NAN TIEN INSTITUTE OF HIGHER EDUCATION

NTI Support Guide

# Referencing & Citations

A guide to the NTI Harvard Referencing Style

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The NTI Harvard referencing style is based on the Author-Date style and contains two elements:

- ✓ In-text citations – appear throughout your paper each time you refer to information from a source
- ✓ Reference list – a full list of all sources referred to throughout your paper

**Important:** There are many versions of the Harvard referencing style. This guide presents the format expected from students at Nan Tien Institute and should be your first point of reference before consulting other online guides.

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## Common issues

| | Issue | Example |
|---|---|---|
| **Multiple authors** | For 1-3 authors, list all surnames in in-text citation, and for 4 or more list first name only, followed by 'et al.'<br><br>See: Books, ebooks and chapters examples for more detail | In-text citation: (Miller et al. 2003)<br><br>Reference list entry: Miller, J, Flood, E, Bishop, P & Sawyer J 2003, Representations of nature in modernist literature, Penguin, London. |
| **Pages** | When referencing page numbers, abbreviate page as 'p.' for one page and 'pp.' for span of pages | (Clark 2011, p. 3)<br>(Frederickson 1997, pp. 45-46) |
| **Dates** | If you cannot identify the date of a source, put 'n.d.' in place of the date. | (Garner n.d.) |
| | If you can only identify an approximate date, put 'c.' for circa before the date. | (Sampson c. 1930) |
| **Place of publication** | Some books will name more than one place of publication on the title page. Use only the first one. | |
| | If you cannot identify the place of publication, put 'n.p.' in place of the location. | Tillman, S 1979, *Introduction to Sewing*, Bloomsbury, n.p. |
| | If the place of publication has a name that can be confused with other locations, add more detail to specify. | Instead of just 'Cambridge', include 'Cambridge, Mass' or 'Cambridge, UK' |
| **Sources with same name and year** | Add the letter 'a' and 'b' to the date in both the in-text citation and the reference list entry to distinguish between the two sources. | (Smith 2000a) and (Smith 2000b) |
| **Multiple references at once** | Include all references within the same pair of brackets and separate each reference with a semi-colon. | (Clark 2011; Frederickson 1997; Garner n.d.) |

## In-text citations

In-text citations signal that you have mentioned an idea or piece of information found in another source. Anytime you quote a source, or paraphrase information found elsewhere, you should include a citation so the reader can see where the information came from. Here are a couple of examples:

| Style | Example |
|---|---|
| If referring to an entire work, the author's surname and year of publication in brackets will suffice. No page numbers are required for such a general mention. | Online reading practices impact the ability to focus and read deeply (Carr 2011). |
| If quoting or paraphrasing/discussing a specific section of a work, you must include the specific page number so the reader can identify the relevant section.<br>**Note**: Turnitin will only recognise quotes if they are enclosed within double quotation marks (" "). | … can result in using the internet "as a replacement for, rather than just a supplement to, personal memory" (Carr 2011, p. 180). |
| It is recommended that citations go at the end of a sentence to read smoothly. However, if the citation refers to only one part of the sentence, it can be placed wherever it is most relevant. | … in order to "create different brains" (Carr 2011, p. 210), and therefore … |
| If the author's name sits outside the brackets as part of the sentence, the citation is best placed directly after the name. | Carr (2011, p. 83) suggests… |
| In-text citations should go BEFORE a full stop. Treat the citation as if it is still part of the sentence. If your citation is in the middle of a sentence, place a comma after the citation. | Online reading practices impact the ability to focus and read deeply (Carr 2011). |
| For quotes over 30 words, begin the quote on a new line and indent to set apart from your paragraphs.<br>Enclose the quote in double quotation marks.<br>Place the citation after the full stop and concluding quotation mark, rather than before the full stop as you would normally do. | … disadvantages of online practice:<br>"We're no longer guided towards a deep, personally constructed understanding of the text's connotations. Instead we're hurried off toward another bit of related information, and then another, and another. The strip-mining of 'relevant content' replaces the slow excavation of meaning." (Carr 2011, p. 166). |
| When referring to a source you haven't read that is quoted in a source you have read. In the reference list you do not need to include any mention of the secondary source. | According to Culkin (as cited in Carr 2011, p. 210) … |

## Figures, Images and Tables

When writing an assessment, you may include figures (in the form of images, tables, graphs, maps or charts). Like material from any other source, you are required to include a citation with all figures.

