

REFERENCING GUIDELINES

Native Title Research Unit, AIATSIS



AIATSIS

AUSTRALIAN INSTITUTE OF
ABORIGINAL AND TORRES STRAIT
ISLANDER STUDIES

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Introduction: NTRU referencing guidelines

The guide is divided into two parts. Part A of this guide provides instructions for referencing Issues papers using the Documentary-Note System. For those submitting to the Discussion paper series or a book-length manuscript, authors may select the referencing style suitable for their academic discipline and are not bound to follow the Issues paper format. Part B of this guide provides examples for the author-date referencing style which may be used in NTRU Discussion papers and books.

This guide is partly based on the Australian government's *Style manual: For authors, editors and printers*. Legal citations are based on the *Australian guide to legal citation* available online at <http://mulr.law.unimelb.edu.au/go/aglc>. It is designed to be user-friendly and accessible but is not exhaustive.

For information on the NTRU editorial policies and procedures please consult the NTRU *Editorial Policy* available at: http://www.aiatsis.gov.au/ntru/documents/NTRUEditorialPolicyGuide_003.pdf

For further information on writing style preferences, grammar and issues of cultural appropriateness in Indigenous Studies please consult the Aboriginal Studies Press (ASP), *Publishing style guide for authors and editors* available at: <http://www.aiatsis.gov.au/asp/docs/StyleGuide.pdf>

Indigenous authors can also consult the ASP *Information Kit for Indigenous Authors*: <http://www.aiatsis.gov.au/asp/docs/IndigAuthorKit.pdf>.

For any queries regarding these guidelines or if you are uncertain of how to follow them, do not hesitate to contact NTRU publications on ntru@aiatsis.gov.au

Function of referencing

NTRU publications incorporate references in order to:

1. Acknowledge the source of ideas and arguments that are not the author's own, for example, when we use quotations or when summarising or paraphrasing.
2. Advance the understanding of the subject under discussion in order to clarify what new aspects are introduced
3. Help the reader to pursue the ideas in their original form

4. Provide a clear notation of the location of quoted text
5. Clarify information that cannot be considered a common part of the knowledge and cultural literacy that a reader brings to a subject
6. Maintain the integrity of the process of verifying original sources of information and where such sources are no longer available, alert the reader about where to look to pursue the material in question

Part A: Issues papers

The *Land, Rights, Laws: Issues of Native Title* series uses only footnotes and does not use bibliographies or reference lists. The citation style used for Issues papers is referred to as the Documentary/Note System also known as Oxford Referencing System.

Formatting footnotes

Footnotes consist of a number in the text and a corresponding note at the foot of the page. Footnotes should be Arabic numerals (1, 2, 3...) rather than other styles (a, b, c or i, ii, iii). The numbers should be in superscript.

Footnote numbers in the text generally follow punctuation marks at the end of the sentence. An exception is for direct quotations where numbers can be inserted immediately after the close quote mark. Occasionally numbers are inserted directly after a phrase or clause; while this may interrupt sentence flow, it also enables greater specificity if needed. Avoid the use of footnotes on headings. Instead, insert note at the end of the first sentence after the heading.

A short line at the foot of the page separates the main text from a list of all notes on each page. Notes at the foot of the page should be in font-size 10. If a note contains multiple references, each source should be separated by a semi-colon.

Footnotes should be set out as in the following examples of the Documentary-Note System. The standard citation of a single authored book in a footnote is:

[author initial] [author surname] [comma] [title in italics, initial cap and lower case] [comma] [publisher] [comma] [place] [comma] [date] [full stop]

Explanatory footnotes

Explanatory footnotes provide clarifying or contextualising information without interrupting the subject addressed. They may provide supplementary information of interest to select readers but not appropriate to include in the body of the text. For example, if a technical term is used, the

author may prefer to explain the meaning in a footnote. This allows readers unfamiliar with the term to access information without interrupting the subject when additional detail is not required.

Key items in citations

The following items are commonly included. A comma should separate each item, concluding with a full stop.

