

This fact sheet provides a comprehensive BEGINNER'S guide to the AGPS (Author-Date) referencing system based on the *Style manual for authors, editors and printers, Online Edition, Version 2.2 (7 May, 2021)*, which replaces the sixth edition of the manual, dated 2002. This new version of the manual is referred to in this guide as the *AGPS Manual*.

Using this fact sheet:

1. Section 1 of this guide provides information on the usual format for the **author** and **date** elements of the source that are used in both the in-text citations and the reference list.
2. Section 2 of this guide provides information on how to format **links** if they are required.
3. Sections 3, 4, 5 and 6 of this guide provide information on how to format the **title** and **source** elements of entries in the reference list. Any **variations** to the general format for **in-text citations** are also noted.
4. Information on points of referencing not included in this summary guide (e.g. musical compositions, plays and poetry) are available in the 'Referencing and attribution' section of the *AGPS Manual*.

In-text citations:

1. In-text entries have 2 or 3 parts: author surname(s), date, page/para number.
2. Page or paragraph numbers are required in the in-text references for direct quotations or when information is taken from specific pages or paragraphs.
3. All information required to format the majority of in-text references can be found in Section 1 of this guide. Any variations in requirements for particular types of sources are provided in the relevant other section of the guide.

Reference list entries:

Reference list entries include the full details of the cited sources. The details are presented in four parts: author, date, title, source (including link where relevant). The general order is:


- a. Name of author or authoring organisation
- b. Date of publication
- c. Title (and series or issue details if relevant)
- d. Source, which may be publisher details or the relevant link information and accessed date (for digital content).

NOTE: Some elements of the referencing use shortened forms when appropriate. See the *AGPS Manual* for a list of shortened forms.

Additional information:

1. To begin the reference list, type the title References on a new page in bold, no italics, and in the same size as the text font. While not mentioned specifically in the AGPS Manual, it is convention to left align this heading.
2. *Sentence case* is when only the first word and any proper nouns begin with a capital letter.
3. *Title case* is when all words begin with a capital except conjunctions and prepositions (e.g. and, with, in). Check the case required when writing the reference.

Section 1. Variations in authors and dates

<p>1.1 Single author</p> <p>In-text:</p> <p>(a) Write the author's surname only. Their initials are recorded in the reference list. Follow with the year of publication. Use page numbers only for direct quotes.</p> <p>(b) For classical authors known only by a common name, use the author's common name in the text, in-text citations and reference list. If date is unknown, use the title of the work (see <i>AGPS Manual</i>).</p> <p>References:</p> <ul style="list-style-type: none"> • Family name of the author before their initials. No comma afterwards. • Do not separate initials with full stops or spaces. • Place the date detail in parentheses after the author name (except for classics with unknown date). No punctuation after the bracket. 	<p>In-text</p> <p></p> <p>References</p>	<p>(a) Different properties of musical sound include ... (Hosken 2014). Hosken (2014:18) states that '...'. (b) As Cicero expressed it, 'Is there anything rasher and more unworthy of the dignity and strength of character of a wise man than the holding of a false opinion?' (<i>On the nature of the gods</i>)</p> <hr/> <p>(a) Hosken DB (2014) <i>An introduction to music technology</i>, 2nd edn, Routledge, New York. (b) Cicero (Rackham H, trans) <i>On the nature of the gods</i>, Harvard University Press, Cambridge, Massachusetts, United States, 1933.</p>
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<p>1.2 Two authors In-text:</p> <ul style="list-style-type: none"> • Include both surnames in the in-text citation. • Use the word 'and' between names (i.e. Do not use ampersand '&'). <p>References:</p> <ul style="list-style-type: none"> • No comma between family name and initial(s). • No full stops or spaces between initials. • Use 'and' between the two authors. 	<p>In-text</p>	<p>Hart and Daughton (2005:23) argue ... There are several reasons why rhetorical critics ... (Hart and Daughton 2005).</p>
	<p>References</p>	<p>Hart RP and Daughton SM (2005) <i>Modern rhetorical criticism</i>, 3rd edn, Allyn and Bacon, Boston. Massachusetts.</p>
<p>1.3 Three or more authors In-text: Cite only the first author's surname followed by 'et al.' (not in italics). References: Record all the authors' names with 'and' before the last name.</p>	<p>In-text</p>	<p>Boatwright et al. (2012) ... The defeat of Mark Antony ... (Boatwright et al. 2012).</p>
	<p>References</p>	<p>Boatwright MT, Gargola DJ, Lenski NE and Talbert RJA (2012) <i>The Romans: from village to empire</i>, 2nd edn, Oxford University Press, United Kingdom.</p>
<p>1.4 Group author In-text: If there is no personal author, use the organisation name. The shortened name of the organisation is used if the organisation uses it regularly. References: If you have used the shortened form in your content, use it in the reference list, followed by the spelt-out form in parentheses (round brackets). Use the shortened form only in subsequent references.</p>	<p>In-text</p>	<p>According to DCITA (2011) ...</p>
<p>1.5 Citing several sources at once In-text: Separate each source using a semicolon (;). <i>While not specifically stated, AGPS examples list the sources in chronological order.</i> References: Write a separate reference item for each author in the list.</p>	<p>In-text</p>	<p>Policy makers argue that the connection between science and business should not be viewed critically (Noble 1993; Branscomb 1997; Stokes 1997).</p>
<p>1.6 Multiple works by the same author In-text: To differentiate between works written in the same year by the same author, add an 'a' to the date of the citation for the first work published in that year, then 'b' for the second and so on. Separate each reference with a comma. References:</p> <ul style="list-style-type: none"> • Each source is listed in date order. • You may use two non-spaced m dashes for works by the same author cited immediately afterwards if you wish. 	<p>References</p>	<p>Branscomb I (1997) <i>Investing in innovation</i>, Routledge, New York. Noble B (1993) <i>America by design</i>, Knopf, New York. Stokes D (1997) <i>Pasteur's quadrant</i>, Brookings Institution Press, Washington, DC.</p>
<p>1.7 Authors with the same surname <i>This aspect is not covered explicitly in the latest version of the AGPS; however, the advice in this section is consistent with the style.</i> (a) Co-authors of a work (b) Separate works In-text: Where it is necessary to distinguish between authors with the same surname, use the authors' initials. Place initials after the surname when in</p>	<p>In-text</p>	<p>(a) Scollon and Scollon (2001) argue that ... (b) A recent report (Jones RW 1991) indicated ... but DJ Jones (1993) has refuted the findings.</p>
	<p>References</p>	<p>(a) Scollon R and Scollon SW (2001) <i>Intercultural communication</i>, 2nd edn, Blackwell, Oxford. (b) Jones DJ (1993) <i>Review of social needs in the North West region</i>, FACS, Lismore, NSW. Jones RW (1991) <i>Report to the CARE centre</i>, DOCS, Armidale, NSW.</p>

brackets and before the surname when in the sentence. References: Use the authors' initials as shown on the publication.		
1.8 Author unknown <i>This aspect is not covered explicitly in the latest version of the AGPS; however, the advice in this section is consistent with the style.</i> In-text: <ul style="list-style-type: none"> DO NOT use the terms 'Anon.' or 'Anonymous' if you cannot find an author. Cite the name of the group or organisation that produced the work. If none, then use the title of the work in italics and sentence case. References: Use the details you have. If it is a translated work, include the translator's detail within brackets after the title. See example (c).	In-text <p>(a) The NSW Board of Studies (2006) advocates an inclusive approach in syllabus design.</p> <p>(b) Reducing friction is essential (<i>Pressure care</i> 2000).</p> <p>(c) <i>Beowulf</i> is the story of a hero who defeats a dragon. OR Like Grendel (<i>Beowulf</i>), you seem to suffer with the joy of others.</p>	
	References <p>(a) NSW Board of Studies (2006) <i>Syllabus development handbook</i>, NSW Board of Studies, Sydney, accessed 18 September 2010.</p> <p>(b) <i>Pressure care</i> (2000) New Health Press, Perth.</p> <p>(c) <i>Beowulf</i> (Heaney S, trans), Faber & Faber Ltd, London, 2002.</p>	
1.9 Edition In-text: Author(s) and publication date only. References: If a source is 2nd or later edition, state the edition (xx edn) after the title, lower case, no superscript and no full stop. Use a comma before and after.	In-text <p>Exploring music as a representation of place... (Miller and Shahriari 2019).</p>	
	References <p>Miller TE and Shahriari A (2019) <i>World music concise: a global journey</i>, 2nd edn, Routledge, New York and London.</p>	
1.10 No date For works without a date, write 'n.d.' (for 'no date') instead of the year of publication.	In-text <p>Turner (n.d.) reasons that both art and nature are needs of the mind.</p>	
	References <p>Turner JM (n.d.) <i>A wonderful range of mind</i>. Routledge.</p>	
1.11 Secondary reference <i>This aspect is not covered explicitly in the latest version of the AGPS; however, the advice in this section is consistent with the style.</i> In-text: To acknowledge the work of one author that you have found in the work of another, note the name of the person whose idea you are presenting and add 'cited in'. Reference list: Record only the work that you have read.	In-text <p>Rosenfield (cited in Hart and Daughton 2005) asserts rhetorical critics ...</p>	
	References <p>Hart RP and Daughton SM (2005) <i>Modern rhetorical criticism</i>, 3rd edn, Allyn and Bacon, Boston, Massachusetts.</p>	
1.12. Emails and personal communication For emails and personal communication, only use an in-text citation . This format applies to all information privately obtained e.g. personal conversation, email, letter or lecture.	In-text <p>Susannah Bishop (personal communication, 5 February 2020) wrote ... In an email communication on 5 February 2020, Susannah Bishop explained ...</p>	
	References <p>Personal communications are not listed in the list of references. A live lecture is treated as personal communication, but you must provide a reference in the reference list for a podcast of a lecture (see Section 3.13 or 5.5).</p>	

2. Using DOIs, hyperlinks and URLs for online sources

2.1 Digital object identifiers (DOIs) In-text: Not included in the in-text citation. References: If the document has a DOI, include the DOI in the reference list. Put it at the end of the citation with 'doi' in lower case before it. Note: No place of publication is required if a doi is provided.	The DOI system A DOI is a series of numbers and punctuation that identifies a document. Unlike a URL, a DOI always stays the same. DOIs are also internationally standardised. Works that have DOIs include most journal articles, some ebooks and some PDFs. Example Kelleher T (2009) 'Conversational voice', <i>Journal of Communication</i> , 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.
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<p>2.2 URLs</p> <p>In-text: Not included in the in-text citation.</p> <p>References:</p> <p>(a) Online source is not behind a paywall</p> <ul style="list-style-type: none"> Any document read online that is not behind a paywall should have the title in the reference list hyperlinked to the URL. The URL itself is then not required as part of the reference item (does not apply to documents with a doi – see above). In general, an accessed date will be required. An exception is books, as they are published in editions and do not require an accessed date. <p>(b) Online source is behind a paywall</p> <ul style="list-style-type: none"> Title is not hyperlinked. Use the home page URL. Full hyperlink comes after the final full stop. 	<p>(a) Heaps S (2009) <i>Writing without bias</i>, accessed 7 August 2010.</p> <p>(b) Blair T (09 August 2021) 'Fixing a problem the Australian way', <i>The Daily Telegraph</i>, accessed 2 February 2023. https://www.proquest.com/docview/2559556814?pq-origsite=primo.</p> <p>When using a URL, start it next to the full stop that comes after the accessed date. Part of the address can sit on the same line by using a 'soft return' (hold down 'shift' and tap 'return') after a slash or full stop in the URL address</p>
<p>2.3 PDFs</p> <p>(a) Avoid linking directly to a PDF. Instead link to the landing page where the PDF is hosted as the address is more stable. Title is in normal font with quote marks.</p> <p>(b) If the PDF does not have a landing page, link to the PDF and include 'PDF' in square brackets after the title. Follow 'PDF' with the file size in kilobytes (KB) or megabytes (MB). Include both of these additional details in the linked text. Title is in italics without no quote marks.</p>	<p>(a) Thomson Reuters Australia (2017) 'Legislation and commentary table of abbreviations' Westlaw AU Guides, Thomson Reuters Australia, accessed 6 April 2020.</p> <p>(b) Thomson Reuters Australia (n.d.) <i>Table of abbreviations</i> [PDF 94.35KB], Thomson Reuters Australia, accessed 20 January 2020.</p>

3. Textual works

<p>3.1 Book</p> <p>(a) Print</p> <p>Only include place of publication if it is relevant to the user.</p> <p>(b) Online</p> <p>Hyperlink the title or provide a DOI. As books are published in editions, you do not need to include an accessed date. If you include a DOI, you do not need to include place of publication.</p>	<p>Rule: Author A (year) <i>Title of book (linked where relevant)</i>, Publisher, Place of Publication (if relevant), link or doi (if relevant).</p> <p>(a) Baker E, Barrett M and Roberts L (2002) <i>Working communication</i>, John Wiley & Sons, Milton, Queensland.</p> <p>(b) Tart CT (1997) <i>States of consciousness</i>, Online edn, Dutton & Co., New York.</p> <p>(b) Howard KM and Burdelski MJ (eds) (2020) <i>Language socialization in classrooms</i>, Cambridge University Press, doi:10.1017/9781316946237.</p>
<p>3.2 Edition of a book</p> <p>(a) Print</p> <p>(b) Online (no paywall or doi)</p>	<p>(a) Whitbread D (2009) <i>The design manual</i>, 2nd edn, UNSW Press, Sydney.</p> <p>(b) Whitbread D (2009) <i>The design manual</i>, 2nd edn, UNSW Press, Sydney.</p>
<p>3.3 Book compiled by editors (edited book)</p> <p>(a) Print</p> <p>(b) Online (no paywall or doi)</p> <p>Use 'ed' for one editor and 'eds' for multiple editors. For single chapters written by other authors, use Section 3.4 below, Chapter in an edited book.</p>	<p>Rule: Editor E (ed) (Year) <i>Title of book (linked where relevant)</i>, Publisher, Place of Publication (if relevant).</p> <p>(a) Carruthers P, Laurence S, Stich S and Templeton G (eds) (2005) <i>The innate mind: structure and contents</i>, Oxford University Press, New York.</p> <p>(b) Carruthers P, Laurence S, Stich S and Templeton G (eds) (2005) <i>The innate mind: structure and contents</i>, Oxford University Press, New York.</p>
<p>3.4 Chapter in an edited book</p> <p>(a) Print</p> <p>(b) Online (no paywall or doi)</p> <p>Use 'ed' for one editor, and 'eds' for multiple editors.</p>	<p>Rule: Author A (Year) 'Title of chapter' (linked if relevant), in Editor E and Editor F (eds), <i>Title of book</i>, Publisher, Place of Publication (if relevant).</p> <p>(a) Phillips J (1999) 'The psychodynamic narrative', in Roberts G and Holmes J (eds), <i>Healing stories: narrative in psychiatry and psychotherapy</i>, Oxford University Press, Oxford.</p> <p>(b) Marcus GF (2005) 'What developmental biology can tell us about innateness', in Carruthers P, Laurence S, Stich S and Templeton G (eds) <i>The innate mind: structure and contents</i>, Oxford University Press, New York.</p>
<p>3.5 Book with author and editor listed</p> <p>In-text: Use the author(s) and date of the book.</p> <p>References: Provide author's name in the author position and place the editor's name after the title.</p>	<p>Rule: Author A (Year). <i>Title of book</i> (Editor E ed), Publisher, Place of Publication.</p> <p>(a) Shakespeare W (1600/1967) <i>The merchant of Venice</i> (Moelwyn W ed), PenguinBooks Ltd, Harmondsworth.</p>
<p>3.6 Translation of a book</p> <p>In-text: For translated works, use the original author's name.</p> <p>References: Use 'trans' for translator(s). No full stop. (For classics, see <i>AGPS Manual</i>)</p>	<p>Rule: Author A (Year) <i>English title: sub-title</i> (Translator T trans), Publisher, Place of Publication.</p> <p>(a) Backman F (2015) <i>A man called Ove: a novel</i> (Koch H trans), Washington Square Press, New York.</p>

<p>3.7 Journal articles (published) (a) Article in a print journal (b) Article with a DOI Use a DOI for a journal article where possible.</p> <ul style="list-style-type: none"> • If no author can be found, place the article title (in italics) in the author position. • If volume is missing, just provide issue number. • If no volume or issue, give month or quarter. 	<p>Rule: Author A (Year) 'Title of article', <i>Title of Journal</i>, volume(issue):page–page, doi number (if relevant).</p> <p>(a) Reid J and Sand R (1987) 'The wood and the grove', <i>Journal of Mythology</i>, 9(1):23–34.</p> <p>(b) Leninger SM (2002) 'The role of nutrition in wound healing', <i>Critical Care Nursing Quarterly</i>, 24(1):13–21, doi:10.1037/0278-6133.24.6.88.</p>
<p>3.8 Journal article accepted for publishing but not yet published For journal articles not yet published, use 'in press' instead of the year.</p>	<p>In-text: Kelleher (in press) reported similar results.</p> <p>Rule: Author A (in press) 'Title of article: subtitle of article', <i>Name of Journal</i>. Kelleher T (in press) 'Conversational voice', <i>Journal of Communication</i>.</p>
<p>3.9 Conference papers and presentations (a) Published (online with no paywall or doi) (b) Unpublished conference paper</p>	<p>Rule: Author A (Day Month Year) 'Title of presentation' (linked if relevant) [unpublished conference presentation/conference presentation], <i>Name of Conference</i>, Place of Conference, (accessed date if relevant).</p> <p>(a) McGowan U (5–7 June 2005) 'Educational integrity: a strategic approach to anti-plagiarism' [conference presentation], <i>Second Educational Integrity Conference</i>, University of Newcastle, accessed 30 January 2009.</p> <p>(b) Blunden J (9–12 May 2007) 'Plain or just dull? Collateral damage from the Plain English movement' [unpublished conference presentation], <i>3rd IPEd Conference</i>, Tasmania.</p>
<p>3.10 Thesis (a) Published thesis (online with no paywall or doi) (b) Unpublished thesis (online with no paywall or doi) If citing a PDF, see Section 2.3 for the correct format for the link.</p>	<p>Rule: Author A (Year) <i>Title of thesis (linked)</i> [unpublished type of thesis/type of thesis], University Name, accessed date.</p> <p>(a) Rahman M (2013) <i>Using authentic materials in the writing classes: tertiary level scenario</i> [master's thesis], BRAC University, accessed 5 May 2017.</p> <p>(b) Rahman M (2013) <i>Using authentic materials in the writing classes: tertiary level scenario</i> [unpublished master's thesis], BRAC University, accessed 5 May 2017.</p>
<p>3.11 Other printed publications/Other unpublished works (a) Other printed publications (b) Unpublished For unpublished works such as internal documents, include the year the work was written where you would usually have the year the work was published.</p>	<p>Rule: Author/Organisation (Year) <i>Title of document</i> [printed type of publication /unpublished type of publication], Publisher/Organisation, Place.</p> <p>(a) Department of Industry, Innovation and Science (2017) <i>Business</i> [printed brochure], Australian Government, Canberra.</p> <p>(b) Ethos CRS (2018) <i>Business writing: letters and emails</i> [unpublished training materials], Ethos CRS, Canberra.</p>
<p>3.12 Dictionary/Encyclopedia Only include an in-text citation. Do not include an entry in the reference list.</p>	<p>The <i>Australian concise Oxford dictionary</i> (ACOD) (2017) defines it as ...</p>
<p>3.13 UNE teaching material <i>This aspect is not covered explicitly in the latest version of the AGPS; however, the advice in this section is consistent with the style.</i> Generally, follow the format for unpublished works in Section 3.11. Type of document can be unit Information, topic notes, assessment, presentation slides, podcast of lecture.</p>	<p>Rule: Author A (Year) <i>Title of document: subtitle of document</i> [unpublished type of document], School Name, University of New England, Armidale, NSW.</p> <p>Fisher J (2011) <i>GSB 751: Business ethics, corporate social responsibility and sustainability</i> [unpublished topic notes], Graduate School of Business, University of New England, Armidale, NSW.</p> <p>Bradfield JD (2010) <i>Kangaroo: an extraordinary marsupial</i> [podcast of lecture], School of Environmental and Rural Sciences, University of New England, Armidale, NSW.</p>

4. Government publications, reports and media releases

<p>4.1 Parliamentary sources (a) Bound parliamentary papers For documents accessed as part of a bound volume from a parliamentary sitting:</p> <ul style="list-style-type: none"> • Use the name of the parliament as the author. • Include the paper number. <p>(b) Parliamentary debates and proceedings</p> <ul style="list-style-type: none"> • To cite a record of what was said in parliament verbatim as recorded in Hansard, use the volume and page number, separated by a colon. • To cite the official records of proceedings in each house of parliament, include the volume or issue number and the page number. Issue numbers are in parentheses. Volume numbers are outside parentheses. Official 	<p>(a) Parliament of Australia (2000) <i>Department of Finance and Administration annual report 1999–2000</i>, Parl Paper 32, Australian Government.</p> <p>(b) Australian Senate (2000) <i>Debates</i>, S25:65.</p> <p>(b) Australian House of Representatives (2000) <i>Debates</i>, HR103:2–9.</p> <p>(b) Australian Senate (2000–01) <i>Journals</i>, (123):718.</p> <p>(b) Australian House of Representatives (2000–01) <i>Votes and Proceedings</i>, 1:631.</p>
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<p>Australian Parliament records may be from the <i>Journals</i> of the Senate or the <i>Votes and Proceedings</i> of the House of Representatives.</p>	
<p>Reports – General advice For reports published online, hyperlink the title of the report and include an accessed date. If you are citing a PDF, see Section 2.3 for information on correct formatting of the link. Sources with title pages will usually detail the author and publisher. Follow the authoring details on the title page of the document.</p>	
<p>4.2 Government reports (a) Report by an Australian Government agency (b) Report to an Australian Government agency (c) Unpublished report by an Australian Government agency In-text: For unpublished reports, include the word ‘unpublished’ instead of the year in the in-text citations. (d) Australian Bureau of Statistics (ABS) See also https://www.abs.gov.au/how-cite-abs-sources for further information on how to format ABS sources. (e) Published internal report (f) Report that is part of a series (g) Report known by a short title Sometimes a report is better known by a short title or unofficial title. In-text: Use the short title in text if you are citing a source like this. References: Use the short title <u>followed by a spaced en dash</u> and the full source information. List the source where the first word of the short title would be alphabetically.</p>	<p>(a) Department of Conservation (2000) <u>Hydrogen-powered cars: progress to date</u>, Sustainable Energy Branch, Department of Conservation, Northern Territory Government, accessed 5 April 2021. (a) DHAC (Department of Health and Aged Care) (1999) <u>Hepatitis C: a review of Australia’s response</u>, report prepared by D Lowe and R Cotton, DHAC, Australian Government, accessed 10 July 2002. (b) White N and Green J (2020) <u>Hydrogen-powered cars: progress to date</u>, report to the Australian Government Department of Agriculture, Water and the Environment, SLR Consulting, accessed 14 January 2022. (c) White N and Jackson D (unpublished) <u>Testing for EPO</u>, Australian Sports Drug Agency, Australian Government, accessed 3 March 2020. (d) ABS (Australian Bureau of Statistics) (2016) <u>Alcohol consumption in Australia: a snapshot 2004-05</u>, ABS website, accessed 16 March 2020. (e) TerraCycle (2018) <u>Report on recycling in Canberra offices</u>, TerraCycle. (f) AIHW (Australian Institute of Health and Welfare) (2019) ‘Australia’s welfare 2019 data insights’, <i>Australia’s Welfare Series 14</i>, catalogue number AUS 226, AIHW, Australian Government, accessed 5 February 2020. (g) Gonski report – Gonski D, Boston K, Greiner K, Lawrence, C, Scales B and Tannock P (2011) <u>Review of funding for schooling: final report</u>, Department of Education, Employment and Workplace Relations, Australian Government, accessed 11 February 2020.</p>
<p>4.3 Reports by societies, groups, committees and businesses <i>This aspect is not covered explicitly in the latest version of the AGPS; however, the advice in this section is consistent with the style. Formats used in government reports can also be applied to reports by non-government bodies.</i> Use organisation name (corporate or group author) if there is no person as author.</p>	<p>Diabetes Australia (2019) <u>Financial report for the year ended 30 June 2018</u>, Diabetes Australia, accessed 25 February 2019.</p>
<p>4.4 Media releases <i>The AGPS provides formatting information for government media releases, but this formatting is also suitable for non-government media releases</i> Hyperlink the title of media releases and include an accessed date if the media release is published online.</p>	<p>Rule: Author A/Organisation name (Day Month Year) <i>Title of media release: subtitle of media release</i> (hyperlinked)[media release], Organisation Name, accessed Day Month Year. (a) Black F and Jacobsen N (4 February 2020) <u>ACT has highest student participation and employment</u> [media release], ACT Government, accessed 5 February 2020. (b) ACT Government (4 February 2020) <u>ACT has highest student participation and employment</u> [media release], ACT Government, accessed 5 February 2020.</p>

5. Website references, blog posts, social media, online media

<p>5.1 Website/Webpage (a) Entire website</p> <ul style="list-style-type: none"> • Hyperlink the name of the website. • Use the same capitalisation that the organisation uses. • Include the word ‘website’ in square brackets after the title • Providing a URL is optional. If used, do not include the word ‘website’. • Include accessed date. <p>(b) Webpage If referring to content only found on a particular webpage on a website, the relevant webpage or webpage content needs to be pinpointed in the reference list. When linking to PDFs, see Section 2.3 for correct formatting.</p>	<p>(a) eSafety Commissioner (n.d.) <u>eSafety</u> [website], accessed 3 December 2020. (a) APSC (Australian Public Service Commission) (2021) <u>Australian Government Style Manual</u>, stylemanual.gov.au, accessed 3 October 2021. (b) Rule: Author A/Organisation name or abbreviation (Year) <i>Title of webpage</i>, Name of Website website, accessed Day Month Year. Department of the Prime Minister and Cabinet (n.d.) <u>Australian National Anthem</u>, PM&C website, accessed 20 January 2020. (c) Rule: Author A (Year) ‘<i>Title of webpage</i>’, Name of larger publication or series, Name of Website website, accessed Day Month Year. W3C (World Wide Web Consortium) (2019) ‘<u>Audio content and video content</u>’, <i>Making audio and video content accessible</i>, W3C website, accessed 25 August 2020.</p>
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<p>(c) Webpage as part of a larger publication or series The linked title has single quote marks rather than italics, and the title of the larger publication is added in italics.</p>	
<p>5.2 Blog posts, online newspapers, online magazine articles (a) Post or article with specified author(s) <ul style="list-style-type: none"> • Include the full date in the reference list. • Hyperlink the title (if not behind a pay wall, see Section 2.2b). • Use single quote marks. (b) Post or article with no author listed In-text: Use name of blog, newspaper or magazine.</p>	<p>(a) Rule: Author A (Day Month Year) '<u>Title of article: subtitle of article</u>', <i>Name of Blog, Newspaper or Magazine</i>, accessed Day Month Year. Doman M, Palmer A and Scott N (31 January 2020) '<u>Cracking the code to Steve Smith's batting success</u>', <i>ABC</i>, accessed 5 February 2020. Richardson A (24 May 2018) '<u>Australia imports almost all of its oil, and there are pitfalls all over the globe</u>', <i>The Conversation</i>, accessed 29 January 2020. (b) Rule: Name of Blog, Newspaper or Magazine (Day Month Year) '<u>Title of article: subtitle of article</u>', <i>Name of Blog, Newspaper or Magazine</i>, accessed Day Month Year. ABC (Australian Broadcasting Commission) (31 January 2020) '<u>Cracking the code to Steve Smith's batting success</u>', <i>ABC</i>, accessed 5 February 2020. Facebook for Business (21 April 2019) '<u>Capturing attention in feed: the science behind effective video creative</u>', <i>Facebook for Business</i>, accessed 18 November 2019.</p>
<p>5.3 Comment on a blog post <ul style="list-style-type: none"> • Full date required. • Hyperlink the title and add 'Re:....'. • Single quote marks, no italics. • Add [blog comment] after the title. </p>	<p>Rule: Author A (Day Month Year) 'Re: <u>Title of post: subtitle of post</u>' [blog comment], <i>Name of Blog</i>, accessed Day Month Year Mullins P (1 January 2020) 'Re: <u>Capturing attention in feed: the science behind effective video creative</u>' [blog comment], <i>Facebook for Business</i>, accessed 4 February 2020.</p>
<p>5.4 Social media and forum posts <ul style="list-style-type: none"> • Include the full date. • Hyperlink the title. • Use single quote marks, no italics. • If there is no title, include the first 10 words of the content followed by an ellipsis. • Add type of post in square bracket after the title. </p>	<p>Rule: Name of Page or Poster (Day Month Year) '<u>Title or first 10 words of content of post ...</u>' [type of post], <i>Page of Post</i>, accessed Day Month Year. Services Australia (31 January 2020) '<u>Our mobile servicing arrangements will continue in NSW, VIC ...</u>' [Facebook status], <i>Services Australia</i>, accessed 1 February 2020. Department of Agriculture, Water and the Environment (3 February 2020) '<u>Celebrate World Wetlands Day</u>' [Tweet], <i>Australian Government Agriculture and Water</i>, accessed 4 February 2020. Microsoft (3 February 2020) '<u>Thanks for paving the way for others Katie Sowers, as ...</u>' [Instagram post], <i>Microsoft</i>, accessed 4 February 2020. CSIRO (Commonwealth Scientific and Industrial Research Organisation) (21 January 2020) '<u>A brain transplant for one of Australia's top telescopes</u>' [online forum post], <i>Reddit</i>, accessed 4 February 2020.</p>
<p>5.5 Broadcast media (a) Film In-text: Spell title as it appears in film information. Date can be omitted at later mention and longer film names can be shortened. Reference: Use name of director in the author position (or producer if no director name). (b) TV/radio program/series In-text: No year needed unless indicating year span of production. Reference: Use name of director in author position. Capitalise network names. (c) TV/radio episode of a program/series i. with episode name; ii. without episode name (d) Podcasts Hyperlink the title to the webpage that hosts the podcast, not the podcast's file name. Add accessed date. <ul style="list-style-type: none"> • Use sentence case and italics for the title of films, television and radio programs and series, and podcasts. • Use single quote marks, no italics, sentence case for an episode. (e) DVD/CD-ROM</p>	<p>(a) In-text: <i>Storm boy</i> (1976) tells the story of ... Reference: Safran H (director) (1976) <i>Storm boy</i> [motion picture], South Australian Film Corporation, Australia. (b) In-text: <i>Blue heelers</i> was a popular program on the Seven Network. Reference: Pellizzeri R (director) (1994) <i>Blue heelers</i>, Seven Network, Melbourne. (c) i. In-text: The <i>Blue heelers</i> episode 'Luck of the draw' ... Reference: Pellizzeri R (director) (1994) 'Luck of the draw' [television program], <i>Blue heelers</i> (season 1, episode 44), Seven Network, Melbourne. (c) ii. ABC Television (2019) <i>Gardening Australia</i> (season 30, episode 35) [television program], ABC Television, Sydney. (d) Stephens J (host) (26 December 2019) '<u>Best of 2019: the beauty queen killer</u>' [podcast], <i>True crime conversations</i>, Mamamia Podcasts, accessed 21 January 2020. (e) Reid N (2004) <i>Phonetics: an interactive introduction</i> [CD-ROM/DVD], University of New England, Armidale, NSW.</p>

<p><i>This aspect is not covered explicitly in the latest version of the AGPS; however, the example in this section is consistent with the style.</i></p> <p>For further information on citing broadcast media, see AGPS Manual.</p>	
<p>5.6 Interviews</p> <p>(a) In-text: Use interviewer's name. If quoting the interviewee, make it clear in the text.</p> <p>(b) Transcript of an interview Interviewer I (Day Month Year) <i>Interviewer Full Name interviews Interviewee Full Name: Title of interview</i> [interview transcript], Name of Publisher, accessed Day Month Year.</p> <p>(c) Audio or video file of an interview Similar to (b) with file type indicated in square brackets.</p>	<p>(a) Milne responded about the resignation (Sales 2018).</p> <p>(b) Sales L (28 September 2018) <i>Leigh Sales interviews Justin Milne: Justin Milne resigns as ABC chairman</i> [interview transcript], ABC, accessed 4 February 2020.</p> <p>(c) Sales L (20 December 2019) <i>Leigh Sales interviews Dudley Harrington: Dudley Harrington on the Queensland floods</i> [interview video file], ABC, accessed 4 March 2020.</p>

6. Data, images and works of art

<p>6.1 Tables and images</p> <p>For tables and images (such as graphs) being used in the content, attribute the source in the notes below the table or figure. Include permission or copyright information if necessary. Do not include this information in the caption or title of the table or image.</p> <p>In-text:</p> <p>(a) In notes below table Source: Adapted from Author or Organisation (Year).</p> <p>(b) In the text discussion, refer to a published table or figure as you would any other published source e.g. Figure 5 in the annual report (MDBA 2019) uses data from.</p> <p>References: Cite the usual form of the reference in the reference list.</p>	<p>(a) In-text: Adapted from MDBA (2019).</p> <p>(a) and (b) Reference: MDBA (Murray–Darling Basin Authority) (2019) <i>Annual report 2018–19</i>, MDBA, Australian Government, accessed 3 February 2020.</p>
<p>6.2 Photographs, illustrations and other works of art</p> <p>In-text:</p> <ul style="list-style-type: none"> • Include the artist, year of creation and title of the work. • Italicise the titles of individual artworks. • Use sentence case unless the author has used capitals in a specific way, in which case, follow the capitalisation of the original. • Use title case for artwork series. • Use numbers and punctuation as in the original. • Shortened forms can be used in the second mention. • If the title is in another language, use that language (with an English translation if desired). • Italicise informal name in the same way as the formal title. <p>Captions: If the content features an image of an artwork, it must be accompanied by a caption.</p> <p>References: Cite the artworks in a separate list after the reference list with its own title, such as 'Works of art'. See the AGPS Manual for further details.</p>	<p>In-text: The collection includes Long (<i>The spirit of the plains</i> 1897).</p> <p>Caption: Rule: Creator Full Name (Year) <i>Title or description of work</i> [medium], Website, Exhibition or Gallery, Location of Gallery, © Creator, courtesy: Creator or Gallery, accessed Date Month Year. Angela Tiatia (2015) <i>Holding on</i> [still], Sullivan + Strumpf Gallery, Sydney, © Angela Tiatia, courtesy: Sullivan + Strumpf Gallery.</p> <p>Reference: Rule: Creator C (Year) <i>Title or description of work</i> [medium], Website, Exhibition or Gallery, Location of Gallery, accessed Date Month Year (if relevant). Long S (1897) <i>The spirit of the plains</i> [painting], Queensland Art Gallery, Brisbane, Australia.</p>