The CLC Referring Guide

This guide was created to be a quick way for you to find the correct way to credit the sources you have used in your assignments.

1. **Author's name:** Surname and then initials or first name
2. **Year of publication** (in brackets): cite most recent edition
3. **Title** in italics or underlined if handwritten.
4. **Publisher**
5. **Place of publication**
   Note: If no author is known, begin your citation with the title

**One Author:**

**Two Authors:**

**Three or more:**
Authors Reid, C. and others (2009), *Coral Reefs and Climate Change*, CoralWatch, The University of Queensland, Brisbane.

**Editor:**

**Edition:**

**Organisation as Author:**

**Book with no recorded author:**
Websites

1. Author’s name (if known): Surname and then initials or first name.
2. Date site was created/revised last
3. Title of page in italics or underlined if handwritten.
4. Write “Retrieved” and the date that you viewed the site
5. The full web address

Note: If no author is listed, use the name/brand who is responsible for the website. E.g. for a website on abc.com.au about sea turtles, you could list the Australian Broadcasting Corporation.

Example

Databases

1. Author’s name (if known): Surname and then initials or first name.
2. Date of publication
3. Title of article
4. Title of journal in which the article appears in italics
5. Page number(s)
6. Name of database followed by “(online)” if viewed online
7. Web address
8. Date of download/visit

Example
Newspapers & magazines

1. Creator’s name
2. Year it was created
3. Title in italics
4. The date it was accessed
5. The web address

Example

Online videos

1. Creator’s name
2. Year it was created
3. Title in italics
4. The date it was accessed
5. The web address

Example

Images

1. Creator’s name if known
2. Year it was created
3. Title in italics
4. The date it was accessed
5. The web address of the page where you found it

Example
## In-text Referencing

### Paraphrasing

<table>
<thead>
<tr>
<th>Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are referring to the general theme of a book or article</td>
<td>Brown (1991) investigated the effects of…&lt;br&gt;An investigation into the effects of maternal age (Brown, 1991) found that…</td>
</tr>
<tr>
<td>When to include page numbers</td>
<td><em>When paraphrasing or referring to an idea in another work you are not required to give the author and date, but it is encouraged.</em>&lt;br&gt;Soil layers below the well tip contribute relatively little water (Kozeny, 1988, pp. 223-224).&lt;br&gt;Kozeny (1988) found soil layers below the well tip contributed little (pp. 223-224).</td>
</tr>
<tr>
<td>When the authors or citations are part of the formal sentence structure</td>
<td>Wright and Mander (2002) found that although there was a reduction in literacy, the difference was not statistically significant.</td>
</tr>
<tr>
<td>When the authors or citations are NOT part of the formal sentence structure</td>
<td>It was found that although there was a reduction in literacy, the difference was not statistically significant (Wright &amp; Mander, 2002).</td>
</tr>
<tr>
<td>Two or more citations in the same parentheses</td>
<td><em>Arrange alphabetically, separated by semicolons.</em>&lt;br&gt;Research reveals that the use of mobile devices positively impacts on childrens' opinion of learning by providing a new engagement opportunity (Fleer, 2013; Marsh, 2011; Yellend &amp; Gilbert, 2012).</td>
</tr>
<tr>
<td>Group authors and abbreviations</td>
<td><em>The names of groups are usually spelled out each time they appear in text.</em>&lt;br&gt;<em>Only abbreviate if the name is long, cumbersome and the abbreviation is familiar or easily understood.</em>&lt;br&gt;<em>First citation in text:</em>&lt;br&gt;(Office of the United Nations High Commissioner for Refugees [UNHCR], 2008)&lt;br&gt;Office of the United Nations High Commissioner for Refugees (UNHCR, 2008)&lt;br&gt;<em>Subsequent citations:</em>&lt;br&gt;(UNHCR, 2008)&lt;br&gt;UNHCR (2008)</td>
</tr>
<tr>
<td>One or two authors</td>
<td><em>Cite the names every time the reference occurs.</em>&lt;br&gt;Smythe and Jones (2001) found…&lt;br&gt;… as has been shown (Smythe &amp; Jones, 2001)</td>
</tr>
</tbody>
</table>

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**Note:** For more detailed guidance on in-text referencing, consult the American Psychological Association (APA) style guide.
### In-text referencing

| More than two authors | For three, four or five authors, cite all authors in the first instance, thereafter, only first author followed by "et al." and the year of publication. "Et al." is an abbreviation for "et alii" which means "and others".  
First citation:  
Campbell, Brady, Bradley, and Smithson (1991) found...  
Subsequent citations:  
Campbell et al. (1991) found... |
<table>
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<td>&quot;and&quot; or &quot;&amp;&quot;?</td>
<td>In running text use &quot;and&quot; to join the names of multiple authors, but use an ampersand (&amp;) inside parentheses.</td>
</tr>
</tbody>
</table>
| Citing multiple works by the same author at the same time | Arrange dates in order (oldest to newest). Use suffixes after the year when there are multiple publications from the same year. If the publication dates are the same, the suffixes are assigned in the reference list where these kinds of references are ordered in alphabetical order by titles (article, chapter or complete work).  
Several studies (Jackson, 1999, 2001a, 2001b, 2005, in press) revealed a similar outcome. |
| No author | When citing a source in text that has no identified author, use a shortened title (or the full title if it is short) and year for the citation in parentheses.  
The in-text citation for the online source "New drug appears to sharply cut risk of death from heart failure" would be ("New Drug", 2001). |

### Quotes

| Direct quotation | For quotes which are less than 40 words, incorporate them into the text surrounded by quotation marks. Always include the author, year, and page number(s) as part of the citation.  
Students receiving "additional information literacy training achieved higher grades than students who did not attend any skills' sessions" (Capel, 2002, p. 323).  
For quotes longer than 40 words use a block of freestanding text which is indented, double spaced and not surrounded by quotation marks.  
Although the groups contained different age groups, they were not differentiated in the feasibility study:  
The intensive ESL program was enthusiastically supported by the administration and was popular with the young learners and their parents. Although the groups differed in age, measures of English and French proficiency and language aptitude administered at the outset of the experiment indicated that differences between the fourth and fifth year classes were non-significant (White, Horst, & Bell, October 2007, pp. 334). |
| Specific parts of a source | Always give page numbers for quotations if available.  
For sources which do not provide page numbers (e.g. websites), use the paragraph number instead, preceded by the abbreviation "para".  
(Zelow, 2001, para. 17) |

If you have any questions about how to correctly cite a reference for your work, or how to find valuable sources, a Librarian can help you.