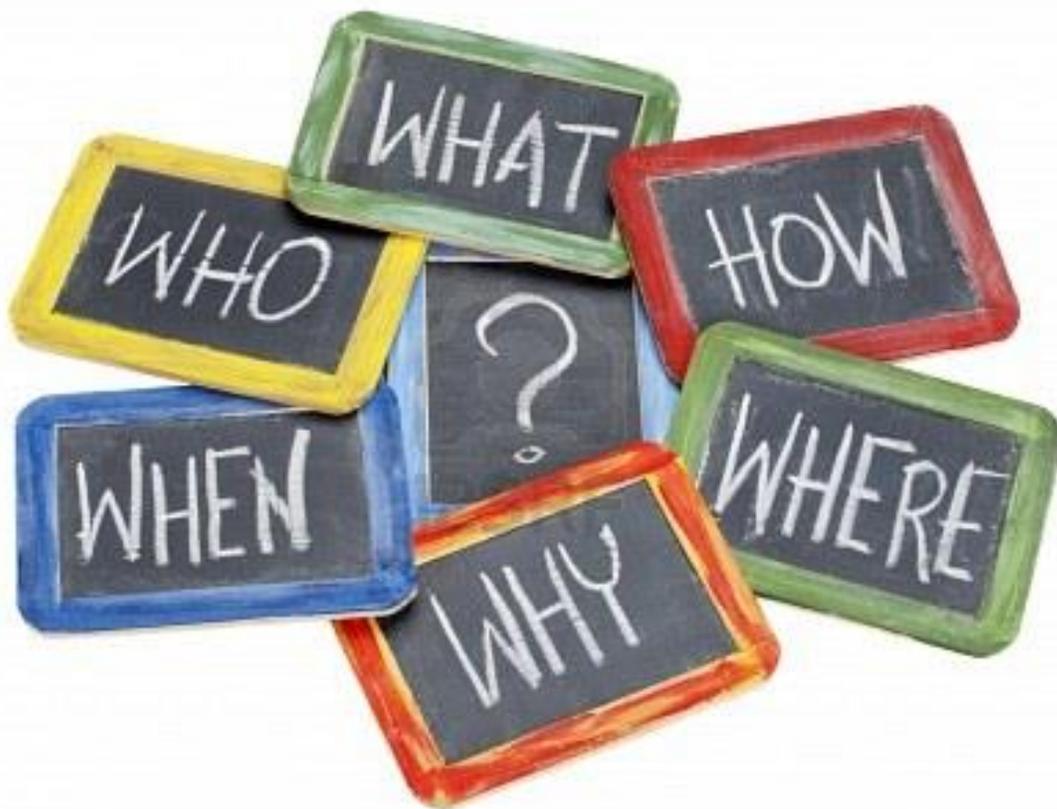


Author-date Referencing Guide



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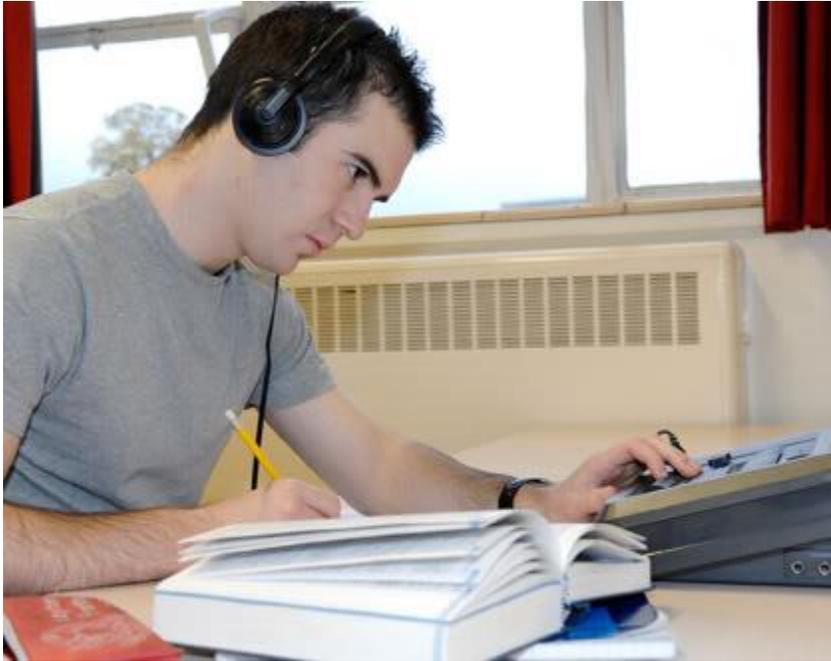
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1. Referencing at NCPS

1.1 *What is referencing?*

Referencing is simply letting the reader of your assignment know where you got any words, facts, ideas, opinions, diagrams, pictures, statistics or other information that you have used in your assignment work. This is a scholarly convention (way of doing things) that is essential in higher education and the professional world where the principle of academic honesty is highly regarded. Research and writing need to be of the highest integrity so that conclusions are believable.

There are two parts to a referencing system: a brief citation in the text of minimal information to identify the source and the full details of the source in a reference list at the end of the assignment.

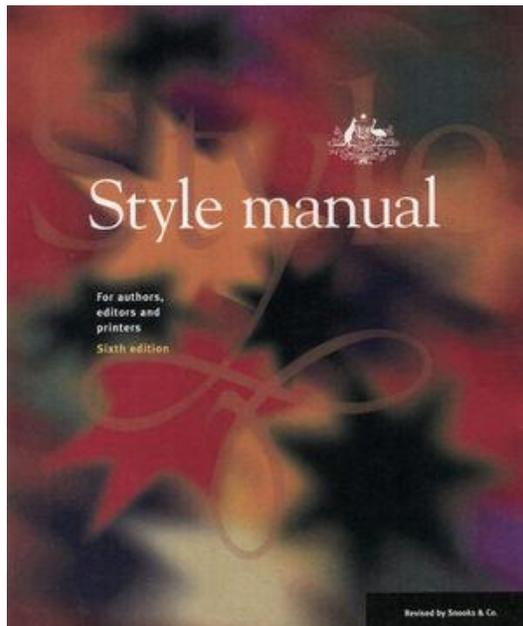
1.2 *What is referenced?*

All ideas, quotes, summaries, illustrations, statistics, evidence, etc. from books, articles, reports, news articles, visual media (film, television, video), legislation or cases mentioned in the text should be noted in the in-text citation and must be included in the reference list.

1.3 *Referencing systems used at NCPS*

In the academic and professional worlds there are over a hundred different referencing systems. The differences between systems are often small. At NCPS we have chosen two major systems that will prepare students for destination careers, the Australian government's official author-date system and

the legal referencing style favoured in Australia. These will be treated in separate sections of this guide. Use the legal referencing style only for legal units – all other units require the author-date system.



2. Author-date referencing

The author-date reference system (sometimes called Harvard) we use at NCPS comes from *Style manual for authors, editors and printers* (6th edn – 2006) published by John Wiley and Sons. There are copies in the Library. It is called author-date because the in-text citation usually contains the author's name and the date of publication.

2.1 *In-text citation*

Minimum information is given in the text of your assignment – usually just the author's or authors' family name(s) and a date of publication. Sometimes a page number will show the exact place from which the information came. Usually the in-text citation is placed within brackets in the text. Sometimes the author is an organisation, not an individual. If the source material contains both the names of authors and the organisation for which they work, use only the authors' names.

The in-text citation can appear in two ways. If a piece of information is referenced without mention of the author in the text then a bracket is used with the author and a date of publication of the work.

When considering immoral behaviour like dishonesty and lying it is hard to predict the relationship between beliefs and behaviours (Pollock 2010).

Sometimes the author is referred to in the written text. In that case all that is needed is the date of publication in a bracket after the author's name.

The Australian Crime Commission (2011) describes the potential for

corruption thus...

If you make a direct quote of the exact words of a speaker you must include a page number.

'Petrol sniffing has become emblematic of the situation of many young Aboriginal people in rural or remote communities' (Chivell 1997, p. 31).

Put the in-text citation as close to the source of information as possible:

Ethics involves thinking and discussing what could be and involves a willingness to think beyond current reality. Lee (2007, p. 7) suggests that 'the fact that yesterday's seemingly far-fetched hypothetical becomes today's actual case affirms the value of speculating on imaginary hard cases'.

2.1.1 Page numbers within in-text citations

Page numbers are included if

- you have quoted from the work directly, for example direct words or statistics
- the idea referred to has been taken from a specific part of the work.

Use p. or pp. then a space, then a number when indicating pages. Use a single p. for a specific page. Use pp. for more than one page or a span of pages.

