University of Western Australia Harvard Reference Style Examples

Contents

In-text citations

Two or more works cited at one point in the text

If two or more works by different authors or authoring bodies are cited at one point in the text, use a semi-colon to separate them:

(Larson 2000; Malinowski 1999)

The authors should be listed in alphabetical order.

Two or three authors of authoring bodies

When citing a work by two or three authors or authoring bodies, cite the names in the order in which they appear on the title page:

(Malinowski, Miller & Gupta 1995)

Block quotations

If you are quoting a long piece of text (more than 30 words), the actual quote should be in slightly smaller font and indented from the left hand margin to distinguish it from the surrounding text. For example –

It was stated that:

> If any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processes (Mullane 2006, p. 66).

In-text and reference list examples

Please note: EndNote X7 Instructions only for use with the Style File: uwa_harvard_2016

Books

The standard reference format for a book is:

Author(s) family name, Initial(s) Year of publication, *Title,* Publisher, Place of publication.

Material Type	In-Text Example	Reference List Examples	EndNote (Harvard – Business 2016)
Book: single author	(Holt 1997) or Holt (1997) wrote that…	Holt, DH 1997, *Management principles and practices*, Prentice-Hall, Sydney.	**Reference type: Book**
Book: 2 or 3 authors	(McCarthy, William & Pascale 1997)	McCarthey, EJ, William, DP & Pascale, GQ 1997, *Basic marketing*, Irwin, Sydney.	**Reference Type: Book** Enter all authors in the Author field. Each one on a separate line: Family name, I O (Initials with spaces or periods after each. Add title and other details the same as for a single author book.
Book: more than 3 authors	(Bond et al. 1996)	Bond, WR, Smith, JT, Brown, KL & George, M 1996, *Management of small firms*, McGraw-Hill, Sydney.	**Reference Type: Book** - As above. Enter all authors in the Author field. Each one on a separate line. EndNote will automatically limit to 3 and will insert et al in the in-text citation. Add title and other details the same as for a single author book.
Book: no author	(A history of Greece 1994)	*A history of Greece* 1994, Irwin, Sydney.	
Book: editor	(Jones 1998)	Jones, MD (ed) 1998, *Management in Australia*, Academic Press, London.	**Reference Type: Edited Book**
Book: 2 or more editors	(Bullinger & Warnecke 1985)	Bullinger, HJ & Warnecke HJ (eds) 1985, *Toward the factory of the future*, Springer-Verlag, Berlin.	**Reference Type: Edited Book** As above, each editor on a different line
Book: organisation as author	(Australian Bureau of Agriculture and Resource Economics 2001)	Australian Bureau of Agriculture and Resource Economics 2001, *Aquaculture developments in Australia: a review of key economic issues*, ABARE, Canberra.	**Reference type: Book** Organisation as author, add comma after the Organisation name
Book: chapter or article in edited book	(Milkman 1998, p. 25)	Milkman, R 1998, 'The new American workplace: High road or low road?" in P Thompson & C Warhurst, (eds), *Workplaces of the future*, pp. 22-34. Macmillan Press, London.	**Reference type: Book section**

Material Type	In-Text Example	Reference List Example	
			In the Author field enter the author of the chapter /section. Use the Title field for the title of the section or part. In the Editor field enter details of the editor(s) of the whole book. Use the Book Title field for the title of the whole book. In Pages write the page no's of the chapter/section.
Book: edition other than first	(Drafke 2009)	Drafke, M 2009, *The human side of organizations*, 10th edn, Pearson/Prentice Hall, Upper Saddle River, New Jersey.	**Reference type: Book** In the Edition field write 2, 3, 4 etc. as appropriate.
Book: different works by same author in same year	(Bond 1991a) (Bond 1991b)	Bond, G 1991a, *Business ethics*, McGraw-Hill, Sydney. Bond, G 1991b, *Corporate governance*, Irwin, London.	
Dictionary or Encyclopedia	The Macquarie dictionary (2010) defines it as…	Do not include in reference list.	

