(Phelps et al. 2010)

Phelps, S.J., Hak, E.B., Crill, C.M. & American Society of Health-System Pharmacists (eds) 2010, *Pediatric injectable drugs: teddy bear book*, 9th edn, American Society of Health-System Pharmacists, Bethesda, Md.

Explanation

See rules in

See also

List all editors' family names followed by their initials, followed by (eds)
The rest of the reference should follow as in :

	In-text Referencing	Reference List Model
In Use	(Coleman 2003) *or* Coleman (2003)	Coleman, S. 2003, 'Democracy in an e-connected world', in R. Davidson (ed.), *The e-connected world: risks and opportunities*, McGill Queens University Press, Montreal, pp. 125-32.
	(White 2009)	White, J. 2009, 'Nursing today', in J. Crisp & C. Taylor (eds), *Potter & Perry's fundamentals of nursing*, 3rd edn, Elsevier Australia, Chatswood, NSW, pp. 1-15.
	(Robbins, Shaw & Lewis 2012)	Robbins, N.C., Shaw, C.A. & Lewis, S.L. 2012, 'Nursing management: diabetes mellitus', adapted by B. Davis, in D. Brown & H. Edwards (eds), *Lewis's medical-surgical nursing: assessment and management of clinical problems*, 3rd edn, Elsevier Australia, Chatswood, NSW, pp. 1357-92.

Explanation

Use this format when each chapter of the book has its own author and title.

Use the name of the chapter's author as the main author for your reference, not the name of the book's editor. If there is no chapter author given, you can use the book editors instead.

If the chapter has been adapted, write directly after the chapter title, 'adapted by' followed by the adaptor's name(s), written as initial(s) then surname, e.g. B. Davis.

See
or   referencing an online chapter
or

The key elements for a book chapter reference are:

> Author(s) of the chapter
> Year of publication
> Chapter title ('in single quotes')
> The word 'in', followed by the Editor(s) of the book, written as initial(s) then surname, e.g. D. Brown. Use (ed.) for one editor, (eds) for more than one editor.
> Title of the book (in italics)
> Edition
> Publisher
> Place of publication
> Page numbers of the chapter.

In-text Referencing

Reference List Model

In Use

(Kim 2000)

Kim, A.J. 2000, *Community building on the web*, electronic book, Safari Books Online, Sebastopol, Calif.

(Kim 2000, chap. 1, para. 5)

Explanation

The second example above is referencing a quote in an on-line book where there are no page numbers, using chapter and paragraph numbers. In an online graphic novel with no page numbers use chapter and panel numbers.

See

If an online book has the same structure and page numbering as the equivalent print version, reference it as the print version. Otherwise, use the online book format above.

The publisher and place of publication refer to the producer or host of the online version, and the city where they are based. You must also include the date you viewed the book online, followed by the full URL within angle brackets.

In-text Referencing

Reference List Model

In Use

(Martin 2003)

(Martin 2003, p. 83/10893)

Martin, G.R.R. 2003, *A game of thrones*, electronic book, Harper Voyager, London.

Explanation

Because pages on an eReader can be resized, when quoting use the page number seen on your screen reader and then place a forward slash and indicate the total length of the book. This will help the reader adjust the number of pages of their book to match yours, so that they can locate the quote.

When each chapter in a Kindle or eReader has its own author and its own title, the format is similar to a chapter from an edited print book. However, when describing the page range of the chapter, use a forward slash and write the total pages of the book as well. Because you are using page numbers in the reference list, you need to use them in-text as well.

See

In-text Referencing

Reference List Model

In Use

Price said 'times were tough' (Spencer 2012, p. 45)

Price in her foreword to *The neon jockey* said 'times were tough' (Spencer 2012, p. 45)

Spencer, T. 2012, *The neon jockey*, Alabaster Press, Windhoek, Namibia. Foreword by A. Price.

Explanation

You should only use this reference type if you are referencing the text only once and that reference includes a quote from the foreword. Otherwise, you should reference the entire book.

See

See

See

02 Journals & Newspapers

Please Click On What You Would Like To Reference:

2.1   Journal Article   One Author

In-text Referencing

Reference List Model

In Use

(Vixie 2011)

Vixie, P. 2011, 'Arrogance in business planning', *Communications of the ACM*, vol. 54, no. 9, pp. 38-41.

Explanation

Print or online
Almost all online journals have a printed equivalent and are available in PDF format. When an online journal article has a PDF version, you should reference it as a print article.

See

or

See

The key elements of a journal article are:
>   Author(s)
>   Year of publication
>   Title of the article ('in single quotes')
>   Journal name (in italics)
>   Volume and issue numbers
>   Page numbers

2.2   Journal Article   More Than One Author

In-text Referencing

Reference List Model

In Use

(O'Toole & Vogel 2011)

O'Toole, J. & Vogel, D. 2011, 'Two and a half cheers for conscious capitalism', *California Management Review*, vol. 53, no. 3, pp. 60-76.

(Koussouris et al. 2010)

Koussouris, S., Gionis, G., Lampathaki, F., Charalabidis, Y. & Askounis, D. 2010, 'Transforming traditional production system transactions to interoperable eBusiness-aware systems with the use of generic process models', *International Journal of Production Research*, vol. 48, no. 19, pp. 5711-27.

Explanation

Use the ampersand symbol before the last author's surname.

If there are 4 or more authors, list the first author and replace all the other authors with et al.

See

The reference list entry should have all author family names followed by their initials.

Otherwise, follow same format as in

2.3 | Journal Article | No Author

In-text Referencing

Reference List Model

In Use

('Schuth wins Leibniz prize' 2003)

'Schuth wins Leibniz prize' 2003, *Materials Today*, vol. 6, no. 6, p. 61.

Explanation

With anonymous works, the title (in single quotes) replaces the author as the main entry.

See

Follow same format as in
but replace Author with title of the article, in single quotes.

The journal name now comes directly after the year.

> 2.4   Online Journal Article

In-text Referencing

Reference List Model

In Use

(Clark et al. 2003, para. 17)

Clark, J., Diefenderfer, C., Hammer, S. & Hammer, T. 2003, 'Estimating the area of Virginia', *Journal of Online Mathematics and its Applications*, vol. 3, viewed 6 October 2009, <http://mathdl.maa.org/mathDL/4/?pa=content& sa=viewDocument&nodeId=507>.

Explanation

If there are 4 or more authors, list the first author followed by et al.

Sometimes online articles are only available in an HTML format, and thus may not use page numbers. If the article you are reading comes in PDF form or has page numbers, see:

If you are quoting from an online article that has no page numbers, use a paragraph number instead, with the abbreviation para., to help the reader locate the words you've used.

See

The reference list entry should have all author names.

If an online article is just an online version of a print article (i.e. if the online version has a pdf with page numbers), then reference it as the print version. Only use this format if there is no printed version, or if the online version is significantly different from the printed one.

Journal articles retrieved from library databases can almost always be referenced as print articles, not online articles. If the article has no page numbers and is found in a library database behind a paywall, replace the URL with the database name. See

You must include the date you viewed the article, followed by the full URL within angle brackets.

> 2.5 Newspaper & Magazine Articles

In-text Referencing	Reference List Model

In Use

(Gutner 2003)

Gutner, T. 2003, 'Fashion futures', *Business Week (Fashion Industry Supplement)*, August, pp. 9-10.

('Foreign cyber-spies' 2009)

'Foreign cyber-spies' 2009, *Sydney Morning Herald*, 24 November, p. 7.

Explanation

The second example above is for no author.

See

If the newspaper or magazine article comes from a special section with its own page numbering, you need to specify the section (in parentheses) after the name of the newspaper or magazine.

The date of issue comes after the title of the newspaper or magazine, and should be either Day Month, or Month, or occasionally Season (eg: Winter).

> 2.6 Online Newspaper or Magazine Article

In-text Referencing

Reference List Model

In Use

(Darby 2004)

Darby, A. 2004, 'Furious Butler quits as governor', *Sydney Morning Herald*, 10 August, viewed 10 November 2009, <http://www.smh.com.au/articles/2004/08/09/1092022411039.html?oneclick='true'>.

Explanation

Most online newspapers and magazines have a printed equivalent with page numbers displayed. When this is the case, reference as a print version.

