



# UTAS Harvard

University of Tasmania Library

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Updated: 23 November 2022

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## In-text citations

### Format

Author	Subject prominent	Author prominent
No author	... ( <i>Macquarie Dictionary</i> 1997).  Use the title of source & italics	The <i>Macquarie Dictionary</i> (1997) ...
1 author	... (O'Connor 1957).	O'Connor (1957) ...
2 authors	... (Zikmund & D'Amico 1989).	Zikmund and D'Amico (1989) ...
3 authors	... (Silberschatz, Galvin & Gagne 2007).	Silberschatz, Galvin and Gagne (2007) ...
4 + authors	... (Collings et al. 2021).	Collings et al. (2021) ...
Organisational author	... (Department of Health and Aged Care 2022).	Department of Health and Aged Care (2022) ...
Organisational author (with Acronym)	Introduce the full name and the acronym in the same sentence.  World Health Organization...(WHO 2022). <b>or</b> ... (World Health Organization [WHO] 2022).  Subsequent citations (WHO 2022)	World Health Organization [WHO] (2022) ...  WHO (2022)

### Direct quotation

#### Short quotations (less than 30 words)

Short quotations are included in the sentence and can be either author prominent or subject prominent. The quotation is enclosed in single quotation marks and the page number on which the quote appears is included. If there is no page number, use paragraph or section number, subheading or anything that helps the reader find where the quotation is located.

... 'having a solid plan as part of research design is essential' (Hatch 2002, p. 46).

OR

Hatch (2002, p. 46) believes 'having a solid plan as part of research design is essential.'

Chartered engineers in Australia are required to 'maintain competency across 16 elements related to your occupational category and area of practice' (Engineering Australia 2022, eligibility).

### Long / block quotation

Long quotations, of three lines or more, are added as a free-standing block and can be either author prominent or subject prominent. The quotation is indented and is 1 pt. smaller than the surrounding text. Do not enclose the quotation in quotation marks.

Inductive analysis is discussed:

Inductive thinking proceeds from the specific to the general. Understandings are generated by starting with specific elements and finding connections among them. To argue inductively is to begin with particular pieces of evidence, then pull them together into a meaningful whole. Inductive data analysis is a search for patterns of meaningful data so the general statements about phenomena under investigation can be made (Hatch 2002, p. 161).

### Images / tables / graphs (citing or reproducing)

If you want to refer to an image / table / graph include the page number (or other pinpoint) in the in-text citation.

e.g. ... (Harrison 2023, p.440).

If you reproduce an image / table / graph from a source, you need to acknowledge the source.



The reference is as per the source type (journal article, book chapter, web resource, etc).

Harris, JB 2023, 'Mindfulness and meditation practices', in G Merlo & K Berra Lifestyle nursing, CRC Press, Boca Ranton.

### Multiple sources

When citing multiple sources, separate citations with semi-colon (;). Depending on what you are trying to highlight in your sentence, you can choose to order them alphabetically, chronologically oldest to newest or vice versa.

e.g. ... (Green 2022; Black 2020; Brown 2019).

Generally it is advised to summarise multiple sources as subject prominent, however if you are stating contrasting opinions you can write them as author prominent.

Several authors (Scarlet 2017; White 2021) question this method...

### Names with prepositions / suffixes

When citing names with Jr, II, etc, place after the family name

e.g. Sidney C Smith, Jr = Smith Jr, SC

When citing authors that have a preposition as part of their family name, (de, van, von, De, Van, Von, de la, etc) cite them the same way as the source. The reference would be under the letter of the preposition.

e.g. Erik von Elm = von Elm, E - reference under v

### Same author same year

If you have the same author(s) and the same year, distinguish them by adding a, b, c etc. to the year, both in-text e.g. Kneller (1963a) ... and in the reference list e.g.

Kneller (1963a) ...

Kneller (1963b) ...

### Secondary sources (citing a source within a source)

For example, you want to refer to a study by **Somerville and Crème** that has been cited in an article by Wingate & Dreiss. The article by Wingate & Dreiss, is the secondary source and the study is the primary source. The secondary source must be cited in-text and in the reference list.

Include the page number (or another location identifier) to indicate where the primary source can be found within the secondary source. This can be written as author or subject prominent.

e.g.

