



## REFERENCING AND STYLE GUIDE

### Introduction

The *Referencing and Style Guide* is designed to assist the students of Nature Care College to reference papers at an appropriate academic standard. Tertiary level assignments and essays require the student to:

- Think clearly and critically
- Research over a wide range of sources
- Use valid and appropriate evidence
- Reference work correctly and concisely
- Produce well structured and coherent work

Every research essay and assignment that you hand in should have a Reference List included as the final item. Sources of information you have directly referred to in your response should be listed, in alphabetical order.

If required a Bibliography can also be submitted. This is a list of items you have read and which have contributed to your understanding, but are not directly used in your own response.

The inclusion of these lists gives due credit to the author(s) of the information, ensures you do not breach copyright regulations, and avoids the issue of plagiarism.

### Main Principles of a Bibliography or Reference List.

Each item must be accurately described so it cannot be confused with a similar item, giving enough information so the writer/reader can track and source the specific material if desired.

The **author date principle** of description is used at Nature Care College. There are many ways of formatting citations but the following guidelines are those to be used at Nature Care College.

#### “In-text references”

When writing your paper you will need to quote, paraphrase or refer to the work of other people. Include the author's surname and the year of publication directly after the quote, reference or paraphrase. Page numbers are included if using a direct quotation. A full descriptive citation would be included in the Reference List.

e.g. This health issue was first discussed in 2005 (Hobson 2005)  
Hobson (2005) was the first to discuss the problem.

#### Notes:

When a paper written by two authors is referenced, both names are given

e.g. Taylor & Smith (1975) reported changes to .....

Chances of recovery following this treatment are excellent (Drew & Buchanan 1974).

When an item has more than two authors, use “et al”

eg. Story telling is a basic part of culture (Yaxley et al. 1999) .....

## Summary:

For each item the basic pattern is as follows (note punctuation and formatting);  
(Full explanations are included on the following pages)

### Book

Author, date of publication, *Title of work*, edition, Publisher, Place of publication, page if relevant

### Journal article

Author, date of publication, 'Title of article/section', *Title of main work*, issue information.

### Item from the web

Author, date of last update, *Title of page*, Publishing body, Place of source, Date of viewing, <full URL>

### Item from a database

Citation as per book or journal above with this following .... in Name of database (Online), Publisher

## Sample of a completed Reference List.

Auchin K, 2004, 'Fanfare for the common man' *Nutrition Readings*, vol 117 no 62, 21/12/99-04/01/00, pp 176-179.

Bahn PG, 1999, *Lost Chances*, Phoenix, London.

Brown JE, 2005, *Nutrition now*, 4th edn, Thompson/Wadsworth, Belmont, CA.

Carrero JJ & Grimble RF, 2006, 'Does nutrition have a role in peripheral vascular disease?' *The British Journal of Nutrition*, vol 95 no 2, 1 Feb, p.217-229 in Health and Medical Complete (Online) Proquest.

Drew LRH, Moon JR & Buchanan FH, 1974, *Alcoholism : a handbook*, Heinemann Health, Melbourne.

Huynh F, Fowkes C & Tejani A 2009, 'Garlic for the prevention of cardiovascular morbidity and mortality in hypertensive patients' *Cochrane Database of Systematic Reviews*,. no. 1, viewed 13 Feb 2009  
<<http://mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD007653/frame.html>>

Patterson AJ et al, 2001, 'Dietary treatment of iron deficiency in women of child bearing age' *American Journal of Clinical Nutrition*, vol 74 no 5, November, p.650-656.

Strauss BJ, 1984, 'Digestion and absorption' in Wahlqvist ML(ed). *Food & nutrition in Australia*, Methuen, Melbourne.

Towers K, 2000, 'Doctor not at fault: coroner', *The Australian*, 18 January, p. 3

*Voice of struggle* 2003, National Civil Rights Museum, Memphis, viewed 27 July 2007  
<<http://www.civilrightsmuseum.org/gallery/movement.asp>>

## Citation and Formatting Details

### Format for books

Books are listed with the following information in the following order:

Section of Citation	Detail	Examples
1. Author's surname & initials,	Notes : <ul style="list-style-type: none"> <li>▷ If more than one author use the author listed first on the title page as the main author.</li> <li>▷ If there are more than three authors in total use 'et al' after the first author</li> <li>▷ If there is no author or editor on the title page, list work under the title</li> <li>▷ If the worked is attributed to an editor on the title page use that name with (ed) directly afterwards</li> </ul>	
	One author	Brown JE,
	Two authors	Bahn PG & Smithers J,
	Three authors	Green DG, Hammond F & Smith GD,
	More than three authors	Greenwood HN et al,
	Editor	Dreadman G (ed),
	No authors (Use title instead)	<i>Illustrated human body,</i>
	Organisation or Institution	Cancer Council Australia,
2. Year of publication,	Published date	2007,
	Copyright date only	c2008,
	No date	n.d.,
	Reprint/Reproduction <ul style="list-style-type: none"> <li>▷ Record the date of the original material as well as the more current date of publication.</li> </ul>	1998 (1912),
3. <i>Title</i> (in italics),	<ul style="list-style-type: none"> <li>▷ use the title detailed on the title page - not the book cover</li> <li>▷ Minimal capital letters only first word and proper nouns</li> <li>▷ Include sub titles as per the title page, and separate using 'space:space'</li> </ul>	<i>State of the world : our urban future,</i>
4. Volume Number,	<ul style="list-style-type: none"> <li>▷ Include as per the title page, add after title using 'space:space'</li> <li>▷ Use as necessary</li> <li>▷ Arabic or Roman Numerals according to title page</li> <li>▷ Add the title of that volume if necessary</li> </ul>	: vol 10, : vol III, : vol 2, Head, neck and shoulders,
5. Edition,		2nd edn,
6. Editor, reviser, Compiler or translator,  <ul style="list-style-type: none"> <li>▷ if other than author</li> <li>▷ Initials first, then Surname</li> </ul>	Abbreviations used are; trans. (translated by) rev. (revised by) comp. (compiled by) ed. (edited by)	trans. RE Dudgeon,
7. Publisher,	Usually found at the bottom of Title page, but can be on the verso	Phoenix,
8. Place of Publication,	name of the city <ul style="list-style-type: none"> <li>▷ Use the first listed place on the title page</li> <li>▷ Qualify with a country abbreviation if necessary</li> </ul>	New York,  Cambridge, Mass, St Lucia, Qld,
8. Page number or numbers.	Use if applicable	p56. pp45-63.

### Examples;

Brown JE, 2005, *Nutrition now*, 4th edn, Thompson/Wadsworth, Belmont, CA.

Bullock A & Trombley S (eds), 1999, *New Fontana dictionary of modern thought*, 3rd edn, Harper Collins, London.

Hahnemann S, 2002(1830), *Materia Medica Pura : vol I, Acontium-Ipecacuanha*, trans. RE Dudgeon, B.Jain Publishers, New Delhi.

### **For a chapter within a book;**

Detail the author and title of the section you used, followed by the full book citation as in the above table, indicating page numbers.

### Examples;

Newman P & Kenworthy J, 2007, 'Greening urban transport' in Starke L (ed), 2007, *State of the world : our urban future*, Earthscan, London, pp 66-85.

Bryant SL, 1989, 'Growth, development and breeding patterns of the long nosed potoroo' in Grigg C, Jamon P, & Hume I (eds), *Kangaroos, wallabies and rat kangaroos*, Surrey Beatty & Sons, Sydney, pp. 97-119.

### **If the book was found online cite adding**

9. Online publisher
10. Date viewed
11. Full URL

eg. Lo FC & Marcotullio PJ 2001, *Globalization and the sustainability of cities in the Asia Pacific Region*. United Nations University Press, New York in Questia Online Library, viewed 31 July 2008, <<http://www.questia.com/PM.qst?a=o&d=102659850#>>

## Format for Periodicals - (Journal, Electronic Journal, Magazine and Newspaper articles)

Section of Citation	Detail	Examples
1. Author's surname & initials,	Notes : <ul style="list-style-type: none"> <li>▷ If more than one author use the author listed first on the title page as the main author.</li> <li>▷ If there are more than three authors in total use 'et al' after the first author</li> <li>▷ If there is no author or editor on the title page, list work under the title</li> <li>▷ If the worked is attributed to an editor on the title page use that name with (ed) directly afterwards</li> </ul>	
	One author	Brown JE,
	Two authors	Bahn PG & Smithers J,
	Three authors	Green DG, Hammond F & Smith GD,
	More than three authors	Greenwood HN et al,
	Organisation or Institution	Cancer Council Australia,
	No authors (Use title of article instead)	'Massage techniques',
2. Year of publication,	Publication date of the journal	2007,
3. 'Title of article'  ▷ in single quotation marks		'Processing fat in the digestive system'
4. <i>Title of journal or periodical</i> , ▷ in italics	▷ full title of the journal or periodical	<i>British Medical Journal</i> ,
5. Issue Information,	<ul style="list-style-type: none"> <li>▷ Volume number</li> <li>▷ Issue number</li> <li>▷ Additional information eg season, month or date</li> </ul>	vol 199 no 22, vol 47 no 3, Summer, vol 6 no 2, 3 May,
6. Page number or numbers.	Use if applicable	p56. pp45-63.
7. Database Name.	▷ use <u>in</u> after citation	<u>in</u> Health and Medical Complete (Online), Proquest.

### Examples:

Carley A, 2003, 'Anemia: When is it iron deficiency?' *Pediatric Nursing*, vol 29 no. 2, 1 Mar, p127-33. in Health and Medical Complete (Online) Proquest.

Morrison J, 2002, 'All that glitters' *Habitat Australia*, vol 30 no. 4, August, pp 20-21.

'Nimble pests', 2002, *New Scientist*, 24 August, p 20.

Towers K, 2000, 'Doctor not at fault: coroner', *Australian*, 18 January, p 3.

Viteri FE & Berger J, 2005, 'Importance of pre-pregnancy and pregnancy iron status: can long-term weekly preventative iron and folic acid supplementation achieve desirable and safe status?' *Nutrition Reviews*, vol 63 December Supplement, p S65-S76. in Alt HealthWatch (Online) Ebsco.

## Format for Internet Sources (factsheets, podcasts, videos, websites)

Section of Citation	Detail	Examples
1. Author's surname & initials,	Notes : <ul style="list-style-type: none"> <li>▷ If more than one author use the author listed first on the title page as the main author.</li> <li>▷ If there are more than three authors in total use 'et al' after the first author</li> <li>▷ If there is no author or editor on the title page, list work under the title</li> <li>▷ If the worked is attributed to an editor on the title page use that name with (ed) directly afterwards</li> </ul>	
	One author	Brown JE,
	Two authors	Bahn PG & Smithers J,
	Three authors	Green DG, Hammond F & Smith GD,
	More than three authors	Greenwood HN et al,
	Editor	Dreadman G (ed),
	No authors (Use title instead)	<i>Illustrated human body,</i>
	Organisation or Institution	Cancer Council Australia,
2. Year of publication,	last date the site was updated	2007,
	Copyright date only	c2008,
	No date	n.d.,
	Reprint/Reproduction <ul style="list-style-type: none"> <li>▷ Record the date of the original material as well as the more current date of publication.</li> </ul>	1998 (1912),
3. <i>Title of webpage,</i>  <ul style="list-style-type: none"> <li>▷ include format in brackets if necessary</li> <li>▷ in italics</li> </ul>	<ul style="list-style-type: none"> <li>▷ use the title detailed on the blue bar at the top of the screen if there isn't an obvious title in the body of the page</li> <li>▷ formats can include: video; podcast; audio, slideshow, image</li> </ul>	<i>Urban gardens (podcast),</i>
4. Publisher,	Name of the source/organisation	American Medical Association,
5. Place of Source,	<ul style="list-style-type: none"> <li>▷ If available</li> <li>▷ Qualify with a country abbreviation if necessary</li> </ul>	New Zealand,
6. Date of viewing,	<ul style="list-style-type: none"> <li>▷ Important as information on the Net can change.</li> </ul>	viewed 25 January 2011,
7. URL  <ul style="list-style-type: none"> <li>▷ Place in brackets &lt;.....&gt;</li> </ul>	<ul style="list-style-type: none"> <li>▷ copy and paste from toolbar at top of the page</li> </ul>	< <a href="http://www.cancer.org.au/aboutcancer/cancertypes/cervicalcancer.htm">http://www.cancer.org.au/aboutcancer/cancertypes/cervicalcancer.htm</a> >

### Examples:

Crane F, 2009, *Studies of rabbit populations*, CSIRO, Australia, viewed 4 September 2010, <<http://www.csiro.au/science/CrusaderRabbits.html>>

International Narcotics Control Board, 1999, United Nations, Vienna, viewed 12 October 2010, <<http://www.incb.org>>.

'Potaroo', 2007, *Encyclopaedia of Mammals*, Websters, viewed 31 November 2010, <<http://www.websters.com.au/article-9044553>>

*Volcanoes of Indonesia (video)*, 2002, Smithsonian National Museum of Natural History, Washington, viewed 11 September 2010, <<http://ravenel.si.edu/gvp/world/region.mp4>>

## Format for CD-Roms, Films, Videos, Television and Radio programs

Section of Citation	Detail	Examples
1. Title ▷ in italics	Can use the item case; details printed on the disk, or the credits from the item when it is played.	<i>Food matters,</i>
2. Date of production / recording,	As above; if no published date use copyright date or n.d. if no date can be found	2010, c2011, n.d. ,
3. Format,	Description of item type	video recording, DVD, radio program, television program, motion picture, CD rom,
4. Publisher,	Can use the item case; details printed on the disk, or the credits from the item when it is played.	SBS Television,
5. Place of recording,	▷ City ▷ Qualify with a country abbreviation if necessary	Sydney,
6. Date of broadcast.	▷ If from public media source	27 September.

Examples;

*Family Life* 1998, DVD,TCN, broadcast 24 June 2011.

*The face of North Sydney* 1998, CD-ROM, North Sydney Council, North Sydney.

*The search for meaning* 1998, radio program, ABC Radio, Sydney, 24 March.

*Sunday too far away* 1975, motion picture, South Australian Film Corporation, Adelaide, Starring Jack Thompson, Reg Lye and Max Cullen.

*What are we going to do with the money?* 1997, television program, SBS Television, Sydney, 8 August

## Format for Seminar Papers and Conference proceedings

Section of Citation	Detail	Examples
1. Author'/Speaker's name,	surname then initials	Borassa GH,
2. Year of publication,		2010,
3. 'Title of paper/presentation',	in single quotation marks	'The obesity crises is here' ,
4. <i>Title of published work,</i>	in italics	<i>Proceedings of the 3rd annual meeting of the International Naturopath's Society,</i>
5. Governing Body (Publisher),		International Naturopath's Society,
6. Place of Conference,	City	Melbourne,
7. Page number or numbers.	If necessary	Pp39-45.

Example

Stuckey SJ et al, 1997, 'Dietary patterns of the elderly in Sydney', *Proceedings of the 10<sup>th</sup> Congress of the Nutritionists Society of Australia*, Nutritionist Society of Australia, Melbourne p.31-39.

## Format for Personal communications

Details of personal communications do not need to be included in the bibliography. They are better mentioned in the text as follows:

examples:

Ms.S Savieri's letter dated 24 April 2001 contained.....

When interviewed on 24 April 2001, Ms S Savieri said .....

It has been reported that an outbreak occurred in Shepparton (S Savieri 2001, pers.comm., 24 November)

## Style Manual

A complete description can be found in;

*Style manual for authors, editors and printers* 2002, 6th edn, John Wiley & Sons Australia, Canberra.  
Held in the Nature Care Library at 808.027 Sty (Librarians Office).