Author: (single, multiple, corporate)
Initial and surname followed by a comma. First and middle name initials are not separated with a space. Examples: BR Meyers, Northern Land Council,
Title
First letter upper case and other words lower case except for proper nouns. First letter of the first word after a colon is upper case. For government and legal citations, titles should conform to the original spelling of the document. First letters of titles of Journals are all upper-case. Titles are either italicised or in inverted commas depending on type of publication. Examples: Non-government publication: <i>Birds of standing water: Reflections of a medieval mystic</i> Government publication: <i>A Time for Change: Yes/No? Inquiry into the Machinery of Referendums</i>
Editor
Initial and surname followed by (ed.) for a single editor or (eds.) for more than one editor. Examples: S Gobena (ed.) G Hashem and M Bulgakov (eds.)
Publisher
Name of publisher is usually after the title. It can be shortened. Examples: Moscow State University Press Penguin—not Penguin Books
Place of publication
If the work lists more than one location then use the one closest to your home location. If not in Australia, include country or region. If a suburb or town is listed rather than city, then include the state or territory. Examples: Melbourne Dingo Queensland McMurdo Antarctica

Year of publication

If more than one date is listed, use the most recent.

The original publication date can also be included in brackets after the current publication.

Use 'in press' for work that is not published but is forthcoming. This should be placed after the title.

For example: JM Kremer, *Genghis Kahn: The Mongol warrior*, (in press), Mongolian Press, Ulaanbaatar Mongolia.

Page numbers

Use page numbers for direct quotations: p. 3, pp.13-14.

Use the page span for journal articles or for sections and chapters: pp.2–31

Use the en-dash (–) when referencing page spans. Instructions about the use of dashes can be found in the Writing and Grammar section of this guide.

Books

Books by a single author

P Sutton, *Native title in Australia: An ethnographic perspective*, Cambridge University Press, Port Melbourne Vic, 2003.

Books with more than one author

F Merlan and A Rumsey, *Ku Waru: Language and segmentary politics in the Western Nebilyer Valley, Papua New Guinea*, Cambridge University Press, Cambridge, 1991.

- for more than one author, use 'and' rather than an ampersand (&)

H McRae et al., *Indigenous legal issues: Commentary and materials*, 4th edn, Thomson Reuters, Pymont NSW, 2009.

- for more than three authors, use 'et al.' after the first named author

Edited books

L Strelein (ed.), *Dialogue about land justice: Papers from the National Native Title Conference*, Aboriginal Studies Press, Canberra, 2010.

- use (ed.) following the name of an editor
- use (eds.) following the names of multiple editors

Chapters from an edited book

S Babidge, 'The truth of native title connection in absentia' in T Bauman and G Macdonald (eds.), *Unsettling anthropology: The demands of native title on worn concepts and changing lives*, Australian Institute of Aboriginal and Torres Strait Islander Studies, Canberra, 2011, pp. 82–99.

- author and title of chapter precedes editors and title of book
- title of chapter in inverted commas; title of book italicized
- the word 'in' follows the title instead of a comma
- page span for chapter is included

Chapters from a single authored book

N Pearson, 'Land is susceptible to ownership', chapter 4 in *Up from the mission: Selected writings*, 2nd edn, Black Inc., Collingwood Vic, 2011, pp.100–132.

- the same format as an edited book except without reference to an editor
- chapter number after the title: 'chapter 4'

Different editions

L Strelein, *Compromised jurisprudence: Native title cases since Mabo*, 2nd edn, Aboriginal Studies Press, Canberra, 2009.

- edition is after the title
- ensure full letters are used (2nd) and not superscript (2nd)

Articles

Journal articles

DL Ritter, 'The ideological foundations of arguments about native title', *Australian Journal of Political Science*, vol. 45, no.2, June 2010, pp. 191–207.

- title of article in inverted commas
- title of journal all words upper-case and italicized
- volume (vol.) precedes number (no.)
- does not require publisher and place, though this information may be helpful in less well-known journals

Submissions

D Cronin, S Smallacombe and M Bin-Sallik, Submission to the House of Representative Standing Committee on Aboriginal and Torres Strait Islander Affairs Inquiry into Capacity Building in Indigenous Communities, Faculty of Aboriginal and Torres Strait Islander Studies and Centre for Indigenous Natural and Cultural Resource Management, Northern Territory University, Darwin, 13

September

2002,

<<http://www.aph.gov.au/house/committee/atsia/indigenouscommunities/subslist.htm>>.

