

# Referencing Style Guide

The BCA thanks the School of Public Health, University of Sydney for use of the material in this guide.

There are many acceptable styles for academic referencing. To choose the ideal style for any purpose you need to consider the subject area (epidemiology, social science, policy, law), the audience (medical, professional, academic, general public), the type of document you are writing (e.g. essay, treatise, report) and the requirements of publishers, if you are planning to publish your document.

To make this choice simpler for essays and dissertations, the School recommends that you choose one of two styles:

- author-date (often called ‘Harvard’) style
- ‘Vancouver’ style, as used in most medical journals

You will probably find the author-date style easier to use, especially if you are not using reference management software such as Endnote. You might choose Vancouver style if you are familiar with it, are planning to publish in health or medical journals or are using endnote or a similar program. It doesn’t matter which style you choose, as long as you are consistent and accurate in using that style. You will not be penalised if you choose some other recognised style.

You should avoid using footnotes with either style; insert parenthetical comments in the text if necessary. End notes are acceptable.

### Points to note

The tips below apply whichever system you use. So that you can check your references, keep photocopies of all articles you refer to, and at least the title page and imprint page (the back of the title page) of any books you use, as well as a copy of any page you quote from.

### Articles

- Copy the title and authors of an article from the article itself, not from the contents page or cover of the journal (or from a Medline entry!). Copy spelling exactly, even if there are mistakes in the original. Retain US spelling and other variants.

- Omit authors' titles and degrees (though you may insert ‘Jr’ or ‘III’ to distinguish people with the same name).
- It is OK to change double quotation marks to single (or vice versa) if they occur within a title.
- If the article has a title and a subtitle set out on a separate line, separate them with a colon.
- Only the first word of the title and any proper nouns should have initial capitals. Do not capitalise the first word of the subtitle.
- Record the first and last page number. Make sure you have found all the pages - sometimes references or tables are printed separately from the body of the text.
- For journals and periodicals that are not internationally known, add the place of publication and the name of the publishing or sponsoring organisation. For magazines and newspapers, give the place of publication if this is not clear from the title.

### Books

- For a book, copy the title and authors from the title page. Include the subtitle, if any; separate it from the title by inserting a colon. Ignore the cover and spine.
- If the title page does not give the name of the publisher and place and date of publication, look at the imprint page. If it is the first edition, give the date of first publication; ignore dates of reprints or ‘impressions’. A reprint is identical to the original, with the same layout, illustrations and notes (if any) and pagination. If the book you are citing is a second or later edition or a reprint with changes (e.g. ‘second impression with corrections, 1972’), give the details of that edition in the reference. For a recent edition of an old work it is helpful to add the date of the original (see examples below).

A book may have an author and an editor, and the editor may have written chunks of it, e.g. an introduction and commentary or notes on the chapters. Make clear in the text whose words or opinion you are citing, and give the names of both author and editor in the reference list.

- Omit superfluous words such as 'Books', '& Co. Ltd', 'Publishing Company' from the name of the publisher. Use the name of the printer as the publisher only where no publisher or sponsoring organisation appears (usually only on old books), i.e. Department of Health, *not* D. West, Government Printer, New South Wales.
- Publishers have offices in many countries and may release a book simultaneously in more than one city. This can make determining the place of publication difficult. Do not list all the publisher's offices; give the first or main one listed on the title page or the imprint page. If it is unclear whether the book was actually published in (say) Oxford or Melbourne, the address of the printer may give you a clue. If it is explicitly stated, 'published simultaneously in New York and London', give both places in your reference.
- If the place of publication is not a major city or may be confused with somewhere else, add the state or country after the place, using standard abbreviations where appropriate. Give the city, not a suburb within it, as the place of publication (e.g. Brisbane, not St Lucia, for University of Queensland Press).

## AUTHOR-DATE STYLE

In author-date style, references are identified when the work is mentioned in the text by the surname of the author(s) and the year of publication. References are listed at the end of the article in alphabetical order by author. This method is favoured in the social sciences. It is easy to use, but it can be distracting for the reader to come across strings of names and dates in the middle of the text. It is therefore not suitable for publications aimed at the general public. However, as the journal titles are given in full, the references are accessible by readers from a wide range of academic disciplines.