Newspaper or magazine articles retrieved from library databases will nearly always be referenced as print articles, not online articles.

See

Online newspaper references must contain a viewed date and a URL.

If you access a newspaper or magazine article that has no page numbers from a library database, replace the url with the database name.

See

03 Websites & Social Media

Please Click On What You Would Like To Reference:

3.1 | Website

In-text Referencing

Reference List Model

In Use

(Australian Electoral Commission 2012)

Australian Electoral Commission 2012, *2010 Federal election*, AEC, Canberra, viewed 28 June 2012, <http://www.aec.gov.au/elections/federal_elections/2010/index.htm>.

(NSW Health 2018)

NSW Health 2018, *Infection control resources*, Sydney, viewed 16 September 2019, <https://www.health.nsw.gov.au/Infectious/Influenza/Pages/infection-control.aspx>.

(Rio Tinto 2012)

Rio Tinto 2012, *History*, viewed 13 June 2012, <http://www.riotinto.com/aboutus/history.asp>.

(Sydney Festival 2012)

Sydney Festival 2012, *Sydney festival*, viewed 13 June 2012, <http://www.sydneyfestival.org.au/info/>.

Explanation

(Author Date)
If no author, replace with title.
If year is not found, replace year with n.d.
The author can be a government body or a company name

GOVERNMENT WEBSITE: (Australian Electoral Commission 2012), (NSW Health 2018)
COMPANY WEBSITE: (Rio Tinto 2012)
GENERAL WEBSITE: (Sydney Festival 2012)

The key elements of a website reference are:

> The person/organisation who created the webpage
> The year the webpage was created or last updated.
> The title of the webpage (in italics)
> The type of website (e.g. weblog, podcast)
> Publisher
> Place of Publication
> View Date
> URL <in angle brackets>.

The year and information about the website host can often be found at the bottom of the webpage. If you cannot find the year, use n.d. instead.

If the publisher is the same as the author of the website, you can leave this information out.

If you cannot find information about where the publisher is located, this can be left out as well.

> 3.2 > Blog

In-text Referencing

Reference List Model

In Use

(Green 2009)

Green, A. 2009, 'Fremantle by-election: should the Liberals run?', *Antony Green's election blog*, weblog, ABC, Sydney, viewed 10 April 2009, <http://blogs.abc.net.au/antonygreen/2009/04/fremantle-by-el. html>.

Explanation

Blogs are referenced in a similar way to forum posts and social media, but with the inclusion of the word 'weblog' after the name of the blog, and the blog name in italics.

Use the author's real name if known. If the author's real name is unknown, use the social media handle or username of the author. Copy the author handle as you see it, do not capitalise the handle as if it were a name.

If you don't know the publisher or the place of publication, you can leave these out.

The key elements of a blog reference are:
> Author(s)
> Year of publication
> The title of the blog post ('in single quotes')
> The title of the blog (in italics)
> Weblog
> Publisher
> Place of Publication
> View date
> URL <in angle brackets>.

> 3.3   Twitter & Tumblr

In-text Referencing	Reference List Model
In Use	
Barack Obama announced the initiative via Twitter (2009).	Obama, B. 2009, 'Launched American Graduation Initiative to help additional 5 mill. [...]', Twitter, 28 January, viewed 24 February 2012, <http://twitter.com/BarackObama/status/2651151366>.
Tumblr is often the choice site for fans of underground comics to come together and share their favourite quotes, for example PJO (totallycorrectpjo 2017) ...	totallycorrectpjo 2017, 'Grover: where's Percy? [...]', Tumblr, 26 August, viewed 12 October 2017, <http://totallycorrectpjo.tumblr.com/post/166213769894/grover-wheres-percy-annabeth-somewhere>.
Explanation	
Social media posts from Twitter and Tumblr are referenced in a similar way to webpages, however Twitter or Tumblr are always the publisher of the source. Often there will be no title, in which case we use the text of the post as the title. You must also indicate the day and month the post was published, just before the viewed date.	If you do not have a title for a post, and the post is too long to use as the title, use the first few words as the title, then [...] to indicate that there are extra words left out.

Use the author's real name if known. If the author's real name is unknown, use the handle of the author. Copy the author's handle as you see it, do not capitalise the handle as if it were a name. |

3.4   YouTube

In-text Referencing

Reference List Model

In Use

(UTS Library 2009)

UTS Library 2009, *It's the UTS Library with Mr Hank*, videorecording, YouTube, viewed 21 September 2009, <http://www.youtube.com/watch?v=QYP_hZmcRgg>.

(UTS Library 2009, 0:54)

Explanation

To reference a quote from a YouTube video, use the start time of the quote within the video as in the second example above.

If your video is hosted on YouTube, the author (the person who uploaded it – this might be a username) and the date it was posted can be found underneath the video. Type the words 'video recording' after the main title.

The YouTube reference format can also be applied to Vimeo or any other public streaming video platform. If the video you are watching is behind a paywall, for example, on the Library's EduTV database, see

3.5   Facebook & Instagram

In-text Referencing	Reference List Model
In Use	
(inting 2018) or inting (2018)	inting 2018, 'Coffee in glass', Instagram, 21 October, viewed 23 October 2018, <https://www.instagram.com/p/BpLNdgSjnRq/?hl=en&taken-by=lnting>.
(UTS Library 2014)	UTS Library 2014, 'Welcome back to uni! [...]', Facebook, 25 February, viewed 27 February 2018, <https://www.facebook.com/UTSLibrary>.
(UTS Library 2017)	UTS Library 2017, 'What is Librarian Ana looking at? [...]', Instagram, 3 March, viewed 29 March 2018, <https://www.instagram.com/p/BRJ9h3KDQJ8>.
Explanation	
Facebook and Instagram are referenced in a similar way to web pages, however you must indicate the day and month the post was published. Sometimes there will be no title, in which case we use the text of the post as the title.	If you do not have a title for a post, and the post is too long to use as the title, use the first few words as the title, then [...] to indicate that there are extra words left out.
See	Use the author's real name if known. If the author's real name is unknown, use the handle of the author. Copy the author's handle as you see it, do not capitalise the handle as if it were a name.

> 3.6   Forum Post

In-text Referencing

Reference List Model

In Use

BarkingPanther (2017)

(taekwonjoe2001 2018)

(Khan 2009, para. 6)

BarkingPanther 2017, 'If my kitchen is any indicator, plastic grocery bags [...]', forum post, Reddit, 7 November, viewed 8 November 2017, <https://www. reddit.com/r/AskReddit/comments/7bg8nw/you_are_a_dragon_with_all_ th>.

taekwonjoe2001 2018, 'Mother took 500$ dollars from my account to pay tithing [...]', forum post, Reddit, 23 October, viewed 24 October 2018, <https:// www.reddit.com/r/legaladvice/comments/9qogz8/mother_took_500_ dollars_from_my_account_to_pay/>.

Khan, K.L. 2009, 'My take on this whole genetic engineering debate [...]', UTS Online Subject 11187, forum post, UTS, Sydney, viewed 26 November 2009, <www.online.uts.edu.au/11187/forum/#879/>.

Explanation

This format is used for forum posts on free websites like Reddit, 4chan and Stack Overflow. To reference a forum post from UTS Online see

Often there will be no title, in which case we use the text of the post as the title.

If you do not have a title for a post, and the post is too long to use as the title, use the first few words as the title, then [...] to indicate that there are extra words left out.

Use the author's real name if known. If the author's real name is unknown, use the handle of the author. Copy the author's handle as you see it, do not capitalise the handle as if it were a name.

If the forum is part of a UTS Online subject, add the subject details after the text of the post.

3.7　Google Earth & Google Maps

In-text Referencing

Reference List Model

In Use

(*Mammoth Lakes* 2017)

Mammoth Lakes 2017, Google Maps, viewed 17 October 2017, <https://www.google.com.au/maps/place/Mammoth+Lakes,+CA+93546,+USA/@37.6199063,-119.0179807,12z/data=!3m1!4b1!4m5!3m4!1s0x80960c5f79b3179f:0xf114d9d70fee8d6d!8m2!3d37.648546!4d-118.972079>.