eBook

Material Type	In-Text Example	Reference List Example	
eBook	(Drucker 2012)	Drucker, P 2012, *Managing the non-profit organization*, Routledge, London. Available from: Ebook Library. [29 September 2015].	**Reference type: Electronic Book** Enter date in 'Access date' field and Database name in 'Name of Database' field
eBook: chapter or article in an edited eBook	(White 2002, p. 112)	White, H 2002, 'The westernization of world history' in J Rüsen (ed) *Western historical thinking: An intercultural debate*, pp. 111 – 119. Berghahn Books, New York. Available from: ACLS Humanities E-Book. [29 September 2015].	**Reference type: Electronic Book section.** As for book section / chapter above. Enter date in 'Access date' field and Database name in 'Name of Database' field.
eBook: chapter available on CMO	(Birch 2013)	Birch, T 2013, 'The trouble with history' in A Clark & P Ashton, (eds), *Australian history now*, pp. 232-250. NewSouth Publishing, Sydney. Available from: The University of Western Australia Library Course Materials Online. [29	**Reference type: Electronic Book** Enter date in 'Date Accessed' field. In 'Name of Database' field type 'The University of Western Australia Library Course Materials Online'

		September 2015].	
eBook: freely available online (with no place of publication)	(de Grosbois 2015)	de Grosbois, T 2015, *Mass influence: the habits of the highly influential*, Wildfire Workshops. Available from: http://www.massinfluencethebook.com/. [27 January 2016]. *If an eBook is "born digital" (it has only ever been published online) and no place of publication can be located, only list the publisher.*	**Reference type: Electronic Book** Enter date in 'Date Accessed' field and URL in 'URL' field.

Journal articles

- When citing journal articles with **multiple authors,** follow the same format for the author field as for **books** with multiple authors.

- Take care when citing that you indicate which is the title of the 'article' and which is the title of the *Journal*.

- Citations for online journals must have the access date and details of the database in which the journal appears online. [Note: Databases are 'bundles' of journals and a journal article found online will often be in a journal that is part of a bigger database.]

- When citing "**born-digital**" journal articles from an online journal (one that has never been produce in print form):
  1. Do not include an issue or volume number (unless they are present)
  2. For direct quotations, include a paragraph number in the place of page numbers in in-text citations, using the abbreviation 'para'. Count paragraphs if numbers are not visible, and for long articles use section headings to break up the paragraph numbering. Enclose the section headings in single quotation marks within the in-text reference (e.g. 'Introduction', para. 3).

- When citing online journals that have a volume and/or issue number, follow the format for a <u>Journal Article from an Electronic Database</u>, substituting the database name for the URL of the article.

Material Type	In-Text Example	Reference List Example	
Journal article: available on CMO	(Jennings 1997)	Jennings, P 1997, 'The performance and competitive advantage of small firms: a management perspective', *International*	**Reference Type:** Journal article Enter date in 'Date Accessed' field.

		Small Business Journal, vol. 15, no. 2, pp. 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].	In 'Name of Database' field type 'The University of Western Australia Library Course Materials Online'
Journal article: print	(Conley & Galeson 1998)	Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', *Journal of Economic History*, vol. 58, no. 2, pp. 468-493.	
Journal article: electronic database	(Liveris 2011)	Liveris, A 2011, 'Ethics as a strategy', *Leadership Excellence*, vol. 28, no. 2, pp. 17-18. Available from: ProQuest. [13 October 2015].	**Reference Type:** Journal article Enter date in 'Access Date' field. In 'Name Of Database' field type the database name.

Please note: If information is exported by a database into the 'URL' field you must manually delete this data. |
| **Journal article: online only journal (no volume & issue numbers)** | "Over a dozen writers applied before the August 31 deadline" (Bustamante 2014, 'Public library of Cincinnati', para. 4). | Bustamante, C 2014, 'Libraries welcome writers in residence', *Library Journal*. Available from: http://lj.libraryjournal.com/2014/09/industry-news/libraries-welcome-writers-in-residence/. [29 September 2014]. | **Reference Type:** Journal article Leave 'Volume', 'Issue' and 'Pages' blank, Add URL to 'URL' field and date to 'Access Date' field. |
| **Journal article: online only journal (volume & issue number available)** | (Segon & Booth 2011) | Segon, M & Booth, C 2011, 'Bribery: what do Australian managers know and what do they do?', *Journal of Business Systems, Governance and Ethics*, vol. 6, no. 3, pp. 15-29. Available from: http://jbsge.vu.edu.au/article/view/206. [20 October 2014]. | **Reference Type:** Journal article Enter 'Volume',' Issue', 'Pages' and 'URL' and 'Access Date' fields. |