Tables and figures are numbered in the order that they appear in your assessment.

| Question | Answer |
|---|---|
| How do I format a citation for a figure? | Figure citations follow the same format as all other in-text citations, however you should include the Figure number given in the source if available. For example, if the table you included is Figure 3 in the source, format your citation:<br><br>**(Janssen & Janssen 1990, Fig. 33, p. 77)** |
| Where do I include the citation? | Include the citation in the caption for your figure.<br>For tables, the caption should appear above the table. For other figures (e.g. images), the caption should appear below the figure.<br>***Table 1: Expected maximum daily temperatures in Adelaide (Janssen & Janssen 1990, Fig. 33, p. 77)*** |
| Do I need to include the citation when referring to a figure in the body of my assessment? | It is not essential to repeat the citation in the body of your assessment. Any mention of the figure in the body (e.g. **"*In Table 1...*")** will draw the reader's attention to that caption. However, you **can** repeat the citation in the body of your assessment if you feel it would be beneficial, for example if the figure does not appear on the same page as the paragraph in which you mention it. |
| Do citations in a figure caption need a reference list entry? | Yes, any source cited in the caption of a figure must have an entry in the reference list. Format the reference list entry as appropriate for the type of source. For example, if you have included a table from a book, include a reference entry for that book (see: Books, ebooks and chapters), such as:<br><br>**Janssen, RM & Janssen, JJ 1990, *Growing up in Ancient Egypt*, The Rubicon Press, London.** |
| How do I cite a figure I have slightly adapted/changed? | Any table or figure that you have changed in any way (such as excluding some data, cropping or editing of an image) should be captioned as:<br>***Table 1: Expected maximum daily temperatures in Adelaide (amended from Janssen & Janssen 1990, Fig. 33, p. 77)*** |
| How do I cite a figure that I have created (e.g. a table of data I have compiled, or a photo I have taken)? | Any figure that you create should be captioned as:<br>***Figure 2: Title (Source: Personal collection)*** |
| Do I need to attribute the copyright owner of an image? | While images from physical sources and journal articles only require an in-text citation, images that you have found on the internet should also include copyright details in the caption. For guidance on identifying the copyright owner and formatting your copyright attribution, see Copyright for Students. |

# Special circumstances for sutras and canonical texts

| | Issue | Example | |
|---|---|---|---|
| **Names with non-English religious titles** | The NTI Harvard referencing system requires the [surname, first name] format for author names, but the authors of Buddhist texts will often only have a single name and a religious title (e.g. bhikkhu). To preserve the standard format, it is suggested that you treat the religious title of the individual as a first name and format as [name, title], rather than only including the name, or leading with the title. | His Holiness, the 14th Dalai Lama | → Dalai Lama XIV **OR** Dalai Lama (Tenzin Gyatso) |
| | | Venerable Juewei | → Juewei **OR** Juewei, S |
| | | Bhikkhu Bodhi | → Bodhi, B |
| | | Ajahn Brahmavamso | → Brahmavamso, A |
| | | Ayya Khema | → Khema, A |
| | | Mahasi Sayadaw | → Mahasi, S |
| | | Thera Nyanaponika | → Nyanaponika, T |
| | | Thich Nhat Hanh | → Nhat Hanh, T |
| | Some names have two parts that cannot be meaningfully inverted (e.g. Tibetan names with two given names but no surname, or profound figures). For in-text citations include both names, and for the reference list entry retain the names in their normal order. | Venerable Master Hsing Yun | → Hsing Yun |
| | | Kelsang Gyatso | → *keep as is* |
| | | Pema Chödrön | → *keep as is* |
| **Sutras and classical texts with no author** | As with standard NTI Harvard practice, if a book has no author, use the title in the in-text citation and begin the reference list entry with the title. | See: Books, ebooks and chapters | |
| **Online sutras** | Online sutras can follow the same format as any other web page | e.g. Thanissaro, B (trans.) 1998, Mulapariyaya Sutta: The Root Sequence, *Access to Insight*, viewed 19 October 2022, https://www.accesstoinsight.org/tipitaka/mn/mn.001.than.html | |
| **Pali texts** | In-text citations for Pali texts follow a specific method of abbreviation based on the Pali Text Society editions (See: Decoding references to Pali Texts). There is no requirement to use this additional reference style in your assessments here at NTI, only the NTI Harvard citation is required. However, it is a common method used by Buddhist scholars and may be useful for those who intend to do further work in the field.<br><br>If you do choose to include the Pali citation, you should still include the NTI Harvard in-text citation. | … the translation of this passage (SN IV 208) by Bhikkhu Bodhi (2000) differs markedly from the earlier one by Davids & Woodward (1917) … | |

# Using AI and Generative AI (GenAI) Tools

**REMEMBER**: According to the Student Academic Integrity and Academic Misconduct Policy, you may ONLY use AI or GenAI to generate academic content if:

- Your lecturer/subject coordinator has explicitly permitted you to do so, and
- You correctly acknowledge and reference the tool(s) you have used.

AI and GenAI Tools are a quickly evolving technology and this advice may change, check this guide regularly for any updates.

If you have used an AI or GenAI tool while working on your assessment, there are three components that you must include:

- An in-text citation (if relevant) and entry in your Reference List, as per all other sources
- An Acknowledgements section before your Reference List, detailing which tools you used and how they were used
- If you cannot retrieve a link to the data generated by the AI tool, an appendix should be added to the end of your assessment with a copy of the data

## Referencing AI and GenAI Tools

When referencing an AI or GenAI tool, format your reference as you would a website (see: Websites).

| | |
|---|---|
| In-text citation | **(Program Year)**<br><br>e.g. (ChatGPT-4o 2024) |
| Reference list entry | **Program Year, *Title of conversation*, Developer, viewed date, link to conversation**<br><br>e.g. ChatGPT-4o 2024, *Time Planning for Essays*, OpenAI, viewed 11 May 2024, https://chat.openai.com/share/29f67b60-7fff-46e0-b1bc-557cd227d982 |

## Acknowledgements of AI and GenAI Tools

If you have used AI or GenAI tools for your assessment, you must include an Acknowledgements section before your Reference List.

| | |
|---|---|
| If you can retrieve the link to the data<br>Mention which tool(s) you have used, the version of the tool, and briefly describe how you used the data (e.g. whether you asked for sources, whether you generated an initial draft of your introduction).<br>Mention what entry/entries in the Reference List contain the link. | **I used ChatGPT-4o to generate a timetable for me to complete my essay in time for the due date. The full record of the prompts used and data generated can be accessed via the link provided in the ChatGPT-4o 2024 entry in the Reference List.** |
| If you **cannot** retrieve the link to the data<br>Mention which tool(s) you have used, provide a link to the tool(s) and briefly describe how you used the data (e.g. whether you asked for sources, whether you generated an initial draft of your introduction).<br>Mention what Appendix (for instance, A or B) contains the full record of the prompts used and data generated. | **I used ChatGPT-4o (https://chat.openai.com) to generate a timetable for me to complete my essay in time for the due date. Please see Appendix A for a record of the prompts used and data generated.** |

## Appendix of the Data

Some AI and GenAI tools will allow you to share a URL directing others to your conversation. **In such cases, the URL should be included in your Reference List entry** so that your subject coordinator can revisit the text that was generated by your prompts. When you have included such a link in the Reference List entry, you do not need an Appendix.

However, some AI and GenAI tools **will not allow** you to generate a link directly to the conversation, and in such cases you should **copy and paste the entire conversation in an appendix at the end of your assessment (after the Reference List)**. As with any appendix, this will not be counted in your word count, so do not shorten or summarise the data. It is important for your subject coordinator to have access to the text produced by AI in order to accurately mark your assessment.

## Reference examples

| | In-text citation | Reference list |
|---|---|---|
| **Books, ebooks and chapters** | | |
| **Basic template** | (Author surname Year) | Author surname, Initial(s) Year of publication, *Title (in italics)*, Publisher, Place of publication. |
| **One author** | (Bryman 2001, p. 335) | Bryman, A 2001, *Social research methods*, Oxford University Press, Oxford. |
| **Two authors**<br><br>For two or more authors, retain order of authors given in source | (Everett & Entrekin 1987, p. 17) | Everett, J & Entrekin, L 1987, *Academic attitudes*, Methuen, North Ryde. |
| **Three authors** | (Greig, Taylor & MacKay 2013, p. 59) | Grieg, A, Taylor, J & MacKay, T 2013, *Doing research with children: a practical guide*, Sage, London. |
| **Four or more authors**<br><br>Use et al. after first author for in-text citation, but list all authors in reference list | (Fennelly et al. 2014) | Fennelly, M, Matthews, PJ, Morgan, L & Bishop, R 2014, *Understanding Child Development*, Birch Press, Dublin. |
| **Chapter in an edited book**<br><br>Cite chapter author(s) not book editor(s) for in-text citation | (Tanner 2013, pp. 261-262) | Tanner, K 2013, 'Survey Designs', in KW Williamson & G Johanson (eds.), *Research Methods: Information, Systems and Contexts*, Tilde University Press, Prahran, Victoria.<br><br>**Note that unlike the author's name, the initials appear first for the editor.** |
| **Editor only**<br><br>Use previous e.g. unless referring to the book as a whole. Abbreviate to (ed.) for one editor and (eds.) for multiple | (ed. Davis 2000) | Davis, JA (ed.) 2000, *Italy in the nineteenth century: 1796-1900*, Oxford University Press, Oxford. |