- often submissions do not have titles and references will not include the use of inverted commas or italics. Rather 'Submission to'...

Aboriginal and Torres Strait Islander Social Justice Commission, Submission to the Parliament of the Commonwealth of Australia on the Social Justice Package by Michael Dodson, Aboriginal and Torres Strait Islander Commissioner, Sydney, 1995.

- if both an agency and individual author is listed, refer first to the agency and include the name of the author after the title or document specification

Reviews

RA Williams, Jr, review of *Indigenous peoples, the United Nations, and human rights*, ed., S Pritchard, *European Journal of International Law*, vol. 10, no.1, 1999.

- author of review followed by 'review of' and title of item reviewed, followed by author or editor

Proceedings (published)

T Bauman and F Kingham, *Native title mediation: Issues identified, lessons learnt, proceedings and findings of IFaMP workshops with native title mediators, February and March 2005*, report no. 5. Australian Institute of Aboriginal and Torres Strait Islander Studies, Canberra, 2006.

Annual reports

Attorney-General's Department, *Attorney-General's Department Annual Report 2009–10*, AGD, 2010, <http://www.ag.gov.au/www/agd/agd.nsf/Page/Publications_AnnualReports_Annualreport2009_Annualreport2009-2010#pdfversion>.

Working papers

W Sanders, 'Alice Springs unrepresentative council: Cause for intervention?', *CAEPR Working Paper Series*, no. 76, Centre for Aboriginal Economic Policy Research, Australian National University, 2011, <<http://caepr.anu.edu.au/sites/default/files/Publications/WP/WP76.pdf>>.

Newspaper articles

M Langton, 'Aboriginal sophisticates betray bush sisters', National Affairs, *The Australian*, 15 April 2011. <<http://www.theaustralian.com.au/national-affairs/opinion/aboriginal-sophisticates-betray-bush-sisters/story-e6frgd0x-1226039349353>>.

- newspaper articles can include section of paper after the title of the article: 'National Affairs'.

Media releases

Northern Land Council, *NLC and NAB working side by side on Blue Mud Bay*, media release, Darwin, 17 August 2011.

- 'media release' after title

Secondary sources

Citations from secondary sources are discouraged, as every effort to secure reference to the primary source should be made. If the original is unavailable, both the secondary and original source should be cited.

DB Rose, 'Nourishing terrains: Australian Aboriginal views of landscape and wilderness', Australian Heritage Commission, Canberra, 1996, cited in K Muir, "This earth has an Aboriginal culture inside" Recognizing the cultural value of county', *Land, Rights, Laws: Issues of Native Title*, vol.1, no.23, 1998, p.1.

- primary source is followed by 'cited in' and then secondary source
- page number is where the source is referenced in the secondary source

Unpublished material

It is important to include contextual information when citing unpublished material such as the classification of the material itself. Titles of unpublished material are never italicized; instead, titles are in inverted commas.

Conferences presentations

PA Keane, 'Opportunity and responsibility', keynote address presented at the National Native Title Conference convened by the Australian Institute of Aboriginal and Torres Strait Islander Studies, Brisbane, 1–3 June 2011.

- 'paper presented at' or equivalent; name of conference; conference convener; location of conference
- dates should correspond to the dates of the conference rather than the date of presentation

Lectures

P Sutton, 'Norman Tindale and native title: His appearance in the Yulara Case', Norman B Tindale Memorial Lecture, South Australian Museum, Adelaide, 2 December 2006.

- title of the lecture, e.g. 'Norman B Tindal Memorial Lecture', or lecture series.

Speeches

P Dodson, speech to the National Reconciliation Planning Workshop, Old Parliament House, Canberra, 31 May 2005.

- identify who the speech was given to

Proceedings

Federal Court Judges Native Title Briefing Course, 'Federal Court judges native title briefing course held at ANA Hotel, Sydney, 29-30 March 1996: proceedings', Sydney, 1996.

Thesis

P Burke, 'Law's anthropology: From ethnography to expert testimony in three native title claims', PhD thesis, Australian National University, 2005.

- after title, include type of thesis (PhD, DPhil)
- include the degree-granting institution

Personal communication

The author must ensure they have obtained the relevant permissions before referencing any form of personal communication.