There is a perception that general writing classes lose sight of the writing style for the discipline (Somerville & Crème, cited in Wingate & Dreiss 2009, p.15).

OR

Wingate and Dreiss (2009, p.15) cite Somerville and Crème's claim that general writing classes lose sight of the writing style for each discipline.

## Reference List

### Format of the reference list

The reference list starts on a new page at the end of the document.

It can be called References or Reference List (left aligned or centred).

References should be listed alphabetically by author's family name.

Add a space between references and use the same font and line spacing as the rest of the document.

If you are using several sources by the same author, list the author's name in the first reference, the subsequent references omit the name and place four dashes (----) see Kneller as an example. List in chronological order.

### Formatting a reference

If you cannot find a similar example based on the broad categories provided, follow the general format:

**Who** wrote/created it (author)

**When** was it published / updated (date)

**What** is it called (title)

**Where** was it published - this may require a description of the version, format type, etc

You may need to include a pinpoint to the location e.g. the page it is on or the URL.

### Author formats

List all authors in Reference list. Some discretion can be applied. If the number of authors is greater than 20, list the first 20 followed by et al.

Authors	Format	Description
1 author	Meindl, DS	author's family name {comma} initials
2 authors	Barletta, J & Witteveen, K	authors connected with ampersand
3 or more authors	Carvajal-Ortiz, L, Florian-Gaviria, B & Díaz, JF	Separate each author with a comma; then connect the second last and last authors connected with ampersand
Organisation	Tasmanian Small Business Council	Write the name in full and capitalise as shown.
No author		start with the title

## Date formats

	Format	Description
Year	2022,	Year {comma}
Uncertain date	2022?,	Use ? after the year to indicate that the year is an approximate date. {comma} e.g. copyright date on a webpage
No date	n.d.,	Abbreviate no date to n.d. {comma} If using sources by the same author and no date use dash then letter n.d.-a, n.d.-b, etc.
Exact date	... 2007, <i>Construction begins in high security unit</i> , media release, Parliament House, Melbourne, 28 March, ...	The exact day and month come after publisher's name and location.
Date range	3-5 August,	The date range comes after publisher's name and location.

## Title formats

**Sentence case:** Capitalise the first word in the title and proper nouns.

**Title case:** start the principal words with capital letters, excluding articles (a, an, the, etc), prepositions (on, in, with, etc) and conjunctions (and, but, or, etc) except if it is the first word of the title.

	Format	Description
Title of the source	<i>Tasmanian Historical Studies</i> ,	Italicise {comma} Journal / magazine / newspaper titles use <b>title case</b> .
	<i>Lure of the thylacine: true stories and legendary tales of the Tasmanian tiger</i> ,	All other formats use <b>sentence case</b> , including after a {colon} in a subtitle
Section title Article title	'Foreword',	Place in single quotation marks, use <b>sentence case</b> {comma} Note: for books this is only needed if the author of a section is different from the author of the book. e.g. the foreword is written by someone else. OR a chapter in an edited book.
No title	Untitled, image of thylacine  Untitled, oil painting of dove	Note: Untitled is not in italics {comma} format and a brief description



## Publisher information

When thinking about publication details you need to identify different elements depending on the type of source.

Books (including electronic)	Journals / newspaper / magazines	Other sources
Edition	Volume	Description of format, version or purpose
Name of publisher	Issue	Publisher or host (where the information is located)
City of publisher	OR variations, article number, season.	
Pinpoint		
Page range (if using an authored section in and edited book)	Page range	
If applicable viewed date & URL	If applicable viewed date & URL	Viewed date & URL

## Books and e-books

Treat e-books found in the library's collection the same as a print book. If you use a book found online include the URL.

<b>FORMAT: Author Year, Title, Edition, Publisher, City of publication, &lt;URL (if required)&gt;.</b>
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*English alive coursebook 4* 2020, Harper Collins, Sydney, NSW.

Hockenberry, MJ, Wilson, DA & Rodgers, CC (eds) 2022, *Wong's essentials of pediatric nursing*, 11th edn, Elsevier, St. Louis. 

Pride, WM, Ferrell, OC, Lukas, BA, Schembri, S, Niininen, O & Casidy, R 2018, *Marketing principles*, 3rd Asia-Pacific edn, Cengage, South Melbourne.

Reynolds, H 2021, *Truth-telling: history, sovereignty and the Uluru Statement*, New South Publishing, Sydney.

United Nations 2020, *From my window: children at home during COVID 19*, United Nations, New York.

 Use if summarising the entire edited book. If you are paraphrasing a chapter, use chapter title below.

## Chapter in an edited book / section in a book

Edited books are collections of chapters by different authors that have been put together by an editor or editors. Therefore, we need to acknowledge the author of the chapter.

A section such as a foreword within an authored book follows the same format.

**Format:**

Author of chapter year, 'chapter title', in initials family name of editors (ed.), *Title of book*, publisher, city of publication, page range.

MacKenzie, L & Reedy, N 2017, 'Risk assessment of the older person', in A Johnson & E Chang (eds), *Caring for older people in Australia: principles for nursing practice*, 2nd edn, John Wiley and Sons, Milton, pp. 168-228.

Marcus J 2013, 'Foreword', in G Ward, *Olive Pink: artist, activist & gardener – a life in flowers*, Hardie Grant Books, Richmond, p. 3.

## Dictionaries and encyclopaedias

Entries with an author are treated the same as a chapter in an edited book.

If the dictionary or encyclopaedia does not have an author, you can cite the title in-text and omit from the reference list. Include the word online if is a web-based dictionary or encyclopaedia.

Kumar, K, Kaur, R & Shilpa 2022, 'Winemaking: fruit cultivars', in VK Joshi (ed.), *Concise encyclopedia of science and technology of wine*, CRC Press, Boca Raton.

Mosby's pocket dictionary of medicine, nursing & health professions (2017) defines ...

Merriam-Webster online (2022) defines ...

## Conference Paper

### Published

**FORMAT:**

Author, publication year, 'Title of paper', (include the words 'Proceedings of' if not included) as part of the *Title of the conference*, Publisher, City where conference held, Country where conference held, page range.

Include viewed date and URL if not located via the library's collection

Akdur, D, ASELSAN & Turkiye, A 2022, 'What does industry suggest to academia on software engineering education?', *Proceedings of 7th international conference on computer science and engineering (UBMK)*, IEEE, Diyarbakir, Turkey, pp. 37-42.

Dadich, A, Osei Asibey, B & Conroy, E 2021, 'How Kotter can help to end tent cities', *Proceedings of 34th annual Australian & New Zealand academy of management conference*, Australian & New Zealand Academy of Management, virtual format, pp.210-227, viewed 20 November 2022, <[http://anzamconference.org/wp-content/uploads/2022/01/8038ANZAM-Papers-and-Abstracts-Conference-Solutions\\_DEC-2021\\_V3](http://anzamconference.org/wp-content/uploads/2022/01/8038ANZAM-Papers-and-Abstracts-Conference-Solutions_DEC-2021_V3)>.

### Unpublished

If you have attended a conference but the presentation paper is not available, indicate that the paper/abstract was presented at followed by information about the conference.

**FORMAT:**

Author, year, 'Title of paper', paper/abstract presented at *name of conference*, City where conference held, Country where conference held, date of conference.

Anantharaman, M, Islam, R, Khan, F & Garaniya, V 2022, 'A review of progress leading to carbon-free shipping', paper presented at the International maritime conference, Sydney, Australia, 10-12 May.

## Journals / Magazines / Newspapers

If accessed electronically via the library's collection OR a PDF found online (with pages number), treat it the same as print. Otherwise add viewed date and URL.

### Journals

Volume and issue are a common format for journals but some publishers use volume and article number, volume and month/season. Some journals use the year as the volume and include issue number or article number. Include the appropriate variants.

**Format:**

Author, year, 'Article title', *Journal Title*, volume and issue number, page range, (if applicable) viewed date, <URL >.

Abu Sharour, L, Al Sabei, S, Al Harrasi, M, Anwar, S, Bani Salameh, A & Al Qadire, M 2022, 'Quality of oncology nursing care as perceived by patients with cancer: results from three arab countries', *Cancer Nursing*, vol. 45, no. 2, pp. E545-E551.

Harper, AJ & Clifford C 2019, 'Through the Dabrowski lens: empathy and the syntonic continuum', *Roeper Review*, vol. 45, no.1, pp. 35-41.

Powell, JJ, Carere, J, Sablok, G, Fitzgerald, TL, Stiller, J, Colgrave, ML, Gardiner, DM, Manners, JM, Vogel, JP, Henry, RJ & Kazan, K 2017, 'Transcriptome analysis of *Brachypodium* during fungal pathogen infection reveals both shared and distinct defense responses with wheat', *Scientific Reports*, vol. 7, art. 17212.

### Magazines

Magazines follow the same format as journals. If only published online, include viewed date and URL.

Clode, D 2022, 'Friday essay: the Koala – when it's smart to be slow', *The Conversation*, 16 September, viewed 19 September 2022, <<https://theconversation.com/friday-essay-the-koala-when-its-smart-to-be-slow-187003>>.

## Newspapers

Newspapers follow the same format as journals, except they require an exact date.

**FORMAT:**

Author of article year, 'title of article', *Newspaper Title*, exact date, page number.

### Authored

Killick, D 2022, 'Cost of locums hits \$33m', *Mercury*, 16 September, p.10.

Augustine, J 2022, "'Tremendous opportunity": UTAS' new chancellor and her vision for the future', *Mercury*, 3 April, online. ♦

♦ online indicates the news article was the online version, before appearing in print. Information may differ from the print version.

### Anonymous

Cite in-text only: It was stated in the *Mercury* (11 July 1999, p.2) that ...

## Online resources

### General format

Most web resources fit into the general format below

**FORMAT:**

Author year, *Title*, Description (if required), publisher / website host, exact date (if required), viewed date, <URL>.

If a webpage provides information about its purpose or format include the description, otherwise a regular webpage does not require a description.

Things you may need to include as a description are:

- Purpose / format: fact sheet, media release, guideline, thesis, video, tweet, blog, podcast, annual report, etc. (Exclude description if it is reflected in the title.)
- Version, document number, reference period, etc.

### Web page

Australian Bureau of Statistics 2014, *Cultural funding by government, Australia*, 2012-13 financial year, Australian Bureau of Statistics, viewed 16 April 2020, <<https://www.abs.gov.au/statistics/economy/government/cultural-funding-government-australia/2012-13#overview>>.

Better Health Channel 2021, *Sleep and your baby*, Better Health Channel, viewed 22 March 2022, <<https://www.betterhealth.vic.gov.au/health/healthyliving/sleep-and-your-baby#coping-with-baby-settling-and-sleep-difficulties>>. [this is a standard webpage and does not require a description]

Jaensch, R, Minister for Education, Children and Youth<sup>♦</sup> 2022, *Progress on youth justice reforms*, media release, Department of Premier and Cabinet, 23 August, viewed 25 August 2022, <[https://www.premier.tas.gov.au/site\\_resources\\_2015/additional\\_releases/progress-on-youth-justice-reforms](https://www.premier.tas.gov.au/site_resources_2015/additional_releases/progress-on-youth-justice-reforms)>.

*The Uluru statement from the heart* 2017, The Uluru Statement, viewed 15 September 2022, <<https://ulurustatement.org/the-statement/view-the-statement/>>

<sup>♦</sup> media releases include the author's role / responsibility

## Document on a webpage

List the author, date, title and description and publisher's details as listed on the document. Add the viewed date and URL.

University of Tasmania 2022, *Annual report 2021*, University of Tasmania, viewed 26 August 2022, <[https://www.utas.edu.au/\\_\\_data/assets/pdf\\_file/0011/1613747/Annual-Report-2021.pdf](https://www.utas.edu.au/__data/assets/pdf_file/0011/1613747/Annual-Report-2021.pdf)>.

## Images (online)

Follow the general format

**FORMAT:**

Author year, *Title*, Description (if required), publisher / website host, exact date (if required), viewed date, <URL>.

Clker-Free-Vector-Images n.d. Untitled, image of receptor, viewed 3 September 2022, <<https://pixabay.com/vectors/science-neuron-synapse-biology-305773/>>.

Klinger, P 2009, *Follow the lines*, photograph, viewed 3 August 2022, <<http://www.flickr.com/photos/dcdead/3621389249>>.

