



# REFERENCING AND STYLE GUIDE

This document was updated in October 2024

The Nature Care College Style Guide is based on the following publication:

- ❖ *Style manual for authors, editors and printers 2002*, 6th edn, John Wiley & Sons Australia, Canberra.

## Table of Contents

Introduction .....	3
How to Write Assignments and Essays - The Key Steps .....	3
How to Present Assignments .....	3
Main Principles of a Reference List.....	4
Referencing and Citation Styles .....	4
Citation and Formatting Details .....	5
In-text references .....	5
Author-Date Style .....	5
Numeric Style.....	6
Reference List Guidelines .....	6
Format for Books .....	7
Format for Periodicals.....	9
Format for Internet Sources .....	10
Format for CD-Roms, Films, Videos, Television and Radio programs .....	11
Format for Seminar Papers and Conference Proceedings.....	12
Format for Personal Communications.....	12
Summary .....	13
Sample of a completed Reference List .....	13

## Introduction

This *Referencing and Style Guide* is designed to assist the students of Nature Care College to reference and present papers at an appropriate in-house standard. Assignments and essays require the student to:

- Think clearly and critically
- Research over a wide range of sources
- Use valid and appropriate evidence
- Reference work correctly and concisely
- Produce well structured and coherent work

## How to Write Assignments and Essays - The Key Steps

- ☑ Carefully read and analyse the assignment questions. Were there any additional special instructions given by your lecturer. Discuss any queries about the assignment with your lecturer.
- ☑ Write down questions that need to be answered to complete your assignment. Think about why the assignment has been set- what are the learning goals? Look at the scoring of the assignment to judge how much work should be done for each area of the assignment.
- ☑ Write down ideas from the knowledge you already have gained through your studies.
- ☑ Research and read from a variety of books, journals and other credible academic sources. Take notes and keep a record of citations.
- ☑ Ensure you have answered all of the assignment questions within your work.
- ☑ Cite correctly and appropriately and complete the reference list at the back of the assignment.
- ☑ Prioritise and allocate time to ensure you submit your assignment on time.

## How to Present Assignments

When submitting any form of assessable work to your lecturer please adhere to the following checklist. This assists your lecturer in marking your work quickly and efficiently, providing you with valuable feedback and a timely notification of your grade.

- ☑ Word process or type all work
- ☑ Use 10, 11 or 12 point text
- ☑ Use Arial, Times New Roman or Times style fonts - these fonts are designed to be easy to read
- ☑ Use double or 1.5 spacing

## Main Principles of a Reference List

Each item that you referred to in your assignment must be accurately described so it cannot be confused with a similar item. Enough information must be given so the writer/reader can track and source the specific material if desired. This acknowledgement is important so as to:

- give due credit to the author of the information
- to not breach copyright regulations
- to avoid plagiarism issues

Plagiarism occurs when you take the ideas, writings etc. of another person and use them as your own without fully acknowledging the source or formatting the information appropriately. This does not mean that you cannot use the work of others but in doing so **you must quote, summarise or paraphrase the information AND fully acknowledge the source.**



### Important Note:

Remember, when summarising or paraphrasing the key is that the text must be in your own words. ALL text, whether quoted, summarised or paraphrased, must be referenced fully.

## Referencing and Citation Styles

There are many interpretations of formatting citations. Here at Nature Care College you will be able to use either the **Author-Date style** of description or the **Numeric style** for your references.

Examples of the author-date style include the various forms of the **Harvard** referencing style or the **APA** (American Psychological Association) referencing style.

An example of the numeric style would be the **Vancouver** referencing style. You are welcome to use any of these if you are familiar with them.

The following pages of this *Referencing and Style Guide* will give you guidelines on the author-date and numeric styles as used by Nature Care College, in case you are new to referencing.

Once you have picked your preferred style, you will need to stick with it throughout the entirety of your paper.

Be aware that individual lecturers may have a preferred way for you to cite, so please check whether a specific style is expected from you.

There are many websites and guides to be found via the internet, should you need further information.

## Citation and Formatting Details

### In-text references

When writing your paper you will need to quote, paraphrase or refer to the work of other people. The different citation styles mentioned previously, have different ways to include in-text references into the main body of your work (a full descriptive citation will need to be included in the form of a Reference List at the end of your paper in all cases).

### Author-Date Style

Includes the author's surname and year of publication in parentheses directly after the quote, reference or paraphrase in the main body of your work.

If you include the author's surname in a sentence, only the publication year needs to be put in parentheses and placed directly after the author's name.

Page numbers are included if using a direct quotation.

- This health issue was first discussed in 2005 (Hobson 2005)
- Hobson (2005) was the first to discuss the problem
- '*Direct quote*' (Hobson 2005, p. 44)

### **Notes:**

When an item written by two authors is referenced, both names are given:

- Taylor & Smith (1975) reported changes to...
- Chances of recovery following this treatment are excellent (Drew & Buchanan 1974).

When an item has more than two authors, use "et al" after the surname of the first author mentioned in the item you are referencing:

- Story telling is a basic part of culture (Yaxley et al. 1999)...
- Yaxley et al. (1999) state...

## Numeric Style

Numbers are assigned to each item you are citing. They are progressive throughout your work and you will be using the same numeral if that same item is referred to again.

At the end of a sentence, immediately after a direct quotation or the author's name, Arabic numbers are placed in either a superscript position or in parentheses.

- This assumption has been convincingly refuted (1)...
- It has been stated that hypertension is associated with structural changes in the heart and blood vessels <sup>1</sup>

### **Notes:**

If multiple references are made at the same place in your paper, either use a hyphen to join subsequent references or separate them by a comma:

- A number of studies (1-3) reported...
- A number of studies <sup>1,3,5</sup> reported...

If citing specific pages, use the following:

- Hobson (3 p75) states that...
- Hobson<sup>3</sup> (pp 75-81) states...

## Reference List Guidelines

Regardless of whether you pick the author-date or the numeric style for your in-text references, you will need to add a full citation for each item used in the form of a Reference List at the end of your paper.

If you decided to use one of the previously mentioned style guides (Harvard, APA, Vancouver) you will be aware that said reference list has to be formatted in a certain way. Please use the compatible formatting style.

If you decided to follow the Nature Care College in-house guidelines on the author-date or the numeric styles, the following pages of this *Referencing and Style Guide* will give you comprehensive advice on how to format your reference list.

If you chose the **author-date** in-text referencing style, **your reference list will be compiled alphabetically by author surname.**

If you chose the **numeric** in-text referencing style, **your reference list will be listed numerically in the same order you have cited the items in your paper.**

## Format for Books

Books are listed with the following information in the following order:

Section of Citation	Detail	Examples
1. Author's surname & initials,	Notes : <ul style="list-style-type: none"> <li>○ If more than one author use the author listed first on the title page as the main author.</li> <li>○ If there are more than three authors in total use 'et al" after the first author</li> <li>○ If there is no author or editor on the title page, list work under the title</li> <li>○ If the worked is attributed to an editor on the title page use that name with (ed) directly afterwards</li> </ul>	
	One author	Brown JE,
	Two authors	Bahn PG & Smithers J,
	Three authors	Green DG, Hammond F & Smith GD,
	More than three authors	Greenwood HN et al,
	Editor	Dreadman G (ed),
	No authors (Use title instead)	<i>Illustrated human body</i> ,
	Organisation or Institution	Cancer Council Australia,
2. Year of publication,	Published date	2007,
	Copyright date only	c2008,
	No date	n.d.,
	Reprint/Reproduction Record the date of the original material as well as the more current date of publication.	1998 (1912),
3. <i>Title</i> (in italics),	<ul style="list-style-type: none"> <li>○ use the title detailed on the title page - not the book cover</li> <li>○ Minimal capital letters only first word and proper nouns</li> <li>○ Include sub titles as per the title page, and separate using 'space:space'</li> </ul>	<i>State of the world : our urban future</i> ,
4. Volume Number,	<ul style="list-style-type: none"> <li>○ Include as per the title page, add after title using 'space:space'</li> <li>○ Use as necessary</li> <li>○ Arabic or Roman Numerals according to title page</li> <li>○ Add the title of that volume if necessary</li> </ul>	: vol 10, : vol III, : vol 2, Head, neck and shoulders,
5. Edition,		2nd edn,
6. Editor, reviser, Compiler or translator,  ◆ If other than author ◆ Initials first, then Surname	Abbreviations used are; trans. (translated by) rev. (revised by) comp. (compiled by) ed. (edited by)	trans. RE Dudgeon,
7. Publisher,	Usually found at the bottom of Title page, but can be on the verso	Phoenix,
8. Place of Publication,	name of the city <ul style="list-style-type: none"> <li>○ Use the first listed place on the title page</li> <li>○ Qualify with a country abbreviation if necessary</li> </ul>	New York,  Cambridge, Mass, St Lucia, Qld,
8. Page number or numbers.	Use if applicable	p56. pp45-63.

### Examples:

Brown JE, 2005, *Nutrition now*, 4th edn, Thompson/Wadsworth, Belmont, CA.

Bullock A & Trombley S (eds), 1999, *New Fontana dictionary of modern thought*, 3rd edn, Harper Collins, London.

Hahnemann S, 2002(1830), *Materia Medica Pura : vol I, Acontium-Ipecacuanha*, trans. RE Dudgeon, B.Jain Publishers, New Delhi.

### **For a chapter within a book**

Detail the author and title of the section you used, followed by the full book citation as in the above table, indicating page numbers.

Newman P & Kenworthy J, 2007, 'Greening urban transport' in Starke L (ed), 2007, *State of the world : our urban future*, Earthscan, London, pp 66-85.

Bryant SL, 1989, 'Growth, development and breeding patterns of the long nosed potoroo' in Grigg C, Jamon P, & Hume I (eds), *Kangaroos, wallabies and rat kangaroos*, Surrey Beatty & Sons, Sydney, pp. 97-119.

### **If the book was found online, cite adding the following**

9. Online publisher
10. Date viewed
11. Full URL

eg. Lo FC & Marcotullio PJ 2001, *Globalization and the sustainability of cities in the Asia Pacific Region*. United Nations University Press, New York in Questia Online Library, viewed 31 July 2018, <http://www.questia.com/PM.qst?a=o&d=102659850#>



## **Format for Periodicals**

(Journal, Electronic Journal, Magazine and Newspaper articles)

Section of Citation	Detail	Examples
1. Author's surname & initials,	Notes : <input type="checkbox"/> If more than one author use the author listed first on the title page as the main author. <input type="checkbox"/> If there are more than three authors in total use 'et al' after the first author <input type="checkbox"/> If there is no author or editor on the title page, list work under the title <input type="checkbox"/> If the worked is attributed to an editor on the title page use that name with (ed) directly afterwards	
	One author	Brown JE,
	Two authors	Bahn PG & Smithers J,
	Three authors	Green DG, Hammond F & Smith GD,
	More than three authors	Greenwood HN et al,
	Organisation or Institution	Cancer Council Australia,
	No authors (Use title of article instead)	'Massage techniques',
2. Year of publication,	Publication date of the journal	2007,
3. 'Title of article'  <input type="checkbox"/> in single quotation marks		'Processing fat in the digestive system'
4. <i>Title of journal or periodical</i> , <input type="checkbox"/> in italics	<input type="checkbox"/> full title of the journal or periodical	<i>British Medical Journal</i> ,
5. Issue Information,	<input type="checkbox"/> Volume number <input type="checkbox"/> Issue number <input type="checkbox"/> Additional information eg season, month or date	vol 199 no 22, vol 47 no 3, Summer, vol 6 no 2, 3 May,
6. Page number or numbers.	Use if applicable	p56. pp45-63.
7. Database Name.	<input type="checkbox"/> use <u>in</u> after citation	<u>in</u> Health and Medical Complete (Online), Proquest.

### **Examples:**

Carley A, 2003, 'Anemia: When is it iron deficiency?' *Pediatric Nursing*, vol 29 no. 2, 1 Mar, p127-33. in Health and Medical Complete (Online) Proquest.

Morrison J, 2002, 'All that glitters' *Habitat Australia*, vol 30 no. 4, August, pp 20-21.

'Nimble pests', 2002, *New Scientist*, 24 August, p20.

Towers K, 2000, 'Doctor not at fault: coroner', *Australian*, 18 January, p 3.

Viteri FE & Berger J, 2005, 'Importance of pre-pregnancy and pregnancy iron status: can long-term weekly preventative iron and folic acid supplementation achieve desirable and safe status?' *Nutrition Reviews*, vol 63 December Supplement, p S65-S76. in Health and Medical Complete (Online), ProQuest.

## **Format for Internet Sources**

(factsheets, podcasts, videos, websites)

Section of Citation	Detail	Examples
1. Author's surname & initials,	Notes : <input type="checkbox"/> If more than one author use the author listed first on the title page as the main author. <input type="checkbox"/> If there are more than three authors in total use 'et al' after the first author <input type="checkbox"/> If there is no author or editor on the title page, list work under the title <input type="checkbox"/> If the worked is attributed to an editor on the title page use that name with (ed) directly afterwards	
	One author	Brown JE,
	Two authors	Bahn PG & Smithers J,
	Three authors	Green DG, Hammond F & Smith GD,
	More than three authors	Greenwood HN et al,
	Editor	Dreadman G (ed),
	No authors (Use title instead)	<i>Illustrated human body,</i>
	Organisation or Institution	Cancer Council Australia,
2. Year of publication,	last date the site was updated	2007,
	Copyright date only	c2008,
	No date	n.d.,
	Reprint/Reproduction <input type="checkbox"/> Record the date of the original material as well as the more current date of publication.	1998 (1912),
3. <i>Title of webpage,</i> <input type="checkbox"/> include format in brackets if necessary <input type="checkbox"/> in italics	<input type="checkbox"/> use the title detailed on the blue bar at the top of the screen if there isn't an obvious title in the body of the page <input type="checkbox"/> formats can include; video; podcast; audio, slideshow, image	<i>Urban gardens (podcast),</i>
4. Publisher,	Name of the source/organisation	American Medical Association,
5. Place of Source,	<input type="checkbox"/> If available <input type="checkbox"/> Qualify with a country abbreviation if necessary	New Zealand,
6. Date of viewing,	<input type="checkbox"/> Important as information on the Net can change.	viewed 25 January 2019,
7. URL	<input type="checkbox"/> copy and paste from toolbar at top of the page	<a href="http://www.cancer.org.au/aboutcancer/cancertypes/cervicalcancer.htm">http://www.cancer.org.au/ab outcancer/cancertypes/cervica lcancer.htm</a>

### **Examples:**

Crane F, 2009, *Studies of rabbit populations*, CSIRO, Australia, viewed 4 September 2019, <http://www.csiro.au/science/CrusaderRabbits>.

International Narcotics Control Board, 1999, United Nations, Vienna, viewed 12 October 2019, <http://www.incb.org>.

'Potaroo', 2007, *Encyclopaedia of Mammals*, Websters, viewed 31 November 2019, <http://www.websters.com.au/article-9044553>

*Volcanoes of Indonesia (video)*, 2002, Smithsonian National Museum of Natural History, Washington, viewed 11 September 2019, <http://ravenel.si.edu/gvp/world/region.mp4>

## **Format for CD-Roms, Films, Videos, Television and Radio programs**

Section of Citation	Detail	Examples
1. Title □ in italics	Can use the item case; details printed on the disk, or the credits from the item when it is played.	<i>Food matters,</i>
2. Date of production / recording,	As above; if no published date use copyright date or n.d. if no date can be found	2010, c2011, n.d.,
3. Format,	Description of item type	video recording, DVD, radio program, television program, motion picture, CD rom,
4. Publisher,	Can use the item case; details printed on the disk, or the credits from the item when it is played.	SBS Television,
5. Place of recording,	□ City □ Qualify with a country abbreviation if necessary	Sydney,
6. Date of broadcast.	□ If from public media source	27 September.

### **Examples:**

*Family Life* 1998, DVD,TCN, broadcast 24 June 2011.

*The face of North Sydney* 1998, CD-ROM, North Sydney Council, North Sydney.

*The search for meaning* 1998, radio program, ABC Radio, Sydney, 24 March.

*Sunday too far away* 1975, motion picture, South Australian Film Corporation, Adelaide, Starring Jack Thompson, Reg Lye and Max Cullen.

*What are we going to do with the money?* 1997, television program, SBS Television, Sydney, 8 August.

## **Format for Seminar Papers and Conference Proceedings**

Section of Citation	Detail	Examples
1. Author'/Speaker's name,	surname then initials	Borassa GH,
2. Year of publication,		2010,
3. 'Title of paper/presentation',	in single quotation marks	'The obesity crises is here',
4. <i>Title of published work,</i>	in italics	<i>Proceedings of the 3rd annual meeting of the International Naturopath's Society,</i>
5. Governing Body (Publisher),		International Naturopath's Society,
6. Place of Conference,	City	Melbourne,
7. Page number or numbers.	If necessary	Pp39-45.
8. Date of viewing	If sourced online	viewed 25 January 2020,
9. URL	If sourced online	<a href="http://www.cancer.org.au/ab">http://www.cancer.org.au/ab</a>

### **Example**

Stuckey SJ et al, 1997, 'Dietary patterns of the elderly in Sydney', *Proceedings of the 10<sup>th</sup> Congress of the Nutritionists Society of Australia*, Nutritionist Society of Australia, Melbourne p.31-39.

## **Format for Personal Communications**

Details of personal communications do not need to be included in the bibliography. They are better mentioned in the text as follows:

- Ms.S Savieri's letter dated 24 April 2020 contained.....
- When interviewed on 24 April 2020, Ms S Savieri said .....
- It has been reported that an outbreak occurred in Shepparton (S Savieri 2020, pers.comm., 24 November)

## Summary

For each item the basic pattern is as follows (note punctuation and formatting)

### Book

Author, date of publication, *Title of work*, edition, Publisher, Place of publication, page if relevant

### Journal article

Author, date of publication, 'Title of article/section', *Title of main work*, issue information.

### Item from the web

Author, date of last update, *Title of page*, Publishing body, Place of source, Date of viewing, full URL

### Item from a database

Citation as per book or journal above with this following .... in Name of database (Online), Publisher

## Sample of a completed Reference List

Auchin K, 2004, 'Fanfare for the common man' *Nutrition Readings*, vol 117 no 62, 21/12/99- 04/01/00, pp 176-179.

Bahn PG, 1999, *Lost Chances*, Phoenix, London.

Brown JE, 2005, *Nutrition now*, 4th edn, Thompson/Wadsworth, Belmont, CA.

Carrero JJ & Grimble RF, 2006, 'Does nutrition have a role in peripheral vascular disease?' *The British Journal of Nutrition*, vol 95 no 2, 1 Feb, p.217-229 in Health and Medical Complete (Online) Proquest.

Drew LRH, Moon JR & Buchanan FH, 1974, *Alcoholism : a handbook*, Heinemann Health, Melbourne.

Huynh F, Fowkes C & Tejani A 2009, 'Garlic for the prevention of cardiovascular morbidity and mortality in hypertensive patients' *Cochrane Database of Systematic Reviews*, no. 1, viewed 13 Feb 2009  
<http://mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD007653/frame.html>

Patterson AJ et al, 2001, 'Dietary treatment of iron deficiency in women of child bearing age' , *American Journal of Clinical Nutrition*, vol 74 no 5, November, p.650-656.

Strauss BJ, 1984, 'Digestion and absorption' in Wahlqvist ML(ed). *Food & nutrition in Australia*, Methuen, Melbourne.