

The Internet can provide information materials through a web browser which should be critically assessed for suitability for university studies. For reference lists, most academic Internet resources are classified by their source category (see ASO referencing factsheets) rather than as websites. To reference Internet material, put a DOI/URL in the appropriate place in your reference list items.

1. Always evaluate online sources
2. Get the right category for online sources
3. How to cite websites and webpages
4. Reference list rules for website references
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NOTE: Citation style
APA 7th Edition. Modify
for other citation styles.

1. Always evaluate online resources

The Internet allows you to access information from anywhere, at any time, and in many different forms. Online information, along with your print resources, must ALWAYS be evaluated for relevance, currency, reliability, accuracy and coverage.

For directions on evaluating sources, see UNE homepage > click Library > hover over **Services** > see **Support** (top menu) column > click **eSKILLS 2.0** > go to **workshops "Evaluate your resources"**.

2. Get the right category for online resources

The method of retrieval (i.e. online) does NOT always mean that the source belongs to the website or webpage category. For example, articles, books, reports, videos and data sets (tables and figures) may be retrieved online, but you use the those categories when you look up the referencing guides. You must ask yourself, "What type of work is on this website?"

3. How to cite websites and webpages

- A **website** is a collection of webpages that share a single domain name e.g. "[Bullying. No Way!](#)". There are usually links to specific topics (called **webpages**) on the website that resemble the chapters of a print book

e.g. Bullying. No Way! (**website**) > *Why does bullying happen? Power, social norms and bullying, and Legislation and Policy* (**some webpages on this website**)

- A **webpage** is a single entity with its own title, date and URL e.g. [Bullying](#) (healthdirect) and Wikipedia topics are an examples of single topic webpages.

RULE 1 If you cite **ONE** webpage from a single topic website, create a reference for the webpage you cite. If the author and the website name are different, then add the website name to the source element.

In-text examples: Australian Education Authorities (2020); (NSW Department of Education, 2019); Tim Field Foundation (n.d.)

Reference list examples:

Author/s. > (date). > *Webpage title. (italics, Sentence case¹)* Website Title. (Title Case²) URL

Australian Education Authorities. (2020). *Types of bullying*. Bullying: No Way!.
<https://bullyingnoway.gov.au/WhatsBullying/Pages/Types-of-bullying.aspx>

NSW Department of Education. (2019, September 30). *Staying safe online*. Anti-bullying.
<https://antibullying.nsw.gov.au/for-students/Staying-safe-online>

Tim Field Foundation. (n.d.). *Regaining control*. Bullying Online. <https://bullyonline.org/index.php/recovery>

1. Sentence case: Capitalise first word, the first word after a question mark (?), a colon (:), or em dash (—), and proper nouns that normally require capitalisation.

2. Title case: Use an upper case letter for all major words, but use lower case for words of less than 3 letters, EXCEPT after a colon.

RULE 2: If you cite **MULTIPLE** webpages from a single topic website with an identical author and publication year, create a reference for each webpage you cite. If author and date are the same on each **webpage** then place a lowercase letter **in-text** after the **year only** and in the **References** to distinguish one webpage from another.

In-text examples:

1. **Dated** - place a lowercase letter immediately after the date—**NO SPACES**

e.g. (Commonwealth of Australia, 2020a); (Commonwealth of Australia, 2020b)

2. **Not dated** - write *n.d.* then place a hyphen and lowercase letter—**NO SPACES**

e.g. Commonwealth of Australia (n.d.-a), (Commonwealth of Australia, n.d.-b)

Reference list example:

AUTHOR: no author, use group name (see site home page)

DATE: no date on site

TITLE: use sentence case and italics for title of the webpage

SOURCE: use title case for the name of the main website before the URL

Commonwealth of Australia. (n.d.-a). *Image-based abuse*. Key Issues.

<https://www.esafety.gov.au/key-issues/image-based-abuse>

SOURCE URL: use the URL of the webpage in the website you are using

4. Reference list rules for website references

ALL reference list entries have 4 parts: AUTHOR, DATE, TITLE, SOURCE.

1. **AUTHOR:** The author of a webpage or website may be difficult to find, so cruise around the site to see what is there e.g. click on items in the navigation bar, logos, banners and footers. Look for individuals, multiple people, a group (e.g. government agency, organisation, combinations of people and groups) in copyright, “about us” pages or acknowledgement pages.

e.g. On the website, *Bullying. No Way!*, the copyright symbol shows that here is a group author:

© Australian Education Authorities.

2. **DATE:** Websites often have unknown dates of publication, so you may have to search through your links again. If no date is found then you use (n.d.). *Include a retrieval date only when the content is designed to change over time and the page is not archived (e.g. a year, month, and day; year and month; year only).*

e.g. *Bullying. No Way!* Copyright link shows: Australian Education Authorities 2020.

3. **TITLE:** In the references, the title of the work is in italics.

e.g. On the website, *Bullying. No Way!*, the banner shows that the title is *Bullying. No Way!*

4. **SOURCE:** Cite the website name before the URL source unless the website name is used in the author position. The source element of a website is where readers can retrieve the cited work. Sometimes, the source of your work can “disappear” before you submit your work, so test the live links and make sure they work. Non-recoverable sources/broken links are not acceptable in your assignment reference list. If no archived version of the URL is available, delete the reference list entry and substitute another source of information if possible.

5. URLs in the text of an essay

To mention a website in general, do not create a reference list entry or an in-text citation. Instead, include the name of the website in the text and provide the URL in parentheses (round brackets) (e.g. you may mention a website in the text of an essay on cyberbullying).

In-text example:

A number of well-researched and appealing websites, such as *Bullying. NO WAY!* (<https://bullyingnoway.gov.au/Pages/default.aspx>), have been sponsored by education authorities to assist educators and parents to cope with this growing problem.

Reference list: NO item in the References