(*Old Mammoth* 2017)

Old Mammoth 2017, Google Earth, viewed 17 October 2017, <https://earth.google.com/web/@37.619791,-118.94794095,2469.83512934a,36831.01953973d,35y,-0h,0t,0r/data=Ck4aTBJGCiUweDgwOTYwYzQzZmU5ZGYwYzk6MHgyNGMyMWFjNWViNmRiZGE4GQ45DM0k0EJAISIcwiHcvl3AKgtPbGQgTWFtbW90aBgCIAE>.

Explanation

Google Earth and Google Maps are referenced in a similar way to webpages, only instead of beginning your reference with an author you use the place name in italics.

See

3.8 Meme

	In-text Referencing	Reference List Model
In Use	(*I regret nothing* 2002)	*I regret nothing* 2002, meme, Know Your Meme, viewed 16 October 2017, <knowyourmeme.com/photos/257271-i-regret-nothing>.
	(Noisestorm 2018)	Noisestorm 2018, *Crab rave*, meme, Know Your Meme, viewed 9 November 2018, <https://knowyourmeme.com/memes/crab-rave>.
Explanation	A meme is a small piece of text, image or video that is shared over the internet. A meme is referenced like a website, and commonly has no attributed author.	If the meme does have a known creator, list them at the start of the reference, and move the title to follow the year. If the title is not known, create a short title for the meme. Titles of memes should be in italics.

> **3.9** Wiki

In-text Referencing

Reference List Model

In Use

(*How to help save elephants* 2017, para. 9)

How to help save elephants 2017, Wikihow, viewed 5 December 2018, <https://www.wikihow.com/Help-Save-Elephants>.

(*Hyacinth macaw* 2017)

Hyacinth macaw 2017, Wikipedia, viewed 6 December 2018, <https://en.wikipedia.org/wiki/Hyacinth_macaw>.

Explanation

Wikis are websites containing reference material and background information on various topics. Generally you should try to avoid referencing wikis, as they are not considered to be an academic standard of information. But if you have to reference a wiki then use this format.

Because wikis crowdsource their writing, you do not need to list an author. Instead, place the name of the wiki page in your in-text reference (in italics) along with the year the page was last updated.

If you need to quote from a wiki, use a paragraph number with the abbreviation para. to help the reader locate the information on the page.

04 Other Sources

Please Click On What You Would Like To Reference:

04 Other Sources

Please Click On What You Would Like To Reference:

Legal Material

> 4.1   Case Law

In-text Referencing

Reference List Model

In Use

(*Amalgamated Society of Engineers v Adelaide Steamship Co Ltd* 1920).

Amalgamated Society of Engineers v Adelaide Steamship Co Ltd (1920) 28 CLR 129.

(*Wotton v Queensland (No 5)* 2016, p. 150)

Wotton v Queensland (No 5) (2016) 352 ALR 146.

Explanation

Cases should be referenced as if in print even if viewed electronically.

If you wish to refer to some text on a specific page of a case, eg: to reference a quotation, use the format above.

The key elements of a case are:
>   Case name in full (in italics)
>   Year of judgment (usually in round brackets, sometimes in square brackets)
>   Volume number (leave this out if there is no volume number)
>   Abbreviated name of the law report series
>   First page number

> 4.2 > **Legislation** > Act >

In-text Referencing

Reference List Model

In Use

(*Crimes Act* 1900)

Crimes Act 1900 (NSW).

(*Copyright Act* 1968)

Copyright Act 1968 (Cth).

You can specify particular sections of an Act if you wish, using s. for one section or ss. for several sections.

For example:
(*Crimes Act* 1900, s. 41A) and (*Copyright Act* 1968, ss. 40-2)

Explanation

Legislation should be referenced as if in print, even if viewed electronically.

The key elements for an Act are:
> Name of the Act (in italics)
> Year
> Jurisdiction.

In Australia, this should be one of Cth, NSW, Vic, Qld, WA, SA, Tas, ACT or NT.

4.3 Legislation Bill

In-text Referencing

Reference List Model

In Use

(Anti-terrorism Bill 2004)

Anti-terrorism Bill 2004 (House of Representatives).

Explanation

Legislation should be referenced as if in print, even if viewed electronically.

The key elements for a Bill are:
> Name of Bill (in plain text)
> Year
> House of Parliament where introduced.

4.4   Parliamentary Debates   Hansard

In-text Referencing	Reference List Model

In Use

(Australia, House of Representatives 2000)

Australia, House of Representatives 2000, *Debates*, vol. HR103, pp. 2-9.

(New South Wales, Legislative Assembly 2012)

New South Wales, Legislative Assembly 2012, *Debates*, 3 May, pp. 11095-100.

Explanation

Traditionally you should include the volume number of the Debates, as in the first example above, but many online versions of Hansard do not mention the volume number. In such cases it is acceptable to put the day and month of the debate instead, as in the second example above.

You do not need to put the URL even if you viewed the Hansard online. Page numbers of online Hansard can be found on the pdf version.

The key elements of a Hansard reference are:
> Jurisdiction
> House of Parliament
> Year
> *Debates*
> Date or volume number
> Pages

Jurisdictions should be written out in full for Parliamentary Debates, for example, New South Wales.

4.5 Treaty

In-text Referencing

Reference List Model

In Use

(*Convention relating to the non-fortification and neutralisation of the Aaland Islands* 1921)

Convention relating to the non-fortification and neutralisation of the Aaland Islands (1921) 9 LNTS 211, opened for signature 20 October 1921, entered into force 6 April 1922.

Explanation

(*Treaty name*, Year the treaty was signed or opened for signature).

You only need reference the treaty if you are quoting from it. If another document mentions the treaty, reference that document instead.

Only include the entered into force date if this date is different to the date the treaty was made open for signature.

The key elements of a Treaty reference are:
> Treaty Title (in italics)
> Year of opening/ signing (in brackets)
> Volume number
> Abbreviated Treaty Series name
> First page number
> Date signed or opened for signature
> Date entered into force

04 Other Sources

Please Click On What You Would Like To Reference:

Sound, Film & Image

4.6 Image or Artwork Viewed online

In-text Referencing	Reference List Model
In Use	
(*Brodhead Public Library* c.1900)	*Brodhead Public Library* c.1900, Wisconsin Historical Images, Flickr, viewed 8 March 2014, <http://www.flickr.com/photos/whsimages/4566401462>.
(*Sculpture by the sea – Elephant* 2009)	*Sculpture by the sea – Elephant* 2009, photographed by A. Wain, Flickr, viewed 4 February 2014, <http://www.flickr.com/photos/alex wain/4091011517/>.

Explanation

Image referencing from Flickr or similar image hosting site

Both the examples above show the format where the creator of the original artwork is not known.

Use c. (short for circa, which is Latin for "around") in front of the year if you are not exactly sure of the correct date.

Where the image is on a hosted site such as Flickr, note the organisation or individual who posted or photographed the image between the title and the host site name. If the full name is not given, use the username instead.

Continued

> 4.6 | Image or Artwork | Viewed online

In-text Referencing

Reference List Model

In Use

(van Gogh 1890)

van Gogh, V. 1890, *Undergrowth with two figures*, Google Arts & Culture, viewed 4 March 2019, <https://artsandculture.google.com/asset/undergrowth-with-two-figures/PgGaehoXTiERQQ>.

(Rodin 1884-89)

Rodin, A. 1884-89, *Burghers of Calais*, photographed by J. Howe, Boston College Fine Arts Department, viewed 3 March 2014, <http://www.bc.edu/bc_org/avp/cas/fnart/rodin/rodin_burghers.html>.

Explanation

Image referencing from a publicly accessible website

Artist name, Year of original work, Title of original work in italics, Hosting organisation of website where found, viewed date, URL of the image.

> Where the artist name is not known, use the title (keeping the italics) instead. If the work is an illustration on a commercial product, use the product producer's company name as the author (see the examples on the next two pages).

> Where the image is a photograph of an artwork, and the photographer has been specifically credited, note this after the title (see the Rodin example above).

> Use n.d. (for 'no date') when the year is unknown; use c. (for circa) in front of the year to indicate an approximation. Use a range of years if appropriate.

4.6.1 → Image or Artwork → Found in a Library Database

In-text Referencing

Reference List Model

In Use

(Yardley & Co., Ltd. 1928)

Yardley & Co., Ltd. 1928, *Yardley's old English lavender soap*, viewed 8 December 2010, <Ad*Access database>.