*Panorama of the Port Arthur penal colony* 2008, photograph, Wikipedia, viewed 23 August 2022, <<http://en.wikipedia.org/wiki/Tasmania>>.

## News article (online only)

Ripper, F 2022, 'Do shark nets really keep us safe or are there better options?', *ABC News*, 23 August, viewed 12 September 2022, <<https://www.abc.net.au/news/2022-08-23/what-are-shark-nets-and-are-there-better-options-/101233674>>.

## Social media

If the post does not have a clear title use the first sentence of the post.

Social Care Institute for Excellence 2014, *Living with dementia*, video, YouTube, 24 September, viewed 25 April 2019, <<https://www.youtube.com/watch?v=loksPQ7Q8tM>>.

University of Tasmania, 2020, *Beautiful day for our #bushfire relief fundraising event this afternoon at the #Newnham campus @CityLaunceston*, Tweet, 30 January, viewed 12 February 2020, <[https://twitter.com/UTAS\\_/status/1222712605732569088](https://twitter.com/UTAS_/status/1222712605732569088)>.

University of Tasmania, 2022, *A very special award (and Honorary Degree) was conferred earlier this week at the College of Arts, Law and Education graduation ceremony*, Facebook post, 25 August, viewed 25 August 2022, <[https://m.facebook.com/pg/UniversityofTasmania/posts/?ref=page\\_internal&\\_\\_nodl&mt\\_nav=0](https://m.facebook.com/pg/UniversityofTasmania/posts/?ref=page_internal&__nodl&mt_nav=0)>.

### Podcasts and blogs

The format is slightly different as these are often an episode in a series and/or entry/part of larger work.

#### **FORMAT:**

Author year 'title of episode / blog post, *title of the podcast / blog*, description, exact date, viewed date <URL>.

Masters, J (host) 2022, 'Angela Davis: queer revolutionary', *LGBTQ&A*, podcast, 5 July, viewed 25 August 2022, <<https://www.iheart.com/podcast/8-lgbtqa-28581700/episode/angela-davis-queer-revolutionary-99056503/>>.

Mewburn, I 2011, 'Shut up and write!', *The thesis whisperer*, blog post, 14 June, viewed 15 September 2022, <<https://thesiswhisperer.com/2011/06/14/shut-up-and-write/>>.

## Standards

Include the standard number as the description and the exact date if there has been an amendment.

Standards Australia 2022, *Pressure equipment - qualification of welders, welding supervisors and welding inspectors*, AS 1796:2022, Standards Australia, Sydney.

Standards Australia 2018, *Construction of buildings in bushfire-prone areas*, AS3959:2018, Standards Australia, Sydney, amended December 2020.

## Theses

If referencing a PDF of a UTAS thesis located in our online collection, treat it as print.

MacFarlane, I 2002, *Aboriginal society in North West Tasmania: dispossession and genocide*, PhD thesis, University of Tasmania.

If not a UTAS thesis, include view date and URL.

Lamb, K 1998, *Identifying and evaluating the suitability of steep land for farm forestry in north-eastern Tasmania*, masters thesis, Australian National University, viewed date 10 June 2015, <<http://hdl.handle.net/1885/144504>>.

Theses may also be referenced as unpublished (see unpublished material).



## Legal Resources

The rule for legal resources generally is to cite them exactly as you see them.

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

Pinpoints are only noted in-text, not in the Reference List.

These have been adapted from the Australian Guide to Legal Citation 4th edition (AGLC4). An online version can be accessed here for more information: <https://www.mulr.com.au/aglc/AGLC4-2021-v1.pdf>

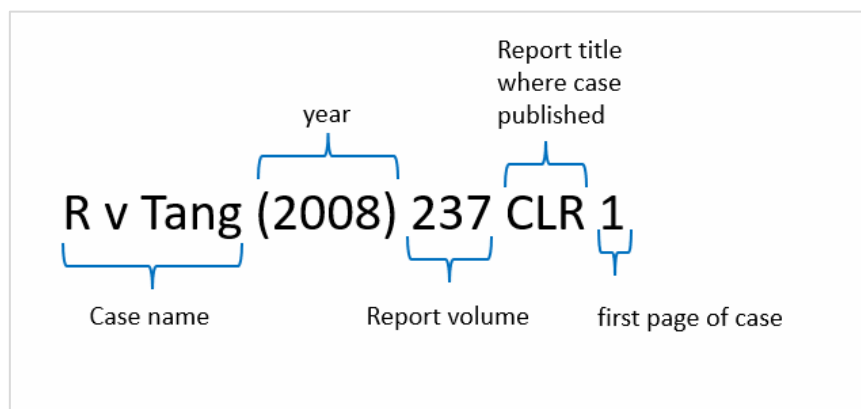
It is not necessary for Harvard Style to include cases, legislation and treaties in your Reference List as long as you have included an in-text reference, however if required by your lecturer, please include.

For more detail see Part II, Chapter 2 of the AGLC4 guide.

### Cases

**FORMAT:**

*Case name as it appears on the case report* (year) or [year] volume and abbreviation for Law Report where reported starting page of report, pinpoint ie. page number [paragraph number] (if specific page/paragraph referred to and as required).



	In-Text citation	Reference List
Case generally	<i>R v Tang</i> (2008) 237 CLR 1	<i>R v Tang</i> (2008) 237 CLR 1.
Specific page	<i>R v Tang</i> (2008) 237 CLR 1, 7	<i>R v Tang</i> (2008) 237 CLR 1.
Specific paragraph	<i>Quarmby v Keating</i> [2009] TASC 80, [11]	<i>Quarmby v Keating</i> [2009] TASC 80.

## Legislation

*Legislation name as it appears including date (jurisdiction) pinpoint i.e. section/clause etc.*

	<b>In-Text citation</b>	<b>Reference List</b>
Legislation generally	<i>Crimes Act 1958</i> (Vic)	<i>Crimes Act 1958</i> (Vic).
Specific section	<i>Crimes Act 1958</i> (Vic) s3	<i>Crimes Act 1958</i> (Vic).

Jurisdiction abbreviation is usual state/territory abbreviation. For Australian legislation use Cth.

For more details see Part II, Chapter 3 of the AGLC4 guide.

## Treaties

You can use an abbreviated form of the treaty name after the first usage in your essay. e.g. United Nations Declaration of Human Rights (UNDHR), next mention use the acronym UNHDR.

**FORMAT:**

*Treaty title* date, (UN resolution number, if applicable), opened for signature date, entered into force date,

Common Examples	<b>In-Text Reference</b>	<b>Reference List</b>
United Nation Declaration of Human Rights	<i>Universal Declaration of Human Rights</i> (1948, art 5)	<i>Universal Declaration of Human Rights</i> 1948, (resolution 217 A), adopted 10 December 1948.
Convention on the Rights of the Child	<i>Convention on the Rights of the Child</i> (1989, art 4)	<i>Convention on the Rights of the Child</i> 1989, (resolution 44/25), opened for signature 20 November 1989, entered into force September 1990.

## Other Resources

### Personal communication

Only requires an in-text citation, covers a range of formats from verbal communication, email, text message, or any private communication that no one else can access.

Include the person's name, exact date and if applicable the organisation they represent. e.g.

When interviewed on 2 July 2022 Mr P Lowe confirmed ...

The Governor of the Reserve Bank, Mr P Lowe confirmed via email on 2 July 2022 ...

It was confirmed that interest rates will rise again this year (P Lowe [Reserve Bank] 2022, pers. comm., 2 July).

### Unpublished material

Any material that has not officially been published made accessible online, i.e. items in a collection (museum, library, personal collection etc). E.g. archival records, thesis in print, manuscript, diary, images, etc.

Author year, 'title or description of item' description of format, name of organisation where it is located.

Wise, T 2003 'The Royal Society of Tasmania and the Tasmanian Aborigines in the Nineteenth Century', honours thesis, University of Tasmania.

If the item is part of a collection

Author year 'title or description of item' title of collection, number and item within collection, name of organisation where it is located

Leake RR 1837 'Letter to Samuel Stephens', Leake Collection, L1/J1-2, University of Tasmania.

