

Examples of Referencing

NO	BOOK or JOURNAL	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE	POINTS TO NOTE
1	<i>One author</i>	<p>Some critics suggest that the value chain concept is overused (Ramsay 2005). OR Ramsay (2005) suggests that the value chain concept is overused.</p> <p>CITING PAGE NUMBER ... (Ramsay 2005, p. 9). OR Ramsay (2005, p.9) discusses trading relations...</p>	<p>JOURNAL EXAMPLE Ramsay, J. 2005, 'The real meaning of value in trading relationships', <i>International Journal of Operations and Production Management</i>, vol. 25, no. 5.</p>	<p>JOURNAL EXAMPLE In-text, give author surname and date in round brackets. Do not use a comma.</p> <p>In the references include:</p> <ul style="list-style-type: none"> • Surname and initials • Year of publication • Article title in single quotation marks. (Title within title is enclosed by double quotation mark) • Journal title in italics and maximal capitalisation • Title of the series, if applicable • Volume and issue number • Page number if necessary <p>Note the use of commas, full stops and spaces in the example.</p> <p>PAGE NUMBER Where the reference is very specific, the page number should be mentioned in-text. Page number must <i>always</i> be cited for a direct quotation. Use 'p' for one page and 'pp' for several pages</p>

2	2 authors	<p>... (Farthing & Brownrigg 1997). OR Farthing and Brownrigg (1997) discuss this idea</p>	<p>BOOK EXAMPLE Farthing, B. & Brownrigg, M. 1997, <i>Farthing on International Shipping</i>, 3rd edn, Lloyd's of London Press, London.</p>	<p>BOOK EXAMPLE In-text, the ampersand (&) is used when the authors' names are within the brackets, but not when their names are a part of the text. Authors are listed in the same order as on the title page of the book.</p> <p>In the references include:</p> <ul style="list-style-type: none"> • Surname and initials • Editor, reviser, translator • Year of publication • Book title in italics, maximal capitalisation • Title of series, if applicable • Volume number, if applicable • Edition number (no full stop after 'edn') • Publisher • City of publication • Country of publication if not obvious • Page number if applicable
3	3 authors	<p>... (Bowersox, Closs & Drayer 2005). OR Bowersox, Closs and Drayer (2005) develop this further...</p>	<p>JOURNAL EXAMPLE Bowersox, D.J., Closs, D.J. & Drayer, R.W. 2005, 'The digital transformation: technology and beyond', <i>Supply Chain Management Review</i>, vol. 9, no. 1.</p>	<p>Use an ampersand (&) linking the last two authors in the reference list.</p>
4	4 or more authors	<p>... (Aitken et al. 2005). OR Aitken et al. (2005) explain this...</p>	<p>JOURNAL EXAMPLE Aitken, J., Childerhouse, P., Christopher, M. & Towill, D. 2005, 'Designing and managing multiple pipelines', <i>Journal of Business Logistics</i>, vol. 26, no. 2.</p>	<p>Use all surnames when the reference is first used in text. Subsequently use 'et al.' after the surname of the first author only. Note that et al. is followed by full stop. All the authors' names and initials must be written in full in list of references.</p>

5	<i>Multiple works by the same author</i>	... (Branch 1970, 1988). OR Branch (1970, 1988) explores this...	BOOK EXAMPLES Branch, A. E. 1970, <i>The Elements of Shipping</i> , Chapman and Hall, London. Branch, A. E. 1988, <i>Economics of Shipping Practice and Management</i> , Chapman and Hall, London.	Use chronological order by date of publications in the reference list.
6	<i>Multiple works published in the same year by the same author</i>	... (Bass 1985a, 1985b). OR Bass analyses the concept of leadership (1985a, 1985b)... WHERE ONLY ONE PUBLICATION IS REFERRED TO: (Bass 1985b) OR Bass (1985b) develops this concept further...	BOOK AND JOURNAL EXAMPLES Bass, B. M. 1985a, <i>Leadership and Performance Beyond Expectations</i> , Free Press, New York. Bass, B. M. 1985b, 'Leadership: good, better, best', <i>Organizational Dynamics</i> , vol. 13, pp. 26-40.	Use a/b etc. (lower case letters) to differentiate between works in same year. The alphabetical order of the titles determines whichever of the work comes first.
7	<i>Multiple works</i>	... (Cyert & March 1963; Drucker 1954; Herzberg 1966; Likert 1961; McGregor 1960). OR Real progress in developing management theory was made by Cyert & March (1963), Drucker (1954), Herzberg (1966), Likert (1961) and McGregor (1960).		In-text, list the references in alphabetical order; when in brackets, separate them by semi-colons.
8	<i>Book sponsored by an institution with no specific author</i>	... (Motorola University 1993). OR As the Motorola University study (1993) found... ANOTHER EXAMPLE (Australian Maritime College 1992)	Motorola University 1993, <i>Implementing the Sigma 6 Approach</i> , Workshop Notes, Sir John Monash Centre, Melbourne. Australian Maritime College 1992, <i>Handbook</i> , Bokprint, Launceston.	Use institution where it has sponsored the book. Place this in reference list according to alphabet.

9	<i>Book sponsored by an institution with author</i>	... (Australian Maritime College 1994).	Australian Maritime College 1994, <i>The History of the Australian Maritime College</i> , by A. Alexander, Foot & Playsted, Launceston.	Where the institution has sponsored the book but there is an obvious author, cite in this way.
10	<i>Corporate authors</i>	... (Commission of Inquiry into the Maritime Industry 1976). OR As the Commission of Inquiry into the Maritime Industry (1976) found ...	Commission of Inquiry into the Maritime Industry 1976, <i>Report on Adequacy of Australia's Ports</i> , AGPS, Canberra.	Use this format for a book or report written by a group, committee or government department where there is no identifiable author or editor.
11	<i>Editor</i>	(ed. Grammenos 2002). OR ... edited by Grammenos (2002)	Grammenos, C. T. (ed.) 2002, <i>Handbook of Maritime Economics and Business</i> , Lloyd's of London Press, London.	Use this format where editor is paramount. Note that ed. is followed by a full stop.
12	<i>More than one editor</i>	... (eds Hodkinson & Issitt 1995). OR ...edited by Hodkinson and Issitt (1995)	Hodkinson, P. & Issitt, M. (eds) 1995, <i>The Challenge of Competence</i> , Cassell, New York.	Note that eds (plural) is not followed by a full stop.
13	<i>Revised</i>	... (rev. Crowley 1974). OR ... revised by Crowley (1974) ...	Crowley, F. K. (rev.)	
14	<i>Translated</i>	... (trans. Hodges 1999). OR ... translated by Hodges (1999) ...	Hodges, M. M. (trans.)	
15	<i>Edited & translated</i>	... (ed. & trans. Schmidt 2006). OR ... edited and translated by Schmidt (2006) ...	Schmidt, W. (ed. & trans.)	

16	<i>Author's role is still the most important one even though the work has been revised, translated and edited</i>	... (Roget 1977). OR Roget (1977) ...	<i>Roget's Thesaurus of English Words and Phrases</i> 1977 (1852), rev. R. A. Dutch, Penguin, Harmondsworth.	The original date of publication is placed in round brackets.
17	<i>Different editions</i>	... (Stopford 1997). OR Stopford (1997) examines several factors...	BOOK EXAMPLE Stopford, M. 1997, <i>Maritime Economics</i> , 2nd edn, Routledge, London.	An edition number is placed after the title of the work – this is not necessary for a first edition. Note there is no full stop after the abbreviation 'edn'
18a	<i>No date</i>	... (Callan n.d.). OR Callan (n.d.) has suggested ...		Where no reliable publication date is known, use n.d. meaning no date.
18b	<i>Approximate date</i>	... (Taylor c.1911). OR Taylor (c.1911) proposed...		Use the abbreviation 'c' meaning 'circa' (about) if the publication date can be approximated.
18c	<i>Uncertainty about date</i>	... (Dewey 1938?). OR Dewey (1938?) criticised ...		Use a question mark where there is uncertainty about date.
18d	<i>In process of being published</i>	... (Yuan, in press). OR In two studies, Yuan (in press) found ...		Cite 'in press' where the work is being published at present.
19	<i>Article or chapter in an edited book</i>	... (Sjostrom 2002). OR Sjostrom (2002) discusses these concepts...	Sjostrom, W. 2002, 'Liner shipping: modelling competition and collusion', in <i>Handbook of Maritime Economics and Business</i> , ed. C.T. Grammenos, Lloyd's of London Press, London, pp. 307-326.	The title of the chapter is not italicised but is enclosed in single quotation marks. Note: the editor(s) name(s) are not inverted – the initials come before the surname(s).

20	Article or chapter in an edited book – no author	... (<i>Solving the Y2K problem</i> 1997, p. 23).	'Solving the Y2K problem' 1997, in <i>Technology Today and Tomorrow</i> , ed. D. Bowd, Van Nostrand Reinhold, New York, p. 23.	
21	References cited from a secondary source	... (Arena 2002 in Sharland, Eltantawy & Giunipero 2003).	Sharland, A., Eltantawy, R.A. & Giunipero, L.C. 2003, 'The impact of cycle time on supplier selection and subsequent performance outcomes', <i>Journal of Supply Chain Management</i> , vol. 39, no. 3.	When citing material not directly from the original (primary source) but from a secondary source, reference in-text by providing the surname(s) of the author(s) and the year of publication of the secondary source as being cited in the in-text details of the primary source. In this example, Sharland, Eltantawy & Giunipero 2003 is the primary source, and is the only one that needs to be shown in the references list. Record the book or journal that you actually sourced.
22	Anonymous work	<i>Maritime disasters</i> (1994) reveals that this was not true. ... (<i>Journal of Business Logistics</i> 2001).	<i>Maritime Disasters</i> 1994, Sage, Thousand Oaks, CA. <i>Journal of Business Logistics</i> 2001, vol. 22, no. 2, pp. 1-4.	If a work has no specific author or sponsoring organisation mentioned, the whole title of the work plus year of publication should be cited in-text. In the references list, list the work by its title. The articles ('the' and 'a/an') are kept. When citing an anonymous editorial in a journal, give the name of the journal and year of publication in-text. Avoid the terms 'Anonymous' or 'Anon'.
23	Encyclopedia or dictionary	(i) Single volume encyclopedia or dictionary <i>The APICS Dictionary</i> (1995, p. 95) defined it as... OR (ii) Multivolume encyclopedia <i>The International Encyclopedia of the Social Sciences</i> (1968, pp. 150-159) defined it as...	Cox, J.F., Blackstone, J.H. & Spencer, M.S. (eds) 1995, <i>APICS Dictionary</i> , 8th edn, American Production and Inventory Control Society, Falls Church, Virginia. Sherif, M. 1968, Self concept, in <i>International Encyclopedia of the Social Sciences</i> , vol. 14, pp. 150-159, Macmillan, New York.	For a dictionary, the in-text citation does not cite the author; if the author of an encyclopedia entry is known, the author can be cited in-text in the usual way. Note that no quotation marks are used.

24	<i>Thesis and other unpublished work</i>	<p>The work of Cahoon (unpublished thesis, 2004) ... OR In his unpublished thesis, Cahoon (2004)...</p>	<p>Cahoon, S. 2004, Seaport marketing: a census of Australian seaports, PhD thesis, University of Tasmania, Australia.</p> <p>OTHER EXAMPLES</p> <p>Hart, F. 1983, The environmental and social problems encountered by today's seafarers, 4th year dissertation, School of Nautical Studies, Australian Maritime College, Launceston.</p> <p>Grogan, S. 1992, Sensory and chemical changes in frozen stored orange roughy (<i>Hoplostethus atlanticus</i>), spiky oreo dory (<i>Neocyttus rhomboidalis</i>), and smooth oreo dory (<i>Pseudocyttus maculatus</i>), project submitted as partial fulfilment of the Graduate Diploma (Fisheries), Australian Maritime College, Launceston.</p> <p>Powles, M. 1986, Stages in the development of financial independence from parents, paper presented at the Australian Family Research Conference, Melbourne.</p> <p>Wilson, P.T. 2006, Transaction patterns: perspectives on business, unpublished working paper, www.knowledgepatterns.com</p>	<p>Unpublished materials include theses, letters and other personal communications, manuscripts and papers presented at conferences, seminars and other meetings.</p> <p>The title of unpublished material is not put in italics or quotation marks. When a thesis or dissertation is cited, acknowledge the institution at which it was submitted and the qualifications for which it was written.</p>
----	--	--	--	---

25	<i>Personal communication</i>	It is difficult to obtain casualty figures based on the number of passengers carried per kilometre on passenger ships because statistics are not kept in this form (Lewarn, B. 1987, pers. comm.). OR In an interview conducted on 27 April 1994, Captain Fitzpatrick revealed that ...	No listing required.	Personal communications are not included in the list of references but are incorporated in in-text referencing.
26	<i>Brochure</i>	... (Australian Maritime College 2007, p. 5).	Australian Maritime College 2007, <i>Maritime Training: Coastal Courses</i> [Brochure], Australian Maritime College, Launceston.	Insert the word [Brochure] after the title. The publisher's name may be abbreviated if it is also the author.
27	<i>E-book</i>	... (Lan & Unhelkar eds 2005).	Lan, Y. & Unhelkar, B. (eds) 2005, <i>Global Integrated Supply Chain Systems</i> , Idea Group Inc, http://www.ebooks.com/ebooks/book_display.asp?IID=236591 , accessed 12 December 2006.	
28	<i>Newspaper (with author)</i>	... (McGinness 1987).	McGinness, J. 1987, 'The grand project to give Australia a birthday party,' <i>Times on Sunday</i> , 1 February, p. 9.	If the article has an obvious author, cite as for journals. The day and month replace the volume and series information of journals/periodicals.
29	<i>Newspaper (no author)</i>	... (<i>Business Week</i> 20 November 2000, p. 74). OR <i>Business Week</i> (20 November 2000, p. 74) reported ... OR <i>Sydney Morning Herald</i> (23 Jan. 1988, editorial)	<i>Business Week</i> , 20 November 2000, 'As leaders, women rule', p. 74. <i>Sydney Morning Herald</i> , 23 January 1988, editorial.	Note the definite article ('the') is omitted from newspaper titles.

30	<i>Published conference proceedings</i>	... (Rudd 2005).	Rudd, C. 2005, 'Mitigation and environment management for expansion of container port facilities at Port Botany, Sydney, Australia', <i>Proceedings of the 24th World Ports Conference</i> , 21–27 May 2005, Shanghai.	Note in this example the conference was held in Shanghai.
31	<i>Published conference, symposium and seminar papers</i>	... (Meyrick 1994).	Meyrick, S. 1994, 'The future of Australian shipping: a public policy issue', <i>Proceedings of the Aus-Ship '94 Seminar</i> , Australian Maritime College, Launceston, Tas, pp. 84-104.	Papers are cited in the same way as contributions in multi-authored book, i.e. paper in single quotation marks and seminar or conference title in italics.
32	<i>Annual report of an organisation</i>	... (Department of Transport and Regional Services 2006). OR Department of Transport and Regional Services' annual report (2006)...	Department of Transport and Regional Services 2006, <i>Annual Report 2005-2006</i> , Canberra.	
33	<i>Image in a book</i>	The poster 'Buy Australian Apples' (Cowle & Walker 2005, p. 65) ...	Cowle, C. & Walker, D. 2005, <i>The Art of Apple Branding</i> , Apples from Oz, Hobart.	
34	<i>Legislation</i>	<i>Esperance Port Authority Act 1968 (No.11)</i> (Western Australia) <i>Social Security Legislation Amendment Act (No.3) 1999</i> (Cwlth)	<i>Esperance Port Authority Act 1968 (No.11)</i> (Western Australia) <i>Social Security Legislation Amendment Act (No.3) 1999</i> (Cwlth)	Acts of Parliament Include: <ul style="list-style-type: none"> • Title of Act • Year • Number (in brackets) • Jurisdiction to which the Act applies in brackets All parts of the title should be italicised.

35	<i>Regulations</i>	<i>Navigation (Manning) Regulations 1981 (No. 394), Navigation Act 1912 (Australia)</i>	<i>Navigation (Manning) Regulations 1981 (No. 394), Navigation Act 1912 (Australia)</i>	<p>Regulations Include:</p> <ul style="list-style-type: none"> • Title of Regulation (in italics) • Year (in italics) • Number (in brackets & italics) • Name of Act (in italics) • Jurisdiction to which the regulation applies in brackets.
36	<i>Government publications</i>	<p>... (<i>Projections of the Population of Australia, States and Territories</i> 1985b, p. 44).</p> <p>... (<i>Relations in Record: a Guide to Family History Sources in the Australian Archives</i> 1988, p. 23).</p>	<p>Australian Bureau of Statistics 1985b, <i>Projections of the Population of Australia, States and Territories, 1984 to 2021</i>, Cat. No. 3220.0, ABS, Canberra.</p> <p>Australian Archives 1988, <i>Relations in Record: a Guide to Family History Sources in the Australian archives</i>, AGPS, Canberra.</p>	When government publications are cited, the same procedure as with books is used as general rule.
37	<i>Parliamentary publications</i>	... (Department of Foreign Affairs 1975).	Department of Foreign Affairs 1975, <i>Annual Report 1975</i> , AGPS, Canberra.	Parliamentary publications include departmental reports, the reports of commissions of inquiry, committees of review and the work of standing and select committees of the Parliament itself.
38	<i>Press release</i>	... (Watersmith 2000).	Watersmith, C. 2000, <i>BHP Enters New Era</i> , media release, BHP Limited, Melbourne, 1 March.	

QUOTATIONS				
39	<i>Quotations under three lines in length</i>	As Skjoett-Larson, Thenoe & Andersen (2003, p. 546) state ‘without proper communication, the employees will fail to understand the purpose or the advantages of the concept’.		In-text, if a quotation is short (3 lines or less), it should be marked by single quotation marks and incorporated as part of the sentence.
40	<i>Quotation over three lines in length</i>	The author stated that: The second major step in the allocation process is the identification of that part of the total operating grant to be used for non-teaching and research activities. (Koder & Hewitt 1992, p.186)		A quotation over three lines in length should be separated from the sentence that supports it by indenting the quoted passage. The quotation needs to follow on from the preceding sentence.
41	<i>Quotation within quotation</i>	Green (1993, p.108) also notes that ‘according to Gars, “completeness and finality” were out of the question where editing was concerned and the potential for rapid change was great’.		A quote within a quote is indicated by double quotation marks inside single ones.
42	<i>Omission of words from quoted material</i>	‘The most useful way of making a world survey is to identify families of languages...showing relationships by origin and development’ (Brook 1998, p. 80) OR ‘Such assumptions have long been accepted by most university...’.		If for some reason it is necessary to leave out a part of a sentence three dots (...) are used to indicate this omission. If words are left out at the end of the quote, a full stop needs to be placed after the three dots and after the close of the single quotation marks.
43	<i>Adding to a Quotation</i>	‘The unusual distribution of fish species off the coast [of Tasmania] makes the study an interesting one (Finn 2000, p. 1).		If there is an addition to a quotation to clarify meaning, the addition should be enclosed in square brackets.

44	<i>Signifying an Error in a Quotation</i>	'Life in the last century was much harder then [sic] life today' (Smith 1983, p. 45).		If an error has been made in the original text, it should be copied. After the error, the word [sic] is used.
ELECTRONIC JOURNALS				
45	<i>Journal – full text from an electronic database</i>	... (Christopher & Gattorna 2005). OR Christopher and Gattorna (2005) look at value ...	Christopher, M. & Gattorna, J. 2005, 'Supply chain cost management and value-based pricing', <i>Industrial Marketing Management</i> , vol. 34, from ProQuest database, accessed 4 October 2007.	
46	<i>Journal – full text from an electronic database – no author</i>	The internet has had a huge impact on the Australian economy (<i>Internet economics and policy</i> 2002, p. 350).	'Internet economics and policy: an Australian perspective' 2002, <i>Economic Record</i> , vol. 78, no. 242, pp. 343-58, from ABI/INFORM Global database, accessed 16 March, 2002	Where there is no author or authoring body, works are cited by title in both the text and the reference list. (In the reference list, any article – <i>a</i> , <i>an</i> or <i>the</i> – beginning the title is disregarded when determining the alphabetical order.)
47	<i>Full text newspaper or magazine from an electronic database – no author</i>	... (<i>Ports fill up as IT crisis worsens</i> 2005).	'Ports fill up as IT crisis worsens' 2005, <i>Australian</i> , 24 October, p. 42, from Factiva database, accessed 25 April 2007.	

WORLDWIDE WEB				
48	<i>Full text from the internet</i>	... (Somers & De Wilde 1997). OR It was proposed by Somers and De Wilde (1997) ...	Somers, E. & De Wilde, A. 1997, <i>Port Marketing</i> , University of Ghent, http://alserv.rug.ac.be/%01ddsloo/portmarkew/links/portmark.htm , accessed 16 October 2001.	Consider a document within a web site as a published document or book and treat in a similar way. Include: <ul style="list-style-type: none"> • author, editor or compiler • date of document (created or most recent revision) • title of document • version number (if applicable) • description of document (if applicable) • name of the sponsor of the source • URL (full location if necessary or main site details) • date accessed without commas
49	<i>Website</i>	... (Australian Maritime College 2007).	Australian Maritime College 2007, Australian Maritime College, Launceston, http://www.amc.edu.au , accessed 30 November 2007.	In-text, cite the name of the author/authoring body and the date created or last revised.
50	<i>Document or page within a website</i>	... (Australian Maritime College 2007). ... (KPMG 2000).	Australian Maritime College 2007, <i>Study maritime business and logistics at AMC</i> , Australian Maritime College, http://www.amc.edu.au/mlm.at.amc , accessed 30 November 2007. KPMG 2000, <i>Beyond the numbers: how leading organisations are linking values to value to gain competitive advantage</i> , KPMG International, www.kpmg.com accessed 7 May 2002.	In-text, cite the name of the author/authoring body and the date created or last revised.

51	<i>Document on WWW – No author</i>	... (<i>11 greatest supply chain disasters</i> 2006).	'11 greatest supply chain disasters' 2006, <i>Supply Chain Digest</i> , January, http://www.scdigest.com/assets/refs/SCDigest_Top-11-SupplyChainDisasters.pdf accessed 4 December 2007.	
52	<i>Document on WWW No date</i>	... (Royal Institute of British Architects n.d.).	Royal Institute of British Architects (n.d.), <i>Shaping the future: careers in architecture</i> , http://www.careersinarchitecture.net/ accessed 31 May 2005.	
53	<i>Image on the web</i>	Rare photo of a rogue wave (<i>Ship-sinking monster waves revealed by ESA satellites</i> 2004).	<i>Ship-sinking monster waves revealed by ESA satellites</i> [Image] 2004 , http://www.esa.int/esaCP/SEMOKOL26WD_index_0.html , accessed 4 December 2007.	
OTHER SOURCES				
54	<i>Electronic mail lists, Usenet groups and bulletin boards</i>(Murphy 2000)	Murphy, L. Murphy@rockets.com.au 2000, 'News for old hacks', list server, 20 January, National Journalists Association, http://www.nja.net.au/listserv/ , accessed 7 February 2001.	In-text, cite author's name and date of posting. In the reference list, list: <ul style="list-style-type: none"> • author's name • author's identifying details, usually an email address • date of posting • title of posting • description of posting • name of list owner • URL • date of viewing Show titles of the postings in quotation marks like articles in a journal.

55	<i>Emails</i>	Mr Jordan confirmed this by email on 29 June 2006. OR This was confirmed by email (Jordan, M. 2006, pers.comm., 29 June).	Not included, because this cannot be traced by the reader.	Treat in the same way as personal communication.
56	<i>Films, videos, TV and radio programs</i>	... (<i>The search for meaning</i> 1998). OR In <i>The search for meaning</i> (1998) ...	<i>The search for meaning</i> 1998, radio program, ABC Radio, Sydney, 24 March.	In-text, provide title in italics and date. In the references list, provide <ul style="list-style-type: none"> • title • date of recording • format (e.g. motion picture) • publisher • place of recording
57	<i>CD-ROMs</i>	... (<i>Dr Brain thinking games</i> 1998). OR <i>Dr Brain thinking games</i> (1988) ...	<i>Dr Brain thinking games</i> 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.	In-text, provide title in italics and date. In the reference list, treat as per films, videos, TV and radio programs.