(Degas c.1874)

Degas, E. c.1874, *The rehearsal of the ballet onstage*, viewed 4 March 2014, <ARTstor database>.

(*Emperor Claudius* 40-50)

Emperor Claudius 40-50, photographed by I. Geske, viewed 5 March 2014, <ARTstor database>.

Explanation

Image referencing from a database

The key elements in a reference for an image found in a database are:

> Creator or company name
> The name of the image (in italics)
> The date it was last viewed/accessed
> The name of the database in which it is located <in angle brackets>

4.6.2 **Image or Artwork** Viewed in a Book

In-text Referencing

Reference List Model

In Use

(Gaunt 1970, p. 17)

Gaunt, W. 1970, *The impressionists*, Thames & Hudson, London.

Explanation

Image referencing from a printed source

If you are citing an image from a printed source, reference the printed source as normal and use a page number in your in-text citation to indicate which page the image comes from.

4.6.3 > Image Or Artwork > Viewed Original Artwork

In-text Referencing

Reference List Model

In Use

(Rodin 1886)

Rodin, A. 1886, *The lovers*, sculpture, Rodin Museum, Paris.

(Olley 2000)

Olley, M. 2000, *Proteas in the kitchen*, painting, private collection.

Explanation

Note that this applies only to an original artwork. Normally you will be referencing a reproduction, in which case see the previous three pages.

If the image is your own work, you do not need to reference it, just make it clear in your text that it is yours. If the image is yours but is an image of another person's work, you should reference that work.

Reference List Format:
> Artist
> Year (this is the year the artwork was created)
> Title (in italics)
> Type of work (eg: artwork, sculpture, photograph)
> Museum or gallery
> City (where the museum or gallery is located. If the work is in a private collection you do not need to list the city)

> **4.6.4** > **Indigenous artworks**

	In-text Referencing	Reference List Model
In Use	In 2018, Napangati …	Napangati, Y. 2018, *Untitled*, Papunya Tula, Northern Territory, Australia, Art Gallery of NSW, viewed 20 December 2018, <https://www.artgallery.nsw.gov.au/prizes/wynne/2018/30021/>.
	(Timbery & Jones 2015)	Timbery E. & Jones, J. 2015, *Shell wall*, Bidjigal/Eora (Timbery), La Perouse, NSW, Australia, Wiradjuri/Kamilaroi (Jones), NSW, Australia, Barangaroo Delivery Authority, viewed 18 December 2018, <https://www.barangaroo.com/the-project/arts-and-public-program/shell-wall-2015-by-esme-timbery-and-jonathan-jones/>.
	(Unrecorded 1860/1940)	Unrecorded 1860/1940, *Solid white female figure*, Maung language group, Wellington Range, Arnhem Land, Northern Territory, Australia, rock painting, Djulirri, Western Arnhem Land, Northern Territory, Australia.
	… as portrayed in Whiskey's work (2018).	Whiskey, K. 2018, *Kaylene TV*, Indulkana, APY Lands, South Australia, Art Gallery of NSW, viewed 20 December 2018, <https://www.artgallery.nsw.gov.au/prizes/sulman/2018/29987/>.

Explanation	References to Indigenous artworks, designs, objects, or images, need to note the Nation or Country and/or language group of the Indigenous person or community who created them as well as where the Country is located. Sometimes this is not known, in which case we use "unrecorded location". This page includes examples of Indigenous materials that are viewed online and in person. For more information, see UTS Library's	**The key elements of an indigenous artwork are:** > Creator > Year > Title (in italics) > Nation or Country > Language group > Place of Nation or Country > Publisher, gallery, museum or site > viewed date > URL <in angle brackets> If the artwork is seen in a gallery or in-situ, replace the viewed date and URL with the gallery, museum or site location. Also, add information about the type of work after the Place or Nation or Country, as in the Unrecorded example above. If the work has no title, use Untitled instead. If the artist's name is not available, use Unrecorded as the artist. If the artwork has been added to over time, use a slash between year ranges to indicate this.

> 4.7 > Film & TV >

	In-text Referencing	Reference List Model
In Use	(*Catalyst* 2003)	*Catalyst* 2003, television program, ABC TV, Sydney, 3 March.
	(*The edge of the possible* 1998)	*The edge of the possible* 1998, motion picture, Ronin Films, Canberra.
	... in 'The Vulcan Hello' (*Star Trek Discovery* 2017).	*Star Trek Discovery* 2017, television program, Netflix.

Explanation

If you want to talk about specific episodes of a TV program, mention them in the text of your writing in 'single quotes'. In the Harvard UTS style, films and TV shows are usually referred to by their titles, rather than by their 'authors' – such as writers, directors or producers.

Rules for scripts, see

If your reference **begins with 'The' or 'A'**, use the second word of the title when alphabetically ordering it in your reference list.

The key elements of a film or TV reference are:
> Title (in italics)
> Year
> Type of work (eg: motion picture or television program)
> Distributor or publisher
> Place of Publication (can be left out if unclear)
> Broadcast date [day month]

Where necessary (eg: for a news or current affairs broadcast), you should add the date (day and month) at the end of the reference to assist the reader in finding the broadcast.

> 4.8 Podcast or Radio Program

	In-text Referencing	Reference List Model
In Use	(Crawford 2009)	Crawford, M. 2009, 'Shop class as soulcraft', *Future Tense*, audio podcast, Radio National, Sydney, 5 November, viewed 18 November 2009, <http://www.abc.net.au/rn/futuretense/stories/2009/2728755.htm>.
	(*The grill* 2018)	*The grill* 2018, radio program, Triple M, 26 October.
	(Pineapple Street Media 2017)	Pineapple Street Media 2017, 'Stakeout', Missing Richard Simmons, audio podcast, iTunes, 22 February, viewed 13 October 2017, <https://itunes.apple.com/us/podcast/missing-richard-simmons/id1203092300?mt=2>.
Explanation	If your reference **begins with 'The' or 'A'**, use the second word of the title when alphabetically ordering it in your reference list.	**Key elements of a podcast or radio broadcast are:** > Author (if there is no author replace with the Program Name) > Year of broadcast > Title of episode in single quote marks (can be left out if there is no title) > Program name (in italics) > Type of work (eg: audio podcast or radio program) > Publisher (eg: radio station or podcast platform) > Broadcast date (day month) > viewed date > URL <in angle brackets>

4.9   Song

	In-text Referencing	Reference List Model
In Use	(Lil Peep 2017)	Lil peep 2017, 'Star shopping', *Come over when you're sober pt.1*, song, First Access, London.
	(Sinatra 1964)	Sinatra, F. 1964, 'Fly me to the moon', *It might as well be swing*, song, Reprise, New York.
	(TV on the Radio 2005)	TV on the Radio 2005, 'Dry drunk emperor', song, 4AD, London.

| Explanation | In Harvard UTS, song titles are referred to in single quote marks in your text and reference list. Because songs are widely available in a variety of media, it is simplest to list when the song was made, who created it, and the album it is on. Your reader can then experience the song in their preferred medium, for example, CD or streaming. | > If additional authorship details are relevant to your work, for example the writer or producer or a song, mention them in the text of your writing.

 > If the song does not come from an album, you can leave this element of the reference out.

 > If you are referring to a song as a written work or musical score, rather than a recording, reference the work as a book. See

 > If you are referring to a particular recorded performance of a song reference the publisher of that performance, for example, YouTube. See |

4.10 Album or Musical Composition

In-text Referencing	Reference List Model
In Use	
(New York Philharmonic Orchestra 1968)	New York Philharmonic Orchestra 1968, *Ride of the Valkyries*, musical composition, CBS, New York.
(Smashing Pumpkins 1993)	Smashing Pumpkins 1993, *Siamese dream*, album, Virgin Records, Hollywood.

Explanation

Because these compositions are widely available in a variety of formats, it is simplest to note when the source was created, the artist and the publisher. If you are referencing a musical score, rather than a recording, see

See   if you are referring to a song.
See   for a performance of a musical composition.

The key elements of an album or musical composition are:
> Performer
> Year
> Album title (in italics)
> Type of work
> Publisher
> Place of Publication

Titles for albums and musical compositions like ballet, opera and orchestral pieces are italicised.

Album titles do not need to be capitalised, except for the first word.

If additional authorship details are relevant to your work, for example the writer or producer or a song, mention them in the text of your writing.