| | In-text citation | Reference list |
|---|---|---|
| **Author and editor**<br><br>Only use if referring to book as a whole, otherwise use e.g. for **Chapter in an edited book** | (Harrison 2011)<br><br>**Include author in in-text citation to correspond to name at start of reference** | Harrison, CT 2011, *Mawson's forgotten men: the 1911-1913 Antarctic diary of Charles Turnbull Harrison,* H Rossiter (ed.), Pier 9, Sydney.<br><br>Place author at start of reference and include editors' names after title (similar format to first e.g. for **Translated book**). |
| **Translated book**<br><br>Cite author not translator for in-text reference, unless you are drawing attention to the translator themselves | (Lindgren 1975)<br><br>**OR**<br>(trans. Tatz 1994) | Lindgren, A 1975, *The Brothers Lionheart*, J Tate (trans.), Oxford University Press, Oxford, original work published 1973.<br><br>Tatz, M (trans.) 1994, *The skills in means: Upāyakauśalya sutra*, Motilal Banarsidass Publishers, Delhi. |
| **Book in a language other than English**<br><br>If translating a direct quote yourself, include 'my translation' in in-text citation | (Walleser 1927, pp. 43-44)<br><br>(Walleser 1927, p. 43-44, my translation) | Walleser, M 1927, *Die Buddhistische philosophie in threr geschichtlichen Entwicklung (Buddhist philosophy in historical development),* C. Winter, Heidelberg.<br><br>**Translate the book title only in the reference list.** |
| **Corporate author**<br><br>Use full corporate sponsor in first in-text citation, then abbreviate in subsequent citations.<br><br>In reference list use full corporate name as author and abbreviation as publisher. | (Commonwealth Scientific and Industrial Research Organisation [CSIRO] 2010)<br><br>**All following uses:**<br>(CSIRO 2010) | Commonwealth Scientific and Industrial Research Organisation 2010, *Make it safe: a guide to food safety*, CSIRO, Collingwood, Victoria. |
| **No author or editor**<br><br>List title in place of author/editor | (*Hazards of primary care in aging populations* 1978)<br><br>(*Digha Nikaya* 2012, p. 411) | *Hazards of primary care in aging populations* 1978, 2nd edn., JB Lippincott, Philadelphia, PA.<br><br>*Digha Nikaya: The long discourses of the Buddha: a translation of the Digha Nikaya translated from the Pali* 2012, M Walshe (trans.), Wisdom, Boston. |
| **Ebook** | (Hornaday 1913, chapter 24, para. 19)<br><br>**If pages are not available or alter with text size, include the chapter/section number and paragraph number** | Hornaday, WT 1913, *Our vanishing wild life: its extermination and preservation,* ebook, Charles Scribner's Sons, Gutenberg.<br><br>**If read online include viewed date and URL. If read in a database include viewed date and database name. If place of publication cannot be identified you may omit.** |

| | In-text citation | Reference list |
|---|---|---|
| **Multi-volume work**<br><br>For cases where a series of books have the same title, and are distinguished only by the volume number and subtitle. | (eds. Balakrishnan & Moonesar 2016, pp. 8-11) | Balakrishnan, MS & Moonesar, IA (eds.) 2016, *Actions and insights: Middle Earth North Africa*, vol. 4, *The India connection*, Emerald Publishing Limited, Bingley, UK.<br><br>**If the individual volume has a name, list it after the volume number in the reference list entry.** |
| **Later edition**<br><br>Include date of relevant edition in in-text citation | (Bryson 2011, p. 105) | Bryson, J 2011, *Managing information services: a sustainable approach*, 3rd edn., Ashgate, Farnham, Surrey.<br><br>**Do not specify first edition. Reprints are not a new edition.** |

# Journal articles and periodicals

| | | |
|---|---|---|
| **Basic template** | (Author surname Year) | Author surname, Initial(s) Year of publication, 'Article title in single quotes', *Journal Title in italics*, vol. # (volume number), no. # (issue number), pp. # (page numbers of article).<br><br>**Omit volume or issue number if missing. Include any other identifiers (e.g. month, season)** |
| | **For guidance with the number of authors, see Book examples** | |
| **Journal article (Print)** | (Lancaster 2004, pp. 14-15) | Lancaster, LR 2004, 'Buddhism and democracy', *Hsi Lai Journal of Humanistic Buddhism*, vol. 5, pp. 14-19. |
| **Journal article (Database)** | (Broderick, Aslinger & Hong 2018, p. 38) | Broderick, J, Aslinger, R & Hong, SB 2018, 'Baking cookies: using emergent inquiry curriculum to explore physical science and measurement', *Science and Children*, vol. 56, no. 3, pp. 34-44, viewed 21 January 2026, JSTOR. |
| **Journal article (Internet)**<br><br>Include the URL or DOI in the reference list entry | (Masciliongo 2011)<br><br>**OR**<br>(Stallings 2002) | Masciliongo, J 2011, 'What makes a learning organisation?', *inCite*, vol. 32, no. 9, p. 17, viewed 1 July 2020, http://classic.austlii.edu.au/au/journals/inCiteALIA/2011/232.html<br>**OR**<br>Stallings, D 2002, 'Measuring success in the virtual university', *Journal of Academic Librarianship*, vol. 38, no. 1-2, pp. 47-53, viewed 1 July 2020, DOI 10.1016/S0099-1333(01)00300-7. |
| **Journal article with self-contained page numbers** | (Wood et al. 2022, p. 7) | Wood, CJ, Polley, M, Barton, JL & Wicks, CL 2022, 'Therapeutic Community Gardening as a Green Social Prescription for Mental Ill-Health: Impact, Barriers, and Facilitators from the Perspective of |

| | In-text citation | Reference list |
|---|---|---|
| Some articles do not include page numbers from the volume, but instead begin with page 1. | | Multiple Stakeholders', *International Journal of Environmental Research and Public Health*, vol. 19, no. 20, article no. 13612, viewed 24 June 2025, ProQuest.<br><br>**If article number provided instead of page numbers in article details, include in your reference.** |
| **Journal article with no page numbers** | (Hisle 2002, para. 12)<br><br>**Include a paragraph number in the in-text citation** | Hisle, WL 2002, 'Top issues facing academic libraries: a report of the focus on the future task force', *College & Research Libraries News*, vol. 63, no. 10, viewed 1 July 2020, https://crln.acrl.org/index.php/crlnews/article/view/18396/20767<br><br>**As above, include article number if provided.** |
| **Journal article under review** | (Shi n.d.) | Shi, J n.d., 'Embodying Emptiness, Manifesting Wonder: A Decadal Study of Humanistic Buddhism Centre's Organic Growth', *Studies on Humanistic Buddhism*, vol. 8, under review.<br><br>**If available online include URL and year of availability for this version. If the journal in which the article will be published is not yet known, omit journal name.** |
| **Book review in a journal** | (Smith 2014, p. 691) | Smith, JA 2014, 'He mostly meant what he said', review of *The Free Animal: Rousseau on Free Will and Human Nature*, by Lee MacLean, *The Review of Politics*, vol. 76, no. 4, pp. 690-693, viewed 1 July 2020, JSTOR.<br><br>**If the review itself does not have a title you may omit and simply refer to the reviewed text.** |
| **Newspaper/magazine article (Database)** | (Cardone 2009) | Cardone, E 2009, 'Classes too big, too complex: teachers', *Oak Bay News*, 27 October, viewed 1 July 2020, ProQuest. |
| **Newspaper/magazine article (Online)** | (Mackerras 2016) | Mackerras, M 2016, 'A High Court challenge that could cause Malcolm Turnbull to scrap the election', *Canberra Times*, 1 May, viewed 1 July 2020, https://canberratimes.com.au |
| **Newspaper/magazine article (Print)** | (Birbeck 2005) | Birbeck, S 2005, 'Political correctness: watch your mouth', *Woroni*, 1 August, p. 26. |
| **No author**<br><br>List title in place of author | ('21st century heart solution may have a string in the tail' 2002) | '21st century heart solution may have a string in the tail' 2002, BMJ, vol. 325, no. 7537, p. 184.<br><br>**Start the reference entry with the article title before date, then continue with Journal title and remaining elements dependent on article format.** |

| | In-text citation | Reference list |
|---|---|---|
| **Conference papers** | | |
| **Conference paper (Online)** | (Hodgins, Dadich & Bye 2018, p. 1474) | Hodgins, M, Dadich, A & Bye, J 2018, 'How emotion promotes disciplinary healthcare: an examination of palliative care', *Managing the many face of sustainable work: 32nd annual Australian & New Zealand academy of management conference*, ANZAM, viewed 1 July 2020, https://www.anzam.org/wp-content/uploads/2020/01/ANZ4401-ANZAM-Conference-Proceedings-Abstracts-2018-OP2.pdf<br><br>**Online publications may not have a place of publication, omit if you cannot identify.** |
| **Conference paper (Print)** | (Cameron, Pevato & Abouchar 1994) | Cameron, J, Pevato, PM & Abouchar, J 1994, 'International implementation of the principles', *Fenner Conference on the Environment—Sustainability: Principles to Practice*, Department of Environment Sports and Territories, Canberra, p. 112.<br><br>**Include Editors if listed (see: Edited book for format). Only include page numbers if continual throughout publication. If each paper starts on page 1, do not include.** |
| **Conference paper (Unpublished)** | (Butler 2009) | Butler, D 2009, 'Using video worked examples to enhance learning in a first year mathematics course', unpublished paper presented at the 4th ERGA conference, University of Adelaide, 24-25 September.<br><br>**Include a viewed date and URL if online (per other online sources).** |
| **Government publications** | | |
| **Basic template** | (Department name Year) | Department name Year of publication, *Title (in italics)*, Publishing department, Place of publication. |
| The author of most government publications is the publishing department. | | |

| | In-text citation | Reference list |
|---|---|---|
| **Government report (Online)** | (Department of Health and Aged Care 2024) | Department of Health and Aged Care 2024, *Report on the Operation of the Aged Care Act 1997, 2023-24*, Department of Health and Aged Care, viewed 30 July 2025, https://www.gen-agedcaredata.gov.au/getmedia/14364e69-0e14-44c1-b84f-e12884f9921a/Health-and-Aged-Care-ROACA23-24_WEB.pdf |
| **Government report (Print)**<br><br>If the author (department) has a common abbreviation, you may use this after the first citation. | **First use:**<br>(Department of Education and Training [DET] 2003)<br><br>**All following uses:**<br>(DET 2003) | Department of Education and Training 2003, *Quality teaching in NSW public schools*, DET, Sydney, NSW.<br><br>**Use full department name as author, but the abbreviation as publisher.** |
| **Legislation (Online)**<br><br>Specify Part/Division/Section and year in first in-text citation, but don't need to repeat in future citations | **First use:**<br>...in Part IVA, Division 1 of the *Copyright Act 1968*...<br><br>**All following uses:**<br>...in the *Copyright Act*... | *Copyright Act 1968* (Cwth), viewed 1 July 2020, https://www.legislation.gov.au/<br><br>**Include relevant jurisdiction in brackets (Cwth, NSW, VIC, etc.)** |

# Websites

| | | |
|---|---|---|
| **Basic template** | (Title of website Year) | Authoring body Year site was last updated, 'Title of article/webpage', *Title of website (in italics),* viewed date, URL. |

It is best to reference the specific web page rather than the whole website where possible.

| | | |
|---|---|---|
| **Web page**<br><br>If no author, use full corporate sponsor in first in-text citation, then abbreviate in subsequent citations | (University of Southern Queensland 2020, para. 3)<br><br>**If the online document does not have page numbers, cite paragraph numbers for in-text citation** | University of Southern Queensland 2020, 'What is information literacy?', *USQ*, viewed 1 July 2020, https://open.usq.edu.au/mod/page/view.php?id=8948 |

| | In-text citation | Reference list |
|---|---|---|
| **Web document or report**<br><br>If no author, use full corporate sponsor in first in-text citation, then abbreviate in subsequent citations<br><br>If not paginated, cite paragraph numbers for in-text citation | **First use:**<br>(International Center for Equity in Health [ICEH] 2015)<br><br>**All following uses:**<br>(ICEH 2015) | International Center for Equity in Health 2015, State of inequality: reproductive, maternal newborn and child health, *World Health Organisation*, viewed 1 July 2020, https://apps.who.int/iris/bitstream/handle/10665/164590/9789241564908_eng.pdf?sequence=1 |
| **Social media**<br>(e.g. Facebook, Twitter, etc.)<br><br>Use @handle if you can't identify author's name | (@BillGates 2020)<br><br>(Nan Tien Institute of Higher Education 2020) | @BillGates 2020, Twitter post, 13 February, viewed 1 July 2020, https://twitter.com/BillGates/status/1227725115766394880<br><br>Nan Tien Institute of Higher Education 2020, Facebook post, 28 April, viewed 1 July 2020, https://www.facebook.com/NanTienInst/posts/3240388555974197?__tn__=-R |
| **Forum** | (greenwood90 2025) | greenwood90 2025, 'My first celery harvest', Reddit, 26 June, viewed 21 January 2026, https://www.reddit.com/r/vegetablegardening/comments/1lkitee/my_first_celery_harvest/ |
| **Blog** | (Mewburn 2020) | Mewburn, I 2020, *The thesis whisperer*, blog, viewed 1 July 2020, https://thesiswhisperer.com/ |
| **Blog post** | (Gardiner 2019) | Gardiner, B 2019, 'How to use Google Drive's built-in document scanner', *Best Blog Tools*, blog post, 9 September, viewed 1 July 2020, https://bestblogtools.com/google-drive-document-scanner/ |

# Video sources

Publication details must include the production company in the reference, as well as the platform on which it was viewed.

| | | |
|---|---|---|
| **Online video**<br>YouTube videos should treat the channel as the author and preserve the video title exactly as published. | (TEDxTalks 2022) | TEDx Talks 2022, *How to do laundry when you're depressed \| KC Davis \| TEDxMileHigh*, online video, YouTube, 30 October, viewed 21 January 2026, https://www.youtube.com/watch?v=M1O_MjMRkPg |
| | (Jeffers 2020) | Jeffers, O 2020, *An ode to living on Earth*, online video, TED, April, viewed 1 July 2020, https://www.ted.com/talks/oliver_jeffers_an_ode_to_living_on_earth<br><br>**If you cannot identify the date when the video was posted, you may omit. If the video was found in an online database, cite the database name instead of the URL.** |

| | In-text citation | Reference list |
|---|---|---|
| **Single programme**<br>(e.g. film or TV special) | (*Detective Pikachu* 2019) | *Detective Pikachu* 2019, motion picture, Warner Brothers, USA, directed by Rob Letterman, DVD. |
| **Episode in a series** | (*Doctor Who* 2018) | *Doctor Who: The Woman Who Fell to Earth* 2018, television programme, BBC, directed by Jamie Childs, SBS On Demand. |
| **TV advertisement** | (Snackbrands Australia 1990) | Snackbrands Australia 1990, *Cheezels Whistle*, television commercial, Channel 7, NSW, Australia. |

# Audio sources

Publication details must include the production company in the reference, as well as the platform on which it was viewed.

| | | |
|---|---|---|
| **Audiobook** | (Bronte 2019) | Bronte, C 2019, *Jane Eyre,* audiobook, Penguin Audio, Audible, viewed 1 April 2025, https://www.audible.com.au/pd/Jane-Eyre-Audiobook/0241438691<br><br>**If audiobook was accessed through an app you may omit URL.** |
| **Online audio**<br>(e.g. podcast, online interviews, etc.)<br><br>The author in this case would be the host or interviewer. | (Fran 2019)<br><br>(Green & Green 2025) | Fran, J 2019, 'Messy bedroom, messy head', *The Pineapple Project*, podcast, ABC, 29 September, viewed 1 July 2020, https://www.abc.net.au/radio/programs/the-pineapple-project/messy-bedroom-messy-head/11492478<br><br>Green, H & Green, J 2025, '407: Concepts of a Bubble', *Dear Hank and John*, podcast, Spotify, 19 February, viewed 26 March 2025, https://open.spotify.com/episode/6f2sbJIsICYcgj007rGMzi<br><br>**If podcast was accessed through an app you may omit URL.** |
| **Music track**<br><br>Include performer, not composer, in reference, unless you are drawing attention to the composer themselves rather than a performance of their work | (Of Monsters and Men 2012)<br><br>(London Symphony Orchestra 2015)<br><br>**OR**<br><br>(Beethoven 1997) | Of Monsters and Men 2012, 'Little Talks', on *My Head is an Animal*, Universal Republic, CD.<br><br>London Symphony Orchestra 2015, *Beethoven: Symphony No.9 – "Choral",* Decca Music Group Limited, Spotify, viewed 1 April 2025, https://open.spotify.com/album/2wwdRu2YDVT7PkTk18Kanz<br><br>Beethoven, LV 1997, Symphony No. 9 in D Minor, Op. 125 ("Choral"), Dover Publications, Mineola.<br><br>**If music was accessed through an app you may omit URL.** |

| | In-text citation | Reference list |
|---|---|---|
| **Radio broadcast** | (*The Radio 1 Breakfast Show* 2018) | *The Radio 1 Breakfast Show* 2018, radio broadcast, BBC, London, 13 September.<br><br>**Include a viewed date and URL if found online (as per other online sources)** |
| **Radio interview** | (Crews 2018) | Crews, B 2018, 'Hugh Mackay says compassion can make a better Australia', *Sunday Nights with Bill Crews*, 2GB, 17 June.<br><br>**Include a viewed date and URL is found or streamed online (as per other online sources).** |

## Course materials

It is preferable that you use primary sources rather than lecture materials as references in your paper.

| | | |
|---|---|---|
| **Lecture** | (Wilson 2016) | Wilson, L 2016, 'Ethical issues in research' lecture, HSW906, NTiLearn, delivered 24 May. |
| **NTiLearn subject material**<br><br>Includes PowerPoint slides, online lessons, etc. | (Mao 2010) | Mao, J 2010, *Designing, creating and editing web pages*, NTiLearn, INF446 Fundamental of Web Publishing, lecture PowerPoint slides, viewed 1 July 2020, https://ntilearn.nantien.edu.au/<br><br>**Include the subject code and name, and type of material being referenced.** |
| **NTiLearn forum post** | (Fellow 2025) | Fellow, T 2025, 'My experience with meditation', HSW906 Subject Forum, NTiLearn, 26 June, viewed 21 August 2025, https://ntilearn.nantien.edu.au/<br><br>**Include the subject code and forum name for markers who wish to visit the post you have referenced.** |

## Theses and dissertations

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|---|---|---|
| **Basic template** | (Author surname Year) | Author surname, Initial(s) Year of publication, Title, Level of thesis, University, Place of publication. |
| **Thesis (Print)** | (Liersch-Sumskis 2013) | Liersch-Sumskis, S 2013, A phenomenological examination of the meaning of resilience as described by people who experience schizophrenia, PhD thesis, University of Wollongong, Wollongong. |

| | In-text citation | Reference list |
|---|---|---|
| **Thesis (Online)** | (Marshall 2017) | Marshall, PW 2017, Strengthening biodiversity: examining volunteer engagement in local government community nurseries, PhD thesis, University of Wollongong, viewed 20 July 2020, https://ro.uow.edu.au/cgi/viewcontent.cgi?article=1155&context=theses1<br><br>**If found in a database, include database name instead of URL.** |

# Other sources

| | | |
|---|---|---|
| **App**<br>App details should be available from the app store where it was purchased | (Centre for Applied Ethics 2023) | Centre for Applied Ethics 2023, Plum Village: Mindfulness App, mobile app, Google Play, viewed 11 September 2023.<br><br>Follow this model to format app references:<br>**Name of company/individual/developer offering the app Year of release, Title of the App, edition/version name or number if available, Mobile store name, viewed date.** |
| **Brochure or pamphlet** | (Nan Tien Temple 2017) | Nan Tien Temple 2017, *Weddings*, brochure, Fo Guang Shan, Berkeley, NSW. |
| **Dictionary/encyclopedia – With authors/editors** | (eds. Pearsall & Trumble 1996, synthesis entry) | Pearsall, J & Trumble, B (eds.) 1996, 'Synthesis', The Oxford English reference dictionary, 2nd edn., Oxford University Press, Oxford. |
| **Dictionary/encyclopedia – No authors/editors**<br>Includes online dictionaries/encyclopedias | (Merriam-Webster 2020, plagiarism entry) | **Dictionary and encyclopedia entries with no author/editor do not need a reference list entry** |
| **Discussion group, mailing list, etc.** | (Ceres 2019) | Ceres, M 2019, 'Wikimedia event', mailing list, 13 October, aliaNSW.<br><br>**If accessible on the internet, include viewed date and URL** |

| | In-text citation | Reference list |
|---|---|---|
| **Artwork (viewed in person)**<br><br>**For guidance on images viewed inside a source, see example below. For images viewed online, visit the Copyright for Students guide.** | (van Gogh 1889) | van Gogh, V 1889, *Olive Trees*, The Metropolitan Museum of Art (3 June 2021). Painting: oil on canvas. |
| **Image from within another source**<br>(Includes figure, table, graph, map or chart)<br><br>Number all figures in your work, e.g. Table 1, Table 2, etc. | (Janssen & Janssen 1990, Fig. 33, p. 77)<br><br>If reproducing the image in your work, the in-text citation should be included in the caption. Include the figure number from the source if available<br>**Also note that you might need to attribute copyright for online images (see Figures, images and tables for more details).** | Janssen, RM & Janssen, JJ 1990, *Growing up in Ancient Egypt*, The Rubicon Press, London.<br><br>**Format the reference list entry according to the source (e.g. if the image is from a web page, include a reference for the web page).** |
| **Personal communications**<br>(E.g. emails, phone call, letters, etc.) | Matt Zurack (2017 personal communication, 10 October) confirmed that… | Personal communications you've participated in do not usually have a reference list entry. Relevant details should be provided in the in-text citation. Always seek permission to cite a personal communication you have shared with somebody. |
| **Speech – Witnessed in person** | (Obama 2014) | Obama, B 2014, 'The Brisbane address', speech delivered at the University of Queensland, Brisbane, 15 November. |