

# Author-date: The reference list

An **alphabetical list** of references is placed at the end of your assignment. This list gives the full publication details of each source you cited in your assignment so that your reader can consult the same sources that you have used. Use this information as a guide:

1. Reference list or bibliography?
2. Analysis of reference list examples
3. Capitalisation styles in reference entries
4. Formatting the reference list
5. Example reference list

## 1. Reference list or bibliography?

A **Reference List** is a list of all the sources that you have used as in-text references in your assignment. A **Bibliography** includes both in-text references and other sources which may have informed your thinking on the topic but have not necessarily been used in writing your assignment. Make sure you know whether a reference list or bibliography is required for the unit you are studying.

## 2. Analysis of reference list examples

When you write your reference list, you need to analyse the patterns of each reference type. Some basic details that you need to look for are authors/no authors, dates/no dates, titles, editions and publishers/URLs and pages, depending on the type of reference you need.

### ❖ Book

Turner, K., Ireland, L., Krenus, B. & Pointon, L. 2008, *Essential Academic Skills*, Oxford, Melbourne.

**Analysis:** Author/s > Year, > Title, > Publisher, > Place of publication (town/city).

Turner, K., Ireland, L., Krenus, B. & Pointon, L. 2008, *Essential Academic Skills*, Oxford, Melbourne.

*author/s surname/s & initial/s*      *year of publication*      *title in italics*      *publisher's name*      *place of publication*

### ❖ Journal article

Mori, Y. 2002, 'Optimal diving behaviour for foraging in relation to body size', *Journal of Evolutionary Biology*, vol. 15, no. 2, pp. 270-276.

**Analysis:** Author/s > Year > 'Title of the article', > Title of Journal, > volume, > issue number, > pages

Mori, Y. 2002, 'Optimal diving behaviour for aging in relation to body size', *Journal of Evolutionary Biology*, vol. 15, no. 2, pp. 270-276.

*author surname & initial*      *article title in single inverted commas*      *title of journal in italics*

*year of publication*      *volume number*      *issue number*      *page numbers from the beginning to the end of the article (abbreviation of pages=pp.)*

### ❖ Website

Salinger, M. & Preston, R. 2000 (updated 3 May 2001), 'Using critical thinking', *College Thinking Styles*, New Think Consortium. Retrieved 7 June 2009 from <http://www.criticalthinking.org/College/uniclass/Using.html>

**Analysis:** Author/s > Year > (date of last revision if given), > 'Title of article/section', > Title of Web Site > Title of Organisation. Retrieval statement (date of access and URL)

Salinger, M. & Preston, R. 2000 (updated 3 May 2001), 'Using critical thinking', *College Thinking Styles*, New Think Consortium. Retrieved 7 June 2009 from <http://www.criticalthinking.org/College/uniclass/Using.html>

*author/s surname/s & initial/s*      *year of publication*      *date of last revision*      *title of article/section if applicable*      *title of web site in italics*

*title of organisation that produced the site*      *Date you accessed the site*      *NO FULL STOP at the end of the URL*

*URL on a separate line*

### 3. Capitalisation styles in reference entries

- ❖ **Maximal** (Headline style) is used for titles and subtitles of books, journals and websites (i.e. the words in *italics*). The first letter of every important word should be capitalised. The first word after a colon is **always** capitalised.  
 Wang, D.R. 1998, *New Horizons in Sustainable Agriculture: A Plan for Developing Countries*, Hodder & Stoughton, London.
- ❖ **Minimal** (Sentence style) is used for the titles of articles in journals, websites and newspapers, and chapters in edited books (i.e. titles NOT in italics). Capitalise the first word, any other word that would normally take a capital, and the first word after a colon.  
 Suzuki, T. & Dillon, P. 2001, 'Working patterns in Australia: A new approach', *Australian Journal of Applied Economics*, vol. 23, no. 5, pp. 34-40.

### 4. Formatting

The reference list goes on a new page at the end of your assignment.

- i. Head your page with **References, Reference list** or **List of references**.
- ii. DO NOT double space your reference list, but place **two** 'returns' (Enter, Enter) **between** each item.
- iii. Use **hanging indent format** for all items in the reference list.

**Let the computer do the work for you**

1. Highlight your entire reference list
2. Use Format > Paragraph (2003 Word version) OR Paragraph (2007 Word version)
3. → Indentation → open Special: (menu) → select Hanging

### 5. Example reference list

Put the heading 'References' at the top of the page. → **References**

**JOURNAL REFERENCE**  
 Harrison, N.P. 1999, 'Bloom revisited: The flourishing of thinking', *Journal of Enquiry into Higher Education*, vol. 23, no. 2, pp. 19-32.

**BOOK REFERENCE**  
 Hicks, D.V. 1991, *Norms and Nobility: A Treatise on Education*, Rowland & Littlefield, Savage, Maryland.

**JOURNAL REFERENCE from an electronic data base**  
 Karelsky, S., Brown, T., Gomez, P. & Fellowes, J. 1989, 'A new model of the university', *Journal of Tertiary Studies*, vol. 6, Fall, pp. 89-97.  
 Retrieved 15 Aug. 2009 from Eric database.

**ONLINE DICTIONARY REFERENCE**  
 Macmillan Publishers Australia 2009, *The Macquarie Dictionary*, 4<sup>th</sup> edn.  
 Retrieved 20 August 2009 from <http://www.macquariedictionary.com.au>

**WEB SITE REFERENCE**  
**UNESCO 2001**, 'World conference on education follow-up strategy', *World Conference on Education*, UNESCO. Retrieved 26 July 2009 from <http://www.unesco.org/education/wche/index.shtml>

\*\*\*Put all items in the reference list in strict alphabetical order.