There is no one standard set of rules for setting out and punctuating references in author-date style. A suggested style for essays and treatises is given below; your referencing will be acceptable if you follow it consistently. Italics may be used for book and journal titles where indicated.

## References in the text

Key your references to entries in the reference list at the end by mentioning the author(s) and the year of publication, either in brackets or as part of your sentence:

Smith (1991) compared risk factors . . .

In a recent study of risk factors (Smith 1991), . . .

In 1991, Smith compared risk factors . . .

If the discussion of the same paper continues, there is no need to repeat the date:

In a recent study of risk factors, Smith (1991) described similar effects. Smith also found . . .

If you quote exact words, or if you are referring to one part of a larger work such as a book, give the page number(s):

A recent report says Portugal's 'low birthrate of 16 per 1000 inhabitants in 1980 was achieved despite only modest use of modern contraceptives' (*IFPP* 1984: 71).

As explained by Armitage and Berry (1987: 469), the implications of excess risk depend . . .

If there are more than two authors, it is sufficient to use the name of the first plus 'et al', unless that causes confusion between works by Smith, Bloggs and Kobayashi (1989) and by Smith, Thomas, Honda and Brown (1989). In such cases, give enough names to distinguish between the works: Smith, Bloggs et al. (1989) and Smith, Thomas et al. (1989). If the same author(s) published more than one work in a year, add letters to distinguish them, such as Irwig et al. (1992a) and Irwig et al. (1992b). If several references occur together, separate them with semicolons. For references by the same authors in different years, there is no need to repeat the authors' names: Oakley 1979, 1980; Rothman 1982; Zola 1972.

## List of References/Bibliography

### Journal articles

#### *Standard journal article*

Harris, A.H., Cercarelli, L.R. & Hobbs, M.S.T. (1992). Historical trends in road accident types, deaths and casualties in Western Australia. *Australian Journal of Public Health*, 16(2) June, 117-22.

As an option, if a journal carries continuous pagination throughout a volume the month and issue number may be omitted:

Harris, A.H., Cercarelli, L.R. & Hobbs, M.S.T. (1992). Historical trends in road accident types, deaths and casualties in Western Australia. *Australian Journal of Public Health*, 16, 117-22.

Young, M. & Trevan, E. (1990). Pap smear usage in New South Wales - impact of active promotion. *Community Health Studies*, 14, 255-62.

If the journal is not well known or has limited distribution, give the organisation and place of publication:

Siedlecky, S. (1986). Current usage of and attitudes towards contraception in Australia. *Healthright* (Sydney: Family Planning Association of NSW), 6(1) November, 7-16.

List all authors, but if the number exceeds six give six followed by 'et al'.

*Organisation as author*

If repeating a long organisation name would be clumsy in the text reference, use an abbreviation:

[RMHBT] The Royal Marsden Hospital Bone-marrow Transplantation Team (1977). Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet*, 2, 742-4.

Place the reference in the list by the alphabetical place of the abbreviation, or your reader may not find it.

*No author given*

Place the date after the first element of the reference (generally the title):

Portugal achieves low birthrate despite modest use of contraceptives (1984). *International Family Planning Perspectives*, 10(2), 71-2.

When you refer to the work in the text, the first few words of the title are sufficient: 'Portugal achieves low birthrate (1984)'. Another way round this problem is to use the journal name or an abbreviation of it as the 'author' (really just a keyword to link the text reference with the entry in the list):

IFPP (1984). Portugal achieves low birthrate despite modest use of contraceptives. *International Family Planning Perspectives*, 10(2), 71-2.

Avoid the use of 'Anonymous' or 'Anon.' unless the work is actually signed that way.

*Article in a foreign language*

Virag, R., Bouilly, P. & Virag, H. (1986). Dimensions, volume et rigidité de la verge: éléments fondamentaux de l'étude de l'érection et de ses dysfonctions. *Annales d'Urologie*, 20, 244-8.

You may add a translation of the title if you wish:

Rancke-Madsen, A. & Tanska, I. (1992). Legalt provokerede aborter 1990 [Legally induced abortions in 1990]. *Ugeskrift for Laeger*, 154(4), 205-6.

*Volume with supplement*

Magni, F., Rossoni, G. and Berti, F. (1988). BN-52021 protects guinea-pig from heart anaphylaxis. *Pharmacological Research Communications*, 20, Suppl. 5, 75-8.

*Issue with supplement*

Gardos, G., Cole, J.O., Haskell, D., Marby, D., Paine, S.S. & Moore, P. (1988). The natural history of tardive dyskinesia. *Journal of Clinical Psychopharmacology*, 8(4 Suppl.), 31S-37S.

*Volume with part*

Hanly, C. (1988). Metaphysics and innateness: a psychoanalytic perspective. *International Journal of Psychoanalysis*, 69(Pt 3), 389-99.

*Issue with part*

Edwards, L., Meyshens, F. & Levine, N. (1989). Effect of oral isotretinoin on dysplastic nevi. *Journal of the American Academy of Dermatology*, 20(2 Pt 1), 257-60.

*Issue with no volume*

Baumeister, A.A. (1978). Origins and control of stereotyped movements. *Monographs of the American Association for Mental Deficiency* (3), 353-84.

*Type of article indicated as needed*

Hira, S.K., Kamanga, J., Macuacua, R. & Feldblum, P.J. (1990). Oral contraceptive use and HIV infection [letter]. *International Journal of STD & AIDS*, 1, 447-8.

Nutbeam, D. (1991). Present progress and future challenges for health promotion: observations from a recent migrant [editorial]. *Australian Journal of Public Health*, 15, 4-6.

*Article containing comment*

Wodak, A. (1992). Sex, lies and computer tape. *Australian Journal of Public Health*, 16, 141-2. Comment on Chapman (1992).

Give the reference to the article commented on at the appropriate place in your list.

*Article commented on*

Chapman, S. (1992). Dogma disputed: potential endemic heterosexual transmission of human immunodeficiency virus in Australia. *Australian Journal of Public Health* 16: 128-41. Commentary in *Australian Journal of Public Health*, 16, 141-4.

## Article with published erratum

Schofield, A. (1989). The CAGE questionnaire and psychological health. *British Journal of Addiction* 83, 761-4. Published erratum appears in (1989) *British Journal of Addiction*, 84, 701.

## Books and other monographs

### Personal author(s)

de Vaus, D.A. (1990). *Surveys in Social Research*. 2nd ed. Sydney: Allen & Unwin.

Note that for this Australian, as for other English-speaking authors, the preposition is treated as part of the surname when the name is inverted for alphabetisation.

### Editor(s), compiler as author

Diener, H.C. & Wilkinson, M., eds (1988). *Drug-Induced Headache*. New York: Springer-Verlag.

### Author and editor

Cumpston, J.H.L. (1989). *Health and Disease in Australia: A History*. M.J. Lewis, ed. Canberra: Australian Government Publishing Service.

### Translation

Beauvoir, S. de (1972). *The Second Sex*. H.M. Parshley, trans. and ed. Harmondsworth (Middx): Penguin. First published (1949) as *Le Deuxième Sexe*.

### Organisation, group as author

Boston Women's Health Book Collective (1985). *The New Our Bodies, Ourselves*. Ringwood (Vic.): Penguin.

National Health and Medical Research Council (1991). *Immunisation Procedures*. 4th ed. Canberra: Australian Government Publishing Service.

Alternatively, to save space in the text references:

[BWHBC] Boston Women's Health Book Collective (1985). *The New Our Bodies, Ourselves*. Ringwood (Vic.): Penguin.

[NHMRC] National Health and Medical Research Council (1991). *Immunisation Procedures*. 4th ed. Canberra: Australian Government Publishing Service.

### Organisation as author and publisher

AGPS (1988). *Style Manual for Authors, Editors and Printers*. 4th ed. Canberra: Australian Government Publishing Service.

## Chapter in a book

Versluysen, M.C. (1981). Midwives, medical men and 'poor women labouring of child' lying-in hospitals in eighteenth-century London. In: H. Roberts, ed. *Women, Health and Reproduction*. London: Routledge & Kegan Paul, 18-49.

## Conference proceedings

Hall, R. & Richters, J., eds (1992). *Immunisation: The Old and the New*. Proceedings of the Second National Immunisation Conference, Canberra, 27-29 May 1991. Canberra: Public Health Association of Australia.

## Conference paper

Vallentine, J. (1992). Vaccination and medical defence. In: R. Hall and J. Richters, eds *Immunisation: The Old and the New*. Proceedings of the Second National Immunisation Conference, Canberra, 27-29 May 1991. Canberra: Public Health Association of Australia, 68-73.

## Thesis, treatise etc.

Shelley, J.M. (1991). Women's participation in Pap smear screening in NSW [PhD thesis]. Sydney: University of Sydney.

Youssef, N.M. (1988). School adjustment of children with congenital heart disease [dissertation]. Pittsburgh (PA): University of Pittsburgh.

## Government reports and publications

### Australian Bureau of Statistics

ABS (1985). Projections of the population of Australia, states and territories, 1984 to 2021. Cat. No. 3222.0. Canberra: Australian Bureau of Statistics.

### Committee reports

Commission of Inquiry into Poverty (1975). *Poverty in Australia*. First Main Report (R.F. Henderson, Chairman). Canberra: Australian Government Publishing Service.

If you refer to this in the text as the Henderson Report, give a cross-reference in your reference list.

Commission of Inquiry into Poverty (1975). *Legal Aid in Australia*. Research report, Law and Poverty Series. Canberra: Australian Government Publishing Service.

Women's Health Policy Review Committee (1985). *Women's Health Services in New South Wales*. Final Report (F. LoPo, Chairperson). Sydney: Parliament of New South Wales.

## Other reports and papers

Ergas, H. (1986). *Telecommunications and the Australian economy*. Report to the Department of Communications. Canberra: Australian Government Publishing Service.

Callaghan, A.R. (1972). The wheat industry and stabilization [unpublished]. Report to the Minister for Primary Industry. Canberra.

Bureau of Transport Economics (1985). *Economic Regulation of Aviation in Australia*. Seminar Papers and Proceedings. Canberra: Australian Government Publishing Service.

Bureau of Transport Economics (1986). *Demand for Australian Domestic Aviation Services*. Occasional Paper No. 79. Canberra: Australian Government Publishing Service.

Department of Employment and Industrial Relations (1984). *Annual Report 1983-84*. Canberra: Australian Government Publishing Service.

## Parliamentary proceedings

Australia, House of Representatives (1962-63). *Votes and Proceedings*. Vol. 1: 631.

Australia, Senate (1964). *Debates*. Vol. S25: 65.

## Other published material

### Australian Standard

AS 1199-1988. Sampling procedures and tables for inspection by attributes. Sydney: Standards Association of Australia.

### Newspaper, magazine article

Perrottet, T. (1990). Weisberg's wisdom: look before you leap. *Medical Observer* (Sydney) 3 August: 36-9.

*SMH* (1987). Researchers defend claim that children watch video 'nasties'. *Sydney Morning Herald* 21 March: 7.

### Leaflet

NSW DH (1987). Head lice [leaflet]. State Health Publication No. (HSU) 82-001. Sydney: NSW Department of Health.

### Undated leaflet

ACON (n.d.). Safe sex summer 1988 [leaflet]. Sydney: AIDS Council of NSW.

If you are aware of the approximate date of publication although it is not given on the leaflet, indicate this with a question mark:

FPFA (?1987). Condoms, the pill and all that jazz [leaflet]. Canberra: Family Planning Federation of Australia.

## Other publications

For other nonstandard works without authors - legal cases, maps, recordings, films, computer programs, Bible references, dictionary entries - give the reference in parentheses in the text. If you have several such works you can give a separate list after the reference list. See a style manual for further guidance.

## Electronic Material

A standard method of referencing has not yet been adopted for electronic materials. The following is thus a guide.

### Computer file

Medi-Sim, (1988). Renal system [computer program]. MS-DOS version. Edwardsville (KS): Medi Sim.

### Journal article in electronic format

Morse, SS. (1995). Factors in the emergence of infectious diseases. *Emerging Infectious Diseases* [serial online], 1(1).

Available from: <http://www.cdc.gov/ncidod/EID/eid.htm> [Accessed 5 June 1996].

### Monograph in electronic format

Reeves, JRT, & Maibach H. (1995). *CDI, Clinical Dermatology Illustrated* [monograph on CD-ROM]. 2nd ed. Version 2.0. San Diego: CMEA.

### www site

Health on the Net Foundation. Health on the Net Foundation Code of Conduct (HONcode) for Medical and Health Web Sites. Retrieved June 19, 2001, from <http://www.hon.ch/Conduct.html>.

## Unpublished material

### In press

Lillywhite, H.B. & Donald, J.A. (in press). Pulmonary blood flow regulation in an aquatic snake. *Science*.

### Abstract of unpublished paper

De Vincenzi, I. & Ancelle-Park, R. (1991). Heterosexual transmission of HIV: follow-up for the European Study Group on Heterosexual Transmission of HIV [abstract]. In: *Science Challenging AIDS* (1991). Program and abstracts of

## VANCOUVER STYLE

'Vancouver style' is a short name used to refer to the 'Uniform requirements for manuscripts submitted to biomedical journals' agreed on by the International Committee of Medical Journal Editors (ICMJE), who first met in Vancouver. The ICMJE document, which is updated every few years (see <http://www.icmje.org><sup>1</sup> for the latest version), gives many other requirements for the submission of articles to journals (number of copies, conditions concerning authorship etc.) but we will be concerned here only with the style they recommend for setting out references.

In this system, references are numbered in the order in which they are mentioned in the text and indicated in the text by small superscript (above the line) numerals, as shown below. (In some variants, the numerals are bracketed.)

Gout is the most common inflammatory arthritis in men.<sup>1 2</sup>  
The overall burden from this disease remains substantial and is growing.<sup>3</sup>

At the end of the article, references are listed in numerical order, in a very abbreviated style that aims to save space and keystrokes (i.e. typing effort). This means that if you change the text and add a reference or remove one you will need to renumber all the other references. The titles of journals are abbreviated according to an established style used by *Index Medicus* (online version at <http://www.nlm.nih.gov/tsd/serials/lji.html>). Because of this, references in Vancouver style are very hard for lay people or non-medical professionals to understand. This style is not suitable for publications intended for the general public. On the other hand, it is not too disturbing to the reader when there are large numbers of references, because the tiny numerals do not interrupt the flow of the sentences.

To avoid having to renumber references when you make revisions to your text, keep your reference list in alphabetical order while you are working on your essay or treatise. Use some kind of shorthand such

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1. For your information. It is not necessary to print documents on web sites referred to in this guide.

as the authors' names and date to key the articles to the place in the text where they are mentioned. When you have finalised your text, just before your final print-out, number the references consecutively in the order in which they are first mentioned in the text. Replace the names in the text with superscript numerals. For repeated (identical) references, reuse the original reference number. Unless the reference is relevant only to a small part of your sentence, locate the numeral at the end of the paragraph or sentence after any punctuation mark. If at the last minute or after your work has been marked you have to add or delete a reference, just add a number out of order or delete a number; this looks a bit odd but it is better than running the risk of messing up the numbering by trying to renumber most of the references. Alternatively, learn to use a referencing management program such as Endnote.

Although the 'Uniform requirements' set out a standard 'Vancouver' style, and any participating journal will agree to process an article set out in this style, not all those journals actually publish their references in exactly this style. For example, they may insert spaces between the date, volume and page numbers, or may use italics for journal and book titles. It is acceptable to make changes of this sort when using Vancouver style for an essay, but it is not advisable to start adapting the style in other ways such as changing the order of elements or giving journal titles in full - this would look as though you did not know what you were doing, and there is great risk that you will become inconsistent if you are not following the rules exactly.

For article and book titles, give initial capitals only to the first word and any proper nouns. If the journal is not in *Index Medicus*, abbreviate each word of the title according to the same conventions. Do not put full stops after abbreviations. Use arabic numerals for volume numbers, whatever the journal itself uses. Give first and last page numbers of the article, using as few digits as possible, e.g. 1-6, 10-1, 320-6, 6457-501.

## List of References/Bibliography

### Journal articles

#### *Standard journal article*

Harris AH, Cercarelli LR, Hobbs MST. Historical trends in road accident types, deaths and casualties in Western Australia. *Aust J Public Health* 1992 Jun;16(2):117-22.

As an option, if a journal carries continuous

pagination throughout a volume the month and issue number may be omitted:

Harris AH, Cercarelli LR, Hobbs MST. Historical trends in road accident types, deaths and casualties in Western Australia. *Aust J Public Health* 1992;16:117-22.

Young M, Trevan E. Pap smear usage in New South Wales—impact of active promotion. *Community Health Stud* 1990;14:255-62.

If the journal is not well known or has limited distribution, give the organisation and place of publication:

Siedlecky S. Current usage of and attitudes towards contraception in Australia. *Healthright* (Sydney: Family Planning Association of NSW) 1986;6(1):7-16.

List all authors, but if the number exceeds six give six followed by 'et al'.

#### *Organisation as author*

The Royal Marsden Hospital Bone-marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet* 1977;2:742-4.

#### *No author given*

Coffee drinking and cancer of the pancreas [editorial]. *BMJ* 1981;283:628.

#### *Article in a foreign language*

Virag R, Bouilly P, Virag H. Dimensions, volume et rigidité de la verge: éléments fondamentaux de l'étude de l'érection et de ses dysfonctions. *Annales d'Urologie* 1986;20:244-8.

You may add a translation of the title if you wish:

Rancke-Madsen A, Tanska I. Legalt provokerede aborter 1990 [Legally induced abortions in 1990]. *Ugeskr Laeger* 1992;154(4):205-6.

#### *Volume with supplement*

Magni F, Rossoni G, Berti F. BN-52021 protects guinea-pig from heart anaphylaxis. *Pharmacol Res Commun* 1988;20 Suppl 5:75-8.

#### *Issue with supplement*

Gardos G, Cole JO, Haskell D, Marby D, Paine SS, Moore P. The natural history of tardive dyskinesia. *J Clin Psychopharmacol* 1988;8(4 Suppl): 31S-37S.

#### *Volume with part*

Hanly C. Metaphysics and innateness: a psychoanalytic perspective. *Int J Psychoanal* 1988;69(Pt 3):389-99.

#### *Issue with part*

Edwards L, Meyshens F, Levine N. Effect of oral isotretinoin on dysplastic nevi. *J Am Acad Dermatol* 1989;20(2 Pt 1):257-60.

#### *Issue with no volume*

Baumeister AA. Origins and control of stereotyped movements. *Monogr Am Assoc Ment Defic* 1978;(3):353-84.

#### *No issue or volume*

Danoek K. Skiing in and through the history of medicine. *Nord Medicinhist Arsb* 1982:86-100.

#### *Type of article indicated as needed*

Hira SK, Kamanga J, Macuacua R, Feldblum PJ. Oral contraceptive use and HIV infection [letter]. *Int J STD AIDS* 1990;1:447-8.

Nutbeam D. Present progress and future challenges for health promotion: observations from a recent migrant [editorial]. *Aust J Public Health* 1991;15:4-6.

#### *Article containing retraction*

Shishido A. Retraction notice: Effect of platinum compounds on murine lymphocyte mitogenesis [Retraction of Alsabti EA, Ghalib ON, Salem MH. In: *Jpn J Med Sci Biol* 1979;32:53-65]. *Jpn J Med Sci Biol* 1980; 33:235-7.

#### *Article retracted*

Alsabti EA, Ghalib ON, Salem MH. Effect of platinum compounds on murine lymphocyte mitogenesis [Retracted by Shishido A. In: *Jpn J Med Sci Biol* 1980;33:235-7]. *Jpn J Med Sci Biol* 1979;32:53-65.

#### *Article containing comment*

Piccoli A, Borsatti A. Early steroid therapy in IgA nephropathy: still an open question [comment]. *Nephron* 1989;51:289-91. Comment on: *Nephron* 1988;48:12-7.

#### *Article commented on*

Kobayashi Y, Fujii K, Hiki Y, Tateno S, Kurokawa A, Kamiyama M. Steroid therapy in IgA nephropathy: a retrospective study in heavy proteinuric cases [see comments]. *Nephron* 1988;48:12-7. Comment in: *Nephron* 1989;51:289-91.

### *Article with published erratum*

Schofield A. The CAGE questionnaire and psychological health [published erratum appears in Br J Addict 1989;84:701]. Br J Addict 1988;83:761-4.

### **Books and other monographs**

#### *Personal author(s)*

de Vaus DA. Surveys in social research. 2nd ed. Sydney: Allen & Unwin; 1990.

#### *Editor(s), compiler as author*

Diener HC, Wilkinson M, editors. Drug-induced headache. New York: Springer-Verlag; 1988.

#### *Author and editor*

Cumpston JHL. Health and disease in Australia: a history. Lewis MJ, editor. Canberra: Australian Government Publishing Service; 1989.

#### *Translation*

Beauvoir S de. The second sex. Parshley HM, translator and editor. Harmondsworth (Middx): Penguin; 1972. First published as *Le deuxième sexe*; 1949.

#### *Organisation, group as author*

Boston Women's Health Book Collective. The new our bodies, ourselves. Ringwood (Vic): Penguin; 1985.

National Health and Medical Research Council. Immunisation procedures. 4th ed. Canberra: Australian Government Publishing Service; 1991.

#### *Organisation as author and publisher*

Australian Government Publishing Service. Style manual for authors, editors and printers. 4th ed. Canberra: AGPS; 1988.

#### *Chapter in a book*

Weinstein L, Swartz MN. Pathologic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, editors. Pathologic physiology: mechanisms of disease. Philadelphia: Saunders; 1974. p. 457-72.

### *Conference proceedings*

Hall R, Richters J, editors. Immunisation: the old and the new. Proceedings of the Second National Immunisation Conference, Canberra, 27-29 May 1991. Canberra: Public Health Association of Australia, 1992.

### *Conference paper*

Vallentine J. Vaccination and medical defence. In: Hall R, Richters J, editors. Immunisation: the old and the new. Proceedings of the Second National Immunisation Conference, Canberra, 27-29 May 1991. Canberra: Public Health Association of Australia, 1992. p. 68-73.

### *Thesis, treatise etc.*

Shelley JM. Women's participation in Pap smear screening in NSW [PhD thesis]. Sydney: Univ of Sydney; 1991.

Youssef NM. School adjustment of children with congenital heart disease [dissertation]. Pittsburgh (PA): Univ of Pittsburgh; 1988.

### **Government reports and publications**

#### *Australian Bureau of Statistics*

Australian Bureau of Statistics. Projections of the population of Australia, states and territories, 1984 to 2021. Cat No 3222.0. Canberra: ABS, 1985.

#### *Committee reports*

Commission of Inquiry into Poverty. Poverty in Australia. First Main Report (Henderson RF, Chairman). Canberra: Australian Government Publishing Service, 1975.

Commission of Inquiry into Poverty. Law and poverty in Australia. Second Main Report (Sackville R, Commissioner). Canberra: Australian Government Publishing Service, 1975.

Commission of Inquiry into Poverty. Legal aid in Australia. Research report, Law and Poverty Series. Canberra: Australian Government Publishing Service, 1975.

Women's Health Policy Review Committee. Women's health services in New South Wales. Final Report (LoPo F, Chairperson). Sydney: Parliament of New South Wales, 1985.

#### *Other reports and papers*

Ergas H. Telecommunications and the Australian economy. Report to the Department of Communications. Canberra: Australian Government Publishing Service, 1986.

Callaghan AR. The wheat industry and stabilization. Report to the Minister for Primary Industry [unpublished]. Canberra, 1972.

Bureau of Transport Economics. Economic regulation of aviation in Australia. Seminar papers and proceedings. Canberra: Australian Government Publishing Service, 1985.

Bureau of Transport Economics. Demand for Australian domestic aviation services. Occasional Paper No 79. Canberra: Australian Government Publishing Service, 1986.

Department of Employment and Industrial Relations. Annual report 1983-84. Canberra: Australian Government Publishing Service, 1984.

### *Parliamentary proceedings*

Australia, House of Representatives. Votes and proceedings. Vol 1, 1962-63:631.

Australia, Senate. Debates. Vol S25, 1964:65.

### **Other published material**

#### *Australian Standard*

Sampling procedures and tables for inspection by attributes. AS 1199-1988. Sydney: Standards Association of Australia, 1988.

#### *Newspaper, magazine article*

Perrottet, T. Weisberg's wisdom: look before you leap. *Medical Observer* (Sydney) 1990 3 August; 36-9.

Researchers defend claim that children watch video 'nasties'. *Sydney Morning Herald* 1987 21 Mar; 7.

#### *Leaflet*

NSW Department of Health. Head lice [leaflet]. State Health Publication No (HSU) 82-001. Sydney: NSW DH, 1987.

Safe sex summer 1988 [leaflet]. Sydney: AIDS Council of NSW, [undated].

If you are aware of the date of publication although it is not given on the leaflet, put it in square brackets:

Condoms, the pill and all that jazz [leaflet]. Canberra: Family Planning Federation of Australia, [1987].

#### *Audiovisual*

AIDS epidemic: the physician's role [videorecording]. Cleveland (OH): Academy of Medicine of Cleveland; 1987.

#### *Map*

Scotland [topographic map]. Washington: National Geographic Society (US); 1981.

#### *Book of the Bible*

The Holy Bible. King James version. Grand Rapids (MI): Zondervan Publishing House; 1995. Ruth 3:1-18.

#### *Dictionary and similar references*

Ectasia. Dorland's illustrated medical dictionary. 27th ed. Philadelphia: Saunders, 1988: 527.

### **Electronic Material**

#### *Computer file*

Renal system [computer program]. MS-DOS version. Edwardsville (KS): Medi-Sim; 1988.

#### *Journal article in electronic format*

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial online] 1995 Jan-Mar; [cited 1996 Jun 5]1(1):[24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>.

#### *Monograph in electronic format*

CDI, clinical dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd ed. Version 2.0. San Diego: CMEA; 1995.

#### *www site*

Health on the net foundation. Health on the net foundation code of conduct (HONcode) for medical and health web sites. [cited 2007 June 2]; Available from: <http://www.hon.ch/Conduct.html>.

### **Unpublished material**

#### *In press*

Lillywhite HB, Donald JA. Pulmonary blood flow regulation in an aquatic snake. *Science*. In press.

#### *Abstract of unpublished paper*

De Vincenzi I, Ancelle-Park R. Heterosexual transmission of HIV: follow-up for the European Study Group on Heterosexual Transmission of HIV [abstract]. In: *Science challenging AIDS. Program and abstracts of 7th International Conference on AIDS, Florence, 16-21 June 1991*. Rome: Istituto Superiore di Sanità, 1991: MC3028.

## RESOURCES

For guidance on material not covered here (such as legal cases) you may find the following books useful, although they use slightly different versions of author-date style:

*The Chicago Manual of Style* (2003). 15th ed. Chicago: University of Chicago Press. (for Harvard style)

*Style Manual for Authors, Editors and Printers* (2002) revised by Snooks. 6th ed. Canberra: AGPS Press (covers both Harvard and Vancouver styles)

There are also numerous online training modules and guides to help you learn to use your chosen style.

Juliet Richters, April 1994

Updated BL June 2001

Updated NA October 2004

Updated JL November 2008