4.11 Live Performance

In-text Referencing

Reference List Model

In Use

The Sydney Theatre Company's November 2018 performances of *Streetcar named desire* began to further emphasise the emotional dissolution of Blanche ...

Explanation

Live performances including plays, concerts and comedy that have not been recorded should be referred to in text only, as they have not been published. In your work, you must italicise the title of the live performance to indicate this information to your reader.

Recorded live performances should be referenced by where the recording can be found. If they are found on YouTube or other streaming services, see   . If the recording is found on a DVD, see   . If the recording is found in a private collection (including your own) see

> 4.12 > Poster

In-text Referencing

Reference List Model

In Use

(Chart Studio 1997)

Chart Studio 1997, *Fruit*, poster, UTS Library, Haymarket, NSW, 110cm x 80cm.

(*Hopeless* c. 2014)

Hopeless c. 2014, poster, Surry Hills, NSW, 70cm x 40cm.

Explanation

Poster in this case refers to a poster on a wall, for example, a movie poster or advertisement. If you want to reference a poster from a conference see

The key elements of a poster reference are:

> Author (if there is no author begin the reference with the title in italics
> Year
> Title of poster (in italics)
> Type of work
> Publisher
> Location
> Dimensions of poster in cm (can be left out if unavailable)

If the poster has no text make up a short description and use that in place of the title.

Use n.d. if the poster has no date, or c. in front of the year to indicate an approximate date.

> **4.13** Scripts

In-text Referencing	Reference List Model
In Use	
(Adams 2003)	Adams, D. 2003, *The hitchhiker's guide to the galaxy: the original radio scripts*, Pan, London.
(Cameron 2007)	Cameron, J. 2007, *Avatar*, shooting script, Twentieth Century Fox, viewed 20 June 2012, <http://web.archive.org/web/20100525105437/http://www.foxscreenings.com/media/pdf/JamesCameronAVATAR.pdf>.
(Kogen & Wolodarsky 1991)	Kogen, J. & Wolodarsky, W. 1991, 'The Simpsons: Bart's friend falls in love', television script, Twentieth Century Fox.
(Rossen 1943)	Rossen, R. 1943, *Edge of darkness*, shooting script, viewed 6 April 2014, <American Film Scripts Online database>.

Explanation

(Adams 2003): Scripts published in book format (i.e. referenced same way as you reference a book). The examples is for a radio show.

(Cameron 2007): Online via a website.

(Rossen 1943): Online via a database such as American Film Scripts Online. The authors are the script writers.

A copy of the actual script is considered an 'unpublished' work, hence the use of single quotes rather than italics in some of the examples. The authors are the scriptwriters and copyright details should be included if noted on the script.

For a television series, the name of the series comes before the episode, as shown in **(Kogen & Wolodarsky 1991).**

04 Other Sources

Please Click On What You Would Like To Reference:

Unpublished Sources

4.14 · Course Materials · Online

In-text Referencing

Reference List Model

In Use

(Allen 2012, para. 9)

Allen, B. 2012, 'Things you need to know about groceries', *UTS Online Subject 95206*, lecture notes, UTS, Sydney, viewed 28 March 2012, <www.online.uts.edu.au /95206/groceries/>.

(Madden 2012)

Madden, X.V. 2012, 'Lecture 6: The life cycle of a plastic bottle', *UTS Online Subject 77709*, PowerPoint presentation, UTS, Sydney, viewed 22 March 2012, <www.online.uts.edu.au/77709/lecture_6/>.

Explanation

Please note that it is recommended that you avoid (if possible) referring to lecture notes. Instead try to locate a published source, i.e. a book or journal article.

If you are quoting from a long page in UTS Online, use para. (the abbreviation for paragraph) in your in-text reference to help the reader locate the quote.

If you are referencing a forum post, see

Referencing a PowerPoint slide, lecture notes or subject documents found on the web (e.g. UTS Online) is similar to referencing a website. So you need to include the date you viewed it, and the URL.

If you are referencing an article or book chapter contained within course material, reference it as the original hard copy article or book chapter, even if the course material is online.

4.15 | Course Materials | In class

In-text Referencing

In Use

(Bright 2011)

When talking about microbiology at UTS, J.B. Smythe (2014, lecture, 11 April) said that ...

Reference List Model

Bright, A.G. 2011, 'Week 6 handout: ways in which machines can feel love', *UTS Subject 11187*, lecture handout, UTS, Sydney.

Explanation

Referencing words spoken by a lecturer is very similar to referencing a personal communication (see   ), in that you do not need an entry in the reference list. For handouts printed by a lecturer, use the reference list model above.

You don't need to reference notes that you took in class. Instead, try to find the academic sources that support what is written in your notes, and reference those sources.

In the examples above, Bright and Smythe are the lecturer's names. Note Smythe's initials in front of the surname, the date, and the fact that this reference to a lecturer's spoken words does not appear in the reference list.

4.16   Previous assignment

Previous assignments should not be referenced, as they have not been published and are therefore impossible for the reader to trace. If you are referring to facts, quotes or data that you have used in a previous assignment, you can simply reuse the appropriate references.

4.17 Personal Communication

In-text Referencing

Reference List Model

In Use

Examples of in text references:
Jones (1989, pers. comm., 6 May) believed that this was not relevant.

This was confirmed by email (Brown 2008, pers. comm., 3 July).

Personal communications can take a number of forms and are not normally available for consultation except under special circumstances. For this reason it is **not normally necessary to refer to personal communications in your reference list.**

In the text of your document you should specify the year and the date (day and month) when the personal communication took place.

Explanation

Personal communications include emails, letters, phone and in-person conversations, where you personally are the one being communicated with.

4.18   Unpublished Works

In-text Referencing

Reference List Model

In Use

Lawson (1910)

(Cromwell n.d.)

(Adams 1917; Ecclestone 1943; Lang 1911)

Adams, D.E. 1917, 'My journey to Khartoum', in possession of M.A. Adams, Melbourne.

Cromwell, O. n.d. 'Supply requisition', document 16b, Hertford MS, series 4/A34/1823, Russell collection, British Museum, London.

Ecclestone. A. 1934, 'A year in the wilderness', Mitchell Library, Sydney.

Lang, J.T. 1911, 'Letter to H. Lawson, 23 April', private collection, Brisbane.

Lawson, H. 1910, 'Letter to J.T. Lang, 4 March', Lawson papers, file no. H/17b/1933, State Archives of South Australia, Adelaide.

Explanation

The format of the document can be left out if it is not relevant or if it is included in the title of the document.

Unpublished work held in a private residence has the words 'in possession of' in front of the archive name or location.

Use private collection if the owner's name is not known or needs to be kept confidential.

04 Other Sources

Please Click On What You Would Like To Reference:

4.19   Cochrane Systematic Reviews

In-text Referencing

Reference List Model

In Use

(Bellemare et al. 2006, p. 15)

Bellemare, S., Wiebe, N., Russell, K.F., Klassen, T.P. & Craig, W.R. 2006, 'Oral versus intravenous rehydration for treating dehydration to gastroenteritis in children', *Cochrane Database of Systematic Reviews*, no. 3, viewed 3 November 2015, <Cochrane Library>.

Explanation

Cochrane systematic reviews can be found in the Wiley Online Library or from Cochrane Library Online. If you find a systematic review in a different source such as PubMed, reference it as a journal article instead

The key elements for Cochrane systematic reviews are:
> Author(s)
> Year (assessed as up to date)
> Title ('in single quotes')
> Cochrane Database of Systematic Reviews (in italics)
> Issue number (located after opening How to Cite link within the Wiley online database)
> Date you viewed the report
> Location in angle brackets eg: <Cochrane Library>

4.20   Conference Paper   Published

In-text Referencing

Reference List Model

In Use

(Jakubowicz 2002)

Nedelcu (2012, para. 23)

(Smith, Thomas & Piekarski 2008)

Jakubowicz, A. 2002, 'Race vilification and communal leadership', *Beyond Tolerance: National Conference on Racism*, Human Rights and Equal Opportunities Commission, Sydney, viewed 2 September 2009, <http://www.humanrights.gov.au/racial_discrimination/conferences/beyond_tolerance/speeches/jakubowicz.html>.