2.1.2 Multiple authors within an in-text citation

For up to three authors mention all authors, using an ampersand (&) between the last two:

(Fox & Freiberg 1999, p. 735)
(Mendel, Goss & Morgan 2004)

For more than three authors, use the Latin abbreviation 'et al.' (meaning 'and others') after the name of the first author (note the full stop after et al.). In the following example there were five authors for the article the quote was taken from:

'Compulsions represent patterns of ritualistic behaviour and thinking that are usually performed in response to an obsession' (Oltmanns et al. 2007, p.8).

Use et al. in the text of the essay as well:

Oltmanns et al. (2007, p.8) make the important link between obsession and ritualistic behaviour.

Note: when the citation is written in full in the reference list, write all the names of all authors.

2.1.3 Several in-text citations at the one place in the text

Separate several source citations related to one idea in the text with a semi-colon and are arranged alphabetically:

The long standing debate about the value of a developmental pathways approach to crime prevention (Hil 1999; Homel 2000; Wyn & Whyte 1997) makes it timely...

2.1.4 Multiple works by the same author/s in different years at the same point in the text

After the author/s name put the dates of each work separated with a comma
(Gardiner 2001, 2004)

2.1.5 Multiple works by the same author/s in the same year

When you are including more than one work written by the **same author/s** in the **same year**, include a lower case letter beside the year of publication to distinguish different items.

(Mouzos & Rushforth 2003a, p.5)

(Mouzos & Rushforth 2003b, p.2)

In your reference list add the lower case letter to the date.

2.1.6 No first names and titles within in-text citations

No initials, first names or titles (e.g. Prof, Justice, Dr) in an in-text citation (except for the rare situation of two authors of separate works with the same family name, when you would distinguish them by initials).

2.1.7 Items without dates

Either use n.d in the citation and reference list if no date can be found or, if a date can be guessed with some certainty, then use c. (c, stands for 'circa' = around), for example

(Masters n.d.)

(Masters c. 2000)

Note: for electronic sources, such as webpages from organisations, look for a publication date associated with the webpage. If no date can be found, look on the homepage for a last modified or copyright date.

2.2 *Citing a source within a source*

If an author refers to a source and you would like to use that source, there are two ways to validly include the source referred to. For example, the direct quote below from Pierre Bourdieu was found in a book by Jen Webb, Tony Schirato and Geoff Danaher, *Understanding Bourdieu*.

Webb, Shirato and Danaher include the full bibliographic details of where the Bourdieu quote came from, so a good researcher may be able to find the original book by Bourdieu using the Library's databases or an internet search. (Remember the State Library and Melbourne University Library have vast book resources). This is the best way to use a source within a source. Not only is it sound to check the context of the original statement, it is wise to use the original words. It also adds another good reference to your reference list!

Alternatively, cite the original item as being in the secondary source. You must make your in-text citation show where you found the quote, thus:

'Sociology as I conceive it consists of transforming metaphysical

problems into problems that can be treated scientifically and therefore politically' (Bourdieu cited in Webb, Shirato & Danaher 2002, p. 66).

Written in an author prominent way this would be expressed thus:

Bourdieu states, 'Sociology as I conceive it consists of transforming metaphysical problems into problems that can be treated scientifically and therefore politically' (Webb, Shirato & Danaher 2002, p. 66).

In this case you have not read the original, so your reference in the in-text citation and the reference list tells the reader which book **you** consulted. Do not copy the reference for Bourdieu from Webb, Shirato & Danaher's reference list into your reference – this is dishonest as you have not read the original.

2.3 Reference list

A reference list provides information for the retrieval of sources used, and is an indication of the quality and breadth of research that was undertaken in preparation for writing the assignment. The reference list should appear at the end of the assignment on a new page with the heading 'Reference list' in which you write the full details of the sources you have consulted which will allow a reader to find the source of the information. Sometimes a reference list is called 'References' or 'Bibliography'.

Note: the reference list is not part of the word count of your assignment.

2.3.1 Setting out a reference list

The reference list

- is placed on a new page at the end of the assignment
- is arranged in alphabetical order based on the first letter of the first author's family name (if the author is an organisation, first letter of the organisation title is used)
- has no indentation or hanging margins
- has entries separated with a paragraph space.

The way to set out a reference list is shown in the sample reference list in the next section.

