The following is not an exhaustive guide, and does not cover all situations you will confront. It does, however, provide an introductory guide to the sorts of referencing you are most likely to encounter. Please do not hesitate to ask your tutor or lecturer for advice pertaining to referencing not covered here.

Quotations

Some Important Basics: There is a tendency to overuse quotation, often arising from the belief that the source ‘says it so much better than I can.’ Quotes should be used very sparingly and only in such a way that they support the argument you are making. In other words, you should not let quotations introduce the argument you want to make. Nor is it good scholarly practice to commence or conclude a paragraph with a quotation.

When using direct quotations, in other words when the exact words of a writer are quoted, they must be reproduced exactly in all respects. If you need to add a word or words of your own for some reason this is done through the use of square brackets as follows:

‘[And] the country wasn’t just hills or creeks or trees’.

The square brackets indicate that the word ‘And’ has been added by me, and were not written by the author I am quoting.

If you need to omit a word from a direct quote for some reason, this is done through the use of the ellipsis, which is three periods separated by spaces: … For example:

‘They are the expressed desire to live as one would choose … and the tacit … criticism of external conditions’.

The ellipses indicate that I have omitted words used by the author I am quoting.

Short quotations (fewer than 30 words): incorporate the quotation into the sentence or paragraph without disrupting the flow of the text. Use single quotation marks and acknowledge the source in the usual way as detailed below.

Long quotations (more than 30 words): should be indented and do not use quotation marks. Introduce the quotation appropriately and acknowledge the source as detailed below.
Referencing

Referencing requires both an ‘in-text’ acknowledgment of the source (book, journal, newspaper, website, etc) from which you have taken a quotation or information (facts, argument, data, ideas, etc) that you include in your written assignments and, a corresponding entry in a separate list of references at the end of your assignment.

Please note: You need to cite a reference for all information taken from your sources that is included in your essay, not just for any quotations that you use. This is a common mistake.

Examples

In the following examples the author—me—is citing information and/or quotations taken from the sources indicated.

1) Within the text, cite your reference by including in parentheses (brackets) the name of the author who is the source of the idea, followed by the year of publication, a comma, a single space, then the page(s) on which the reference is found. (Note, it is not necessary to include p., or pp. in an in-text reference).

When the Munros took up their run, Aborigines supplied the bark sheets used for buildings, and received in payment one plait of tobacco per sheet (Fairbairn 1983, 190-91).

Another way this could have been referenced in-text is as follows:

Fairbairn (1983, 190-91) explains that when the Munros took up their run, Aborigines supplied …

What is included in your list of references at the end of your assignment/essay depends on the type of source (book, journal article and so on) you have used. You will need to find an example below for each situation you encounter requiring a reference.

The above ‘in-text’ reference from a book with a single author would appear as such:


Note again that the symbol p., or pp. for multiple pages is not used in the ‘in-text’ reference.

Note also how multiple page numbers are abbreviated. For example, 10-11, 14-18; but 20-1, 101-08, 112-18, 199-201, 222-24, etc.

2) If a reference pertains to several authors, separate their surnames by semicolons and list in alphabetical order.
For example:

Strehlow (1963, 456) spoke of ‘the old Aboriginal world … now facing its final twilight’, and the notion that research had to be undertaken ‘before it was too late’ has long been the catalyst for documentation (see also Berndt 1963, 443-51; Elkin 1970, 19-23; Spencer & Gillen 1899, ix).

What this indicates is that in all these sources the same point is made.

Berndt, Strehlow and Elkin are from chapters in an edited book. Spencer and Gillen are the authors of their book. In your list of references at the end of your assignment/essay, these ‘in-text’ references would appear as follows:


Elkin, A.P. 1970, ‘Before it is Too Late’ in R.M. Berndt (ed.) Australian Aboriginal Anthropology, University of Western Australia Press, Nedlands.


3) When a single reference contains the names of more than three authors, i.e, more than three authors are responsible for a single source, use the first surname followed by et al. in the in-text reference. (Note use of italics).

For example: (Charlesworth et al. 1984).

Note how all authors are included in the corresponding entry in the list of references. In your list of references, this would appear as:

Charlesworth, M.; Morphy, H.; Bell, D.; Maddock, K. (eds), 1984, Religion in Aboriginal Australia: An Anthology, University of Queensland Press, St Lucia.

4) For a single author with multiple works in different years, arrange your ‘in-text’ references chronologically. For a single author with multiple works in the same year, use the letters ‘a’, ‘b’ … after the year of publication to distinguish between them.


In your list of references, these would appear as:


5) Referencing secondary sources.

Secondary sources are sources mentioned or cited in a text you are reading but which you have not consulted. For example, in her book *Blackfellas, Whitfellas and the Hidden Injuries of Race*, Gillian Cowlishaw (2004) cites Chris Cunneen as follows: ‘Writing about the reform of policing policies, Cunneen concluded: “the ‘problem’ of Indigenous people for police is dealt with by their incorporation into modified existing structures; the problem of state policing for Aboriginal people is left unresolved” (Cunneen 2001: 228)’. If you wanted to cite Cunneen in this instance, you would do so as follows: (Cunneen in Cowlishaw, 2004, 186). You would not cite Cunneen as Cowlishaw has done unless you have actually gone back to the original work by Cunneen. Nor would Cunneen be listed in the bibliography / list of references unless you had actually gone to the original Cunneen work.