## Appendix A – EndNote

Most online resources can fit under the EndNote type – web page

Source type	EndNote type	Formatting advice
<b>Blog</b>	blog	Use the following fields Author, year, title of entry, title of Weblog, description, publisher, last updated (for date of the post), access date (for viewed date), URL.
<b>Book chapter</b>	Book section	
<b>Conference Paper</b>	Book section	
<b>Dictionary / encyclopaedia (with author)</b>	Newspaper article	
<b>Journal article</b>	Journal article	
<b>Journal article (without pages)</b>	Electronic article	
<b>Newspaper (including online news)</b>	Newspaper article	
<b>Media release</b>	Web page	Add comma after author's name then add role / responsibility
<b>Standards</b>	Standard	Use institution (author), year, title, document number (standard number), publisher, place published, date (if applicable), write amendment and the date.
<b>Social media</b>	Webpage	Use the following fields: Author, year, title, description (e.g. tweet), last updated (for exact date), access date (for viewed date), URL
<b>Thesis (unpublished)</b>	Thesis	
<b>Thesis (published)</b>	Web page	
<b>Webpage (include document on a webpage)</b>	Web page	Use the following fields: Author, year, title, description (if required), last updated for exact date (if required), access date for viewed date, URL.
<b>Podcast</b>	Blog	
<b>Unpublished</b>	Manuscript	
<b>YouTube</b>	Web page	
<b><u>Legal Resources</u></b>		
<b>Case</b>	Case	Use the following fields: Case name, year decided (including brackets), reporter volume, reporter (for title of law report), first page. At the end unformat and copy and paste reference to replace the first citation. Use edit & manage citation to format subsequent citations

<b>Legislation</b>	Statute	Enter the title & year in the Name of Act field, enter the jurisdiction (with brackets) in year field.
<b>Treaties</b>	Legal rule	Use the following fields: Author field for treaty name. year, title number for UN resolution number, 'date of code edition' for open for signature, 'access date' for entered into force

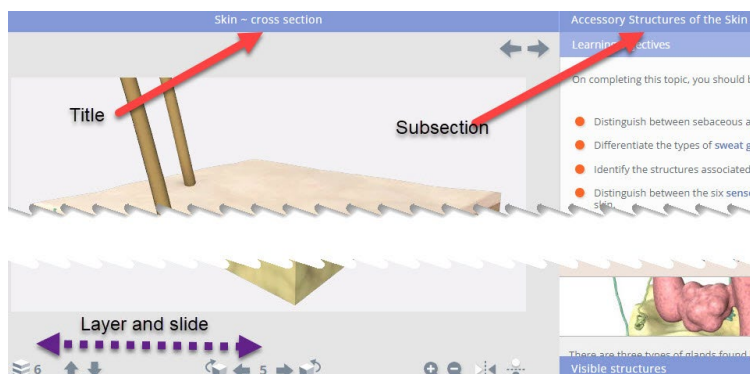
## Appendix B - Health Resources

UTAS subscriptions have a temporary URL, therefore no need to include viewed date and URL.

If a resource includes 'last updated' statement, then include the exact date.

### Anatomy & Physiology

Primal Pictures 2022, 'Skin cross section: accessory structure of the skin', *Anatomy & Physiology*, Primal Pictures, layer 6 slide 5.



Add the layer and slide to help the reader to locate the exact image.

### Australian Medicines Handbook (online)

Australian Medicines Handbook is the author and publisher of the book with the same name.

Australian Medicines Handbook 2022, 'Thrombolytics', *Australian Medicines Handbook*, Australian Medicines Handbook, July.

### Clinical Keys

Clinical Keys is a platform to search Elsevier's clinical resources, such as books, journals, guidelines, etc. Cite books and journals as per normal. Use the examples below for clinical overviews / clinical updates / drug monographs.

Australian Medicines Handbook 2022 'Captopril', *Clinical keys: drug monographs*, Elsevier, July.

Elsevier Point of Care 2021, 'Urinary tract infection in adults', *Clinical keys: clinical overview*, Elsevier, June. 

 'Elsevier Point of Care' is the title for a group of authors & editors.

## Cochrane Library

Andreas M, Iannizzi, C, Bohndorf, E, Monsef, I, Piechotta, V Meerpohl & Skoetz N 2022, 'Interventions to increase COVID-19 vaccine uptake: a scoping review', *Cochrane Database of Systematic Reviews*, no. 8 art. CD015270.