2.3.2 Italics in a reference list

In this system, titles of books, journals, reports, newspapers, webpages, and broadcast programs are italicised. Do not use italics for chapter titles and article titles; instead place inverted commas around the chapter or article title.

2.3.3 Capitalisation in a reference list

Titles are written in 'sentence case' – they begin with a capital letter, but have lower case for all following words, for example *Lethal passage: the story of a gun*. The exception for this is the title of a journal which has full capitalisation of major words, for example *Australian and New Zealand Journal*

of *Criminology*. The names of organisations or publishers follow the capitalisation as it appears in the source. Put a full stop after all items in reference list.

2.3.4 Subdivisions in a reference list

Place all books, articles, reports, news items, electronic and broadcast sources in one list. List cases or legislation you have mentioned in the text in separate lists.

2.4 Elements in a reference list entry

Every reference has four parts:

- the author – who wrote it (it can be one or many authors; it can be an organisation)
- the publication date – the year it was written or produced
- the title of the item
- publication details – where can it be found – information about the journal or publication, e.g. which journal, or who published the book or what website it came from.

See examples in the next section.

2.5 Multiple authors in a reference list

In the reference list write the names of all authors:

Oltmanns, TF, Martin, MT, Neale, JM & Davison, GC 2009, *Case studies in abnormal psychology*, 2nd edn, Wiley, NY.

Note: in the short in-text citation this would be shortened to (Oltmanns et al. 2009)

2.6 Multiple works written by the same author/s in the same year

When you are including more than one work written by the **same author/s** in the **same year**, include a lower case letter beside the year of publication to distinguish different items.

Mouzos, J & Rushforth, C 2003a, 'Family homicide in Australia', *Trends and Issues in Crime and Criminal Justice*, fact sheet 255, pp. 1-6.

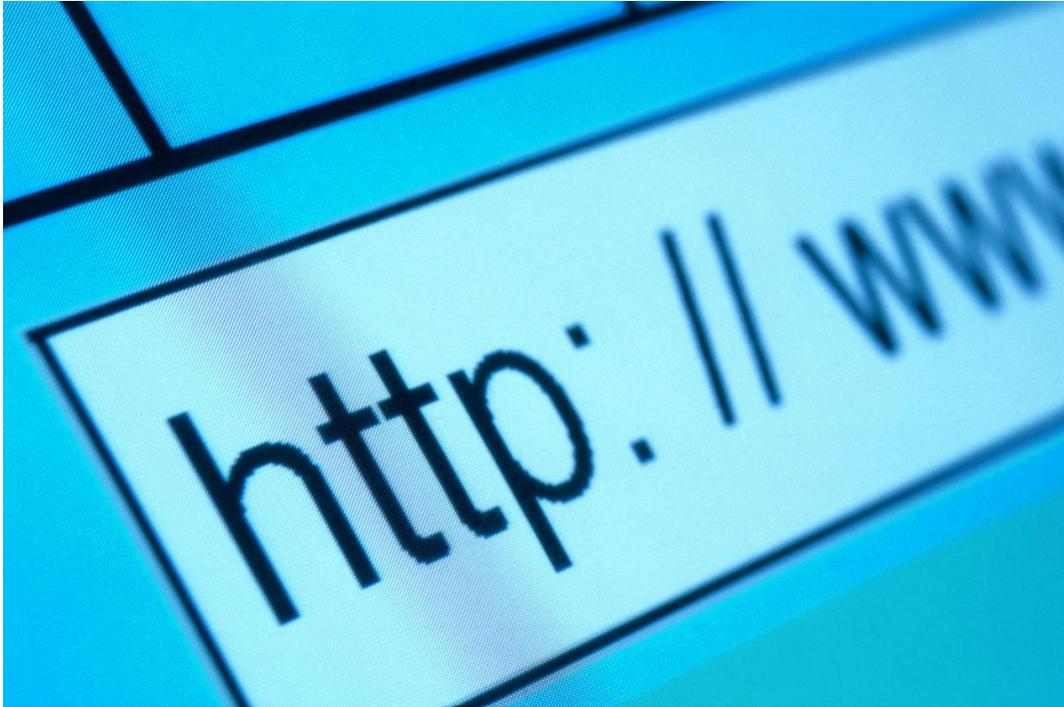
Mouzos, J & Rushforth, C 2003b, 'Firearm related deaths in Australia 1991-2001', *Trends and Issues in Crime and Criminal Justice*, fact sheet 269, pp. 1-6.