Generic

G Kazbegi, pers. comm, 1 October 2011.

Email

K Wiltshire, email, 23 December 2008.

Interview

M Ibrahim, interview with the author, Darwin, 8 April 2011.

Electronic, audio and visual work

Always include the URL address or database name for electronic sources. There is no need to include an access date other than for online databases. For webpages, it is more useful to cite the date the page was last modified.

Terms for citing online sources:

- 'viewed' for art, film, etc
- 'retrieved' or 'accessed' informs us when the author consulted the electronic source

- 'available at' or 'online at' alerts the reader to where they may find the source but not necessarily where the author themselves accessed it

Website

Australian Institute of Aboriginal and Torres Strait Islander Studies,
<<http://www.aiatsis.gov.au/index.html>>.

Webpage

Australian Institute of Aboriginal and Torres Strait Islander Studies, Native Title Research Unit, 'Land Tenure', <<http://www.aiatsis.gov.au/ntru/tenure.html>>.

Documents within a website

Australian Institute of Aboriginal and Torres Strait Islander Studies, *Guidelines for ethical research in Australian Indigenous studies 2011*, 2nd edn, AIATSIS, 2010,
<<http://www.aiatsis.gov.au/research/docs/GERAISjune2011.pdf>>.

Webvideo

Australian Institute of Aboriginal and Torres Strait Islander Studies, *Russell Taylor*,
<<http://www.youtube.com/watch?v=o59eV0IQP74>>.

- author can be the name of the channel

Electronic databases

Agreements, Treaties and Negotiated Settlements Project database, Indigenous Studies Program, University of Melbourne, <<http://www.atns.net.au/agreement.asp?EntityID=3638>>.

Documents retrieved from electronic databases

R Tonkinson, Review of 'Vision and reality in pacific religion: Essays in honour of Niel Gunson', *The Contemporary Pacific*, vol.19, no.1, Spring 2007, p.327, accessed 8 October 2011, *Expanded Academic ASAP*, item A155476119.

- access date
- name of database and item number (if available).

Documents retrieved from catalogues

J Wright, *We call for a treaty*, Collins, Sydney, 1985, National Library of Australia catalogue,
<<http://catalogue.nla.gov.au/Record/1663487>>.

Electronic mailing lists

E Spencer, 'New anthropology book', Australian Anthropological Society Discussion Group, Australian National University, mailing list, accessed 12 June 2010.

Radio

M Dodson, *The World Today*, ABC Radio, 6 December 2004.

Black chat with Paulette Whitton, Koori Radio, Strawberry Hills NSW, 12 October 2006.

- radio program and radio station

CD-ROMs

Aboriginal and Torres Strait Islander Social Justice Commission, *Native Title Report 2006* [CD-ROM], Human Rights and Equal Opportunity Commission, Sydney, 2007.

- [CD-ROM] at the end of title using square brackets

Film

Mining and native title [DVD], National Native Title Tribunal, c2009, 15min.

After Mabo [VHS], Mirimbiak Nations Aboriginal Corporation, c1997, 84 min.

- [DVD] or [VHS]after title using square brackets
- citation can include the length of the film, the director, producer or other details.

Maps

National Native Title Tribunal, *Gulf of Carpentaria region: Native title applications and determination areas as per the Federal Court (30 June 2011)*, Queensland Regional Maps, National Native Title Tribunal, Map, 2011, <http://www.nntt.gov.au/Publications-And-Research/Maps-and-Spatial-Reports/Documents/Quarterly%20Maps/QLD_Carpentaria_NTDA_Schedule.pdf>.

Artwork

Painting

J Watson, *Sacred ground beating heart 1989*, painting, held at Queensland Art Gallery, Brisbane.

E Mabo, *Self portrait of Eddie Mabo*, painting, exhibited 'Treasures Gallery', National Library of Australia, 7 October 2011–15 December 2012.

Photography

J Beckett, 'Eddie Mabo and others at his house in Townsville', photograph, Australian Institute of Aboriginal and Torres Strait Islander Studies Pictorial collection, Townsville, 1983.

