RULES FOR TITLES
> Book titles, journal names and website titles should be in italics
> Journal article titles and chapter titles from edited books should be in plain text inside 'single quotation marks'
> Book titles, article titles, chapter titles and website titles should be lower case except the first word and proper nouns
> Journal names should have all major words capitalised

RULES FOR QUOTATIONS
If you are using a short quote
> The quotation itself should be in 'single quotation marks'
> The in-text reference must include the page number after the year
> Use ‘p.’ for a single page or ‘pp.’ for several pages, for example (Smith 2010, p. 43)

RULES FOR WEB PAGES
The key elements when referencing a web page are:
> The person or organisation who wrote or created the web page [author]
> The year the web page was created or last updated
> The title of the web page [in italics]
> The organisation responsible for sponsoring, or publishing the website [can be left out if this is the same as the author]
> The place where the publisher is located [can be left out if this is unclear]
> The day, month and year you last accessed the website
> The full URL [in angle brackets]

EXAMPLES
Author/s Years) or Author/s (Year)
(Turner & Roth 2003) or Turner and Roth (2003)
(Alysen et al. 2003) or Alysen et al. (2003)
‘the taxation advantage ... was ... neutralised in 1988’ [McGrath & Viney 1997, p. 137]
McGrath and Viney [1997, p. 137] discuss ‘the taxation advantage’

EXPLANATION
When you cite a reference in the text of your work:
> Include the author’s surname and the year of publication
> Normally the authors and year are inside parentheses, but if you want to use the author’s name as part of the sentence the year can be in parentheses by itself
> Inside Parentheses: if the reference has two or three authors, use ‘&’ between the last two authors
> Outside Parentheses: if the reference has two or three authors, use ‘and’ between the last two authors (see examples above)
> If there are more than three authors list only the first author and abbreviate the others by ‘et al.’
> Add page numbers when quoting

THE REFERENCE LIST
All references cited in text should be:
> Included in a reference list at the end of your work
> Ordered alphabetically by author surname
For each reference
> List all authors, with initials following each surname, using ‘&’ between the last two if more than one author
> When there is no author, use the title in its place (see Book example)