2.7 Page numbers in a reference list

Only entries relating to chapters in edited books or journal articles have page numbers noted. In these cases write down the whole page span, for example, pp. 10-23.

2.8 First names and titles

Initials, not full names, should be used before the family name. No titles or professions stated in the reference lists (no Prof, Justice, Dr before or MD, QC, OA after the author's name).



3. How to reference sources in the author-date style

Below are listed examples of correct referencing based on the *Style manual for authors, editors and printers*, 2006, 6th edn, John Wiley & Sons, Brisbane.

3.1 Book

In-text format:

(Surname Year, page reference)

Examples:

(Oltmanns et al. 2007, p. 8)
(Smith, Cole & Jones 1990, p. 222)
(Buckley 1991, p. 43)
(Smith & Johnson 1998)

Reference List:

Author, Initials Year of publication, *Title*, Publisher, Place of publication.

Examples:

Buckley, J (ed) 1991, *Racial inequality*, Green Publishers, Fortitude Valley, Qld.

Oltmanns, TF, Martin, MT, Neale, JM & Davison, GC 2009, *Case studies in abnormal psychology*, 8th edn, Wiley, NY.

Smith, B, Cole, S & Jones, TL 1990, *Law and discrimination*, 2nd edn, Brown & Co, Melbourne.

Smith, RS & Johnson, RP 1998, *Essay writing in criminal justice: a guide for tertiary students*, 44th edn, Smith & Co, London.

Notes:

- The subtitle should be separated from the main title by a colon.
- Cite the publication date of the edition you are consulting, not the first time a book was published.
- The place of publication is the first place mentioned on the title page or its reverse.
- If the place is a major/capital city (e.g. Sydney, London, San Francisco) use only place name, but if it is a town or suburb or if there may be confusion about places (e.g. Cambridge, UK or Cambridge, Mass.), then put a state next to the town (e.g. St Lucia, Qld; Ringwood, Vic; Englewood Cliffs, NJ).

3.2 *Chapter in an edited book*

Edited books often have several authors who contribute chapters to the book. The citation to a particular chapter should refer to the author(s) of that chapter (not the editors of the book).

In-text format:

(Surname of chapter author Year, page reference)

Examples:

(Dawes & Grant 2009)

(Jones 1990, p. 89)

Reference List:

Author, Initials Year of publication, 'Chapter title', in Editor/s Initials Family Name/s (ed/s) *Title of book*, edition, Publisher, Place of Publication, page span.

Examples:

Dawes, J & Grant, A 2009 'Correctional systems' in A Graycar & P Grabosky, *The Cambridge handbook of Australian criminology*, Cambridge University Press, London, pp.93-109.

Jones, J 1990, 'Ethnic minorities', in RG Brown (ed) *Essays on minorities in Australian society*, 3rd edn, Smith & Company, Heidelberg, Vic, pp. 89-91.

Note:

For the editor, the initials come before the editor's name.

3.3 *Academic articles published in hard copy journals*

In-text format:

(Surname Year, Page reference)

Examples:

(Jones 1989, p. 379)

Reference List:

Author, Initials Year of publication, 'Article title', *Journal Title*, volume number, issue or part, Page span.

Examples:

Jones, R 1989, 'An overview of crime control', *Criminal Justice*

Review, vol. 2, no. 4, pp. 378-81.

Gardner, H 1981, 'Do babies sing a universal song?' *Psychology Today*, December, pp. 70-6.

Note:

- Journal titles should not be abbreviated.
- Where the publisher uses no volume numbering, the month may be used instead.
- Sentence capitalisation (only the first letter is capitalised) is used for the article title, but every major word is capitalised in the italicised journal title.

3.4 *Academic articles published in electronic journals*

Treat these as though they were published as hardcopy items but add information to show how to access them on the internet. Include:

- the full URL or web address, not just the home page address
- the retrieval date
- the volume, issue number and paragraph number (if available), because there are no page numbers to pinpoint the reference.

In-text format:

(Surname Year)

Examples:

(Buti 1999)

Reference List:

Author, Initials Year of publication, 'Article title', *Journal Title*, volume, number (issue or part): viewed date <URL>

Example:

Buti, T 1999, 'International law obligations to provide reparations for human rights abuses', *E Law: Murdoch University Electronic Journal of Law*, vol. 6, no. 4, viewed 29 November 2007, <<http://www.murdoch.edu.au/elaw/issues/v6n4/buti64.txt>>

Note:

- Where the electronic version is the same as the hard copy version, for example, for an article downloaded in PDF format from Proquest or EBSCO cite the article as a hard copy journal article in your Reference List. **No retrieval date or URL is necessary.**
- If the electronic version of the article is in html format, such as many articles on AUSTLII, follow the example provided above.

3.5 *Newspaper articles with an author's name*

In-text format:

(Surname Year, page number)

Example:

(Hodgson 2002, p. 5)

Reference List:

Author, Initials Year, 'Article title' *Newspaper Title*, Day Month, page reference

Examples:

Hodgson, S 2002, 'Security guard numbers jump', *Sunday Herald Sun*, 29 December, p. 5

Holden, P 1991, 'Where is the sanity', *The Age*, 2 July, p. 27.

Perry, R 2001, 'Writing the Don', *The Age: Saturday Extra*, 3 March, p. 2.

Note:

The full title of the newspaper should be cited, including the word 'The' where it appears in the masthead, for example, write *The Age* not *Age*.

3.6 Newspaper articles without an author's name

Where authorship is not clear in a newspaper article, put all details into the in-text citation.

In-text format:

(*Newspaper Title* Day Month Year, page number)

Example:

(*Sydney Morning Herald* 24 January 2000, p.12)

(*Financial Review* 18 January 2000, editorial, p.13)

Reference List:

No need for a reference list entry

Note:

For purposes of identifying sources, state the title of the news item in the text, for example:

A new silk road of drug and weapons trafficking through the newly independent 'stans' in the south of the former USSR and the Balkans is described in an article 'New international crime wave warning' (*Australian* 23 June 2003, p. 13). This article notes how the breakdown of Soviet influence...

3.7 Newspaper articles in on line newspapers

In-text format:

(Surname Year)

Example:

(Milman 2013)

Reference List:

Author, Initials Year, 'Article title' *Newspaper Title*, Day Month, date accessed, URL

Examples:

Milman, O 2013, 'Victorian MP Geoff Shaw charged with misconduct in public office' *The Guardian*, 18 October, viewed 19 October 2013 from <<http://www.theguardian.com/world/2013/sep/18/victorian-mp-charged-misconduct2>>

Note:

Complete details as though a hardcopy article, then add date accessed and URL.

3.8 Newspaper editorials

In-text format:

(*Title of newspaper*, day, month and year)

Example:

(*The Age*, 12 March 2014)

Reference List:

Author, Initials Year, 'Article title' *Newspaper Title*, Day Month, date accessed, URL

Examples:

The Age 2014, 'Cardinal Pell's legacy is a damaged church' [editorial], p. 18.

3.9 Dictionaries and encyclopaedias

In-text format:

(*Title* Year)

Example:

(*The Macquarie dictionary* 1997)

(*The Cambridge encyclopaedia of the English language* 1995)

Reference List:

No need for a reference list entry

Note:

The only time you may be using these sources is when a specific definition or explanation is required. It is expected that you will consult general reference works to inform yourself about a topic, for example getting an explanation about a historical period, theory or issue from Wikipedia. This is low level research and you should seek more academic sources (reports, articles or books) for information to include in assignments.

3.10 Conference papers

In-text format:

(Surname Year, page number)

Example:

(King 2006)

(Bourassa 2000, p. 44)

Reference List:

Author, Initials Year of publication, 'Title of paper'. Paper presented at the *name of conference*, location, date, page span.

Examples:

King, MS 2006 'Challenges facing Australian court drug diversion initiatives'. Paper presented at the *Court Drug Diversion Initiatives conference*, Brisbane, Queensland, 25-26 May 2006.

Bourassa, S 1999, 'Effects of child care on young children', *Proceedings of the third annual meeting of the International Society for Child Psychology*, the International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.

3.11 Reports

In-text format:

(Organisation or Surname Year, page number)

Example:

(Australian Sports Drug Agency 2000, p. 45)
(Health Promotion Agency 2000)
(Dabrowski 1999, p. 55)

Reference List:

Author, Initials Year, *Title*, Publisher, Place of publication.

Examples:

Australian Sports Drug Agency 2000, *Testing for EPO*, Australian Sports Drug Agency, Canberra.

Health Promotions Committee 2000, *The funding of anti-smoking campaigns*, Department of Health, Brisbane.