Government publications

Citation of government publications can pose challenges. There may not be a single author or single entity responsible for the publication's production, which can make identifying proper reference authority difficult. Many government publications may be the product of a single department, a committee within a department, an intra-agency commission, or private sector consultants that contributed to the outcome.

The types of publications vary considerably and it is incumbent on authors to examine closely a publication's sponsoring agencies whose authorising authority may not wholly or accurately reflect the order of responsibility for references. For example, in some instances, publications may be the product of a single commission, inquiry, or initiative that may arrive at results drawn from a range of departments, but do not derive authorising authority from any single government agency nor follow an established pattern of organisation.

In order to understand the difference between authority and reference responsibility in government publications, attention should be taken to identify the type of publication from the list below. The following list covers the most frequently encountered categories; however, it is not exhaustive and authors should consult the Australian government's [Style manual: For authors, editors and printers](#).

Documents produced by government departments and agencies

Australian Institute of Health and Welfare, *Homelessness in Indigenous Australia 2000–01*, Australian Institute of Health and Welfare, Canberra, 2001.

- if there is no author listed, the sponsoring government agency should be cited

Department of Education, Training and Youth Affairs, *Indigenous Youth Literacy in Australian Schools*, research report prepared by D Walt, M Meirheimer and L Residual, Department of Education, Training and Youth Affairs, Canberra, 2000.

- if there is an author and agency listed, the sponsoring government agency should be cited first and the individuals following the title

Department of Immigration and Multicultural Affairs, *Registration of Indigenous Business*, Statistics Section, Business Branch, Department of Immigration and Multicultural Affairs, Canberra, 2002.

- if the publication is produced by a single division within an agency, the branch or division responsible should be cited

- when a division produces a document and the supervising agency does not act as publisher, the agency should be cited as the author with the division responsible indicated parenthetically following the agency's name

Documents commissioned by a committee

House of Representatives Standing Committee on Family and Community Affairs, *Every picture tells a story: Report on the inquiry into child custody arrangements in the event of family separation*, Commonwealth of Australia, Canberra, December 2003.

Attorney-General's Department Steering Committee, *Structures and Processes of Prescribed Bodies Corporate*, Canberra, 2006, p. 6.

Parliamentary Paper series

Commonwealth, Joint Committee on Native Title, *Native Title Tribunal report for 1993-94*, Parl Paper No 43, Canberra, 1995.

Parliamentary papers consist of documents and papers tabled in the Commonwealth Parliament. The Parliamentary Papers series includes reports and statements put forward to Parliament from:

- departments
- authorities
- parliamentary and ad hoc committees of inquiry, and
- royal commissions

The series may also include assorted ministerial statements and petitions that have been printed according to the direction of the sitting Parliament.

Documents in this series contain a Parliamentary Paper Number (eg 42/99) accessible in the National Library of Australia and State libraries. Documents not ordered to be printed are made available under provisions of the Copyright Act 1968 to the National Library of Australia and to State libraries through the Library Deposit Scheme.

Committee reports

Senate Legal and Constitutional Affairs Committee, *Inquiry into Native Title Amendment Bill 2009*, Senate Legal and Constitutional Affairs Committee, Canberra, 2009.

Committee evidence

Evidence to Senate Standing Committee on Legal and Constitutional Affairs, Parliament of Australia, Sydney, 16 April 2009, p. 21 (T McAvoy),
<<http://www.aph.gov.au/hansard/senate/commttee/S11978.pdf>>.

- in cases where testimonial evidence is submitted, the person giving evidence may be included in parentheses

Hansard

Commonwealth, *Parliamentary Debates*, House of Representatives, 14 May 2009, p.3889, (R McClelland, Attorney-General), <<http://www.aph.gov.au/Hansard/rep/dailys/dr140509.pdf>>.

- speakers name is in brackets after the page number

Reports

Australian National Audit Office, 'Home ownership on Indigenous land program', The Auditor-General Audit Report, No.23, 2010–11 in the Department of Families, Housing, Community Services and Indigenous Affairs and Indigenous Business Australia, 2011.
<http://anao.gov.au/~media/Uploads/Documents/2010%202011_audit_report_no23.pdf>.

Bills Digest

Department of Parliamentary Services (Cth), *Bills Digest*, No 25, 1996–1997.