Tort, S & Ahn, J 2016, 'In people with knee and hip osteoarthritis, how does aquatic exercise affect outcomes?', *Cochrane Clinical Answers*.

## DynaMed

'Zolpidem' 2022, *DynaMed*, EBSCO Information Services, 11 May.

Rossi, AM 2022, 'Contact dermatitis', in D Randall (ed.) *DynaMed*, EBSCO Information Services. ✎

✎ List the topic editor as the author, deputy editor as the editor. List drug titles

## Therapeutic Guidelines

Therapeutic Guidelines is the author as well as the publisher.

Therapeutic Guidelines 2022, 'Q fever', *eTG complete*, Therapeutic Guidelines, May.

## JB I EBP Database

Sivapuram, MS 2021, 'Emerging Zoonotic infectious diseases: community-based interventions', *JB I EBP Database*.

## MIMS Online

MIMS Australia is the author as well as the publisher.

MIMS Australia 2022 'Epilim', *MIMS online*, MIMS Australia.

## StatPearls

Porat, A, Bhuuta, BS & Kesler, S 2022, 'Urosepsis' in *StatPearls*, StatPearls Publishing, Treasure Island.

## UpToDate

List the section editors as the editor(s).

Viguera, A 2022, 'Severe postpartum unipolar major depression: Choosing treatment', in P Roy-Byrne & CJ Lockwood (eds), *UpToDate*, Walters Kluwer, 15 September.

## EndNote

Source	EndNote type	Formatting advice
Cochrane	Journal article	
Anatomy & Physiology	Electronic book section	Use pages for slide information
DynaMed (topic only)	Book section	
StatPearls	Book section	
UpToDate	Book Section	
Everything else	Electronic book section	Use the following fields: author, year, title (for section title), Book title, publisher, date (for exact date if required).

## Internal hospital procedures / policies

Internal documents or documents accessible via an intranet follow the format for unpublished material. Include city if the location is not clear from the hospital /district's name.

If document uses an updated statement instead of version include exact date.

Treat 'document owner' as author.

### **FORMAT:**

Author year, 'Title', version, name of org where document is held, city (if required)

Jones, C 2021, 'Child and family health: nursing SAFE START psychosocial assessment', version 1.2, North Sydney Local Health District.

Medical Director, ICCU 2019, 'MRX manual synchronised cardioversion – ICCU', version 3.0, Southern Adelaide Local Health Network.



## Standards / guidelines

When using standards / guidelines found on a webpage - follow the template for a document on a web page.

Things to include in the description field:

Version and / or document number

Document type e.g., guideline, (if not reflected in the title)

**FORMAT:**

Author year, *Title*, description, Publisher, viewed date, <URL>.

Australian and New Zealand College of Anaesthetists & Faculty of Pain Medicine 2017, *Guideline on monitoring during anaesthesia*, PG18(A), Australian and New Zealand College of Anaesthetists, viewed 8 August 2022, <<https://www.anzca.edu.au/getattachment/0c2d9717-fa82-4507-a3d6-3533d8fa844d/PS18-Guideline-on-monitoring-during-anaesthesia>>.

National Institute for Health and Care Excellence 2018, *Emergency and acute medical care in over 16s: service delivery and organisation*, guideline NG94, National Institute for Health and Care Excellence, viewed 1 April 2022, <<https://www.nice.org.uk/guidance/ng94>>.

Stroke Foundation 2020, *Clinical guidelines for stroke management: summary - nursing*, version December 2020, Stroke Foundation, viewed 25 August 2022, <<https://informme.org.au/media/pt3edk0s/summary-nursing.pdf>>.

## Appendix C – PowerPoint presentations

Guidelines on how to cite images in PowerPoint presentations are not specified in style manuals and the expectation can vary from lecturer to lecturer. The following examples are only suggestions which may differ from your lecturer's expectation.

### Images (audience engagement)

Images that are added to make the slide more interesting can be added with a brief citation on the bottom of the slide that they appear on. They do not require to be added to the references.

Image from: URL

e.g. Image from: <https://pixabay.com/illustrations/nature-earth-sustainability-leaf-3294632/>



### Images as a source of information

Images that are used as a source of information must include an in-text citation and be included in the references. (see images for formatting).

On the slide include

Image from: (author year)

e.g. Image from: (Primal Pictures 2022)