Dabrowski, W 1999, *Caring for country*, report to the Aboriginal and Torres Strait Islander Commission, Canberra.

Note:

If a report specifies an organisation or research institute as well as people as authors, cite the people only in your in-text citation and reference list.

3.12 Theses

In-text format:

(Surname Year, page number)

Examples:

(Wright 2000)
(Lewis 1998, p.136)

Reference List:

Author Year, Thesis title, Type of Thesis, Institution, Place of Publication

Examples:

Wright, J 2000, *Managing offenders in the community - effective or efficient?* PhD Thesis, University of Melbourne, Melbourne.

Lewis, J 1998, *Essential skills for police officers*, M Sc, Monash University, Clayton.

3.13 General note on electronic materials – internet

A source should only be cited as an Internet document if it is **not** readily accessible in hard copy format and if the information necessary for it to be cited as a published document is not otherwise available. This means that most items in an electronic database like EBSCO can be referenced as though hardcopy journals, because that was their original published form.

If materials are only available in electronic form, then sufficient information must be provided to allow

the reader to locate the information. The **full** URL must be included (including the 'http://').

Be wary of the academic quality of material published on websites. As a general rule sites ending in .edu, .ac, .gov or .org are more likely to contain well researched material (look for referencing in material sourced from websites – this shows that the author is using quality material to back up statements). Seek reputable organisations like Red Cross, UN, CIA, Australian Crime Commission or Victoria Police for information. Avoid commercial sites, personal sites or blogs unless you are referring to these to indicate what opinions may be held by individuals on a particular topic.

3.14 Documents from electronic sources

In-text format:

(Surname Publication Year)

Example:

(ICAC 2002)

(Hoepner & Grant 2015)

Reference List:

Author, Initials Year, 'Document title', Retrieval Date from < URL >

Examples:

The Independent Commission Against Corruption (ICAC) 2002, 'Fighting fraud: guidelines for state and local government', viewed 17 July 2013 from

<http://www.icac.nsw.gov.au/pub/public/pub2_66cp.cfm#P44_56>

Hoepner, J & Grant, W 2015, 'Wind turbine studies: how to sort the good, the bad and the ugly', *The Conversation*, viewed 27 January 2015 from <<http://theconversation.com/wind-turbine-studies-how-to-sort-the-good-the-bad-and-the-ugly-36548>>

Note:

In the first example the in-text citation used the commonly known acronym ICAC, but the writer, in compiling the reference list, has helped the reader by noting both the acronym and the proper full title that should appear in the reference list.

The 'retrieval date' is the date you accessed the website.

Where the electronic version is the same as the hard copy version, for example you download a PDF version of a document or report, cite the item as a **hard copy reference** in your reference list.

3.15 Websites

In-text format:

(Author Year)

Example:

(International Narcotics Control Board 2009)

(The Rule of Law in Armed Conflicts Project 2011)

Reference List:

Author, Initials Year 'Page title' (if there is one) Name (and place if identified) of sponsor,
Retrieval Date < URL >

Example:

International Narcotics Control Board 2009, United Nations, Vienna,
viewed 1 October 2009, <<http://www.incb.org>>.

The Rule of Law in Armed Conflicts Project 2011, 'International
criminal law', Geneva Academy of International Humanitarian Law and
Human Rights, viewed 26 January 2012 <http://www.adh-geneva.ch/RULAC/international_criminal_law.php>

3.16 Downloaded video clips

In-text format:

(Title Year)

Example:

(Fastest Australian police chase ever caught on tape 2007)

Reference List:

Title Year, Source, Retrieval Date from < URL >

Example:

Fastest Australian police chase ever caught on tape 2007, viewed 21
May 2012, <<http://www.youtube.com/watch?v=WgHiJDix0k>>.

Note:

If the clip is from an identified published source, you should cite the original. For example, a
Youtube extract from a television documentary should be cited as the original documentary
(see item below).

3.17 Films, videos, television and radio programs

In-text format:

(Title, Year)

Example:

(Children of men 2006)
(Out of sight, out of mind 1987)
(The moonlight state 1987)
(PM - UN special rapporteur says waterboarding is torture 2010)

Reference List:

Title, Year of Recording, Format, Publisher, Place of Recording, day and month if relevant

Example:

Children of men 2006, motion picture, Universal Studios, New York,
directed by Alfonso Cuarin.
Out of sight, out of mind 1987, video recording, ABC and David
Goldie Media, Sydney.
The moonlight state 1987, television program, ABC, Sydney, 11 May,
reporter Chris Masters.
PM - UN special rapporteur says waterboarding is torture 2010, radio
program, ABC radio, Sydney, 12 November.