Legal material

Acts of Parliament

The majority of Acts will have a short and long title and it is the short title that should be referred to in a citation. The first instance of referring to the Act should cite the short title in italics and without a comma separating the date. The jurisdiction of the Act is abbreviated and in brackets after the title. The jurisdiction is not italicised.

Native Title Act 1993 (Cth).

Maralinga Tjarutja Land Rights Act 1984 (SA).

Citing parts of the Act such as section, paragraph, part, schedule, etc.

There is no comma separating the jurisdiction from the citation of the part of the Act.

Native Title Act 1993 (Cth) preamble.

Native Title Act 1993 (Cth) div 6.

However, if more than one part of the Act is referenced, separate with a comma.

Native Title Act 1993 (Cth) ss 66, 190C.

Abbreviations for citing Acts of Parliament

Abbreviations of an Act are not italicised and should be placed in brackets after the Act is first cited, for example, (NTA). If only one Act is referred to in the paper or the Act is a central focus of the paper, it can be abbreviated as 'the Act'. Sections should be 'Section 223' at the start of the sentence, or 's 223' within a sentence. Plurals appear as 'Sections 223–4' or 'ss 223–4'.

Abbreviations for Australian jurisdictions		Abbreviations citing part of an Act	
Commonwealth	Cth	Section	s
New South Wales	NSW	Sections	ss
Queensland	Qld	Paragraph	para
Tasmania	Tas	Paragraphs	paras
Victoria	Vic	Schedule	sch
Western Australia	WA	Schedules	schs
Australian Capital Territory	ACT	Division	div
Northern Territory	NT	Part	pt

Bills

Bills have the same format as Acts except they are not in italics.

Aboriginal Land Bill 1993 (WA).

Native Title Amendment (Reform) Bill 2011 (Cth).

Explanatory memoranda

Explanatory Memorandum, Native Title Amendment Bill (No.2) 2009, p.5.

- citation of the Bill follows 'Explanatory Memorandum'

Cases

The first time a case is mentioned, the names of the parties must appear in full (as they appear in the reported case heading), with the details of the law report series. Case names are italicised. Information included in the body of the text does not need to be repeated in the footnotes.

Examples might be:

In text: *Yorta Yorta Aboriginal Community v Victoria* ('Yorta Yorta HC')

Footnote: (2002) 214 CLR 422.

In-text: *De Rose v South Australia* [No. 2] (2005) (*De Rose* [No. 2])

Footnote: 145 FCR 290, [31].

In-text: *Wik*

Footnote: *Wik Peoples v Queensland* (1996) 187 CLR 1

An abbreviated form or common name of the case can be given in parentheses following the full citation. The abbreviation should then be in italics and used consistently throughout.

Neowarra v Western Australia (2003) FCA 1402 ('*Neowarra*')

Attention should be taken to ensure that abbreviated forms clearly distinguish names, as cases may have shared names and parties.

For example, in-text references of *Mabo And Others v. Queensland* [No 2] (1992) 175 CLR1 (*Mabo 2*) and *Mabo v. Queensland* [No 1] (1988) 166 CLR 186 (*Mabo (No 1)*) that are abbreviated only to *Mabo* may introduce confusion.

Judges

J for Justice. No full stop after. JJ for Justices.

For example: the decision by Brennan J was not supported by the decision of Gaudron and North JJ.

However, use 'Justice Brennan' in the introductory sentence.

Repeat citations and shortened forms

Where a footnote is referring to a source cited in a previous footnote, it is usually not necessary to repeat the full citation.

Ibid and 'above n'

Use 'ibid' for citations that are identical (other than page number) to the preceding footnote. If the page number is different, include page number after 'ibid'.

¹² MD Beale, *I will fight no more forever: Chief Joseph and the Nez Perce War*, University of Washington Press, Seattle, 1963, p.123.

¹³ Ibid., p.32.

¹⁴ S Young, *The trouble with tradition: Native title and cultural change*, Federation Press, Annandale NSW, 2008, p.11.

¹⁵ Ibid.

Use 'above n' for sources that have been cited previously, other than the directly preceding footnote. The 'above n' format includes: author's surname, the number of the footnote where the source was originally cited and the page number.

¹ MD Beale, *I will fight no more forever: Chief Joseph and the Nez Perce War*, University of Washington Press, Seattle, 1963, p.123.

² *Northern Territory National Emergency Response Act 2007* (Cth).

³ MD Beale, above n 1, p 8.

If different works by the same publisher are cited numerous times then the name of the publisher can be shortened. For example, Aboriginal Studies Press can be referred to as 'ASP' in subsequent citations.

Omission of participles

It is acceptable to omit "the" in certain citations. For instance, newspapers, *The Australian*, or universities, The University of Sydney, or The Commonwealth of Australia can all be cited without the 'the'.

Shortened forms

Missing or inexact information

n.d.	no date
n.p	no place
c	approximate date

Shortened forms that *must* be used in footnotes

n. or nn.	note or notes
p. or pp.	page or pages
rev.	revised
vol., or vols	volume or volumes
ed., or eds.	editor or editors
edn	edition

Shortened forms that *can* be used in footnotes

cf	compare
ch.	chapter
fig., or fig	figure or figures

Part B: Referencing styles for *AIATSIS Research Discussion Papers* and books

For those submitting to the Discussion paper series or a book-length manuscript, authors may select the referencing style suitable for their academic discipline. This guide provides examples of the author-date referencing style as this is commonly used for publications in the social sciences.

Examples of author-date referencing style

The parenthetical author-date referencing style, or Harvard style, includes the citation in parenthesis in the body of the text, usually at the end of the sentence. The in-text citation usually includes only the authors surname and the date of publication and the reader can consult the reference list for the full citation.

The author-date system must include a reference list at the end of the paper. It is important to ensure that the in-text citations correspond directly with the reference list with the exception of parliamentary Acts, Bills and cases.

Further examples are available at:

<http://www.lib.monash.edu.au/tutorials/citing/harvard-print.html>

<http://www.une.edu.au/tlc/aso/students/factsheets/author-date.pdf>

Single authored work

In-text citation:

The work had a timeless quality (Adorno 1999).

The work had a timeless quality (see, for example, Adorno 1999).

Authors name in sentence

In-text citation:

According to Adorno (1999), the work had a timeless quality.

- the authors surname does not need to be in the parenthetical citation if already in the sentence

Multiple works

In-text citation:

We are witnessing the decline of Western civilization (Spengler 1918: 11; Ferguson 2004).

- use a colon between date of publication and page number
- use a semi-colon to separate different works

Direct quotation

In-text citation:

'Health is one of the most highly politicised domains of Indigenous Affairs in Australia' (Sutton 2009: 115).

Reference list:

Sutton, P2009, *The politics of suffering: Indigenous Australia and the end of the liberal consensus*, Melbourne University Press, Melbourne.

Works by an author published in the same year

In-text citation:

(Ritter 2009a; 2009b).

Reference list:

Ritter, D 2009a, *Contesting native title: From controversy to consensus in the struggle over Aboriginal land rights*, Allen and Unwin, Crows Nest NSW.

Ritter, D 2009b, *The native title market*, University of Western Australia Publishing, Perth.

- letters (a, b, c, etc) are used to distinguish works published in the same year by the same author. The letters are included in the in-text citations and also the reference list

Films, television and radio programs

In-text citation

The Tatar invasions were relentless (*Andrei Rublev* 1977).

- to cite film or radio program use the title rather than director

Reference List:

Andrei Rublev 1999, DVD recording, Criterion Collection, directed by Andrei Tarkovsky.

Legal material

The first time an Act, Bill or case is cited the full citation details must be used. Subsequent citations can use abbreviated forms. Acts, Bills and cases do not need to be included in the reference list.

Cases

In-text citation:

(Mabo v Queensland [No 2](1992) 175 CLR 1 at 59-60 per Brennan J)

Reference List:

Mabo v. Queensland [No 2](1992) 175 CLR 1.

Parliamentary Acts and Bills:

In-text citation:

This section of the Act (*Native Title Act 1993 (Cth), s 223*) was ambiguous to those in the room.

Section 223 of the 1993 *Native Title Act (Cth)* was ambiguous to those in the room.

