STYLE NOTES

Abbreviations

Abbreviation	Meaning
ed.	editor (single)
eds	editors
edn	edition
comp.	compiler
comps	compilers
trans.	translated
rev.	revised / reviser
n.d.	no date
c.	circa, use when you are unsure of a date (c. 1993)
et al	and others
vol.	volume
no.	number
p.	page
pp.	plural pages e.g. p. 32-45.

Based on: Snooks & Co (2002) *Style manual for authors, editors and printers*. 6th edn. rev. Queensland, Australia: John Wiley & Sons.

Authors

Referencing multiple works in-text

- When referencing multiple works by the same author in-text, arrange the citations by year of publication. Give the authors' surname once and for each subsequent work give only the date, e.g. (Smith 2002; 2004).
- When referencing multiple works by the same author in the same year, differentiate in-text by adding a lower-case letter after the year, e.g. 2003a, 2003b. In the Reference List alphabetise by author, then title and differentiate by adding the same corresponding letter after the year.
- When referencing different authors with the same surname, include the authors' initials in the in-text citation, e.g. (Snow, D.R. 2010, pp. 34-36) or D.R. Snow (2010) presented the idea that…

Editors, compilers, translators, revisers

- No author - reference the work by its title; list it alphabetically in the reference list by title; do not use Anon or Anonymous.
- When referencing an edited version of an original work, list the entry in the reference list under the original author's surname and write '**ed.**' before the name(s) of the editor(s). Do not put this '**ed.**' in brackets. If there is more than one editor, still write '**ed.**', not '**eds.**'.
- As with editors, compilers, translators and revisers are named after the title with '**comp.**', '**trans.**' or '**rev.**' where the '**ed.**' is written.

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- When an editor, compiler, translator or reviser is the primary author, the abbreviation is included in brackets after their name, e.g. In-text: Flood (ed. 2003) …; Reference list: Flood, G (ed.) 2003.

Secondary sources and prefaces
- When referencing a secondary source (an author within another author's work), include both authors for the in-text citation, e.g. '(Klein, cited in Cameron, 2008, p. 57)' and only list the work you used in the reference list.
- When referencing a preface, introduction or foreword written by someone other than the primary author, provide both names for the in-text citation, e.g. 'Smith (in Kafka 2005) discusses…' or '(Smith, in Kafka 2005)'. The reference list can include the name of the contributor at the end of the reference, e.g.:
  - Kafka, F. (2005) *The Trial*, Hesperus Press, London. Foreword by Zadie Smith.

Publishing Information
Place of Publication
- Do not use full stops in abbreviated place names, i.e. NSW, not N.S.W.; UK, not U.K.
- When two or more places of publication are listed, only reference the first city.
- If the place of publication is not well-known add the state or country, e.g. Abingdon, UK.

Date of Publication
- Only reference the year of publication.
- Use 'no date' if the date cannot be located.
- For any other information that is not available on Cite them Right, students with queries should contact Module Leader if concerned about how to reference in those instances.

Quotations and paraphrasing
Quotations
The Harvard style recommends that direct quotes be enclosed within single quotation marks (' '). However, if an essay is submitted through **Turnitin** enclose quotes in double quotations marks (" ").

Block quotations
Block quotations should be used if a quotation is more than 30 words. Indent the whole quote from the left-hand margin. The block quotation should be introduced with a colon (**:**).

> Ironically, Menzies's commitment to education had produced a large population of university students, often schooled in the critique of the new social sciences and whose affluence and idealism made them ready and eager to overthrow the old order associated with Menzies and Calwell. Across the country the old concern to preserve the status quo, to converse

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uniformity, to safeguard the Australian way of life and the family home from subversion was giving way to demands for change (Grimshaw et al, 2006, p. 300).

Reference List Example

Reference List
- All resources need to be included in a reference list, except personal communications.

Layout
- Arrange references alphabetically by the author's surname.
- More than one work by the same author, arrange by date with the earliest publication first.
- Place a blank line between entries to make the reference list easier to read.

Page numbers
- For books, page numbers are not needed in the reference list.
- For journal articles and book chapters, page numbers must be included at the end of the citation.
- Use the abbreviation '**p.**' for a single page and '**pp.**' for a page range, e.g. pp. 122-145.

Reference List Example

References

Brett, J. (2009) 'Libs risk becoming a down-market protest party', *The Age*, 5 December, p. 6.

Cameron, A. (2008) *Modular narratives in contemporary cinema*. Basingstoke: Palgrave Macmillan

Carlin, T.Y. and Ford, G. (2006) 'A governance perspective on executive options plans - some Australian empirical evidence', *Australian Accounting Review*, 16(1), pp. 75-84.

Enloe, C.H. (1993) 'Gender and politics', in Krieger, J. (2nd ed.) *The Oxford companion to the politics of the world*. New York: Oxford University Press, pp. 311-323.

Gittins, R. (2010) 'Suits us to be deluded on climate', *The Age*, 17 November. Available at: http://www.theage.com.au/environment/climate-change/suits-us-to-be-deluded-on-climate-20101117-17wyp.html (Accessed: 6 December 2014).

Gray, E. (2009) 'The hair of Milton: historicism and literary history', in Walford Davies, D. (ed.) *Romanticism, history, historicism: essays on an orthodoxy*. New York: Routledge, pp. 32-42.

Jorgensen, L. (2010) *Sunlight illuminates the ice-covered Cleveland Harbour West Pierhead Lighthouse*, image, ABC News. Available at: https://www.abc.net.au/news/2010-12-17/sunlight-illuminates-the-ice-covered-cleveland/2360422?nw=0 (Accessed: 17 December 2010).

Lee, H. (2007) 'Transforming transnationalism: second generation Tongans overseas', *Asian and Pacific Migration Journal*, 16(2), pp. 157-178.

National Institute on Drug Abuse (2010) *Drugs, brains, and behavior: the science of addiction*, National Institute on Drug Abuse. Available at: http://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/drugs-brain (Accessed: 1 October 2013).

IBISWorld (2020) *Internet service providers in Australia*, IBISWorld, Available at: https://www.ibisworld.com/au/industry/internet-service-providers/1832/ (accessed date: 5 November 2020).

Snow, D.R. (2010) *Archaeology of native North America*, Boston: Prentice Hall.

Victoria, Legislative Assembly (2000) *Parliamentary Debates*, vol. 447, pp. 2144-2149.

Titles
Book Titles
- Format the title in italics (*title*). Only capitalise the first word of the title and any proper nouns within the title e.g. *World society and the Middle East: reconstructions in regional politics.*
- Take the title from the title page of the book, not the front cover or the spine.
- Enclose titles of book chapters in single quotation marks (' ') and do not italicise, e.g.:

Casey, M. (2013) 'Bold, black and brilliant: Aboriginal Australian drama', in Wheeler, B. (ed.) *A companion to Australian Aboriginal literature*. Rochester, NY: Camden House. pp. 155-162.

Journal Titles
Format the title in italics (*title*). Capitalise all the main words, e.g. *Studies in Higher Education*.

Newspaper Titles
Format the title in italics (*title*) and capitalise all the main words.

Titles within Titles
If there is a title referred to within the title put it in single quotes (' '), e.g.
Imperialism, reform and the making of Englishness in 'Jane Eyre'.

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/