3.18 Case law and legislation

Do not use in-text citations for case law or legislation. Rather mention the case or legislation in the written text. The reference list should have separate sections for cases and legislation where you list items referred to in the body of the essay. See below for appropriate ways to cite these items.

3.18.1 Legislation in the reference list

Show federal legislation with (Cth) and state legislation with abbreviated state titles (e.g. Vic, SA, Tas). Acts and Ordinances are divided into sections, and Regulations are divided into regulations, abbreviated as s, ss, r or rr. Refer to sections in the text, but not in the reference list (e.g. "In s 4 of the *Copyright Act 1968*..." or "The *Copyright Act 1968* s 4 stresses..." or "The Copyright Regulations rr 18-19 cover this issue...").

Reference list

Title year (jurisdiction)

Example:

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Australian Constitution

Note:

The date is often part of the title, so no separate date is required.

3.18.2 Case law - Reported cases

Where possible, mention the case in the text.

Reference list

Format:

Case with both parties divided with v, (date) Law report citation (see above for elements)

Example:

Greutner v. Everard (1960) 103 CLR 177

Commonwealth v Tasmania (1983) 186 CLR 1

R v Reid [2007] 1 Qd R 64

Note:

- When the crown prosecutes, the abbreviation is R for *rex* (king) or *regina* (queen). In subsequent references the other party is used to identify the case
- Square brackets '[']' are used around the date when law reports are organised by year; parentheses or round brackets '()' are used around the date when law reports are organised by volume number

3.18.3 Case law - Unreported decisions in cases

These are cases not in the legal reports. A list of unique court identifiers can be found in pages 53-54 of *Australian Guide to Legal Citation* (2010).

Reference list

Format:

Case with both parties divided with v, [date] Jurisdiction citation (day month year)

Example:

Quarnby v Keating [2009] TASSC 80 (9 September 2009)

3.18.4 Judgements in a case

In the text bring the judge into your writing if possible, for example:

In *Wirth v Wirth* (1956) Justice Dixon said..."

Reference list

Format:

Case with both parties divided with v, (date) Case citation

Example:

Wirth v Wirth (1956) 98 CLR 228

3.18.5 Foreign cases, treaties and UN materials

For these and other specialist local tribunals or commissions see *Australian Guide to Legal Citation* (2010).

3.18.6 Abbreviations for jurisdictions

Commonwealth	Cth
New South Wales	NSW
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA
Australian Capital Territory	ACT
Northern Territory	NT

3.19 Other items not mentioned here

Sometimes you will need to be inventive if you cannot find an exact example (e.g. referencing a poem or song). Consult the source reference *Style manual for authors, editors and printers*, and seek the nearest similar kind of item and make up a sensible looking citation.

3.20 Sample reference list

Here is a sample reference list in alphabetical order. Note the separate sections for cases and legislation.

Reference List

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King, MS 2006 'Challenges facing Australian court drug diversion initiatives'. Paper presented at the *Court Drug Diversion Initiatives conference*, Brisbane, Queensland, 25-26 May 2006.

Mouzos, J & Rushforth, C 2003a, 'Family homicide in Australia'. *Trends and Issues in Crime and Criminal Justice*, fact sheet 255, pp. 1-6.

Mouzos, J & Rushforth, C 2003b, 'Firearm related deaths in Australia 1991-2001'. *Trends and Issues in Crime and Criminal Justice*, fact sheet 269, pp. 1-6.

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Smith, B, Cole, S & Jones, TL 1990, *Law and discrimination*, 2nd edn, Brown & Co, Melbourne.

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Cases

Applicant A v Minister for Immigration and Ethnic Affairs (1997) 190 CLR 225.

Commonwealth v Tasmania (1983) 186 CLR 1.

Greutner v. Everard (1960) 103 CLR 177 181.

Quarnby v Keating [2009] TASSC 80 (9 September 2009) 11.

R v Reid [2007] 1 Qd R 64.

Legislation

Australian Constitution.

Charter of Human Rights and Responsibilities Act 2006 (Vic).

Crimes Act 1958 (Vic).