Harvard Business School Case Study

Material Type	In-Text Example	Reference List Example	
Harvard Business School Case Study: retrieved from LMS	(Rivkin, Thomke & Beyersdorfer 2013)	Rivkin, JW, Thomke, SH & Beyersdorfer, D 2013, *LEGO (A): the crisis*, HBS No. 9-713-478, Harvard Business School Publications, Boston. Available from: The University of Western Australia Learning Management System. [29 September 2015].	**Reference type: Web page** Add authors as per book. Include Title and HBS number in Title field, in the URL field add: The University of Western Australia Learning Management System

Websites or Online

Material Type	In-Text Example	Reference List Example	
Website	(University Library 2015)	University Library 2016, *University Library Home page*, 26 February 2016,	**Reference type: Web page**

		The University of Western Australia. Available from: http://www.library.uwa.edu.au. [31 March 2016]. *When referencing a website, include the following:* • *Author – the person or organisation responsible for the site* • *Site date – the year the site was created or last revised* • *Name of the sponsor of the source* • *URL* • *Date of viewing the source*	Author is the person or entity responsible for the page. Title is the University Library Home page
Webpage	(Weida & Stolley 2013)	Weida, S & Stolley, K 2013, *Developing strong thesis statements*. Available from: https://owl.english.purdue.edu/owl/resource/588/1/. [13 October 2015].	Reference type: Web page *When referencing a webpage within a website, including the following:* • *Author - the person or organisation responsible for the site* • *Site date - the year the site was created or last revised* • *Title of the webpage* • *Name of the sponsor of the source (if applicable)* • *URL* *Access Date of viewing the source*
Webpage: no date	(Apprentice Support Australia n.d.)	Apprentice Support Australia n.d., *What is an apprenticeship*. Available from: http://www.apprenticeshipsupport.com.au/Employers/What-is-an-apprenticeship. [20 October 2015].	**Reference type: Web page** Write n.d. (for no date) in the Year field
Document from a webpage	(Department of the Premier and Cabinet 2009)	Department of the Premier and Cabinet 2009, *Pandemic planning in the workforce*, Queensland Government. Available from: https://www.health.qld.gov.au/flu/documents/Fact-sheet-3_Qkit-infrastructure.pdf. [13 October 2015]. *To avoid very long URLs, it is acceptable to give the home page for a website rather than the exact URL of the page you are referencing as long as the website has a search facility.*	**Reference type: Web page**

Blog	(Mercoulia 2015)	Mercoulia, P 2015, 'A glimpse into coal's future', *Greenpeace Australia Pacific Blog*, blog post, 15 June. Available from: http://www.greenpeace.org.au/blog/a-glimpse-into-coals-future/. [13 October 2015].	**Reference type: Blog** Enter Author, Year, Title of entry and Title of Weblog. In Type of medium enter blog post, date month. Enter URL and access date
Computer software	(Thomson Reuters 2014)	Thomson Reuters 2014, *EndNote X7.2.1*, software program, Thomson Reuters, New York.	**Reference type: Computer programme**
Image with no known creator or date	(Nefertari with Isis n.d.)	*Nefertari with Isis* n.d., image. Available from: http://en.wikipedia.org/wiki/File:Ankh_isis_nefertari.jpg. [13 October 2015].	**Reference type: Web page** For author enter title of image, For type of medium enter image
Image with known creator available via the web	(Colli 2009)	Colli, MG 2009, *Bilbao_6 Guggenheim Museum Bilbao*, image. Available from: http://www.flickr.com/photos/52355315@N08/5757476385/. [13 October 2015].	**Reference type: Artwork** Enter creator in Author field Image in Type of work field
Podcast	(Crawford 2009)	Crawford, M 2009, *Shop class as soulcraft*, audio podcast, Future Tense, Radio National, ABC Radio, Sydney, 5 November. Available from: http://www.abc.net.au/radionational/programs/futuretense/shop-class-as-soulcraft/3098308. [9 March 2016].	**Reference type: Podcast** Type of work is audio podcast Enter audio podcast in the Type field
Wiki	('Internet entrepreneur' 2012)	Internet entrepreneur 2012, *Wikiversity*, wiki, 6 January 2016. Available from: https://en.wikiversity.org/wiki/Internet_entrepreneur. [31 March 2016]. *As wikis usually feature user generated content there is usually no named author. Cite the title of the Wiki article and date of last revision.*	**Reference type: Web page**
Facebook	(UWA Library 2015)	UWA Library 2015, *Special collections in the Reid Library*, Facebook post, 14 April. Available from: https://www.facebook.com/UWALibrary. [22 October 2015].	**Reference type: Web page** Last update date is date Month, Enter Facebook post in Type of Medium
Twitter	(Gillard 2014)	Gillard, J [JuliaGillard] 2014, 'Stella Young was a shining light for care and action on disabilities. We mourn her passing and rededicate ourselves to her spirit. JG', Twitter post, 7 December. Available from:	**Reference type: Blog** Enter Twitter post, date Month in the Type of Medium field

Material Type	In-Text Example	Reference List Example	
		http://twitter.com/JuliaGillard. [22 October 2015].	
YouTube	(TED Talks 2013)	TED Talks 2013, *Ken Robinson: how to escape education's death valley*, YouTube video, 10 May. Available from: https://www.youtube.com/watch?v=wX78iKhInsc. [22 October 2015].	**Reference type: Web page** Enter You Tube video in Type of Medium field and Enter date in Last Update Field
MOOCs video	(Austin 2015)	Austin, R 2015, *Strategic management*, Copenhagen Business School Coursera MOOC, 15 February – 21 March. Available from: https://www.coursera.org/learn/strategic-management. [8 February 2015].	**Reference type: Web page** Enter MOOC Publisher and dates in the Publisher field

Cases and Legislation

Material Type	In-Text Example	Reference List Example	
Cases	(*R v Tang* (2008) 237 CLR 1)	*R v Tang* (2008) CLR 1.	Reference type: Case In text citation must be entered manually into your document text. E.g. The case of *R v Tang* (2008) CLR 1. Set an important precedent…
Acts of Parliament	(*Corporations Act 2001* (Cth) s 3)	*Corporations Act 2001* (Cth).	Reference type: Legal rule or regulation In the Author field write the name of the Act *and relevant section*, followed by a comma. In the title field put just the name of the Act.
Delegated Legislation	*Police Regulations 2003* (Vic) r6		Enter the title of the regulations manually in your text, using the abbreviation r or rr. They do not need to be part of your reference list.
Bills	(Corporations Amendment Bill (No 1) 2005 (Cth))	Corporations Amendment Bill (No 1) 2005 (Cth).	Reference type: Bill **Note that Bill titles are** not italicised because they are 'unpublished' materials.

Company Information

Material Type	In-Text Example	Reference List Example	
Company report	(National Australia Bank Ltd 2015)	National Australia Bank Limited 2015, *NAB - 2015 Annual Financial Report*, 16 November 2015. Available from: DatAnalysis Premium. [24 March 2016].	**Reference type: Report** The report is produced by the NAB (author) and is made available via the DatAnalysis Premium database**.**
Company profile	(IBISWorld 2014)	IBISWorld 2014, *Mrs Mac's Pty Ltd: Limited Profile Report.* Available from: IBISWorld. [29 March 2016].	**Reference type: Report** The report is a profile of Mrs Mac's Pty Ltd by IBISWorld. *(No author is listed)*. Mrs Mac's is a private company so the report is a limited profile.
Market research reports	(Euromonitor International 2015)	Euromonitor International 2015, *Biscuits and Snack Bars in Argentina: Category Briefing*, 12 Oct 2015. Available from: Passport. [29 March 2016].	**Reference type: Report**
Industry profile	(Richardson 2015)	Richardson, A 2015, *IBISWorld Industry Report C1173: Biscuit manufacturing in Australia.* Available from: IBISWorld. [29 March 2016]. *Note: if no author is listed, list the database provider as the author.*	**Reference type: Report**
Financial data	(S&P/ASX200 2009)	S&P/ASX200 2009, *S&PASX daily index data 2000-2009*. Available from: Datastream. [20 May 2010].	**Reference type: Dataset(s)** Enter creators of data in Investigators. If data is from a Database enter its name in name of Database, if from a Web page enter the URL in the URL field.
ABS datasets	(Australian Bureau of Statistics 2012) - but this can be manually edited to ABS for subsequent in-text citations	Australian Bureau of Statistics 2012, *Australian demographic statistics 2012*, cat. no. 3101.0, ABS, Canberra. Available from: http://www.abs.gov.au. [26 October 2012].	**Reference type: Choose Dataset(s)**. Author is Australian Bureau of Statistics but this can be manually edited to ABS for in text citations. Add catalogue number in the Study Number field – cat. no. xxxx.
Unpublished PowerPoint presentation	(Rio Tinto 2015)	Rio Tinto 2015, Occupational health and safety overview, PowerPoint presentation, Rio Tinto. *Note that the title is not in italics as the 'work' was not published. As the reader will not be able to locate the PowerPoint online, you should attach it as an appendix item. Ensure you have permission*	**Reference type: Unpublished work.**

		to do this first!	

Conference Papers & Proceedings

Material Type	In-Text Example	Reference List Example	
Conference proceeding paper: print	(Bird & Smart 2010)	Bird, R & Smart, M 2010, 'Assigning state taxes in a federal country: the case of Australia', *Melbourne Institute – Australia's future tax and transfer policy conference: proceedings of a conference*, Melbourne Institute of Applied Economic and Social Research, Melbourne, pp. 72-94.	**Reference type: Conference Paper**
Conference proceeding paper: electronic	(Fan, Gordon & Pathak 2000)	Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', *Proceedings of the twenty-first international conference on information systems*, pp. 20-34. Available from: ACM Portal: ACM Digital Library. [24 June 2004].	**Reference type: Conference Paper**
Conference proceeding paper: unpublished	(Bowden & Fairley 1996)	Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange', *paper presented to the Scientific Meeting of the Royal Australian College of Physicians*, Darwin, 24-25 June.	**Reference type: Conference Paper**

Newspapers

Material Type	In-Text Example	Reference List Example	
Newspaper: print	(Devlin 2011)	Devlin, M 2011, 'Keys found to success by the less privileged', *The Australian*, 16 November, p. 32.	**Reference type: Newspaper Article**
Newspaper: electronic database	(Garvey 2015)	Garvey, P 2015, 'Investors sue after contract problems', *The Australian*, 10 November, p. 20. Available from: Factiva. [10 November 2015].	**Reference type: Newspaper Article**
Newspaper: from website	(Reed 2015)	Reed, S 2015, 'Shift to lower-carbon energy is too slow, report warns', *New York Times*, 9 November. Available from: www.nytimes.com. [10 November 2015].	**Reference type: Newspaper Article**

Newspaper: no author	('Foreign cyber-spies' 2009)	'Foreign cyber-spies' 2009, *Sydney Morning Herald*, 24 November, p. 7.	**Reference type: Newspaper Article**

Audiovisual and Music

Material Type	In-Text Example	Reference List Example	
DVD recording	(Art Nation 2010)	*Art Nation* 2010*,* DVD recording, Australian Broadcasting Corporation, Sydney.	**Reference type: Audio-visual Material** Note: If the creator is not known the in-text information can be manually added or incorporated into the body of your writing.
Television programme	(*Immigration nation : the secret life of us* 2011)	*Immigration nation: the secret life of us* 2011, television program, SBS, Sydney, 28 January.	**Reference type: Audio-visual Material** Note as for DVD recording
Interview on radio or radio program	Tony Abbott defended the government's approach to key budget measures (Woodley 2014).	Woodley, N 2014, *The world today*, radio program, ABC News, Sydney, 8 December.	**Reference type: Audio-visual Material** Note here the creator is known.

Standards & Patents

Material Type	In-Text Example	Reference List Examples	
Patent	(Cookson 1985)	Cookson, AH 1985, *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399.	**Reference type: Patent**
Standard: retrieved from database	(Standards Australia 2008)	Standards Australia 2008, *Personal flotation devices – general requirements*, AS 4758.1-2008. Available from: Australian Standards. [1 December 2008].	**Reference type: Standard**
Standard: published	(Standards Australia 1994)	Standards Australia 1994, *Information processing – text and office systems – office document architecture (ODA) and*	**Reference type: standard**

		interchange format: part 10: formal specifications, AS/NZS 3951.10:1994, Standards Australia, NSW.	

Course Materials Online (CMO)

Material Type	In-Text Example	Reference List Examples	
Journal article: available on CMO	(Jennings 1997)	Jennings, P 1997, 'The performance and competitive advantage of small firms: a management perspective', *International Small Business Journal*, vol. 15, no. 2, pp. 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2015].	**Reference Type:** Journal article Enter date in 'date accessed' field In Available from: field write The University of Western Australia Library Course materials Online
eBook: chapter available on CMO	(Birch 2013)	Birch, T 2013, 'The trouble with history' in *Australian history now*, eds A Clark & P Ashton, NewSouth Publishing, Sydney, pp. 232-250. Available from: The University of Western Australia Library Course Materials Online. [29 September 2015].	**Reference type: Electronic Book Section** Enter date in 'date accessed' field In Available from: field write The University of Western Australia Library Course materials Online

Lecture Notes

Material Type	In-Text Example	Reference List Examples	
Lecture notes	(Foster 2004)	Foster, T 2004, Balance sheets, lecture notes distributed in Financial Accounting 101. Available from: http://www.lms.uwa.edu.au. *Note that the title is not in italics as the 'work' was not published.*	**Reference type: Unpublished work** Fields: Author, Year, Title, Type of Medium (lecture notes distributed in Financial Accounting 101), URL http://www.lms.uwa.edu.au.
Course reader	(Graber 2007)	Graber, D 1997, 'Elections in the television age', Mass *media and*	**Reference type: Book section**

		American politics, pp. 228-345. CQ Press, Washington DC. Available from: COMM2001 Communication and Mass Media Course Reader, Semester 2, 2012, University of Western Australia.	Add details of course reader to the Name of Database field.
PowerPoint presentation	(Smith 2015)	Smith, M 2015, *Management 101*, PowerPoint presentation, MGMT1234: Foundations of Management, The University of Western Australia. Available from: http://www.lms.uwa.edu.au. [20 October 2015].	**Reference type: Web Page** Fields: Author, Year, Title, Publisher, Access Date, Type of Medium (PowerPoint presentation, MGMT1234: Foundations of Management) URL (http://www.lms.uwa.edu.au)

Theses

Material Type	In-Text Example	Reference List Example	
Thesis: unpublished	(Hos 2005)	Hos, JP 2005, Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes, PhD thesis, University of Western Australia.	**Reference type: Unpublished work**
Thesis: published	(May 2007)	May, B 2007, *A survey of radical velocities in the zodiacal dust cloud*, PhD thesis, Canopus Publishing, University of Bristol.	**Reference type: Thesis** Please note: The word 'thesis' will be automatically added to the 'Thesis Type' field.
Thesis: retrieved from database	(Cincura 2012)	Cincura, M 2012, *Beyond profit-centric: transcendent business modelling*, PhD thesis, Swinburne University of Technology. Available from: Trove. [12 August 2013].	**Reference type: Thesis** If you accessed the thesis online you can add the date you viewed it and the 'URL' or 'Name of Database' as appropriate. Please note: The word 'thesis' will be automatically added to the 'Thesis Type' field.

Tables and Figures

Material Type	In-Text Example	Reference List Example	
All or part of a table, figure, or data used in	*Note.* From [*or* The data in column # are from]	Ackerman, D & Stein ED 2008. 'Evaluating the effectiveness of best management practices using dynamic modelling',	**Reference type: Journal Article**
text: from a print journal	'Evaluating the effectiveness of best management practices using dynamic modelling' (Ackerman & Stein 2008, p. 634)	*Journal of Environmental Engineering*, vol. 134, no. 8, pp. 629-639. ***Add in-text citation to the text of the illustration's caption.***	
All or part of a table, figure or data used text: from a book	*Note.* From [*or* The data in column # are from] *Thermophysical properties of fluids* p. 113 (Assael 1998, p. 70)	Assael, M 1998, *Thermophysical properties of fluids*, Imperial College Press, London. ***Add in-text citation to the text of the illustration's caption.***	**Reference type: Book**
All or part of a table, figure or data used in text: from the web	*Note.* From [*or* The data in column # are from] *International merchandise imports Australia*, *January 2009* (ABS 2009)	Australian Bureau of Statistics 2009, *International merchandise imports Australia, January 2009* cat. no. 5439.0. Available from: http://www.abs.gov.au/ausstats/abs@.nsf/mf/5439.0?OpenDocument>. [6 March 2014]. *Add in-text citation to the text of the illustration's caption.*	**Reference type: Choose Dataset(s)**. Author is Australian Bureau of Statistics but this can be manually edited to ABS for in text citations. Add catalogue number in the Study Number field – cat. no. xxxx.

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Personal communication

Material Type	In-Text Example
Telephone call, interview, e-mail, etc.	*If the information you are referencing was obtained by a personal communication such as a telephone call, interview or email, this should be documented in the text and not added to the reference list. If desired you can add the abbreviation pers.comm. to the reference.* When interviewed on 6 June 2008, Mr Ward confirmed… (Mrs S Byrne 2012, pers.comm., 6 June)

Citing information someone else has cited

Material Type	In-Text example	Reference List Example	
Citing information that someone else has cited	(O'Reilly, cited in Byrne 2008)	Byrne, A 2008, 'Web 2.0 strategies in libraries and information services', *The Australian Library Journal*, vol. 57 no. 4, pp. 365-376. *In the reference list provide the details of the author who has done the citing.*	