6) Personal communication:

Brown’s mother, a lecturer at a tertiary institution, had also read the book and saw no reason to question its authenticity (Brown, J. 1994, pers. comm., 28 January). Personal communications are not included in the end list of references.

7) Newspaper article without ‘byline’:

The *Age* (15 March 1998, 7) described …

The *Australian* (17 Dec. 1997, editorial) argued …

This would appear in your list of references as:


Note that the article ‘the’ is not italicised when it does not form part of the title.
8) Newspaper article with ‘byline’:

Georgina Windsor (1996) reported ...

In your list of references, this would appear as:


9) Film, Video and Television:

When available as much of the following as possible should be included where relevant:

In-Text:

- Director and/or name of programme and/or publisher
- Year of broadcast

List of references:

- Director and/or name of television programme
- Year of initial broadcast/release
- Title of film, video, television programme
- Date of broadcast if television programme
- Place of publication and publisher if video
- Station on which the programme was broadcast if television

Examples:

a) Explaining their reasons for rejecting the planned mine, the Jawoyn Association’s *Just Sweet Talk* (video recording 1989) ...

This would appear in the reference list as:

b) The dugong was speared by Torres Strait Islanders purportedly for the purpose of rituals associated with the initiation of a twenty-one-year old man (ABC 2002).

This would appear in the reference list as:


10) On-Line Sources

Note: The ‘how to’ of referencing on-line sources is in a state of continuous flux. The following is one version only, and one that we will accept. Other systems will also be accepted provided they are ‘in-text’ and from a recognised authority.

The same general principles apply. The author needs to be cited, together with the year of publication and the appropriate page number if available.

For example, if citing from the on-line report of the Royal Commission into Aboriginal Deaths in Custody:

The RCIADIC (1991, S1.3.1-1.3.2) concluded in its final report that whilst Aborigines ‘do not die at a greater rate than non-Aboriginal people in custody,’ they are taken into custody at disproportionate rates.

The ‘S’ in the above reference stands for section as opposed to page numbers.

This would appear in the reference list as:


The date at the end of the web address indicates the date the site was accessed. This must be included.

In short, the following needs to be included in your reference list:

- Name of author
- Date the document was created or last modified. If not date write n.d.
- Title of document in quotation marks
- URL
- Date (Month and day) you visited the site.
11) CD-Rom

- Name of author
- Year of publication
- Title of the article/section
- Name of the CD-Rom in italics
- Publication information

In-text you would include the name of author and year of publication. In the list of references you would include all the above details.

12) E-mail and list servers

- Author’s name
- Date of mail message
- The Subject line in quotation marks
- Address of list-server in italics. If mail, the statement: Personal email.

13) Study Guides:

Cite the author, year of publication and page number.

For example:

Rolls and McRae (2000, 9) argue that racism is not innate, it is learned behaviour.

This would appear in the reference list as:

Rolls, M; McRae, H. 2000, Contemporary Indigenous Australia HAB102: Study Booklet, Distance Education, University of Tasmania, Launceston.

14) Readers:

Do not cite the Reader, but the article, extract, chapter, newspaper column whatever, itself. Your Reader should provide all the information necessary for this. Similarly, in the list of references the articles etc you have used from the Readers should be listed, not the Reader itself.
15) Lecture Notes:

It is permissible to cite lecture notes. Indeed, if you are using information taken from lecture notes it is imperative that you do so.

For example:

Rolls (2001) argued ...

This would appear in the reference list as:


The date (31 July) indicates the date of the lecture.

16) Quotation/information within another source

If you are citing information contained within a source that is not by the author of the text you are using, ie, a quotation within a book, then the following convention applies:

In challenging the notion that Aborigines cannot adapt to changing conditions, Nugget Coombs asserted that ‘a society which has survived some 20 to 30 thousand years in widely varying climatic and environmental conditions can really be incapable of adaptation’ (cited in Rowse 2000, 136).

This indicates that although I am quoting Coombs, the source of the quote is a book by Tim Rowse. In the list of references Coombs would not appear, only the book by Rowse:


GUIDELINES AND SAMPLES FOR LIST OF REFERENCES

The list of references appears at the end of your assignment/essay and is arranged in alphabetical order. Multiple listings by the one author are arranged chronologically.

1) Book:

Author’s surname and initials, year of publication, title of publication in italics, publisher, place of publication, page numbers if applicable.

For example:


In an edited volume:

2) Journals:

Author’s surname and initials, year of publication, title of article in quotation marks, title of journal or periodical in italics, title of series if applicable, volume number if applicable, issue number if applicable, page number(s). The title of the article is set within single quotation marks and the journal title appears in italics.

For example:


3) Government Departments, Agencies and Organisations:


4) Online Resources (including internet):

See Section 10 above.

Note: The date you accessed the internet site must be given. You must also reference the specific page, not the Home Page or the first page encountered in a series of links, but the page from which you obtained the information.

5) Study Guides:

Rolls, M; McRae, H. 2000, Contemporary Indigenous Australia HAB102: Study Booklet, Distance Education, University of Tasmania, Launceston.

6) Readers:

Do not cite the Reader itself, but the sources you have used within the Readers.
7) Lecture Notes: