Referencing FAQs

Question 1
How can I tell which is the author's given name?
- In English-speaking countries like Australia, the given names will most commonly be written first, followed by the family name (or surname). Example: Mary Smith or Mary Elizabeth Smith.
- However, particularly in some journal articles and database search results, the family name may be written first. If this is the case, the family name is followed by a comma. Example: Smith, Mary. This comma is very important in helping you identify which are given names and which are family names. Some names can function as either a given or a family name. Example: Christopher, John, David, Kerry, Lee, Henry.

Question 2
If there is more than one author of a work, do I change the order of their names so that are in alphabetical order?
- No. The names must be kept in the order in which they are published. The first name listed on a work is the primary (leading) author. Example: Williams, J. G., Kent, S. W., & Bingham, L.
- The entry in your list of References or Bibliography would be under “W”.

Question 3
If an author has more than one family name, do I need to write both of them?
- Yes, if there is a hyphen between the names. These names must be written as they are published. Example: Stein-Parbury, J.
- The entry in your list of References or Bibliography would be under “S”.

Question 4
Do I give the full names of the authors of a work in the text of my assignment?
- For author/date styles of referencing (like APA and Harvard), you write only the family name (surname) followed by the date of the publication in the in text citation.
- Note that with Chicago style footnoting (placed at the bottom of the page), for the first footnote of a work you will need to give the full names of the authors. Please see the Academic Skills Unit’s pamphlet “Note Citations – Chicago”.

Question 5
Do I write the author’s full name in the list of References?
- For APA style referencing, you write the author’s family name first, followed by the initials of his/her given names. Example: Smith, M. or Smith, M. E.
- The Harvard system is the same as APA, EXCEPT that there are no full stops after initials. Example: Smith M or Smith M E
- For Chicago style referencing, you will write the author’s family name first, followed by his/her first given name in full and then the initial(s) of his/her subsequent given name(s), with full stops. Example: Hedrick, Charles, or Mews, Constant J.
- Remember that your reference list or bibliography should be in alphabetical order regardless of the referencing style you are using.
Question 6
Do I need to include the author’s title or qualifications?
  - No. You do not include titles like “Dr” or “Professor”, or qualifications like “RN”.

Question 7
If there is no author given as the writer of a work, do I write Anonymous?
  - Anonymous is only used if it appears on the publication.
  - For APA, where there is no author, in your text cite the first words of the title of a web page, a chapter or an article in double quotation marks and give the publication date. Put the title of a book or report in italics. In the reference list, place the title of the publication in italics in the position where the author’s name is usually located.
  - For Harvard, cite the title of the text in italics in the text, and give the publication date and page number. In the reference list, place the title of the publication in italics in the position where the author’s name is usually located.
  - For Chicago, cite the title in italics in your footnotes, and the other information as required. Please consult the “Note Citations – Chicago” pamphlet.

Question 8
What is the difference between the publication date and the date accessed for an electronic source?
  - The publication date is the date the document was originally published. The date accessed is the date you last retrieved the resource. As many electronic sources can change quickly over time (e.g., Wikis and blogs) you will need to include the date you accessed this kind of material. If the original publication date is given, you need to cite this as well.

Question 9
How do I find the author of a web page?
  - The author of a web page may not necessarily be an individual person. It may be a corporate or organisational author. Identify the copyright holder or look for an “About Us” link to help you locate the author.
  - Before using a web page as a source in your assignment, you must make sure that the author is accepted as credible in your area of study.

Question 10
Where can I find the information about the publisher and place and date of publication?
  - You will often need to turn over the first page or two at the front of the book until you find the necessary information, which is usually printed in a very small font. The copyright symbol (©) is a good indicator that you have found the right place as this is given next to the name of the publisher or authors.
  - For an electronic source, the publisher can be either similar to a traditional publisher of printed sources, or the organization(s) that maintains the website. Use the largest identifiable name. The date is often in the footer area of the page with the author’s name. If the document contains both a creation date and the date it was last updated, use the ‘last updated’ date.

Question 11
How much information about the publisher of a book do I need to give in my list of References?
  - You need to give the place of publication and the name of the publisher. The order of these two pieces of information, however, varies across referencing styles.
  - In the publisher’s name, omit details such as Pty. Ltd., Inc., Co., or Company.
• In APA and Chicago style, the place of publication is first, followed by the name of the publisher. Use a colon (:) to separate each part of the information. For APA, give both the city and the city’s state (abbreviated) for works published in the United States. Works published outside the United States require both the city and the country. For Chicago, the city and city’s state is required, unless the city is very well known (e.g., Sydney, London, New York), and then the state or country may be omitted.

• Note that in Chicago, the date follows the publisher.

Examples:

APA:

Chicago:

• In Harvard style, the publisher appears first, followed by the place of publication. These are separated by a comma. For well-known cities, e.g., Sydney, London, New York, only give the name of the city. For less well-known places, give the name of the city plus the state or country.

Examples:

Harvard:

Question 12

If several places of publication are listed, which one should I choose to put in my list of References?

• In these days when publishers have branches in many different countries, it is sometimes difficult to be sure where a particular book was published. In this case, put the first city given in your own reference list as this is where the head office is likely to be.

Question 13

If I put an author’s ideas into my own words, do I still need to reference his/her work?

• Yes. You must always acknowledge the person or people whose work you are using as evidence to support your understanding and/or arguments. This applies to oral presentations as much as to your written work.