Nedelcu, A. 2012, 'Educating net generation students: is "Gutenberg teaching approach" enough?', *The International Scientific Conference eLearning and Software for Education*, Carol I National Defence University, Bucharest, viewed 8 November 2018, <Proquest Database>.

Smith, R.T., Thomas, B.H. & Piekarski, W. 2008, 'Tech note: digital foam', *IEEE Symposium on 3D User Interfaces 2008*, IEEE, Piscataway, NJ, pp. 35-8.

Explanation

Use this format for a single paper from a set of published conference proceedings. To reference the whole conference proceedings as one work, see

If the paper or poster presented at a conference was not published in the official conference proceedings see

The key elements of a conference paper reference are:
> Author(s) of the paper
> Year of publication of the proceedings
   If you have no date, use n.d. (for 'no date') instead of the year
> Title of paper ('in single quotes'),
> Conference name (in italics)
> Publisher of the proceedings (normally the organisation responsible for the conference)
> Place of publication. Include the state or country if there is a chance of confusion (e.g. Perth, WA) or if the place is not well known
> Page numbers of the paper in the proceedings.

4.20.1 **Conference Paper or Poster** Unpublished

In-text Referencing

Reference List Model

In Use

(Bowden & Fairley 1996)

Bowden, F.J. & Fairley, C.K. 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange', paper presented to the Scientific Meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.

Explanation

See

See

Sometimes a paper presented at a conference does not get published and so has a slightly different format. There is no publisher, or page numbers, and the year now refers to the year the conference was held. You must now also include the conference location, and the days and month the conference was held.

4.21   Reports (Including ABS)

In-text Referencing

Reference List Model

In Use

Australian Bureau of Statistics (2009)

(Ducel, Fabry & Nicolle 2002, p. 58)

(Law Reform Commissioner of Tasmania 1996)

Australian Bureau of Statistics 2009, *Education and work, Australia, May 2009*, cat. no. 6227.0, Canberra, viewed 24 November 2009, <http://www.abs.gov.au/ausstats/abs@.nsf/mf/6227.0?OpenDocument>.

Ducel, G., Fabry, J. & Nicolle, L. 2002, *Prevention of hospital-acquired infections: a practical guide*, WHO/CDS/CSR/EPH2002.12, World Health Organization, viewed 10 April 2014, <http://www.who.int/csr/resources/publications/whocdscsreph200212.pdf>.

Law Reform Commissioner of Tasmania 1996, *Report on public fundraising by charitable institutions*, Law Reform Commission report no. 75, Government Printer, Hobart.

Explanation

Examples of reports are company annual reports, government reports, hospital and health services reports and some ABS publications. Reports are referenced in a similar way to books, or, if found online, web sites.

The main elements of a report reference are:
> Author
> Year
> Title of report (in italics)
> Type of report or report number
> Publisher (can be left out if same as the author)
> Place of Publication (can be replaced with the viewed date and url if found for free online)

If the report was accessed behind a paywall see
If there is no type of report, or report number, you can leave those elements out of the reference.

4.22 Database

In-text Referencing	Reference List Model
In Use	
(Passport 2014)	Passport 2014, *Snack bars in Argentina*, category briefing, viewed 6 April 2014, <Passport database>.
(MarketLine 2013)	MarketLine 2013, *Childrenswear in Australia*, industry profile, viewed 31 March 2014, <MarketLine database>.
(DatAnalysis Premium 2014)	DatAnalysis Premium 2014, *Qantas Airways Limited*, company report, viewed 9 April 2014, <DatAnalysis Premium database>.

Explanation

Use the name of the database as the author if no author is given.

Key elements are:

> Name of database
> Year
> Title of report (in italics)
> Type of report (if applicable)
> viewed date
> Name of Database <in angle brackets>

> 4.23 > Thesis

In-text Referencing

Reference List Model

In Use

In Gazzard's (1986) prominent study ...

(Kirk 2002)

Gazzard, A. 1986, 'The theoretical underpinnings of philosophy for children', PhD thesis, University of Newcastle, NSW.

Kirk, J. 2002, 'Theorising information use: managers and their work', PhD thesis, University of Technology Sydney.

Explanation

A thesis or dissertation is a work of research produced at a university to receive a higher degree, usually a PhD or a Masters by Research. These are referenced in a similar way to books except that the title appears in 'single quotes'.

The key elements of a thesis reference are:
> Author
> Year
> Title of thesis ('in single quotes')
> Type of thesis
> Publisher (normally a university)
> Place of Publication
  Include the state or country in your place of publication, if there is a chance of confusion or if the city is not well known. If the university name includes the place of publication, you do not need to list the place again.

4.24 Standards & Patents

In-text Referencing

Reference List Model

In Use

(Cookson 1985, para. 15)

Cookson, A.H. 1985, *Particle trap for compressed gas insulation transmission systems*, US Patent 4554399, Google Patents, viewed 1 June 2018, <https://patents.google.com/patent/US4554399A/en>.

Standards Australia (2008, p. 78)

Standards Australia 2008, *Personal flotation devices - general requirements*, AS 4758.1-2008, Standards Australia, Sydney.

Explanation

Standards and patents describe new inventions and outline best practices in areas including building, medicine, IT and project management.

If the standard or patent has page numbers, the viewed date and URL can be left out.

The key elements of a standard or patent reference are:
> Author
> Year
> Title (in italics)
> Patent or standard number
> Publisher
> Place of Publication
> viewed date
> URL <in angle brackets>

4.25　Dictionaries & Encyclopedias

In-text Referencing

Reference List Model

In Use

(Brinton 1989, p. 499)

(Josephus 2006) …

(Want 2003, para. 4)

The Macquarie dictionary (2017) defines phlegmatic as …

Brinton, B. 1989, 'Akkadia', *Dictionary of the ancient world*, Acumen Press, Wolverhampton, UK.

Josephus, K. 2006, 'The twilight of the cockroaches', *Encyclopedia of Japanese animation*, viewed 3 November 2018, <www.enycjapananime.com>.

Want, C. 2003, 'Minimalism', *Oxford Art Online*, viewed 5 November 2018, <Oxford Art Online>.

Explanation

Dictionary and encyclopedia entries aren't usually credited to a particular author. In that case you just cite the dictionary or encyclopedia name (in italics), and its year of publication, in the text. There is no need for an entry in your reference list. See The Macquarie dictionary example above.

If a dictionary or encyclopedia entry has an author, they should be credited both in-text and in your reference list. If you are referencing a crowd sourced resource like Wikipedia, see

If the encyclopedia or dictionary entry is online, replace the place of publication with a viewed date and URL. If the dictionary or encyclopedia entry is within a password protected database, see

The key elements of a dictionary or encyclopedia reference are:

> Author
> Year
> Title of entry ('in single quotes')
> Title of dictionary or encyclopedia (in italics)
> Publisher
> Place of publication

4.26   Media & Press Release

In-text Referencing

Reference List Model

In Use

McDonald (1968) wrote ...

McDonald, J.E. 1968, *Gallery expansion brings a new beginning*, press release, Art Gallery of New South Wales, Sydney, 6 July.

(Watersmith 2000)

Watersmith, C. 2000, *BHP enters new era*, media release, BHP Limited, 1 March, viewed 18 February 2010, <www.bhp.com.au/mediar elease18897>.

Explanation

Media and press releases are written by companies and organisations and submitted to the media in the hope of generating publicity. In Harvard UTS referencing they resemble the format for a newspaper, though without an article title. They can be referenced in both print and online forms.

The key elements of a media or press release reference are:
> Author
> Year
> Title (in italics)
> Format (either media release or press release)
> Publisher
> Publication date
> viewed date
> URL <in angle brackets>

If the press release was not viewed online, remove the viewed date and URL from the reference, as seen in the McDonald example above.

4.27   Dataset

In-text Referencing

Reference List Model

In Use

(Meachen-Samuels & Van Valkenburgh 2011)

Meachen-Samuels, J. & Van Valkenburg, B. 2011, 'Data from: craniodental indicators of prey size preference in the Felidae', electronic dataset, *Dryad Digital Repository*, viewed 18 April 2015, <http://datadryad.org/resource/doi:10.5061/dryad.6h722>.

Explanation

Datasets are packages of data associated with a piece of research and are often found in online data repositories. Raw data from a dataset should not be quoted directly but should instead be summarised.

The key elements of a dataset reference are:
> Author
> Publication Year of the dataset (not of the original article)
> Title ('in single quotes')
> Description – eg: electronic dataset
> Publisher or repository name (in italics)
> Viewed date
> URL <in angle brackets>

Note the words "Data from:" in front of the title of the original article where the data was used.

4.28 Golden Target Awards

In-text Referencing

Reference List Model

In Use

Canberra's food scene continues to grow and diversify (ACT Government 2006, p. 12).

Ergon Energy (2012, para. 56) plans to install 4 hectares of solar panels outside of Townsville by 2016 ...

ACT Government 2006, 'Live in Canberra campaign', Golden Target Award entry, Public Relations Institute of Australia, Sydney.

Ergon Energy 2012, 'Townsville Queensland solar city', Golden Target Award entry, Public Relations Institute of Australia, viewed 2 February 2015, <http://www.pria.com.au/documents/item/5892>.

Explanation

Golden Target Awards are published by the Public Relations Institute of Australia for excellence in marketing and public communication campaigns. In the past, these were found in print folders in the Library, but recent Golden Target Awards are published online.

The key elements of a Golden Target Award reference are:
> Author
> Year
> Title ('in single quotes')
> Golden Target Award entry
> Publisher
> Place of Publication

If viewing the award entry online, replace the place of publication with the viewed date and URL in angle brackets

> 4.29 > Monument or Plaque

In-text Referencing

Reference List Model

In Use

(*Sydney Markets Bell Tower* 1911)

Sydney Markets Bell Tower 1911, monument, Haymarket, NSW.

(Taylor 1910)

Taylor, A. 1910, *Commemoration of laying of first stone of Bell Tower*, plaque, Haymarket, NSW.

Explanation

In Harvard UTS, monuments and plaques are referenced in a similar way to a physical artwork. If the monument or plaque has no title make up a short description of what the object is commemorating.

The key elements of a monument or plaque reference are:

> Author
> Year
> Title (in italics)
> Type of work
> Location

4.30 Poem

In-text Referencing

Reference List Model

In Use

Comparing the text of this poem with that of Milton's Paradise Lost (2019) ...

Milton, J. 2019, 'Paradise lost: book 1 (1674 version)', *Poetry foundation*, Chicago, Illinois, viewed 28 February 2019, <https://www.poetryfoundation.org/poems/45718/paradise-lost-book-1-1674-version>.

(Okara 2016, p. 41)

Okara, G. 2016, 'Moods from songs without words', in B.M. Osbey (ed.), *Gabriel Okara: collected poems*, University of Nebraska Press, Lincoln, Neb., pp. 41-2.

The origin of 'The Three Ravens' (1983) can be traced back to at least the early 17th century.

'The three ravens' 1983, in A. Allison & H. Barrows (eds), *Norton anthology of poetry*, 3rd edn, W.W. Norton & Co., New York, pp. 73-4.

Explanation

A poem found in an anthology or a collection of poems is referenced like a chapter in an edited book, with the title of the poem replacing the title of the chapter. If the poem is published as a stand-alone entity, see

If the poem is published on a website, see

If you are referencing a traditional poem with no credited authors, begin the reference with the name of the poem in single quotes.

The key elements of a poem reference are:
> Author
> Year
> Title of poem ('in single quotes')
> Editor(s)
> Title of book (in italics)
> Edition
> Publisher
> Place of Publication
> Page range

Note that the initials of the editors come before the surname.

The year should be the year of publication of the book, or of the most recent update of the website, rather than the date the poem was written or first published.

4.31 **Slogan**

In-text Referencing

Reference List Model

In Use

Gough Whitlam captured the public's appetite for political change with his 'It's time' campaign of 1972. Later slogans such as Fraser's 'Turn on the lights' (Edwards 1977, p. 166) were much less inspirational.

Edwards, J. 1977, *Life wasn't meant to be easy: a political profile of Malcolm Fraser*, Mayhem, Sydney.

Explanation

Refer to the slogan in single quotes in-text with as much context as you can. There is no need to include an entry in your reference list. If the slogan has been published in some source (eg a book or web site), reference that source.

> **4.32** > Software & Apps

	In-text Referencing	Reference List Model
In Use	(*Assassin's Creed* 2006) (Case 2016) (Skyscape 2012)	*Assassin's Creed* 2006, computer program, v 1.3, Ubisoft, Berlin. Case, N. 2017, *Loopy*, computer program, viewed 8 August 2017, <http://ncase.me/loopy/>. Skyscape 2012, *Skyscape medical resource*, mobile app, v 1.8.33, viewed 18 June 2013, <https://play.google.com/store>.
Explanation	If you are discussing a video game, or discussing the way a particular piece of software works, use the format above. If you have used a piece of software to create something that was then posted to a website, see	**The key elements of an app of software reference are:** > Author > Year > Title (in italics) > Source type > Version number > Publisher > viewed date > URL <in angle brackets> If the software is a video game, use the title of the game in place of the author, and replace the viewed date and URL with the place of publication. If the author and the publisher are the same, you don't need to repeat the name as the publisher.

> **4.33** Speech

In-text Referencing

Reference List Model

In Use

... vowed to change (R.M. Jones 2012, speech, 3 May).

... in her speech about Karl Marx at the Sydney Opera House, J. Lopez (2014, speech, 3 January) said that...

Explanation

An unpublished speech you have listened to or recorded yourself is treated like personal communication in Harvard UTS referencing.
See

Like personal communication, you only need to reference in-text and no reference list entry is required.

Note that the initials of the speaker come before the surname.

If the text of a speech is available online (e.g. YouTube, TED talks, film) or in print, reference the source where you read or heard the speech instead of using the above format.

If the speech was given as part of a parliamentary debate
See

In-text Referencing

Reference List Model

In Use

(Jones 2012)

Jones, A. 2012, *Paper mountain*, zine, no. 1, Sydney.

(NSW Health 2011)

NSW Health 2011, *Welcome to the emergency department*, pamphlet, NSW Health, viewed 8 August 2012, <http://www.health.nsw.gov.au/resources/hospitals/going_to_hospital/pdf/ed_brochure.pdf>.

(University of Technology Sydney 2009)

University of Technology Sydney 2009, *UTS: Staff safety & wellbeing at work: computer comfort*, pamphlet, UTS, Sydney.

Explanation

Note the word "pamphlet" or "zine" is required after the title.

If the pamphlet or zine is found **online**, replace the place of publication with the viewed date and URL.

See

05 Reference Lists & General Rules

Please Click On What You Would Like To Know:

5.1   An Example of a Reference List

Alysen, B., Patching, R., Oakham, K.M. & Sedorkin, G. 2003, *Reporting in a multimedia world,* Allen & Unwin, Crows Nest, NSW.

Arif, M., Goulding, J.S. & Rahimian, F.P. 2012, 'Promoting off-site construction: future challenges and opportunities', *Journal of Architectural Engineering,* vol. 18, no. 2, pp. 75-8.

Crimes Act 1900 (NSW).

Department of Foreign Affairs and Trade 2006, *Policy guidelines*, DFAT, Canberra.

Department of Foreign Affairs and Trade 2007, *Policy amendments*, DFAT, Canberra.

'Foreign cyber-spies' 2009, *Sydney Morning Herald*, 24 November, p. 7.

Hawking, S.W. 1988, *A brief history of time: from the big bang to black holes*, Bantam, London.

How to save elephants 2017, Wikihow, viewed 5 December 2017, <https://www.wikihow.com/Help-Save-Elephants>.

Rodin, A. 1884-89, *Burghers of Calais*, photographed by J. Howe, Boston College Fine Arts Department, viewed 3 March 2014, <http://www.bc.edu/bc_org/avp/cas/fnart/rodin/rodin_burghers.html>.

White, J. 2009, 'Nursing today', in J. Crisp & C. Taylor (eds), *Potter & Perry's fundamentals of nursing*, 3rd edn, Elsevier Australia, Chatswood, NSW, pp. 1-15.

Wotton v Queensland (No 5) (2016) 352 ALR 146.

