

QUICK REFERENCING GUIDE -SANIRE

Books		
Material Type	In-Text Example	Reference List Example
Book: single author	(Holt, 1997) or Holt (1997) wrote that...	Holt, D.H. 1997. <i>Management principles and practices</i> . Sydney: Prentice-Hall.
Book: 2 or 3 authors	(McCarthy, William & Pascale, 1997)	McCarthy, E.J., William, D.P. & Pascale, G.Q. 1997. <i>Basic marketing</i> . Sydney: Irwin.
Book: more than 3 authors	(Bond et al., 1996)	Bond, W.R., Smith, J.T., Brown, K.L. & George, M. 1996. <i>Management of small firms</i> . Sydney: McGraw-Hill.
Book: no author	(A history of Greece, 1994)	<i>A history of Greece</i> . 1994. Sydney: Irwin.
Book: editor	(Jones, 1998)	Jones, M.D. (ed.) 1998. <i>Management in Australia</i> . London: Academic Press.
Book: organization as author	(Australian Bureau of Agricultural and Resource Economics, 2001)	Australian Bureau of Agricultural and Resource Economics. 2001. <i>Aquaculture development in Australia: a review of key economic issues</i> . Canberra: ABARE.
Book: chapter or article in edited book	'A number of disturbing facts intrude' (Milkman, 1998: 25)	Milkman, R. 1998. The new American workplace: high road or low road? In P. Thompson & C. Warhurst (eds.). <i>Workplaces of the future</i> . London: Macmillan Press, pp. 22-34.
Book: edition other than first	(Drafke, 2009)	Drafke, M. 2009. <i>The human side of organizations</i> . 10th ed. New Jersey: Pearson/Prentice Hall.
Book: different works by same author in same year	(Bond, 1991a) (Bond, 1991b)	Bond, G. 1991a. <i>Business ethics</i> . Sydney: McGraw-Hill. Bond, G. 1991b. <i>Corporate governance</i> . London: Irwin.
Dictionary or Encyclopedia	The Macquarie Dictionary (2010) (The Encyclopedia of Australian Architecture)	Do not include in reference list

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Journal Articles		
Material Type	In-Text Example	Reference List Example
CMO article	(Jennings, 1997)	Jennings, P. 1997. The performance and competitive advantage of small firms: a management perspective. <i>International Small Business Journal</i> , 15(2): 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].
Journal article: print	(Conley & Galeson, 1998)	Conley, T.G. & Galeson, D.W. 1998. Nativity and wealth in mid-nineteenth century cities. <i>Journal of Economic History</i> , 58(2): 468-493.
Journal article: electronic database	(Liveris, 2011)	Liveris, A. 2011. Ethics as a strategy. <i>Leadership Excellence</i> , 28(2): 17-18. Available from: ProQuest. [23 June 2011].
Journal article: online only journal (no volume & and issue numbers)	“Over a dozen writers applied before the August 31 deadline” (Bustamante, 2014, ‘Public library of Cincinnati’, para. 4).	Bustamante, C. 2014. Libraries welcome writers in residence. <i>Library Journal</i> . Available from: http://lj.libraryjournal.com/2014/09/industry-news/libraries-welcome-writers-in-residence/ . [29 September 2014].
Journal article: online only journal (volume & issue number available)	(Segon & Booth, 2011)	Segon, M. & Booth, C. 2011. Bribery: what do Australian managers know and what do they do? <i>Journal of Business Systems, Governance and Ethics</i> , 6(3): 15-29. Available from: http://www.jbsge.vu.edu.au/issues/vol06no3/Segon_&_Booth.pdf . [20 October 2014].

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Internet/Websites		
Material Type	In-Text Example	Reference List Example
Webpage: no author	(Improve indigenous housing, 2007) <i>Use first few words of the page title</i>	<i>Improve indigenous housing now, government told.</i> 2007. Available from: http://www.architecture.com.au/i-cms?page=10220 . [8 February 2009].
Webpage: no date	(Jones, n.d.)	Jones, M.D. n.d. <i>Commentary on indigenous housing initiatives.</i> Available from: http://www.architecture.com.au . [6 June 2009].
Web document	(Department of Industry, Tourism and Resources, 2006)	Department of Industry, Tourism and Resources. 2006. <i>Being prepared for an influenza pandemic: a kit for small businesses.</i> Government of Australia. Available from: http://www.innovation.gov.au . [28 February 2009].
Website	(Australian Securities Exchange, 2009)	Australian Securities Exchange. 2009. <i>Market Information.</i> Available from: http://www.asx.com.au/professionals/market_information/index.htm . [5 July 2009].
Blog	(Newton, 2007)	Newton, A. 2007. Newcastle toolkit. 16 January 2007. <i>Angela Newton: Blog.</i> Available from: https://elgg.leeds.ac.uk/libajn/weblog/ . [23 February 2007].
Computer software	(OpenOffice.org, 2005)	OpenOffice.org, computer software. 2005. Available from: http://www.openoffice.org [11 January 2005].
Web based image / table / figure	(The Lunar Interior, 2000)	<i>The Lunar Interior.</i> 2000. Available from: http://www.planetscapes.com/solar/browse/moon/moonint.jpg . [28 November 2000].

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Company Information		
Material Type	In-Text Example	Reference List Example
Company report	(Aspect Huntley, 2009)	Aspect Huntley Data Analysis. 2009. <i>National Australia Bank Limited company report</i> . Available from: Aspect Huntley Data Analysis. [20 May 2009].
Company profile	(Datamonitor, 2009)	Datamonitor. 2009. <i>Wesfarmers Limited company profile</i> . Available from: Business Source Premier. [20 May 2009].
Financial data	(Datastream, 2009)	Datastream. 2009. <i>S&PASX200 daily index data 2000-2009</i> . Available from: Datastream. [20 May 2009].
Datasets	(Australian Bureau of Statistics, 2012)	Australian Bureau of Statistics. 2012. <i>Australian demographic statistics 2012</i> , Cat. no. 3101.0, Australian Bureau of Statistics, Canberra. Available from: http://www.abs.gov.au . [26 October 2012].

Conference Papers & Proceedings		
Material Type	In-Text Example	Reference List Example
Conference proceeding paper: print	(Riley, 1992)	Riley, D. 1992. 'Industrial relations in Australian education', in <i>Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference</i> , ed. D Blackmur, AIRAANZ, Sydney, 124-140.
Conference proceeding paper: electronic	(Fan, Gordon & Pathak, 2000)	Fan, W., Gordon, M.D. & Pathak, R. 2000. 'Personalization of search engine services for effective retrieval and knowledge management', <i>Proceedings of the twenty-first international conference on information systems</i> , 20-34. Available from: ACM Portal: ACM Digital Library. [24 June 2004].
Conference proceeding paper: unpublished	(Brown & Caste, 1990)	Brown, S. & Caste, V. 2004. 'Integrated obstacle detection framework'. Paper presented at the <i>IEEE Intelligent Vehicles Symposium</i> , IEEE, Detroit, MI.

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Standards & Patents		
Material Type	In-Text Example	Reference List Example
Patent	(Cookson, 1985)	Cookson, A.H. 1985. <i>Particle trap for compressed gas insulated transmission systems</i> , US Patent 4554399.
Patent: Retrieved from a Database	(McCallum, 2008)	McCallum, J.M. (2008). <i>Method for and composition of excipient suitable for use in herbal formulations and formulations derived therefrom</i> , Australian Patent AU 2008100919. Available from: SciFinder Scholar. [8 December 2008].
Standard: retrieved from a database	(Standards Australia, 2008)	Standards Australia 2008. <i>Personal floatation devices - General requirements</i> , AS 4758.1-2008. Available from: Australian Standards. [1 December 2008].
Standard: published	(Standards Australia/New Zealand Standard, 1994)	Standards Australia 1994. <i>Information processing - text and office systems - office document architecture (ODA) and interchange format: part 10: formal specifications</i> , AS/NZS 3951.10:1994, Standards Australia, NSW.

Lecture Notes		
Material Type	In-Text Example	Reference List Example
Lecture notes	(Foster, 2004)	Foster, T. 2004. <i>Balance sheets</i> , lecture notes distributed in Financial Accounting 101 at The University of Western Australia, Crawley on 2 November 2005.
Course reader	(Graber, 2007)	Graber, D. 1997. 'Elections in the television age' in <i>Mass media and American politics</i> , CQ Press, Washington DC, p. 228, COMM2001 Communication and Mass Media Course Reader, Semester 2, 2012, University of Western Australia.

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Theses		
Material Type	In-Text Example	Reference List Example
Thesis: unpublished	(Hos, 2005)	Hos, J.P. 2005. <i>Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes</i> . PhD thesis, University of Western Australia.
Thesis: published	(May, 2007)	May, B. 2007. <i>A survey of radial velocities in the zodiacal dust cloud</i> . Bristol UK, Canopus Publishing.
Thesis: retrieved from a database	(Cincura, 2012)	Cincura, M. 2012. <i>Beyond profit-centric: transcendent business modelling</i> . PhD thesis, Swinburne University of Technology. Available from: Trove. [12 August 2013].

Tables and figures		
Material Type	In-Text Example	Reference List Example
All or part of a table, figure, or data used in text: from a print journal	Note. From [or The data in column # are from] 'Evaluating the effectiveness of best management practices using dynamic modelling' (Ackerman & Stein, 2008: 634)	Ackerman, D. & Stein, E.D. 2008. Evaluating the effectiveness of best management practices using dynamic modelling. <i>Journal of Environmental Engineering</i> , 134(8): 629-639. <i>Add in-text citation to the text of the illustration's caption.</i>
All or part of a table, figure or data used in text: from a book	Note. From [or The data in column # are from] <i>Thermophysical properties of fluids</i> p. 113 (Assael, 1998: 70)	Assael, M. 1998. <i>Thermophysical properties of fluids</i> . London: Imperial College Press. <i>Add in-text citation to the text of the illustration's caption.</i>