- the title, jurisdiction and date of the Act or Bill must be included. Subsequent citations can omit the jurisdiction and date of the Act or Bill
- if elements of the Act or Bill are in the sentence, there is no need to include this in the parenthetical citation

Reference list:

Native Title Act 1993 (Cth).

Reference lists

A reference list only contains those texts which have been included in the notes, whether footnotes, endnotes or in-text citations. Reference lists do not include page numbers or other locating information of books but should include the page-span of journals.

Reference lists are ordered alphabetically according to author's surname. In the case of a corporate author, it is ordered according to the first word; where there is no identifiable author, the first word of the title should be used. Items should be arranged chronologically, according to date of publication in instances where multiple works by the same author are cited.

The date is directly after the authors initial in a reference list. The second and subsequent lines are indented.

Reference list

Tooker, E 1979, *Native North American spirituality of the eastern woodlands: Sacred myths, dreams, visions, speeches, healing formulas, rituals, and ceremonies*, Paulist Press, New York.

Style and grammar

Abbreviations

An abbreviation should be introduced when the term in question is at least three words in length and is used, at minimum, three times within the article, or chapter of a book.

In instances when an abbreviation may be more recognisable than the formal name, e.g., the Commonwealth Scientific and Industrial Research Organisation (CSIRO), provide the abbreviation even if the term is used only once.

The first time the abbreviation is introduced should be in parenthesis following the full term; thereafter, the abbreviation can stand alone.

Hyphens, En-dashes and Em-Dashes

Hyphens

The use of hyphens for compound words varies considerably. The NTRU generally prefers to hyphenate to aid readability but if it is unclear consult the Macquarie Dictionary.

Decision-making rather than decision making.

Forty-five; not forty five.

En-dash

Use an en-dash for numbers, page spans and year spans:

pp. 99–145

2000–2001

En-dashes can also be used for compound adjectives:

Pyongyang–style cold noodles.

A cryptic four–word–preface.

Em-dash

Em-dashes are used to indicate a sudden change in thought or provide additional detail about the subject of the sentence. Em-dashes should be used selectively to avoid unnecessary interruption.

He had the notorious habit of building his plots to a crescendo, playing with narrative twists—mere literary affect—to sell more copies.

Quotations

Use single inverted commas, or ‘quotation marks’, for direct quotations that are no more than three lines. The use of inverted commas is preferable to italics, which is also occasionally used to signify a quotation.

Quotations longer than three lines should be formatted as a block indent (for example, a 1.5 cm indent, both left and right) with no quotation marks.

Use ellipses to indicate omission of words in a quotation. Care should be taken when using ellipses to avoid omission of text that may be important to the meaning of the quotation. Avoid the use of ellipses at the beginning or end of a quote unless there is a special need to signify that this is not the whole of the text.

Use double inverted commas for a quotation within a quotation: ‘Quintas proceeded along the haunting labyrinth of St Martin’s Lane and called out “stop” but the man did not stop’.

Capitalisation

While there is not always a clear authority on the use of capitals letters, NTRU publications conform to the following:

- Aboriginal
- Act (when a statutory Act)

- Bill
- Cabinet
- Commonwealth
- Constitution but constitutional
- Crown
- Department (when used specifically)
- Honour, her/his Honour, Honours
- Indigenous (indigenous outside Australia)
- Judge (if the judge is named)
- Minister
- Parliament but parliamentary
- Privy Council
- Territory and State when used specifically
- Prescribe Bodies Corporate

Foreign phrases

Commonly used Latin and French phrases such as *terra nullius*, *sui generis*, *inter alia*, *vis-à-vis* and *prima facie* should be in Roman font. Foreign phrases and words should only be italicised if they do not appear in the Macquarie Dictionary.

Gender and titles

Language should be gender neutral and inclusive. The 'he/she' formulation can be cumbersome to read. If possible use plural: 'Their application was due'.

The author must also use discretion to determine, for instance: actor or actress; bar tender or bar maid.

Avoid gender-specific titles unless necessary, such as Mr, Ms, Misses, Mrs.

Dates

19 August 2012

Numbers

- One to ten are spelled out
- Eleven onwards are in numerals
- All numbers are spelled out when used at beginning of sentence

- All numbers are in figures when used for specific measurements such as time and percentages
- 77 per cent; not 77%
- 21st century not twenty-first century

DRAFT