OR

Alysen, B., Patching, R., Oakham, K.M. & Sedorkin, G. 2003, *Reporting in a multimedia world*, Allen & Unwin, Crows Nest, NSW.
Arif, M., Goulding, J.S. & Rahimian, F.P. 2012, 'Promoting off-site construction: future challenges and opportunities', *Journal of Architectural Engineering*, vol. 18, no. 2, pp. 75-8.
Crimes Act 1900 (NSW).
Department of Foreign Affairs and Trade 2006, *Policy guidelines*, DFAT, Canberra.
Department of Foreign Affairs and Trade 2007, *Policy amendments*, DFAT, Canberra.
'Foreign cyber-spies' 2009, *Sydney Morning Herald*, 24 November, p. 7.
Hawking, S.W. 1988, *A brief history of time: from the big bang to black holes*, Bantam, London.
How to save elephants 2017, Wikihow, viewed 5 December 2017, <https://www.wikihow.com/Help-Save-Elephants>.
Rodin, A. 1884-89, *Burghers of Calais*, photographed by J. Howe, Boston College Fine Arts Department, viewed 3 March 2014, <http://www.bc.edu/bc_org/avp/cas/fnart/rodin/rodin_burghers.html>.
White, J. 2009, 'Nursing today', in J. Crisp & C. Taylor (eds), *Potter & Perry's fundamentals of nursing*, 3rd edn, Elsevier Australia, Chatswood, NSW, pp. 1-15.
Wotton v Queensland (No 5) (2016) 352 ALR 146.

Explanation

The reference list is sorted alphabetically by author (or title when no author is found).

If all the authors are the same, sort by year with oldest first.

See

> 5.2 In Text References & The Reference List

In-text References

When you cite a reference in the text of your document, use the author surname and the year of publication. This is called an in-text reference. For example:

> When you cite a reference in the text of your document, use the author surname and the year of publication. This is called an in-text reference. For example: The theory was first propounded in 1970 (Larsen 1971).

> If the author name is already in the text immediately in front of the in-text reference, you can use just the year. e.g.: Larsen (1971) was the first to propound the theory.

> If you have a group of references cited together in the text, they should be ordered alphabetically by first author surname, separated by semi-colons: e.g. (Hawking & Weinberg 2009; Larsen 1971; Smith 1997).

> If you have no date for a reference, use n.d. (for 'no date') instead of the year. If you only have an approximate date, put c. (for 'circa', meaning around) in front of the year: e.g. (White n.d.) and (Beethoven c. 1813).

Reference List

> All in-text references must be included in a single list of full references at the end of your document. The exception to this rule is personal communication

> This list must be arranged alphabetically by author surname or by title if there is no author.

> The list should begin on a new page, and can be either single or double spaced. If single spaced, when a reference is more than one line long the extra lines are indented by a tab space (this is called a 'hanging indent'). The preference for single or double spacing varies across faculties so you should consult your lecturer or faculty assignment writing guide about this.

> If your author's name has 'Junior' or 'Senior', eg W. Strunk Jr, cite with just the surname in the text, eg: (Strunk & White 1979). In your reference list place Jr or Sr after the final initial of the author's first names, eg: Strunk W. Jr, *The elements of style*, 3rd edn, Macmillan, New York.

> **5.3** Referencing Quotations

If you are using a short quote use single quotation marks and your in-text reference must give the page number(s) where the quote comes from. Use p. for a single page or pp. for several pages. For example:

It has been suggested that 'the taxation advantage enjoyed by superannuation funds, relative to private investment in shares, was somewhat neutralised in 1988' (McGrath & Viney 1997, p. 137).

When making a direct quote of more than about thirty words do not use quotation marks but include the quote as a separate paragraph, indented from the text margin and set in smaller type.

We see evidence of this in Ulysses:

> Mr Bloom stood far back, his hat in his hand, counting the bared heads. Twelve. I'm thirteen. No.
> The chap in the macintosh is thirteen. Death's number. Where the deuce did he pop out of? He wasn't
> in the chapel, that I'll swear. Silly superstition that about thirteen. (Joyce 1992, p. 139)

For most students, if you are merely summarising or paraphrasing, rather than directly quoting, then you do not need to give page numbers. FASS students however do need to cite page numbers even when paraphrasing. Non-FASS students can also cite page numbers when paraphrasing if they wish to. This is highly recommended if the work being cited has a large number of pages.

Continued

5.3   Referencing Quotations   Continued

If you are sourcing a quotation from a website, you will not be able to quote a page number, so instead use the paragraph number, abbreviated with the term 'para.'

'A number of revenue initiatives have been released since the Government came to office, with an estimated impact of $8.9 billion over the forward estimates period' (Department of Finance 2009, para. 5).

If the webpage is particularly long and unwieldy, describe the section of the website that contains your quotation in the body of your writing, and then mention the paragraph number in the in-text citation.

In the Summer Collections section of the Fashion Report for 2013, it was predicted that 'red would be the colour for 2014' (Style Daily 2013, para. 16).

5.4   A Quote From A Work Citing Another Author

Sometimes a document you are reading will contain a quote from another author, and you will want to use that quote.

For example, on page 78 of a book by Kip Thorne, written in 1994, you find a quote from a 1906 paper by Albert Einstein. To cite the work by Einstein you should mention Einstein's paper in your writing and use Thorne as your in-text reference, with a page number. There are many ways you could do this. Here are four examples:

In your reference list you must have the full reference for Thorne. You do not need to cite the Einstein work in your reference list.

In-text Referencing

Einstein stated in 1906 that 'time is relative' (Thorne 1994, p. 78).

Thorne (1994, p. 78) quotes Einstein as saying in 1906 that 'time is relative'.

The theory that 'time is relative', first stated by Einstein in 1906 (Thorne 1994, p. 78).

It is generally accepted that 'time is relative' (Einstein, cited in Thorne 1994, p. 78).

Reference List Model

Thorne K.S. 1994, *Black holes and time warps: Einstein's outrageous legacy*, W.W. Norton & Company, New York.

5.5 Multiple Works By Same Author in Same Year

	In-text Referencing	Reference List Model
In Use	(Dickinson 2009a)	Dickson, A. 2009a, *German pop culture: how 'American' is it?*, University of Michigan Press, Ann Arbor, Mich.
	(Dickinson 2009b).	Dickson, A. 2009b, *New membranes and advanced materials for wastewater treatment*, American Chemical Society, Washington. DC.
Explanation	Distinguish two or more works in the same year by the same author by adding a, b, c after the year. The a, b, c is determined by the alphabetical order of the Titles in the reference list.	The order in the reference list is determined by the alphabetical order of the Titles.

| 5.6 | Multiple Works by the Same Author from Different Years |

In-text Referencing

Reference List Model

In Use

(Smith 2003)

Smith, A. 2003, *To truly know a dingo*, Canine Group, Sydney.

(Smith 2006)

Smith, A. 2006, *First impressions of the two fingered sloth*, Canine Group, Sydney.

Explanation

If you have two references by the same author, but the references were printed in different years, list the references in chronological order in your reference list.

5.7 Corporate authors with very long names

Sometimes the author of a reference can be an organisation with a long name. This makes in-text referencing difficult if you need to reference it often. To deal with this, you may use an abbreviation of the organisation's name, if you wish, as follows.

- When you first mention the organisation in your document you need to make clear what its abbreviation is. For example (there are many ways of doing this, you can use any way that makes it clear): According to the Department of Foreign Affairs and Trade (DFAT 2006) ...

- Thereafter in your document text you can refer to the author using its abbreviated name (in this case, as DFAT), including in any in-text references, eg (DFAT 2007).

- In your reference list, you must list all the references as normal **using the full organisational name**.

- You also need to put one extra entry into your reference list for the abbreviation, in the appropriate place alphabetically, indicating what the full name is. This entry is of the form: Abbreviation - see Full name.

- Note that the abbreviation's entry does not have a date. Note also that there might be one or more references in your list that come between the full names and the abbreviation.

Department of Foreign Affairs and Trade 2006, *Policy guidelines*, DFAT, Canberra.

Department of Foreign Affairs and Trade 2007, *Policy amendments*, DFAT, Canberra.

Derwin, J.K. 1999, 'Referencing challenges for university students', *Journal of Higher Education*, vol. 28, no. 3, pp. 34-40.

Dexter, A.J. & Smith, B. 2011, *Fresh water availability in New Zealand*, Victoria University Press, Wellington.

DFAT - see Department of Foreign Affairs and Trade

For more reference assistance, please visit: