An Abridged Guide
to the
Turabian Referencing Style

School of Access Education

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The Abridged Guide to the Turabian Referencing Style (notes-bibliography style) is based on:


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How to use this guide

What is the purpose of this booklet?
When writing a university assignment (for example, essays, oral presentations, reports, reflections, blogs, PowerPoint presentations, and case studies) there are certain referencing rules you need to follow. You are expected to include the details of any sources you have used as in-text citations, and in a list at the end of the assignment. These processes are collectively known as “referencing”.

This guide will explain how to reference using the CQUniversity Turabian referencing style. There are variations on the Turabian style of referencing, and it is important you use the CQUniversity Turabian style.

About Turabian

There are two versions of Turabian: the notes-bibliography style, used in the humanities and some social sciences, and the author-date style, used in social, physical and natural sciences. *The version used at CQUniversity Australia is the notes-bibliography style.* This style, referred to as Turabian throughout this guide, includes footnotes in the text of your assignment and a bibliography at the end.

The sections of the guide
The first four sections of this study guide assist you to become familiar with referencing and will assist you to apply the examples in Section 5.

• **Section 1** is an important section explaining academic integrity and plagiarism.
• **Section 2** provides you with an overview of Turabian referencing.
• **Section 3** explains the basic patterns, terms and concepts in the more commonly used in-text citations when creating a footnote.
• **Section 4** explains the basic patterns, terms and concepts when creating a bibliography.
• **Section 5** contains detailed examples of the various types of referencing for footnotes and the bibliography.
• **Appendices** offer further information about text connectives, the abbreviations used in Turabian style referencing, as well as quick guides to formatting, and referencing multiple authors.

How to get more assistance with developing your referencing skills
The Academic Learning Centre (ALC) offers workshops focussed on referencing both online and on campus. These are advertised on our Moodle site and via emails sent to your CQUniversity email account.

You can also contact the ALC by phoning 07 49707211 or emailing alc-advice@cqu.edu.au.
Section 1: What is academic integrity?

Why do I need to reference?
In academic work, you are required to acknowledge the source of all information, ideas, statistics and quotes you have located in your research and presented as evidence in your assignments. Writing an assignment will often involve research using a range of different source types (e.g., books, journal articles). Each time you “borrow” ideas, data, information or illustrations from other sources to use in your assignment, you will need to reference the source. You must reference any source you use even if you have modified the text or image, rather than copying exactly from the source. This includes the following:

- **hard copy sources** (paper based), e.g., books, journal articles, newspapers, magazines, brochures, pamphlets and newsletters;
- **electronic sources**, e.g., websites, online journal articles, videos, blogs, film clips, audio files, Moodle readings;
- **other sources**, e.g., phone conversations, interviews, email conversations; and
- **visuals**, e.g., images, figures and tables.

Referencing will help you:
- demonstrate your knowledge of a topic and provide evidence of scholarly research;
- give credit to the author or creator of the original source of an image, idea or piece of information; and
- avoid plagiarism and its associated penalties.

Plagiarism
Incorrect referencing techniques (even if they are innocent mistakes) can lead to problems with “plagiarism”. The word “plagiarism” comes from the Latin word “plagiarus” – meaning “kidnapper”. Plagiarism is a form of kidnapping others’ work and ideas — presenting it in an assignment without giving credit to the author(s). You would be plagiarising if you copied the ideas, words or thoughts of the authors of your research without acknowledging them, even if you have paraphrased. Plagiarising includes using another student’s work, or your own previously submitted work, without acknowledging or citing it. Always act with integrity and use correct referencing techniques to make sure you do not accidentally plagiarise someone else’s work.
Plagiarism is considered “academic misconduct” and must be avoided at all times. You should avoid plagiarism and report it because:

- plagiarism is unethical;
- plagiarism does not allow you to develop as an academic writer; and
- plagiarism attracts severe penalties.

**How will they know I have plagiarised?**

While enrolled at CQUniversity, each time you upload an assignment it is processed through the **Turnitin** program. This is a program that checks for similarity between your work and others, identifying possible plagiarism in your assignment. You can use Turnitin to check your assignment for accidental plagiarism before you submit your final copy to your lecturer.

**Steps for avoiding plagiarism**

<table>
<thead>
<tr>
<th>Steps for avoiding plagiarism</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record the sources you use.</td>
<td>Before taking notes from any source, record all the bibliographic information, e.g., author, date, title, publisher, and URL.</td>
</tr>
<tr>
<td>Take careful notes.</td>
<td>Take carefully written notes. Develop a system to distinguish between what you have copied directly from the source (direct quotations), what you have put in your own words (paraphrased or summarised), and your comments about the information from that source.</td>
</tr>
<tr>
<td>Paraphrase appropriately.</td>
<td>Change the words and structure of the original work keeping only technical words the same.</td>
</tr>
<tr>
<td>Use in-text citations in every written draft.</td>
<td>Get into the habit of including the in-text citations as you write each draft of your assignment.</td>
</tr>
<tr>
<td>Keep your work secure.</td>
<td>Avoid sharing paper or electronic drafts of your work with other students.</td>
</tr>
<tr>
<td>Use Turnitin to check for text matching on assignment drafts.</td>
<td>Use the Turnitin software to check your draft assignment for evidence of matching text before submission.</td>
</tr>
</tbody>
</table>
Section 2: What does referencing look like?

In this example paragraph, you can see what referencing looks like in the body of the assignment.

<table>
<thead>
<tr>
<th>Referencing in the assignment</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Turabian, footnotes are used for in-text citations.</td>
<td>Queenslanders’ most virulent racial antipathy, exceeding that of any other colony, was towards the Chinese, who they viewed as competition to White labour. Some 45,000 Chinese people entered the colony in the colonial era. On the Palmer Goldfield in North Queensland, Chinese miners outnumbered Europeans by more than 10 to 1 with a population at one stage of 15,000. While there were no major racial encounters like Lambing Flat in New South Wales, a verbal outcry occurred in Queensland. Europeans resorted to violence to drive the Chinese from the goldfields and staged marches against those who had moved to urban areas as storekeepers and tradesmen. In addition, Queensland enacted legislative measures. Whereas southern colonies had lifted earlier restrictions on Chinese, Queensland led the way to their reintroduction in 1877 and, by 1884, had the harshest immigration laws of any colony. Greater racial antipathy is also evident in the attitudes and behaviour of the population at large.</td>
</tr>
</tbody>
</table>

What is a footnote?

- When referring to ideas taken from another source, place a superscript number at the end of the sentence or clause. This signals you have used a source and directs the reader to the footnote.
- Cite the source in a correspondingly numbered note placed at the foot of the page. The footnote provides details about the source (author, title, and facts of publication).
- At CQUniversity, footnotes are preferred to endnotes (notes at the end of the work).
- If the same source is cited again, refer to it in a shortened form.

A footnote has:

- single line spacing,
- a line space between references,
- a space after the superscript number in the footnotes,
- a hanging indent, and
- a smaller font size.

---


In this example, you can see what referencing looks like at the end of the assignment.

<table>
<thead>
<tr>
<th>Referencing at the end of the assignment</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Turabian, the reference list at the end of your assignment is referred to as a bibliography.</td>
<td><strong>Bibliography</strong></td>
</tr>
<tr>
<td>A bibliography for a CQUniversity assignment should only include sources you have referred to in your assignment, unless your lecturer has asked you to include sources you consulted in preparing your assignment.</td>
<td>———. <em>A History of Queensland</em>. Port Melbourne: Cambridge University Press, 2007.</td>
</tr>
<tr>
<td>• The bibliography includes the same information as the footnote but is presented in a slightly different form.</td>
<td>Franklin, Margaret. <em>Black and White Australians: An Inter-Racial History, 1788–1975</em>. Melbourne: Heinemann, 1976.</td>
</tr>
<tr>
<td>• single line spacing,</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: How do I use footnotes in my assignment?

Section 3 contains general guidelines and basic patterns to follow when using footnotes, including examples of the more commonly used citations (for books, journals and websites). Refer to Section 5 for specific guidelines on how to cite different types of sources.

Paying close attention to details will help you produce accurately referenced footnotes. You are expected to follow the rules concerning punctuation, capitalisation and italics, as well as what to include in a citation and in what order. Using citation tools can often only help you part of the way. Always check against the relevant CQUniversity referencing guide.

**How to footnote**

- Number footnotes sequentially throughout your assignment; **do not restart the numbering on every page**.
- Insert the superscript number after any mark of punctuation including full stops, commas, quotation marks or closing brackets at the end of the sentence or clause containing the citation. The only exception is when referring to material prior to a dash; place the number before the dash.

**Formatting a footnote**

Your word-processing package should insert footnotes into your text automatically. In Word, the button “Insert Footnote” can be found under the “References” tab or alternatively use Alt+Ctrl+F.

- Place every footnote on the same page as you cite it in the assignment.
- In the CQUniversity Turabian guide, footnotes require a hanging indent, that is, the second and subsequent lines are indented. (Highlight the footnote and use Ctrl+T).
- Both the footnote number in the text and the corresponding number in the footnote itself should be superscript (Alt+Ctrl+F or Ctrl+Shift++).
- Insert a short line at the bottom of each page to separate the footnotes from the text (Alt+Ctrl+F).
- Footnotes are single spaced with a line space between one footnote and the next.
- List the citations in the same order as they appear in the text.
- The footnotes are one font size smaller than the text (Times New Roman 11).
- Separate the major elements of a footnote with commas and use parentheses around publication information.
- For a detailed guide, see Appendix C: Checklist for formatting Turabian referencing (p. 65).
### What to include in a footnote

A footnote includes the author’s name, the title of the source, the full publication details, and the exact page number of the evidence cited. The second time you refer to the same source, write the footnote in a shortened form.

#### Elements of a footnote

<table>
<thead>
<tr>
<th><strong>Authors’ names</strong></th>
<th><strong>Examples</strong></th>
</tr>
</thead>
</table>
| • In footnotes, each author's name appears with the **first name** (given name) and/or **initials** first, then the **surname** (family name). | **Single author:**
| • Give the author’s name in the form it appears on the source. If the first name is given, include the first name; if only initials are given, include only the initials in the footnote. Titles, such as Dr. or Prof., are not included. | **Multiple authors:**
| • For **multiple authors**, give all the authors’ names with “and” between the last two names. There is no comma before “and” for two authors. | **Editors:**
| • For **four or more authors**, use et al. after the first full citation (see p. 9). | **Editors:**
| • For an **editor** or **translator** in the place of an author, treat as you would an author, with the addition of ed. or trans. after the editor or translator’s name. | **Editors:**
| • For further details and examples (such as an editor or translator in addition to an author) refer to Appendix B: A quick guide to referencing authors (p. 64). | **Note:**
| | Use **title case** for all titles; capitalise the first letter of the **first word** of the **title and sub-title** (after a colon) and all **major words**, including proper nouns and adjectives. |

#### Titles

| **Italics** are generally used for titles of longer works such as books, journals, plays, magazines and newspapers. Titles of movies, television programs and works of art (such as paintings and photographs) also use italics. |
| **Double quotation marks** are generally used around titles of shorter works such as journal articles, newspaper articles, book chapters, short stories, papers (lectures or theses) and individual episodes on television or radio. |
| **See Section 5 for details on how to cite the titles of specific sources.** |
### Elements of a footnote

<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <em>translator</em> or <em>translators</em> to trans. (singular or plural),</td>
<td></td>
</tr>
<tr>
<td>- <em>edited by</em> to ed. and <em>translated by</em> to trans.</td>
<td></td>
</tr>
<tr>
<td>• When citing journal articles, the volume number is placed immediately after the journal title, <strong>without</strong> an abbreviation. The issue number is placed after the volume number, using the abbreviation – <strong>no</strong>.</td>
<td></td>
</tr>
<tr>
<td>• For further details, see Appendix A: Abbreviations and their use (p. 62).</td>
<td></td>
</tr>
</tbody>
</table>

| **Publication information** | |
| • For **books**, include the place of publication (the first-listed city), the publisher and the year of publication in parentheses. | 10 Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018), 49. |
| If the city is likely to be unknown or could be confused with another city of the same name, include the state and/or country. | |
| • For **hard copy journal articles**, include the volume and issue number of the journal and the date of publication in parentheses. | 11 Robert Haas, “Raphael’s School of Athens: A Theorem in Painting?” *Journal of Humanistic Mathematics* 2, no. 2 (2012): 4. |
| • For **online journal articles**, include the same publication information as hard copy journals and also provide the URL. For articles with a DOI, form the URL by appending the DOI of the article to [https://doi.org/](https://doi.org/). | 12 David Forrest, “History of Italian Renaissance Art,” *American Journal of Psychiatry* 162, no. 12 (2005): 2417, [https://doi.org/10.1176/appi.ajp.162.12.2415](https://doi.org/10.1176/appi.ajp.162.12.2415). |
| The URL is blue (an active hyperlink) and not underlined. | |
| • For **websites**, give the URL and the date of publication or the access date. | 13 “Colonialism Vs. Imperialism,” International Relations, accessed 29 September 2020, [http://internationalrelations.org/colonialism-vs-imperialism/](http://internationalrelations.org/colonialism-vs-imperialism/). |
| • For online sources, access dates are required if there is no publication date on the source. Use access dates in place of the publication date (not in addition to the publication date). | |
### Elements of a footnote

**Page numbers**
- In footnotes, include the exact page number of the evidence cited or words quoted, and place at the end of the footnote.
- For evidence from several consecutive pages, include the page range.
- For evidence from two different pages, separate the pages with a comma.
- The abbreviations p. and pp. are not used.

**Repeated footnotes – use a shortened form**

**Repeating the same source as the immediately preceding footnote:**
Use the Latin term, *ibid.*, which is short for *ibidem*, meaning “in the same place”.
- *Ibid.* is used when the source is the same as the one immediately before and on the same page.
- Write the full citation in the first footnote and use *ibid.* in the second and consecutive footnotes.
- *Ibid.* is capitalised, as it occurs at the beginning of the footnote.
- If the page number is different to the preceding footnote, include it after *ibid.*
- *Ibid.* has a full stop after it to signify an abbreviation (as well as a comma before the page number if a page number is included).

**Repeating a previous footnote – not directly following the original footnote:**
Use a shortened version of the full citation in the “author-title” form.
- Include the **author’s surname**, a **short version of the title** (up to approximately four words), and the **page number**.
- Write the title in the same format as the previous note, e.g., journal article titles have double quotation marks and book titles are in italics.

**Repeating a footnote with four or more authors:**
Use the first author’s surname, followed by the term, **et al.**, meaning “and others”.

---

### Examples

<table>
<thead>
<tr>
<th>Number</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Sarah McHam, <em>Looking at Italian Renaissance Sculpture</em>, 45, 58.</td>
</tr>
<tr>
<td>19</td>
<td>Ibid., 163.</td>
</tr>
<tr>
<td>20</td>
<td>Ibid.</td>
</tr>
<tr>
<td>17</td>
<td>Ibid., 163.</td>
</tr>
<tr>
<td>21</td>
<td>Best et al., <em>International History</em>, 314.</td>
</tr>
<tr>
<td>22</td>
<td>Note: Include a full stop after et al. to signify an abbreviation.</td>
</tr>
</tbody>
</table>
**The order of the elements of a footnote**

There are basic patterns to follow when ordering the elements of a footnote. This section outlines these patterns and includes examples of the more commonly used citations for books, journals and websites.

<table>
<thead>
<tr>
<th>Footnotes for books</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books hard copy — basic format</strong></td>
<td>Footnote number Author’s first name and/or initials and surname, <em>Title of Book: Subtitle of Book</em>, Edition number (Place of publication: Publisher’s name, Year of publication), Page number.</td>
</tr>
<tr>
<td>Include the elements in this order:</td>
<td></td>
</tr>
<tr>
<td>1. <strong>Author’s first name</strong> (and/or initials) and surname. Give the author’s name in the form it appears on the source.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>All authors’ names</strong> with “and” between the last two names.</td>
<td></td>
</tr>
<tr>
<td>For title case, capitalise the first letter of the first word of the title and sub-title (after a colon), proper nouns and adjectives, and all major words.</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Edition</strong>, if not the original publication, for example, 4th ed.</td>
<td></td>
</tr>
<tr>
<td>5. <strong>Publication information</strong> in parentheses.</td>
<td></td>
</tr>
<tr>
<td>a. <strong>Place of publication</strong> refers to the city in which the publisher is located, using the first-listed city.</td>
<td></td>
</tr>
<tr>
<td>If the place of publication is uncommon or could be confused with another place of the same name, provide the state and/or country.</td>
<td></td>
</tr>
<tr>
<td>b. <strong>Publisher</strong>: Do not to include “The” at the beginning of the publisher’s name, or abbreviations such as Inc., Ltd., Co. and Publishing Co.</td>
<td></td>
</tr>
<tr>
<td>c. <strong>Year</strong> of publication.</td>
<td></td>
</tr>
<tr>
<td>6. <strong>Page number</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

Note the placement of:
- **italics** (title)
- **commas** (between elements, between authors’ names for three or more authors)
- **full stops** (the end of the footnote and abbreviations – including author’s initials)
- **colons** (between the title: subtitle, after the place of publication)
- **parentheses** (around publication information).
## Footnotes for journal articles

### Journal article hard copy — basic format

Include the elements in this order:

1. **Author’s** first name (and/or initials) and surname.
2. **All authors’ names** with “and” between the last two names.
3. **Title of article** in double quotation marks and in title case.
4. **Title of journal** in italics and title case.
5. **Volume** number after journal title (without the abbreviation).
6. **Issue number** preceded by the abbreviation — no.
7. **Publication date** in parentheses (may include day, month or season, in addition to the year).
8. **Page number**.

### Journal article online

The following are added to the basic format in this order of preference:

1. **DOI** (Digital Object Identifier) added to https://doi.org/, or
2. The shortened **URL** (Uniform Resource Locator) accessed from the citation information, or
3. The URL copied in the address bar.

If there is no publication date, include the date you accessed the journal in place of the publication date, for example, (accessed 14 April 2019).

### Example

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Author's first name and/or initials and surname, “Title of Article: Subtitle of Article,” Title of Journal Volume number, no. Issue number (Date of publication): Page number.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Note the placement of:</td>
</tr>
<tr>
<td></td>
<td>• <strong>italics</strong> (title of the journal)</td>
</tr>
<tr>
<td></td>
<td>• <strong>commas</strong> (between elements, inside quotation marks, no comma between journal title and volume number)</td>
</tr>
<tr>
<td></td>
<td>• <strong>colons</strong> (between the title: subtitle, between the parentheses with publication date: page number)</td>
</tr>
<tr>
<td></td>
<td>• <strong>double quotation marks</strong> (title of the journal article).</td>
</tr>
</tbody>
</table>

### Online journal article with DOI:


### Online journal article with no DOI:

### Footnotes for a website

**There are two categories of online sources:**

a) Sources which are formatted and cited like the printed version except they are sourced online, e.g., books, newspapers, journal articles, and government documents. Include a URL for all online sources.

b) Institutional or personal websites are formatted in a unique style, and are cited by adapting the following pattern according to the information available.

1. **Author’s** first name and/or initials and surname.
2. **Title of the webpage** in double quotation marks using title case.
3. **Title of the site** and/or the **owner or sponsor of the site**.
4. **Date of publication** (often the copyright date) or the date last modified, e.g., last modified – day, month, year.
   - If there is no date of publication or posting, include the **date you accessed the site** – day, month, year.
5. Include the **URL**.

**Shortened URLs**

Use a shorter version of the URL, if available, in preference to the URL in the address bar. It is acceptable to provide the home page for a website if it has a search facility to locate the source.

**Formatting URLs**

URLs are to be blue, formatted as active hyperlinks and not underlined. Most word processing packages will automatically underline the Internet address so this will need to be removed.

### Example

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Author’s first name and/or initials and surname, “Title of the Page,” Title of the Site and/or Owner or Sponsor of the site, Publication date or Date accessed, URL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webpage with revised publication date:</td>
<td>7 “Privacy Policy,” Privacy &amp; Terms, Google, last modified 15 October 2019, <a href="https://policies.google.com/privacy">https://policies.google.com/privacy</a>.</td>
</tr>
</tbody>
</table>

Note the placement of:

- **double quotation marks** (title of the webpage)
- **commas** (between elements, inside quotation marks).
- **full stop** (placed after the URL).
What evidence to footnote

Here are four key techniques to include other authors’ ideas, words, images and data in your assignment as evidence to support your ideas. Look at the following pages for detailed explanations about each of these techniques.

<table>
<thead>
<tr>
<th>Paraphrasing</th>
<th>Summarising</th>
<th>Direct quotations</th>
<th>Figures and Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirectly conveying the author’s ideas/words.</td>
<td>Briefly summing up another author’s work, e.g., a whole chapter or section of an article.</td>
<td>Quoting an author’s words exactly as they were written. Incorporate your own words in the sentence that includes the direct quote.</td>
<td>Using another author’s figures, tables, or data to support your ideas. Include your own caption and refer to it in the body of the text.</td>
</tr>
<tr>
<td>Use some of your own words <strong>AND</strong> change the sentence structure.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example 1**

*Original text:*

“It was recognized that to make Greek literature widely known, to bring it within reach of the average, cultivated reader, it must be translated into Latin.”

*Paraphrased text:*

The translation of Greek literature into Latin enabled it to be widely read by Italian scholars.¹

**Example 2**

*Summarised text:*

The revival of classical Greek literature in the early part of the fifteenth century is considered one of the major influences in shaping the Italian Renaissance.²

**Example 3**

*Short quotation:*

It was imperative to translate Greek literature into Latin “to bring it within reach of the average, cultivated reader.”³

**Example 4**

Figure 4. Van Gogh’s distinctive brushwork in *Wheat Field with Cypresses*, 1889. Courtesy of Metropolitan Museum of Art, in Public Domain, [https://www.metmuseum.org/](https://www.metmuseum.org/).

---


² Ibid., 246-247.

³ Ibid., 253.
How to paraphrase

When you use an author’s ideas and express them in your own words, you are paraphrasing. It is important that the sentence structure and the vocabulary are not too similar to the original text and that you acknowledge the source with a footnote. Failing to do so will result in plagiarism.

It is preferred that you paraphrase or summarise an authors’ words rather than use a direct quotation. This is because paraphrasing requires original thought, demonstrates you understand the author’s ideas, and shows that you can integrate these ideas into your work.

Steps for paraphrasing

- Read the sentence a number of times. Once you understand it, write it in your own words.
- Highlight any technical words or specific terms. Include these terms in your paraphrase, since without these words, the meaning could change completely.
- Underline keywords that can be changed.
- Find other words that have similar meanings (synonyms) to replace the keywords in the text. Use a thesaurus or dictionary to locate synonyms.
- Rewrite the ideas AND reorganise the structure or order of the sentence, ensuring the paraphrased information still supports the claim made by the original author.
- Choose author prominent or information prominent style, depending on the emphasis you wish to apply and the argument you are presenting.

Examples

Original text:

“Achievement is talent plus preparation. The problem with this view is that the closer the psychologists look at the careers of the gifted, the smaller the role innate talent seems to play and the bigger the role preparation seems to play.”

Author prominent paraphrase:

As Gladwell observes, the role of talent in high achievers is overestimated compared to the benefits of preparation.

Information prominent paraphrase:

For high achievers, the role of preparation contributes more to their success than inherent talent.

How to summarise

A summary includes a condensed form of the information, keeping the main point of the text but omitting detailed examples. Summarising is useful when you want to express the general idea or context of a section of text, or a whole book or article (technical words are still included). The key points are expressed in fewer words to demonstrate your understanding, while still maintaining the original meaning of the source.

Steps for summarising

- *Read the text carefully*—you may need to read the text several times and make notes of the main points. Check the meaning of terms you do not understand.
- *Underline technical words that do not need to be changed.*
- *Consider the main points and your purpose for using the information in relation to the structure of your assignment.*
- *Think of words or phrases which have similar meaning to those in the original text.*
- *Develop an outline using short sentences written in your words. Rearrange these sentences as you see the need.*
- *Rewrite the ideas into well-written sentences, ensuring the information aligns with the intended meaning of the original text.*
- *Consider using the name of the author in the summary, to show you are summarising someone else’s work.*

Examples

The Renaissance period is renowned as an era of artistic innovation, and Etro argues that the financial profitability of creative experimentation may have driven this surge.¹ Etro examined the pricing and specifications of 300 artworks by more than 100 artists, created between 1285 and 1550, and notes that artists flourished during the Renaissance period, possibly because of an increase in demand from wealthy patrons. Etro also observed that Renaissance artists could build a reputation based on early creative experimentation that could enhance their profitability throughout their career.²

---


2 Ibid.
**How to use direct quotations**

You are quoting when you use someone else’s **exact words** to support your point of view or thesis. **Do not overuse this technique.** Reserve quotations for occasions when changing the wording would alter the meaning or impact. Include a footnote to make it clear whose words you are using, and where you found them.

### Rules for quotations

**Short quotations:**
- have up to **three lines or 30 words**;
- have double quotation marks around the copied text;
- have the same font size as the rest of the assignment; and
- are integrated into the flow of the text by using additional words to incorporate the quotation smoothly into the sentence (see Appendix D: Text connectives and signal words, p. 67).

**Block quotations:**
- are used **very infrequently** and are generally not used in undergraduate assignments;
- have **more than** 30 words and 3 lines;
- have no quotation marks;
- apply single line spacing;
- are indented by 1.27 cm from the left margin (Ctrl + M);
- are introduced in your own words with a lead-in statement:
  - a complete sentence ending in a colon,
  - or a phrase (e.g., Jones argues) followed by a comma,
  - or integrated into the text with no additional punctuation.
- begin on a new line separate from the lead-in statement.

**Note:** Place the superscript number after the closing quotation mark for a short quotation and after the end of a block quote.

<table>
<thead>
<tr>
<th>Examples of quotations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Quotation:</strong></td>
</tr>
<tr>
<td>Although bloodshed was characteristic of confrontations between European and Aboriginal communities, the government justified expansion in the south to “bring the wilderness into proper economic use.”¹</td>
</tr>
<tr>
<td><strong>Block Quotation:</strong></td>
</tr>
<tr>
<td>James archly observed that Vos was the correspondent of the <em>Townsville Bulletin</em>. In one prescient paragraph he summed up Vos:</td>
</tr>
<tr>
<td>The captain of the <em>Lizzie</em> is a young man, born in Kent, but of a people far older than the Anglo-Saxon. He is very smart, and knows it; in fact, he seems to be in a perpetual state of self-adulation at this smartness. … He is so wide-awake to his own interests … that I do not think he would do anything to endanger his own skin or his own position.²</td>
</tr>
</tbody>
</table>


### Modifying quotations

<table>
<thead>
<tr>
<th><strong>Punctuation and capitalisation</strong></th>
<th><strong>Examples</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Punctuation marks in a quote can be omitted or changed, depending on your placement of the quote within the sentence.</td>
<td><strong>Punctuation and capitalisation:</strong></td>
</tr>
<tr>
<td>• If the original quote starts with a capital letter, it is acceptable to change the upper-case letter to lower-case, to fit with the grammar of your sentence (unless the word is a proper noun).</td>
<td><strong>Original:</strong> “The Bathurst frontier was relatively peaceful between 1815 and 1822.”⁵</td>
</tr>
<tr>
<td><strong>Note:</strong> Full stops are placed inside the quotation mark.</td>
<td><strong>Quotation:</strong> However, Connor states that “the Bathurst frontier was relatively peaceful”⁵ due to their limited use of the land.</td>
</tr>
</tbody>
</table>

**Errors in the original work**

- Correct most obvious typographical errors in an original source. If the errors reveal something relevant to your argument, insert the word “sic”, italicised and in brackets, directly after the error in the quotation.

**Omissions and insertions**

- For omissions of an irrelevant word, phrase or sentence from a quotation, indicate this with an ellipsis (three dots: ALT+CTRL+full stop). An ellipsis has a space on either side. Ensure the omission does not alter the meaning of the quote.

- If you need to insert a word or words into a quotation to add further explanation, put them in brackets [ ]. As an alternative to inserting words, consider paraphrasing instead.

**Quotation within a quotation**

- For a quotation within a quotation, use single quotation marks for the inner set of words.

---


⁵ Ibid., 354.

**How to use tables, figures or images**

The main purpose of tables and figures is to provide evidence to support academic arguments and to enhance the reader's understanding. Tables and figures are used to present complex information clearly and effectively and are often used in reports.

**Tables and figures are:**
- integrated into the main body of the assignment to provide their **background, purpose** and **interpretation**.
- placed on the same page, **immediately after the paragraph** where they are first mentioned. If they are too large, place in an **Appendix** instead.
- referred to in the text by their **number**, e.g., write *Figure 1* or *Table 1*, rather than “the table or figure below”.
- **capitalised** when referred to in text, e.g., …as outlined in Table 1.
- labelled using one **font size smaller** than the rest of the assignment.

### Steps for referencing tables and figures

<table>
<thead>
<tr>
<th>Step</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number</strong></td>
<td>Figure 1 indicates a peak in pricing at age 39, supporting the reputational theory.</td>
</tr>
<tr>
<td>- Number each table or figure in the order they first appear in the text, e.g., Figure 1 or Table 1.</td>
<td></td>
</tr>
<tr>
<td>- Use <strong>one series of numbers</strong> for tables and another for figures.</td>
<td></td>
</tr>
<tr>
<td>- Place a full stop after the number in the caption, e.g., Figure 1.</td>
<td></td>
</tr>
<tr>
<td><strong>Caption</strong></td>
<td></td>
</tr>
<tr>
<td>- Write a caption in your own words to describe the table or figure. Do not include the original caption from the source.</td>
<td>Figure 1. Price-age profile of Renaissance painters, courtesy of Federico Etro, “The Economics of Renaissance Art,” <em>The Journal of Economic History</em> 78, no.2, (June 2018): 525, <a href="https://doi.org/10.1017/S0022050718000244">https://doi.org/10.1017/S0022050718000244.</a></td>
</tr>
<tr>
<td>- Capitalise in sentence case; capitalise the first word and proper nouns in the title.</td>
<td></td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td></td>
</tr>
<tr>
<td>- Cite as you would a full footnote. <strong>Do not include the source again in a footnote or in the bibliography</strong> (unless cited elsewhere in your assignment).</td>
<td></td>
</tr>
</tbody>
</table>

---

*An Abridged Guide to the Turabian Referencing Style*

Academic Learning Centre SAE

Edition T2, 2020
Rules for using tables

A table contains information that is organised using columns and rows.

There are usually three kinds of tables used in assignments:
1. A table you create with your own data (no citation needed).
2. A table you create using information from other sources.
3. A table another author has created.

How to cite a table
- Captions are brief and informative, without a full stop.
- Place the numbered caption above the table.
- Place the source below the table.
- Use the title “Source” followed by a colon.
- Introduce the source with words such as:
  “data from ...” for data taken directly from a source, or
  “adapted from ...” if you alter an author’s table in any way, or
  create a table using information from a source.
- Cite the source as you would a footnote.

How to add extra notes to a table
- Use superscript letters instead of numbers for notes that apply to specific parts of the table, e.g., September 17a
- Add the note under the source, for example:

aThe most common date for a birthday in Australia in the past 10 years.

The units referred to in this report are outlined in Table 1.

Table 1. Quick guide to electromagnetic quantities

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Quantity</th>
<th>Unit</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>admittance</td>
<td>siemen</td>
<td>S</td>
</tr>
<tr>
<td>ω</td>
<td>angular frequency</td>
<td>radian/second</td>
<td>rad/s</td>
</tr>
<tr>
<td>C</td>
<td>capacitance</td>
<td>farad</td>
<td>F</td>
</tr>
<tr>
<td>ρ</td>
<td>charge density</td>
<td>coulomb/meter</td>
<td>C/m³</td>
</tr>
<tr>
<td>G</td>
<td>conductance</td>
<td>siemen</td>
<td>S</td>
</tr>
<tr>
<td>σ</td>
<td>conductivity</td>
<td>siemen/meter</td>
<td>S/m</td>
</tr>
<tr>
<td>W</td>
<td>energy</td>
<td>joule</td>
<td>J</td>
</tr>
<tr>
<td>F</td>
<td>force</td>
<td>newton</td>
<td>N</td>
</tr>
<tr>
<td>f</td>
<td>frequency</td>
<td>hertz</td>
<td>Hz</td>
</tr>
<tr>
<td>Z</td>
<td>impedance</td>
<td>ohm</td>
<td>Ω</td>
</tr>
<tr>
<td>L</td>
<td>inductance</td>
<td>henry</td>
<td>H</td>
</tr>
<tr>
<td>Φ</td>
<td>magnetomotive force</td>
<td>amper-turn</td>
<td>A’t</td>
</tr>
<tr>
<td>μ</td>
<td>permeability</td>
<td>henry/meter</td>
<td>H/m</td>
</tr>
<tr>
<td>ε</td>
<td>permittivity</td>
<td>farad/meter</td>
<td>F/m</td>
</tr>
<tr>
<td>P</td>
<td>power</td>
<td>watt</td>
<td>W</td>
</tr>
<tr>
<td>R</td>
<td>reluctance</td>
<td>henry</td>
<td>H</td>
</tr>
</tbody>
</table>

### Rules for using figures

**Figures** can be a variety of images such as maps, charts, graphs, diagrams, photographs, maps, musical examples, drawings and paintings. Ensure figures are a suitable size and quality for your reader to view.

#### How to cite a figure

- The caption and source go below the figure.
- Figure captions are more varied and can include a noun phrase or a full sentence. End the caption with a full stop when writing a whole sentence.
- Figure source lines are written at the end of the caption.
- Introduce the source with words such as: “adapted from…” if you alter an author’s work in anyway, or “courtesy of…” if no adaptation has been made.
- Cite the source as you would a footnote.

#### Combination of figures

If two or more images are combined into one figure, refer to them in the caption by their location in the figure, e.g., Above right: …; right …; below left: ….

**Note:** Sources that are not able to be reproduced in print form, such as videos and animations, place in an Appendix.

### Example

Commentators suggest that Spain was renowned for its many navigable river systems as illustrated in Figure 2. The Romans managed the geographical features of these riverine environments to assist navigation and take full advantage of the resulting cultural and economic benefits. In addition to serving as a means of transportation and trade, the Romans exploited their control of the river systems for their own political gain.¹⁵

![Figure 2. Spain’s navigable river tributaries serving as transportation routes. Courtesy of Brian Campbell, Rivers and the Power of Ancient Rome (Chapel Hill: University of North Carolina Press, 2012), 248.](image-url)
Section 4: How to create a bibliography

This section contains general guidelines for writing your bibliography including examples of the more commonly used citations for books, journals and websites. Section 5 contains specific guidelines to show you how to reference other types of sources. A bibliography provides the reader with enough information to locate the source.

When organising your resources, it is important to generate a draft reference list as you write your assignment to avoid losing information about the source details. On completion, remove any references that were not footnoted within your assignment. The bibliography at CQUUniversity does NOT include all your background reading (unless a lecturer directs you otherwise).

Formatting a bibliography

The bibliography:

- begins on a new page at the end of the assignment.
- includes the title Bibliography, which is bold, left aligned, and has the same font style and size as the document.
- is formatted with a hanging indent. The first line begins at the left margin, but the second and subsequent lines are indented. (Highlight the reference and use Ctrl +T).
- has the same font style and size as the rest of the assignment, usually Times New Roman 12.
- has single line spacing (even though the assignment has 1.5 or double line spacing).
- has a line space between each reference.

If there are two or more works written by the same author, for all entries after the first, replace the author’s name with a 3-em dash (Press 3 consecutive times Ctrl +Alt + Minus on the numeric keypad ————). See the example bibliography on page 6.

Note: If you use CQUUniversity Library’s citation tool, it sets out the reference in a range of styles. This formatting tool in Chicago/Turabian Style applies to the bibliography entry, not to the footnote. This citation tool does not always conform exactly to Turabian style, so always check it against this guide.
### Differences between footnote and bibliography entries

<table>
<thead>
<tr>
<th>Element</th>
<th>Footnotes</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authors’ names</strong></td>
<td>• Include the <strong>first name and/or initials</strong> first, then the <strong>surname</strong>.</td>
<td>• Include the <strong>surname</strong> of the <strong>first</strong> author first, followed by their <strong>first name and/or initials</strong>.</td>
</tr>
<tr>
<td></td>
<td>• For four or more authors, give the <strong>first</strong> author’s last name, followed by et al. (in repeated footnotes).</td>
<td>• Include <strong>all</strong> authors. Do not use et al. in the bibliography.</td>
</tr>
<tr>
<td></td>
<td>• References are <strong>numbered sequentially</strong> throughout your assignment using superscript.</td>
<td>• References are in <strong>alphabetical order</strong> and not numbered or dot pointed.</td>
</tr>
<tr>
<td><strong>Punctuation</strong></td>
<td>• Commas are used to separate the major elements.</td>
<td>• Full stops are used to separate the major elements.</td>
</tr>
<tr>
<td></td>
<td>• Publication information is enclosed in parentheses.</td>
<td>• Publication information is <strong>not</strong> enclosed in parentheses.</td>
</tr>
<tr>
<td><strong>Page numbers</strong></td>
<td>• Include the exact page numbers that you cited in the text.</td>
<td>• Include the span of page numbers on which articles and book chapters begin and end.</td>
</tr>
<tr>
<td><strong>Abbreviations</strong></td>
<td>• When used in addition to an author, insert the abbreviation <em>ed.</em> or <em>trans.</em> before the editor’s or translator’s name.</td>
<td>• When used in addition to an author, insert the phrase <em>edited by</em> or <em>translated by</em> before the editor’s or translator’s name.</td>
</tr>
<tr>
<td><strong>Font size</strong></td>
<td>• Font is one size smaller than the assignment, usually Times New Roman 11.</td>
<td>• Font size is the same as the rest of the assignment, usually Times New Roman 12.</td>
</tr>
</tbody>
</table>

**At CQUniversity, the bibliography contains all sources cited in your footnotes except for:**

- unpublished interviews and personal communications,
- the Bible and other sacred works,
- the Australian Constitution and legal cases.
# How to order the elements in the bibliography

<table>
<thead>
<tr>
<th>Referencing books</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following elements should be presented in this order:</td>
<td>Author #1’s Surname, first name and/or initials, all other author’s first names and/or initials, and surnames. <em>Title of Book: Subtitle of Book</em>. Edition number. Place of publication: Publisher’s name, Year of publication.</td>
</tr>
<tr>
<td>The order of entries is alphabetical by the first author’s surname.</td>
<td></td>
</tr>
<tr>
<td>Give the author’s first name and/or initials in the form it appears on the source.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>All authors’ names</strong> with the first name and/or initials, followed by the surname. Include “and” between the last two names.</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Title of book</strong> in italics using title case.</td>
<td></td>
</tr>
<tr>
<td>For title case, capitalise the first letter of the first word of the title and sub-title (after a colon), proper nouns and adjectives, and all major words.</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Edition</strong>, if not the original publication; for example, 4th ed.</td>
<td></td>
</tr>
<tr>
<td>5. <strong>Place</strong> of publication.</td>
<td></td>
</tr>
<tr>
<td>Place of publication refers to the city in which the publisher is located. If several cities are given on the source, use the first-listed city.</td>
<td></td>
</tr>
<tr>
<td>6. <strong>Publisher</strong>.</td>
<td></td>
</tr>
<tr>
<td>7. <strong>Year</strong> of publication.</td>
<td></td>
</tr>
<tr>
<td>8. <strong>Page range</strong>.</td>
<td></td>
</tr>
<tr>
<td>Only include a page range if you consulted a specific chapter or section of a book.</td>
<td></td>
</tr>
</tbody>
</table>

Note the placement of:
- **italics** (title)
- **commas** (between first author’s surname and first name, between authors’ names, between the publisher and year of publication)
- **full stops** (between the major elements, abbreviations – including author’s initials)
- **colons** (between the title: subtitle, after the place of publication).
## Referencing journal articles and periodicals

The following elements should be presented in this order:

1. **First author’s surname**, then the first name and/or initials.
   - *All authors’ names* with the first name and/or initials, followed by the surname. Include “and” between the last two names.

2. **Title of article** in double quotation marks using title case.

3. **Title of journal** or periodical in italics using title case.

4. **Volume** number after journal title (do not use the abbreviation).

5. **Issue number** (with the abbreviation – no.).

6. **Date** of publication in parentheses (month or season, year).
   - If the publication date is unavailable include the date you accessed the online article.

7. **Page numbers** on which the article begins and ends.

8. If available, include the DOI appended to [https://doi.org/](https://doi.org/)
   - If there is no DOI,
     - use a shortened URL, or
     - the URL in the address bar.

## Example

**Author #1’s Surname, first name and/or initials, all other author’s first names and/or initials, and surnames. “Title of Article: Subtitle of Article.” Title of Journal Volume number, no. Issue number (Date of Publication): Page range. URL.**

### Hard Copy journal article (no URL):


### Online journal article with DOI:


### Online journal article with no DOI:


Note the placement of:

- **italics** (title of the journal)
- **colon** (between the title: subtitle, after the date of publication)
- **full stops** (between the major elements, inside quotation marks, abbreviations, including author’s initials)
- **double quotation marks** (title of the journal article).
## Referencing a website

The available elements are presented in this order:

1. **First author's surname**, then the first name and/or initials.

    **All authors' names** with the first name and/or initials, followed by the surname. Include "and" between the last two names.

**Note:** If there is no author, replace with the owner of the site (this does not apply in the footnotes).

2. **Title of the page** in double quotation marks using title case.

3. **Title of the site and/or the owner or sponsor of the site** (if different from the author).

4. **Date of publication** (often the copyright date) or the date last modified, *e.g.*, last modified – day, month, year.

    If there is no date of publication or posting, include the date you accessed the site – day, month, year.

5. Include the **URL**.

**Note:** This pattern applies to institutional or personal websites that are formatted in a style unique to this medium.

For online sources formatted like the printed version, *e.g.*, books, newspapers, and articles, cite the source as you would for the printed version and include the URL.

### Example

Author #1’s Surname, first name and/or initials **or** owner of the site. "Title of the Page." Title of the Site **and/or** Owner or Sponsor of the site. Publication date **or** Date accessed. URL.

**Webpage with author and publication date:**


**Webpage with no author and no publication date:**


**Webpage with a revised publication date:**


Note the placement of:

- **double quotation marks** (title of the webpage).
- **full stops** (between the major elements, inside quotation marks).
Section 5: Specific citations for footnotes and the bibliography

This section provides examples showing how to reference specific sources in the footnotes and bibliography. Find the reference similar to your source from the following examples, and the more commonly used examples provided in Sections 3 and 4 (for books, journals, and websites). It may be necessary to problem solve by examining a combination of examples to identify the best way to reference a specific item.

General modifications

These modifications apply to the patterns for books, journal articles and websites, as well as to other sources.

<table>
<thead>
<tr>
<th>Modification</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
</table>
Shortened note:  
<table>
<thead>
<tr>
<th>Modification</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
</table>
| **Multiple works:**  
| **Same author, different years:** | A. T. Yarwood, “The ‘White Australia’ Policy,” 259.  

**Note:** See p. 21 for formatting the 3-em dash.
<table>
<thead>
<tr>
<th>Modification</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Multiple works:</strong></td>
<td><strong>Same author, same year:</strong></td>
<td><strong>Same author, same year:</strong></td>
</tr>
<tr>
<td>• For successive entries in the bibliography by the same author, a <strong>3-em dash</strong> replaces the author’s name in the second and subsequent references.</td>
<td><strong>Shortened note:</strong></td>
<td><strong>Note:</strong> See p. 21 for formatting the 3-em dash.</td>
</tr>
<tr>
<td></td>
<td>12 Copeland, “Rationalist Theories,” 449.</td>
<td></td>
</tr>
</tbody>
</table>
Modifications for books

For modifications to authors such as multiple authors and editors, see Appendix B: A quick guide to referencing authors (p. 64).

<table>
<thead>
<tr>
<th>Modification</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapters and sections</strong></td>
<td>Footnote number: Chapter author's first name and/or initials and surname, “Title of Chapter,” in Title of Book. (Place of publication: Publisher's name, Date of publication). Page number.</td>
<td>Chapter author’s surname, first name and/or initials. “Title of Chapter.” In Title of Book, Page span. Place of publication: Publisher's name, Date of publication. URL if sourced online.</td>
</tr>
<tr>
<td>• You normally cite the whole book, even if you only refer to part of it, however, you may prefer to cite an independent chapter or section to indicate how it is relevant to your research.</td>
<td><strong>Book with the same author(s) for all chapters:</strong></td>
<td>Heritage, J. and S. Clayman. “Interaction en Masse Audiences and Speeches.” In Talk in Action: Interactions, Identities, and Institutions. 263-287. West Sussex: Wiley-Blackwell, 2010.</td>
</tr>
<tr>
<td>• In the bibliography, place the full-page span of the chapter after the book title or editor’s name.</td>
<td><strong>Shortened note:</strong></td>
<td>Austen, Jane. Pride and Prejudice. 1813. Reprint. New York: Penguin Classics, 2003.</td>
</tr>
<tr>
<td>• “In” has a capital letter in the bibliography, as it follows a full stop.</td>
<td>1 John Heritage and Steven Clayman, “Interaction en Masse Audiences and Speeches,” in Talk in Action: Interactions, Identities, and Institutions (West Sussex: Wiley-Blackwell, 2010), 263.</td>
<td></td>
</tr>
<tr>
<td>Modification</td>
<td>Footnote</td>
<td>Bibliography</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
</tbody>
</table>
| **Revised editions**  
- Include an abbreviated description after the title, e.g., rev. ed., 2nd ed.  
**Note:** After a full stop in the bibliography, the abbreviation begins with a capital letter. | ⁵ Douglas E. Foley, *Learning Capitalist Culture: Deep in the Heart of Tejas*, 2nd ed. (Philadelphia: University of Pennsylvania Press, 2010), 218.  
| **Multivolume works**  
| **One volume of a multivolume work**  
- Include the title of the whole volume, the volume number using the abbreviation – vol., and the individual volume title.  
**No volume title:**  
| **Series**  
**E-books and audio books**

Cite e-books the same as print books (see p. 10 for footnotes and p. 23 for bibliography) and add information about the format consulted. Page numbers from an e-book can sometimes differ from other sources. Consult the printed version (or an exact reproduction of the printed version) for specific page numbers or cite by chapter (chap.), part (pt.) or section (sec.).

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
</table>

Footnote number: Authors’ first name and/or initials and surname, Title of the Audiobook, narrated by Narrator or contributor, (Digital publisher's name, Year of digital publication or Access date), Chapter or page number, Audiobook, URL (if sourced online).
### Magazines and modifications for journal articles and periodicals

Magazine articles are intended for general readership; therefore, evaluate them for their “scholarliness”—including bias, validity and trustworthiness of the authors. If an article from a periodical contains citations, treat it as a journal article; if not, reference it as a magazine article.

**Format**

<table>
<thead>
<tr>
<th>Magazines or magazine supplements</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cite magazines by date only</strong> (no volume or issue numbers).</td>
<td>Footnote number: Author’s first name and/or initials and surname, “Title of Article,” Type of article, <em>Title of Magazine</em>, Date published, Page number, URL (if sourced online).</td>
<td>Author’s surname, first name and/or initials. “Title of Article.” <em>Title of the Magazine</em>, Date published. URL (if sourced online).</td>
</tr>
<tr>
<td>- Include page numbers in the footnote only if you cite a specific passage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Use a comma rather than a colon between the date and page numbers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Include the type of article (if known), e.g., regular column, profile, feature article.</td>
<td></td>
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</tr>
<tr>
<td>- Include a URL if sourced online.</td>
<td></td>
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</tr>
</tbody>
</table>

### Abstracts

- In the footnote, cite an abstract using the full journal citation (or other work) and **insert the word** “abstract” prior to the journal title.
- In the bibliography, cite the full article (or other work) and **not the abstract**.

The same format applies to executive summaries and introductions.

<table>
<thead>
<tr>
<th>Abstracts</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Footnote</td>
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<tr>
<td>--------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| **Modifications for journal articles** | **Special issue:**
| **Special issues** | **Supplement:**
| - A special issue is a journal issue devoted to a single theme. | **Supplement with own title and authors:**
| - Include the words “special issue” prior to the journal title. | **Supplements** | **Supplements** |
| **Supplements** | | |
| - Supplements are usually numbered separately to the regular issues. | | |
| - Include S as part of the supplement (issue) number and page number. | | |
| **Own title, author and editor** | If a special issue or supplement is part of a regular issue with its own title and editor, include them in the citation. | |
| Include the elements in this order: | **Footnote** | **Bibliography** |
| - Journal title, volume, and supplement issue number. | 4. **Journal title, volume, and supplement issue number.** |
| - Publication date. | 5. **Publication date.** |
| - Page number | 6. **Page number** |
| - URL if sourced online. | 7. **URL if sourced online.** |
Newspapers and news articles
Cite newspaper articles similar to magazines; cite by date only and omit page numbers, even for printed editions.

Newspaper titles
- Omit ‘The’ from the newspaper title.
- If the name of a local newspaper does not include a city, it may be added to the official title, e.g., *Townsville Bulletin*.
- For papers shared by several cities, add a state or province in parentheses, e.g., *Daily Telegraph (NSW)*.
- For national newspapers, you may need to identify a country, e.g., *Times (UK)*.

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newpaper article</td>
<td>Footnote number: Author’s first name and/or initials and surname, “Title of Article,” Title of News Source, Date published, URL (if sourced online).</td>
<td></td>
</tr>
<tr>
<td>Include the elements in this order:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. For articles read online, add a URL.</td>
<td>Note: If it is not a regular article, include the section of the news source cited, e.g., editorial, letter to the editor, obituary. Place this before the title of the news source.</td>
<td>Note: If there is no author, replace with the title of the newspaper in the Bibliography.</td>
</tr>
</tbody>
</table>
### Blogs, online forums and social media

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blog posts</strong>&lt;br&gt;Cite in a similar way to newspaper and magazine articles.&lt;br&gt;• Title of the post is in double quotation marks.&lt;br&gt;• Blog title is in italics.&lt;br&gt;• Include the word “blog” in parentheses after the blog title if it is not obvious in the title.&lt;br&gt;• If the blog is part of a news website, include the name of the publication after the title of the blog.</td>
<td>Footnote number Author’s first name and/or initials and surname, “Title of Post,” Title of Blog, Name of publication, Date, URL.</td>
<td>Ispir, Cristian. “Medieval Hipsters.” Medieval Manuscripts Blog, British Library, 14 November 2018, <a href="https://blogs.bl.uk/digitisedmanuscripts/2018/11/in-defence-of-medieval-beards.html">https://blogs.bl.uk/digitisedmanuscripts/2018/11/in-defence-of-medieval-beards.html</a>.</td>
</tr>
<tr>
<td><strong>Online forums and mailing lists</strong>&lt;br&gt;Include the available elements in this order:&lt;br&gt;1. Name of the correspondent.&lt;br&gt;2. Title of the subject in double quotation marks and capitalised as the original. For a reply to a post on an online forum, include “reply to” before the subject or thread.&lt;br&gt;3. Name of the forum or list. For an email, include “email to” before the forum name.&lt;br&gt;4. Date – date, month, year (time in parentheses).&lt;br&gt;5. URL (omit the email address).&lt;br&gt;Note: Cite private emails or posts according to the guidelines for personal communications.</td>
<td>Footnote number Correspondent’s first name and/or initials and surname or Organisation’s name, “Subject,” Name of forum, Date of publication (Time), URL.</td>
<td>Kununurra Historical Society, “Ord River Project and Kununurra Images Online from KHS.” Trove: Pictures, 4 January 2011 (01:41 a.m.), <a href="https://trove.nla.gov.au/forum/">https://trove.nla.gov.au/forum/</a>.</td>
</tr>
</tbody>
</table>
### Social media

Include the available elements in this order:

1. **Author of the post**, including screen name or account name in parentheses.
2. **Quote the post using no more than 160 characters (not words) instead of a title** – capitalise as the original text and enclose in double quotation marks. *(Do not include if already quoted in the assignment text).*
3. **Type of post**, e.g., Facebook. A description can be included in parentheses *(video).*
4. **Date** – date, month, year *(time).*
5. **URL** – often found via the date stamp.

For comments on an already cited post, include the author of the comment and date posted, followed by “comment on” and the shortened form of the previously referenced post.

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Author’s first name and/or initials and surname (screen name), “Text of the post up to 160 characters,” Type of post (description), Date of post (Time), URL.</th>
</tr>
</thead>
</table>

**Comments on a post:**


**Shortened note:**


### Personal communications

Personal communications include letters, text messages, conversations, email correspondence, and telephone correspondence.

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include the available elements in this order:</td>
<td></td>
</tr>
<tr>
<td>1. Name of the writer of the correspondence.</td>
<td>1 Philip Massey to author, email, 23 April 2020.</td>
</tr>
<tr>
<td>2. Name of recipient or use “author” if referring to yourself as the author of the paper.</td>
<td>2 Emma Fenton to author, phone conversation, 21 March 2020.</td>
</tr>
<tr>
<td>3. Type of communication, e.g., text message, email.</td>
<td></td>
</tr>
<tr>
<td>4. Date of communication – date, month, year.</td>
<td><strong>Note</strong>: Email and other addresses are not included. Personal communications may be omitted from the bibliography.</td>
</tr>
</tbody>
</table>

**Tip:** Take a screen shot of your citation to refer to it later, as items shared via social media can tend to disappear.
### Interviews and reviews

**Format**

**Interviews:** Include the following as available:
1. Name of the person interviewed (interviewee) “interviewed by” name of the interviewer.
2. Format, e.g., transcript.
3. Place and date of the interview.
4. Location of recording/transcript, if different from the place.
5. URL if sourced online.

**Reviews:** Include the following as available:
1. Name of the reviewer followed by “review of”.
2. Title of the work being reviewed in italics (e.g., book title).
3. Creator’s name, e.g., author, composer, preceded with “by”.
4. Location of the work, e.g., the performance or film studio.
5. Source containing the review and date of the source’s publication.
6. URL if sourced online.

**Footnote**

**Footnote number**

1. **Interviewee’s first name and/or initials and surname, interviewed by Interviewer’s first name and/or initials and surname, Format, Place of interview, Date of interview, Location of recording, URL (if sourced online).**

2. **Interviewee’s first name and/or initials and surname, interview by Interviewer’s first name and/or initials and surname, Format, Place of interview, Date of interview, Location of recording, URL (if sourced online).**

3. **Reviewed interview:**

   1. **Footnote number**
   2. **Interviewee’s first name and/or initials and surname, interviewed by Interviewer’s first name and/or initials and surname, Format, Place of interview, Date of interview, Location of recording, URL (if sourced online).**

**Unpublished interview:**

1. **Footnote number**

**Published interview:**

2. “Interviewee’s first name and/or initials and surname, interview by Interviewer’s first name and/or initials and surname, Format, Place of interview, Date of interview, Location of recording, URL (if sourced online).”

**Shortened note:** This differs from the usual pattern.

**Bibliography**


**Note:** The name of the interviewee is treated as the author in the bibliography.

Archival sources and manuscript collections (unpublished works)

Archival material can include a wide variety of primary sources. Archives are original, often rare and usually irreplaceable. An archival record is sometimes the only copy that exists. The National Archives of Australia selects records as archives that possess one or more of the following values: administrative, research, evidential, legal, financial or display.¹

Archives are generally groups of documents created by organisations such as government agencies, corporations, and non-profit groups. The sources include oral histories, photographs, letters, newspapers, ledgers, census reports, speeches, films, official documents (marriage and birth certificates), sound recordings and other material.²

Manuscript collections are private collections or archives, and consist of a group of documents often created by individuals or families (personal papers). They may contain personal letters, legal documents, business records, photographs, personal diaries and other materials.³

Bibliography

- Begin with the author's name if available; if a document has a title but no author, list the title first.
- If you are citing multiple items from a collection, list the collection as a whole in the bibliography (not the individual items).

Footnote

- Citing unpublished sources is less standardised and more complex than published sources. Include in the referencing as much identifying information as available and adapt the patterns outlined in a consistent format.
- You may need to consult the examples in Sections 3-5 of this guide to decide how to cite a particular source, e.g., for oral histories, cite as an interview and add the archival location information if available.

---


³ Ibid.

⁴ “What are Archives?”
### Format

**Adapt the citation based on the following:**

**Archival sources**

1. **Author of the collection or title of the item.**
2. **Item description, e.g., letter, personal journal.**
3. **Date of publication – day, month, year.**
4. **Name of collection in double quotation marks.**
5. **Item locator, box number, folder number, collection number.**
6. **Repository – the place where the archives are stored.**
7. **URL if sourced online.**

**Manuscript collections**

1. **Author(s) of the collection.**
2. **Title of the document. Use double quotation marks for specific titles but not generic titles, e.g., minutes.**
3. **Type of collection or document, e.g., paper or manuscript (MS and MSS can be used). For collections not in archives, use “private collection”.**
4. **Date of the item (there may be various dates).**
5. **Name of the collection or documents.**
6. **Repository: Add location if stored in an archive.**
7. **Page numbers: Manuscripts may have page numbers; older scripts may have folios, series or file numbers.**
8. **URL if sourced online.**

### Footnote

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Author's first name and/or initials and surname, item description, Date of publication, “Title of Collection,” Item locator, Box number, Folder number, Collection number, Repository, URL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andy McKay's installation as Dalhousie president, photograph, February 1981, “Wamboldt-Waterfield Photographic Collection,” MS-4-250, Box 74, Folder 7, Dalhousie University Archives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Author's first name and/or initials and surname, “Title of Document,” Type of document, Date, Title of collection, Repository, URL (if sourced online).</th>
</tr>
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</table>

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<tr>
<th>Footnote number</th>
<th>Author's first name and/or initials and surname, “Title of Document,” Type of document, Date, Title of collection, Repository, URL (if sourced online).</th>
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</table>

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Author's first name and/or initials and surname, “Title of Document,” Type of document, Date, Title of collection, Repository, URL (if sourced online).</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Dennis Allen to Stan Lee, letter, 26 October 1976, Stan Lee Papers, Box 13, Folder 4, Coll. 8302, American Heritage Center.</td>
</tr>
</tbody>
</table>

**Shortened note:** Author, Item description, Collection name.

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Author's first name and/or initials and surname, “Title of Document,” Type of document, Date, Title of collection, Repository, URL (if sourced online).</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Dennis Allen to Stan Lee, letter, Stan Lee Papers.</td>
</tr>
</tbody>
</table>

### Bibliography

Queensland Government Gazette:


Dennis Allen to Stan Lee, letter, 26 October 1976, Stan Lee Papers, Box 13, Folder 4, Coll. 8302, American Heritage Center.
### Classic and sacred works

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classical, Medieval, Renaissance, and Early English works</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Classical works have usually been published in many versions and are</td>
<td>1 Homer, <em>Iliad</em> bk. 3, line 21.</td>
<td></td>
</tr>
<tr>
<td>cited more simply than modern works.</td>
<td>2 Ovid, <em>Amores</em> 1.7.27.</td>
<td></td>
</tr>
<tr>
<td>- The organisation of these works is often in numbered sections, e.g.,</td>
<td>3 Spenser, <em>The Faerie Queene</em> bk. 2, canto 8, st. 14.</td>
<td></td>
</tr>
<tr>
<td>stanza or line, instead of page numbers.</td>
<td></td>
<td></td>
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<tr>
<td>Cite in the following order:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Author’s first name (and/or initial) and surname.</td>
<td></td>
<td></td>
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<tr>
<td>2. Title of the work in italics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Section number in Arabic numerals, e.g., 1.7.27. Include the type of</td>
<td></td>
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</tr>
<tr>
<td>section if relevant, e.g., bk. 3, line 21.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cite poems and plays by book (bk.), canto, and stanza (st.); or stanza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and line; or act, scene and line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Bible and other sacred works</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cite in the following order:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Book of the Bible, using the traditional abbreviation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Chapter and verse numbers; separated by a colon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Version of the Bible in parentheses. For works from other religious</td>
<td></td>
<td></td>
</tr>
<tr>
<td>traditions, adapt the pattern for the Bible as appropriate. Include</td>
<td></td>
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<tr>
<td>the name of the work and the part in parentheses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Footnote number</strong> Book of the Bible and Chapter number: Verse number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Version of the Bible).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bible</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Rom. 8:31-32 (New King James).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Jer. 31:3 (NIV).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other sacred works</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Qur’an 2 (al-Baqarah): 257.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: There is no comma between the title and the section numbers.
## Well-known reference works

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
</table>
| **Dictionary, encyclopaedias and well-known reference works**  
Cite in the following order:  
1. Title of the work in italics.  
2. Edition number (if not the first).  
3. Title of the entry preceded by s.v. (“sub verso” – Latin for “under the word”) for dictionaries and encyclopaedias arranged by key terms.  
4. Access date and URL if sourced online.  
**Note:** For more specialised and less common works, include the author and publication details in the footnotes and the bibliography.  
**Omit the facts of publication, volume and page numbers in the footnotes.** | **Footnote number** Title of Work, edition, s.v. “Title of entry,” Access date, URL (if sourced online).  
**Well-known reference works:**  
**Specialised reference works:**  

---

**Atlas**  
- For an atlas, cite as a book.  
- If there is no author or editor, begin with the title instead, written in italics using title case.
### Multimedia: Television and other broadcasts

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adapt the citation based on the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Television and radio programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Title of the program in italics.</td>
<td>Footnote number <strong>Title of the Program</strong>, Season number, Episode number, “Title of episode”, directed by Director's first name and/or initials and surname, aired Day Month Year on Production or broadcast entity, Format, URL.</td>
<td></td>
</tr>
<tr>
<td>2. Season and episode number.</td>
<td><strong>Television:</strong></td>
<td></td>
</tr>
<tr>
<td>3. Name of the episode in double quotations marks.</td>
<td>1 <em>Kennedys: A Fatal Ambition</em>, Season 1, Episode 2, directed by Steve Webb, aired 3 November 2018 on Channel 5 Broadcasting, UK.</td>
<td></td>
</tr>
<tr>
<td>4. Director, producer or author of the episode. The reporter, presenter or host can be included in addition to, or in place of, the director.</td>
<td><strong>Radio:</strong></td>
<td></td>
</tr>
<tr>
<td>5. Date it was first aired preceded by “aired”.</td>
<td>2 <em>This Way Up</em>, “Can Microbes Help Us Grow More Food?” produced by Richard Scott, aired 16 December 2017 on Radio New Zealand.</td>
<td></td>
</tr>
<tr>
<td>6. Name of production/broadcast entity preceded by “on”.</td>
<td><strong>Transcript:</strong></td>
<td></td>
</tr>
<tr>
<td>7. Format, e.g., Stan (if not the original medium).</td>
<td>3 <em>Four Corners</em>, “Contamination,” transcript, reported by Linton Besser, presented by Sarah Ferguson, aired 10 October 2017 on ABC, <a href="https://www.abc.net.au/4corners">https://www.abc.net.au/4corners</a>.</td>
<td></td>
</tr>
<tr>
<td>8. URL if viewed online.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Television and radio transcripts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cite in the pattern of a broadcast and include the word “transcript” after the episode title.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Television and radio advertisements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cite in the pattern described in the example and include the word “advertisement” after the advertisement product and title.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*Kennedys: A Fatal Ambition.*  
Season 1, Episode 2.  
Directed by Steve Webb.  
Aired 3 November 2018 on Channel 5 Broadcasting, UK.

*This Way Up.* “Can Microbes Help Us Grow More Food?”  
Produced by Richard Scott.  
Aired 16 December 2017 on Radio New Zealand.

*Budget Direct.* “Money Magazine’s Insurer of the Year.”  
Advertisement.  
[https://www.youtube.com/watch?v=vPFCn3itBFE](https://www.youtube.com/watch?v=vPFCn3itBFE).
<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Movies</strong></td>
<td>Adapt the citation based on the following:</td>
<td></td>
</tr>
<tr>
<td>1. Title of the movie in italics.</td>
<td><em>Footnote number Title of Movie, directed by Director's first name and/or initials and surname (Production Company or distributor, Date of release), Format, URL (if viewed online).</em></td>
<td>Jolie, Angelina, director. <em>First They Killed My Father.</em> Screenplay by Loung Ung. Jolie Pas, 18 February 2017. Netflix. <a href="https://netflixaustralia.org/">https://netflixaustralia.org/</a>. <em>The King’s Speech.</em> Directed by Tom Hooper. UK Film Council, 6 September 2010. Blu-Ray Disc.</td>
</tr>
<tr>
<td>2. Name of director. Include writers, producers or actors if relevant to your discussion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Production information in parentheses:</td>
<td><em>5 The King’s Speech, directed by Tom Hooper (UK Film Council, 6 September 2010), Blu-Ray Disc.</em></td>
<td></td>
</tr>
<tr>
<td>• name of the production company</td>
<td></td>
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<tr>
<td>• date of the release or creation.</td>
<td></td>
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</tr>
<tr>
<td>4. Format of movie, e.g., Blu-ray, motion picture, Netflix.</td>
<td><em>6 First They Killed My Father, directed by Angelina Jolie, screenplay by Loung Ung (Jolie Pas, 18 February 2017), Netflix, <a href="https://netflixaustralia.org/">https://netflixaustralia.org/</a>.</em></td>
<td></td>
</tr>
<tr>
<td>5. URL if downloaded online.</td>
<td></td>
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<tr>
<td><strong>Note:</strong> In the bibliography, list the movie either under the name of the director or the title.</td>
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</table>

<table>
<thead>
<tr>
<th><strong>YouTube and videos</strong></th>
<th>Adapt the citation based on the following:</th>
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</thead>
<tbody>
<tr>
<td>1. Creator (if known).</td>
<td><em>Footnote number Creator, “Title of the Video,” directed by Director’s first name and/or initials and surname, Production or broadcast entity, Date, Format, URL (if viewed online).</em></td>
<td>Indian Diplomacy. “India and South East Asia.” 7 August 2012. YouTube video. <a href="https://www.youtube.com">https://www.youtube.com</a>.</td>
</tr>
<tr>
<td>3. Presenter, director or host of the video. If this is unknown, include name of the person who posted the video. Precede the name with “posted by”, “directed by” or “presented by” as relevant.</td>
<td></td>
<td></td>
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<tr>
<td>4. The name of production or broadcast entity.</td>
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<td>5. Date published – day, month, year.</td>
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<tr>
<td>6. Format, e.g., YouTube video.</td>
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<td><strong>YouTube:</strong></td>
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<td></td>
<td><em>9 “India and South East Asia,” posted by Indian Diplomacy, 7 August 2012, YouTube video, <a href="https://www.youtube.com">https://www.youtube.com</a>.</em></td>
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</table>
### Format

<table>
<thead>
<tr>
<th><strong>Video games and apps</strong></th>
<th><strong>Footnote</strong></th>
<th><strong>Bibliography</strong></th>
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<tbody>
<tr>
<td>Adapt the citation based on the following:</td>
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<tr>
<td>3. Name of the production or broadcast entity.</td>
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<tr>
<td>4. Date published.</td>
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<tr>
<td>5. Format.</td>
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<tr>
<td>6. URL if sourced online.</td>
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<tr>
<td><strong>Note:</strong> In the bibliography, list the game or app under the name of the production entity.</td>
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<table>
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<tr>
<th><strong>Sound recordings</strong></th>
<th><strong>Footnote</strong></th>
<th><strong>Bibliography</strong></th>
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</thead>
<tbody>
<tr>
<td>• Album titles and musical works referred to by genre (e.g. Symphony no. 5) are in italics.</td>
<td></td>
<td></td>
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<tr>
<td>• All other titles are in quotation marks.</td>
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<tr>
<td>3. Performer/ ensemble, and /or conductor.</td>
<td></td>
<td></td>
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<tr>
<td>4. Recording or release date.</td>
<td></td>
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<tr>
<td>5. Name of recording/publishing company.</td>
<td></td>
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<tr>
<td>6. Copyright/publishing date (if different to recording year).</td>
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<tr>
<td>7. Format, e.g., Spotify, MP3.</td>
<td></td>
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<tr>
<td>8. URL if sourced online.</td>
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</tbody>
</table>
### Format

**Audios and podcasts**
Adapt the citation based on the following pattern:

1. **Title of the recording in italics.**
2. **Title of the episode in double quotations marks.**
3. **Name of director, author, or presenter of the podcast episode or audio. Precede the name with “by”, “directed by” or “hosted by” as relevant.**
4. **Date aired or last modified – day, month, year.**
5. **The name of the production or broadcast entity.**
6. **Format, e.g., audio, podcast.**
7. **URL if sourced online.**

**Note:** In the bibliography, list the name of the host or presenter in the place of the author.

### Footnote

Footnote number _Title of Audio or Podcast, “Title of Episode,” directed by Director's first name and/or initials and surname, Date aired, Production or broadcast entity, Format, URL (if sourced online)._

#### Audio:

<table>
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<th>Footnote number</th>
<th>Citation</th>
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</table>

#### Podcast:

<table>
<thead>
<tr>
<th>Footnote number</th>
<th>Citation</th>
</tr>
</thead>
</table>

### Bibliography


### Visual and Performing Arts

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
</table>
| **Paintings, drawings, sculptures, photos** | Footnote number: Artist's first name and/or initials and surname, *Title of Artwork*, Date of creation, Type of artwork or medium, Place housed, Location, URL.  
**Painting:**  
**Photograph:**  
| **Graphic Art: Advertisements, maps, posters** | Footnote number: Creator's first name and/or initials and surname, “Title of Work,” Date of creation, Type of graphic, Place housed, Location, URL (if sourced online).  
**Shortened note:**  
| Adapt the citation based on the following:  
1. Creator of the graphic.  
2. Title or caption enclosed in double quotation marks.  
3. Date of creation.  
4. Type of graphic if unclear from the title e.g. cartoon.  
5. Place the artwork is housed (if any), including location or cite the publication that contains the work.  
6. URL if sourced online. |
### Live performances: Theatrical, musical or dance performances.

Adapt the citation based on the following:

1. Title of the work in italics.
2. Creators and key contributors or performers and their role e.g., screen play by …, directed by …, music and lyrics by …, choreographed by …, … pianist.
3. The venue of the performance and its location (if not in the venue title).
4. Starting date of the performance – day, month, year.

When citing recordings or broadcasts of live performances, information about the medium can be added.

#### Footnote

Footnote number

<table>
<thead>
<tr>
<th>Title of the Performance</th>
<th>by Names of creators and key contributors, Performance venue, Location, Starting date.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theatrical performance:</strong></td>
<td></td>
</tr>
<tr>
<td>¹Lady in the Van, by Alan Bennett, directed by Dean Bryant, Arts Centre Melbourne, 2 February 2019.</td>
<td></td>
</tr>
<tr>
<td><strong>Musical performance:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Pamphlets and reports

- Cite a pamphlet, corporate report, brochure or other freestanding publication as you would a book (see p. 10).
- Include as much identifying information as available.
- Include a URL if sourced online.

#### Footnote

Footnote number

<table>
<thead>
<tr>
<th>Author’s first name and/or initials and surname, Title of the Publication, (Place of publication: Publisher’s name, Year of publication), Page number, URL (if sourced online).</th>
</tr>
</thead>
<tbody>
<tr>
<td>¹Shahbaz Nasir and Kaliappa Kalirajan, Export Performance of South and East Asia in Modern Services (St Louis: RePEc, 2013), 4, <a href="https://crawford.anu.edu.au/">https://crawford.anu.edu.au/</a>.</td>
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</tbody>
</table>

#### Bibliography

### Poetry and anthologies

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anthology</strong></td>
<td><img src="Image" alt="Footnote number" /> <strong>Author’s first name and/or initials and surname, “Title of Work,” in <em>Title of Anthology</em>, ed. Editor's first name and/or initials and surname (Place of publication: Publisher, Year of publication), Page, line or stanza number, URL (if sourced online).</strong></td>
<td><img src="Image" alt="Author’s surname, first name and/or initials. “Title of Work.” In Title of Anthology. Edited by Editor's first name and/or initials and surname. Page range of work. Place of publication: Publisher, Year of publication. URL (if sourced online)." /></td>
</tr>
<tr>
<td>Cite anthologies of poems, short stories or essays the same as you would an edited collection with multiple authors.</td>
<td><img src="Image" alt="Footnote number" /> <strong>Author’s first name and/or initials and surname, “Title of Work,” in <em>Title of Anthology</em>, ed. Editor's first name and/or initials and surname (Place of publication: Publisher, Year of publication), Page, line or stanza number, URL (if sourced online).</strong></td>
<td><img src="Image" alt="Author’s surname, and first name and/or initials. “Title of Work.” Place of publication: Publisher, Year of publication. URL (if sourced online)." /></td>
</tr>
<tr>
<td>Stanzas and lines can be used in the place of page numbers.</td>
<td><img src="Image" alt="Footnote number" /> <strong>Author’s first name and/or initials and surname, “Title of Work” (Place of publication: Publisher, Year of publication), Page number, URL (if sourced online).</strong></td>
<td><img src="Image" alt="Author’s surname, and first name and/or initials. “Title of Work.” Place of publication: Publisher, Year of publication. URL (if sourced online)." /></td>
</tr>
<tr>
<td>Use a URL if sourced online.</td>
<td><img src="Image" alt="Footnote number" /> <strong>Author’s first name and/or initials and surname, “Title of Work” (Place of publication: Publisher, Year of publication), Page number, URL (if sourced online).</strong></td>
<td><img src="Image" alt="Author’s surname, and first name and/or initials. “Title of Work.” Place of publication: Publisher, Year of publication. URL (if sourced online)." /></td>
</tr>
<tr>
<td><strong>Poem in an Anthology:</strong></td>
<td><img src="Image" alt="Footnote number" /> <strong>Author’s first name and/or initials and surname, “Title of Work.” Place of publication: Publisher, Year of publication. URL (if sourced online).</strong></td>
<td><img src="Image" alt="Author’s surname, and first name and/or initials. “Title of Work.” Place of publication: Publisher, Year of publication. URL (if sourced online)." /></td>
</tr>
<tr>
<td><strong>Poetry as its own work (long poem):</strong></td>
<td><img src="Image" alt="Footnote number" /> <strong>Author’s first name and/or initials and surname, “Title of Work” (Place of publication: Publisher, Year of publication), Page number, URL (if sourced online).</strong></td>
<td><img src="Image" alt="Author’s surname, and first name and/or initials. “Title of Work.” Place of publication: Publisher, Year of publication. URL (if sourced online)." /></td>
</tr>
</tbody>
</table>

**Note:** If you quote two or more lines of poetry, present as a block quote. Begin each line of the poem on a new line.
## Musical scores and texts in the Arts

### Format

#### Musical score
- Cite a published musical score as you would a book (see p. 10).
- Cite an unpublished score as you would a manuscript collection (see p. 39).
- For musical scores with several publications, include the name of the creator or arranger for the version cited. This is placed after the title as you would an editor.

#### Play script
- For literary studies, translation works, or an obscure work, cite each play as you would a book and include in the bibliography.
- Include the format “play script” after the title.
- Cite the act, scene and line where there are no page numbers, e.g., 1.3.34.
- For classic and well-known works, see p. 40 for citation details.

### Footnote

<table>
<thead>
<tr>
<th>Musical score</th>
<th>Bibliography</th>
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<tbody>
<tr>
<td>Footnote number Composer's first name and/or initials and surname, <em>Title of Score</em> (Place of publication: Publisher's name, Year of publication).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Play script</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footnote number Author's first name and/or initials and surname, <em>Title of Play</em>, play script (Place of publication: Publisher's name, Year of publication), Page number.</td>
<td></td>
</tr>
</tbody>
</table>

### Well known works:

| 3 William Shakespeare, *Tragedy of Macbeth*, 2. 3. 4-10. |

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### Format

**Art exhibition catalogue**

- Cite an art exhibition catalogue as you would a book. If there is no author, include the name of the curators after the title.
- In the bibliography, include information about the exhibition and publication data.

### Footnote

Footnote number: Author's first name and/or initials and surname, *Catalogue Title* (Place of publication: Publisher's name, Year of publication), Page number, URL (if sourced online).


### Bibliography

Author's surname, first name and/or initials. *Catalogue Title*. Place of publication: Publisher's name, Year of publication. Published in conjunction with the exhibition *Exhibition title* at Venue of exhibition, Date of exhibition. URL (if sourced online).

## Government documents

Include in the referencing as much identifying information as available and adapt the patterns outlined in a consistent format. Use italics for codes and titles of freestanding publications. Unpublished government documents follow the patterns for archival sources and manuscripts collections (see p. 39).

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public documents and reports</strong> Adapt the citation based on the following pattern:</td>
<td><strong>Footnote number</strong> Name of government jurisdiction: Name of government department or agency, <em>Title of Document: Version number</em>, Author’s first name and/or initials and surname (Publication location: Publisher, Date), Page or section numbers, URL (if sourced online).</td>
<td><strong>Australian Bureau of Statistics.</strong> <em>Australian Social Trends</em>. Cat. no. 4102.0. Canberra: ABS, 2014. <a href="http://www.abs.gov.au">http://www.abs.gov.au</a>.</td>
</tr>
<tr>
<td>5. Page or section numbers.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Format

**Government media releases and fact sheets**

Adapt the citation based on the following pattern:

1. Name of the government body.
2. Title in double quotation marks.
3. Individual author/ editor if available.
4. Format, e.g., fact sheet.
5. Place of publication, publisher, and date of publication in parentheses.
6. Page or section numbers.
7. URL if sourced online.

### Footnote

Footnote number: Name of government body, “Title of Media Document,” Author's first name and/or initials and surname, Format (Place of publication Publisher, Publication date), Page or section numbers, URL (if sourced online).

<table>
<thead>
<tr>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 DES, “Report All Freshwater.”</td>
<td></td>
</tr>
</tbody>
</table>

### Bibliography


### Acts of Parliament and Legislation

(Bills and resolutions passed into law)

Adapt the citation based on the following pattern:

1. Title of the Act in italics, including date and version as part of the title.
2. Publication containing the Act in italics (if available).
3. Publisher and date of the version sourced in parentheses.
4. Page or section numbers.
5. URL if sourced online.

**Note:** Acts can be cited individually or in complied legislative publications.

<table>
<thead>
<tr>
<th>Footnote</th>
<th>Bibliography</th>
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</table>

### Shortened note:

<table>
<thead>
<tr>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Annual Holidays Act, sec. 10A (1).</td>
<td></td>
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<tr>
<td>Format</td>
<td>Footnote</td>
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<tr>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Parliamentary bills, amendments and resolutions</strong> (proposed laws)</td>
<td></td>
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</tbody>
</table>
| Adapt the citation based on the following pattern: | | **Parliament of Australia, H. Res. *Future Drought Fund Bill 2019*. 45th Par., 2019.**  
| • Abbreviate Commonwealth Parliamentary bills originating in: | | **Parliament of Western Australia, LC. *Environmental Protection Amendment (Banning Plastic Bags and Other Things) Bill 2018*. 40th Par., 29 March 2018.**  
| • Abbreviate State Parliamentary bills originating in: | | | |
| Legislative Assembly - LA. Res. Legislative Council - LC. Res. | | | |
| 3. Title of the bill or resolution in italics. | | | |
| 4. Parliamentary session number (if available) abbreviated, e.g., 33rd Par., 1st sess. | | | |
| For a private member's bill, include the member who introduced the bill. | | | |
| 5. Publication date in parentheses. | | | |
| 6. Page or section numbers. | | | |
| 7. URL if sourced online. | | | |

**Note:** Parliament of the Commonwealth of Australia can be cited as Parliament of Australia.
<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Insert the words “Parliamentary debate”.</td>
<td></td>
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</tr>
<tr>
<td>4. Date – day, month, year.</td>
<td><strong>Debate including speaker and subject:</strong></td>
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<tr>
<td>6. URL if sourced online.</td>
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<tr>
<td><strong>Note:</strong> In addition to the information above, you may include the speaker and subject to begin the footnote.</td>
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<tr>
<td><strong>Parliamentary speeches</strong></td>
<td>Adapt the citation based on the following pattern:</td>
<td></td>
</tr>
<tr>
<td>1. Presenter (Member of Parliament).</td>
<td>Footnote number Presenter’s first name and surname, “Subject”, speech, Legislative Chamber (Location, Date), URL (if sourced online)</td>
<td></td>
</tr>
<tr>
<td>2. Subject of the speech in double quotation marks. In footnotes, this is followed by the word “speech”.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Legislative Chamber e.g. HR., Senate (if relevant)</td>
<td>13 Peter Cosgrove, “Governor-General’s Speech,” speech, Senate (Canberra, 3 December 2018), <a href="https://www.aph.gov.au/Parliamentary_Business/Hansard/Hansard">https://www.aph.gov.au/Parliamentary_Business/Hansard/Hansard</a>_.</td>
<td></td>
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<tr>
<td>4. Location and date in parentheses.</td>
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<tr>
<td>5. URL if sourced online.</td>
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<tr>
<td>Format</td>
<td>Footnote</td>
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<tr>
<td><strong>Documents from other countries</strong>&lt;br&gt;Cite as you would Australian documents and end citations with the name of the country in brackets, e.g., (United Kingdom), unless it is obvious from the context.</td>
<td>Footnote number&lt;br&gt;Author or authorising body, <em>Title of Document</em>, Series, (Publication place: Publisher, Date) Page number, URL if sourced online.</td>
<td>2 United Nations Security Council, <em>Report of Security Council Mission to Afghanistan</em>, S/PV.8158 (New York: United Nations, 17 January 2018), 3, <a href="https://undocs.org/S/PV.8158">https://undocs.org/S/PV.8158</a>.</td>
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<tr>
<td>Format</td>
<td>Footnote</td>
<td>Bibliography</td>
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<tr>
<td><strong>Treaties</strong>&lt;br&gt;Adapt the citation based on the following pattern:&lt;br&gt;1. Title of the treaty.&lt;br&gt;2. Parties subject to the agreement, separated by hyphens.&lt;br&gt;3. Date of signing.&lt;br&gt;4. Publication containing the treaty in italics.&lt;br&gt;5. Page number or other locators.&lt;br&gt;6. URL if sourced online.</td>
<td><strong>Footnote number</strong> Title of Treaty, Countries in treaty, Publication date, <em>Publication containing the treaty</em>, Page or section numbers, URL (if sourced online).&lt;br&gt;&lt;br&gt;2 Treaty on Mutual Assistance in Criminal Matters: Regulation No. 187 2015, Australia-Vietnam, 5 April 2017, <em>Legislation Register</em>, art. 4, sec. (1) sub-sec. (a). <a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>.&lt;br&gt;&lt;br&gt;<strong>Shortened note:</strong>&lt;br&gt;13 <em>Treaty on Mutual Assistance</em>, art. 8, sec. (1).</td>
<td><strong>Australia.</strong> Treaty on Mutual Legal Assistance in Criminal Matters between Australia and the Socialist Republic of Vietnam. 5 April 2017. <em>Legislation Register.</em>&lt;br&gt;<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>.&lt;br&gt;&lt;br&gt;<strong>Note:</strong> The name of the country is used in the place of the author in the Bibliography.&lt;br&gt;The parties in the agreement are added to the title.</td>
</tr>
<tr>
<td><strong>Australian Constitution</strong>&lt;br&gt;- Cite the Constitution of the Commonwealth of Australia as the Australian Constitution.&lt;br&gt;- Include the part or chapter, section, and sub-section (if relevant).&lt;br&gt;Cite constitutions of states as Acts of Parliament.</td>
<td><strong>Footnote number</strong> Australian Constitution, part or chapter, section, sub-section.&lt;br&gt;&lt;br&gt;11 <em>Australian Constitution</em>, c. 12, s. 9(ii).&lt;br&gt;&lt;br&gt;14 <em>Constitution Act 1902</em> (NSW), s. 2.</td>
<td>The Australian Constitution is not included in the bibliography.</td>
</tr>
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</table>
## Legal documents

<table>
<thead>
<tr>
<th>Format</th>
<th>Footnote</th>
<th>Bibliography</th>
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<tr>
<td><strong>Legal cases</strong>&lt;br&gt;Adapt the citation based on the following pattern:&lt;br&gt;1. Case name in full, including v. (versus) in italics.&lt;br&gt;2. Volume number and law report series.&lt;br&gt;3. Name of the court and date in brackets, if not in the series title.&lt;br&gt;4. URL if sourced online.</td>
<td>Footnote number Name v. Name, Volume and law report series (Court and date–if not in series title), URL (if sourced online).&lt;br&gt;2Mabo v. Queensland (No. 2), HCA 23; (1992) 175 CLR 1, <a href="http://www.austlii.edu.au/cgi-bin/sinodisp/au/cases/cth/high_ct/">http://www.austlii.edu.au/cgi-bin/sinodisp/au/cases/cth/high_ct/</a>&lt;br&gt;&lt;br&gt;<strong>Shortened note:</strong>&lt;br&gt;Mabo v Queensland, sec. 11.</td>
<td>Public legal documents such as legal cases are not included in the bibliography.</td>
</tr>
</tbody>
</table>
### Papers, lectures and dissertations

**Format**  
**Conference papers**  
Adapt the citation based on the following pattern:  
1. Author’s name.  
2. Title of paper in double quotation marks, following by the word “in”.  
3. Title of Proceedings in italics.  
4. Editor’s name (if relevant).  
5. Publication details in parentheses.  
6. Page number.  
7. URL if sourced online.

**Footnote**  
Footnote number. Author’s first name and/or initials and surname, “Title of Work” in Title of Proceedings, Editor’s first name and/or initials and surname (Location: Publisher, Year), Page number, URL (if sourced online).

**Bibliography**  
Author’s surname, first name and/or initials. “Title of Work.” In Title of Proceedings, Editor’s first name and/or initials and surname. Location: Publisher, Year. URL (if sourced online).

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<th>Footnote</th>
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<tbody>
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<td><strong>Presentations and speeches</strong></td>
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<td>Author or presenter's surname, first name and/or initials, “Title of Speech.” Description of speech, Location of speech, Date. URL (if sourced online).</td>
</tr>
<tr>
<td></td>
<td>1. Name of the presenter.</td>
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</tr>
<tr>
<td></td>
<td>2. Title of the speech/presentation in double quotation marks. In the footnotes, this is followed by the word “speech”.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Description, location and date of the presentation or speech (instead of the publication details).</td>
<td></td>
</tr>
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<td>4. URL if sourced online.</td>
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<td></td>
<td>• Cite the same as books (see p.10) with these exceptions:</td>
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<td></td>
<td>• Enclose the title in quotation marks.</td>
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<td></td>
<td>• List the kind of paper (state if unpublished) followed by the academic institution and year of completion in parentheses.</td>
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<td>• For online papers, add the URL.</td>
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Moodle and CQUiversity-provided study materials

Use CQUiversity resources as directed and in conjunction with other sources you have located in your research.

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# Appendices

## Appendix A: Abbreviations and their use

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<td>circa</td>
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<td>catalogue number</td>
</tr>
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<td>chap.</td>
<td>chapter</td>
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<tr>
<td>comp.</td>
<td>compiler compiled by</td>
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<td>dissertation</td>
</tr>
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<td>div.</td>
<td>division</td>
</tr>
<tr>
<td>DOI (initialism)</td>
<td>digital object identifier</td>
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<td>et al.</td>
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<td>fol.</td>
<td>folio</td>
</tr>
<tr>
<td>Ibid.</td>
<td>ibidem</td>
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<tr>
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<td>manuscript manuscripts</td>
</tr>
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<td>Abbreviation</td>
<td>Purpose</td>
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<td>section</td>
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<td>sub verso</td>
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<td>translator translated by</td>
</tr>
<tr>
<td>transcr.</td>
<td>transcriber transcribed by</td>
</tr>
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<td>vol. or vols.</td>
<td>volume volumes</td>
</tr>
<tr>
<td>v.</td>
<td>versus</td>
</tr>
<tr>
<td>URL (initialism)</td>
<td>uniform resource locator</td>
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### States and territories of Australia

- Australian Capital Territory (ACT)
- New South Wales (NSW)
- Northern Territory (NT)
- Queensland (QLD or Qld)
- South Australia (SA)
- Tasmania (TAS or Tas)
- Victoria (VIC or Vic)
- Western Australia (WA)
## Appendix B: A quick guide to referencing authors

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<th>Works by:</th>
<th>Footnote</th>
<th>Bibliography</th>
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<tbody>
<tr>
<td><strong>One author</strong></td>
<td>1 Michael Green,</td>
<td>Green, Michael.</td>
</tr>
<tr>
<td><strong>Two authors</strong></td>
<td>2 William J. Duiker and Jackson J. Spielvogel,</td>
<td>Duiker, William J., and Jackson J. Spielvogel.</td>
</tr>
<tr>
<td><strong>Three authors</strong></td>
<td>3 Ross Fitzgerald, Lyndon Megarrity, and David Symons,</td>
<td>Fitzgerald, Ross, Lyndon Megarrity, and David Symons.</td>
</tr>
<tr>
<td><strong>Four or more authors</strong></td>
<td><strong>First citation</strong> 4 Antony Best, Jussi Hanhimäki, Joseph A. Maiolo, and Kirsten E. Schulze,</td>
<td>Best, Antony, Jussi Hanhimäki, Joseph A. Maiolo, and Kirsten E. Schulze.</td>
</tr>
<tr>
<td></td>
<td><strong>Repeated citation</strong> 5 Best et al.,</td>
<td>Note: et al. is not used in the bibliography.</td>
</tr>
<tr>
<td></td>
<td><strong>Translator</strong> 7 Seamus Heaney, trans., <em>Beowulf</em>:</td>
<td>Heaney, Seamus, trans. <em>Beowulf</em>:</td>
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## Appendix C: Checklist for formatting Turabian referencing

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<td>Paper size—A4</td>
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<td>Margins—2.54 cm top and bottom, left and right</td>
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</table>

<table>
<thead>
<tr>
<th>General essay settings</th>
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<tbody>
<tr>
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<tr>
<td>Font colour—Automatic (Black text)</td>
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<tr>
<td>Horizontal alignment—Left aligned</td>
</tr>
<tr>
<td>Paragraph Spacing—0 pt. Before, 0 pt. After</td>
</tr>
<tr>
<td>Line Spacing—1.5 or 2.0 (Double), according to lecturer’s preference</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table titles</th>
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<td>Every table should have a number and a caption</td>
</tr>
<tr>
<td>Flush to the left on the line above the table</td>
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<tr>
<td>Font reduced—Times New Roman size 11</td>
</tr>
</tbody>
</table>

<table>
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</tr>
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<td>Font reduced—Times New Roman size 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block quotations - more than 3 lines or 30 words</th>
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</thead>
<tbody>
<tr>
<td>Separate paragraph, including the citation</td>
</tr>
<tr>
<td>No quotation marks</td>
</tr>
<tr>
<td>Same font style as essay (Times New Roman size 12)</td>
</tr>
<tr>
<td>Line Spacing—1.0 (Single)</td>
</tr>
<tr>
<td>Indented by 1.27 cm</td>
</tr>
<tr>
<td>Paragraph spacing of paragraph before quotation – 0 pt. Before and 12 pt. After</td>
</tr>
<tr>
<td>Paragraph spacing of quotation paragraph – 0 pt. Before and 12 pt. After</td>
</tr>
<tr>
<td>Superscript number after the full-stop at the end of a block quote</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Short quotation – 3 lines or 30 words or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosed in double quotation marks</td>
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<tr>
<td>Same font style as essay (Times New Roman size 12)</td>
</tr>
<tr>
<td>Continuation of text within paragraph</td>
</tr>
<tr>
<td>Full stop before the closing quotation mark</td>
</tr>
<tr>
<td>Superscript number after the closing quotation mark</td>
</tr>
<tr>
<td>Full citation in a footnote</td>
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</tbody>
</table>
### Footnotes - At CQUniversity, footnotes are preferred to endnotes.

<table>
<thead>
<tr>
<th>Footnotes are indicated with superscript numbers that follow the cited information. They correspond with a footnote at the bottom of the same page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footnotes should be numbered sequentially throughout your assignment. Do not restart the numbering on every page.</td>
</tr>
<tr>
<td>Both the footnote number in the text and the corresponding number in the footnote itself should be superscript.</td>
</tr>
</tbody>
</table>

**Indent—Hanging**

**Font reduced—Times New Roman size 11**

**Paragraph spacing – 0 pt. Before and 12 pt. After**

### Bibliography

<table>
<thead>
<tr>
<th>Starts on a new page created with manual page break</th>
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</thead>
<tbody>
<tr>
<td>Appears after the final paragraph of the main document</td>
</tr>
</tbody>
</table>

**Heading:** **Bibliography**—left aligned and bold

**Same font style and size as essay**

**Alignment**—left aligned with hanging indent at 1.27 cm

**Line spacing—1.0 (Single)**

**Paragraph spacing—0 pt. Before, 12 pt. After**

**Each reference (including URL) is a single paragraph**

**References listed in strict alphabetical order by the first author’s surname**

**URLs should be blue and hyperlinked, with the underline removed**

**Numbers, letters and bullet points are not used**

### Title page

<table>
<thead>
<tr>
<th>Include the paper title, your name, and your class information</th>
</tr>
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<tbody>
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<td>Horizontal centre alignment</td>
</tr>
</tbody>
</table>

**Same font style as essay (Times New Roman size 12)**

**Line Spacing—2.0 (Double)**

**The title page should not have a page number**

**The paper’s title should be about one-third of the way down the page**

### Page Numbers

<table>
<thead>
<tr>
<th>Page numbers should begin on the first page of the paper's text, not on the title page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placed in the bottom left of the footer</td>
</tr>
</tbody>
</table>

**Table of contents and front matter page numbers in Roman numerals (i, ii, iii, etc.)**

**Same font style as essay (Times New Roman size 12)**

**Line spacing—1.0 (Single)**

**Paragraph spacing—0 pt Before, 0 pt After**
Appendix D: Text connectives and signal words

**Text connectives**

Connective words include both conjunctions and words that signal transition. Their function is to signal to the reader the relationships between ideas. When sentences and ideas clearly fit together, readers can follow arguments more easily, and the writing is coherent.

<table>
<thead>
<tr>
<th><strong>Addition - introducing a similar idea</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>again also and and then besides</td>
<td>equally further furthermore in addition in fact in addition to indeed moreover next</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Comparison - comparing ideas</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>again also similarly with in comparison like/likewise as in the same way/manner both</td>
<td>indeed equally in fact furthermore</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contrast - contrasting ideas</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>besides but however in contrast</td>
<td>conversely nevertheless meanwhile instead naturally</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Time and sequence - ordering the sequence of items</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>after immediately at first finally after so far</td>
<td>while to summarise first(ly) subsequently concurrently</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Result - Introducing a result (cause and effect)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>accordingly therefore as a result hence</td>
<td>for that reason for that reason for that reason</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Exemplification - introducing an example</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>as evidence of an example of for example such as for instance specifically</td>
<td>as evidence of such as for instance specifically</td>
</tr>
</tbody>
</table>
Signal words to use in citations

Signal words and phrases assist with making citations part of your own writing and providing more information about the status of the information you are citing. Your choice of words can indicate whether the authors you are citing are presenting established findings, putting forward a case, making a suggestion or drawing conclusions.

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<th>Argue</th>
<th>Explain</th>
<th>Other</th>
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<td>describe</td>
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<td>remark</td>
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<td>maintain</td>
<td>confirm</td>
<td>justify</td>
<td>offer</td>
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<td>hold the view</td>
<td>find</td>
<td>reason</td>
<td>predict</td>
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<tr>
<td>point out</td>
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<td>identify</td>
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<td>highlight</td>
<td>emphasise</td>
<td>demonstrate</td>
<td>examine</td>
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Good writers use a combination of these methods and words, but be careful not to overuse them.
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