

This resource provides more examples supporting the guidelines and examples on the Swinburne Harvard Style referencing website and the Brief guide; it should not be used without them.

- Part A of this resource shows complicated information sources and example references - for some there are additional explanations about how they are referenced. This will help you to create reference list entries for unusual or complicated individual sources.
- Part B of this resource shows an example of a completed Reference List for the examples from part A, arranged in the correct alphabetical order. This model will help you to arrange your own reference list.
- Part C provides some notes about Part B, about multiple works by the same author in the same year and also about using acronyms/abbreviations for organisations with long names.

Part A: Examples of complicated information sources, correctly referenced

Annual report on an organisation's website

Bass Oil 2017, *Annual report FY 2016-2017*, Bass Oil, viewed 26 October 2017, <<https://www.bassoil.com.au/s/BAS-30-June-17-financial-statement-with-signed-DTT-docs-incorporated.pdf>>.

Article on an official newspaper website

Short, M 2011, 'So what comes next?', *The Age*, 7 March, viewed 29 March 2011, <<http://www.theage.com.au/opinion/so-what-comes-next-20110306-1bjgr.html>>.

Article at *The Conversation*

Hamlyn-Harris, JH 2013, 'Ten ways you can avoid being caught in the PRISM net', *The Conversation*, 2 July, viewed 13 August 2013, <<http://theconversation.com/ten-ways-you-can-avoid-being-caught-in-the-prism-net-15696>>.

Artefact in a museum

[*Tarbosaurus bataar dinosaur skeleton*] 2010? [artefact], Museum Victoria, Melbourne.

NOTE: This is an exhibit of dinosaur bones, so there is no author or creator, and there is no proper title for the display provided by the museum, so I have created a title for it. Also, an exact year of publication cannot be identified, but the year can be guessed to within a maximum of twenty years' variation. So '?' is used immediately after the year to reflect this guess.

Artwork in a gallery

Zhang, F 1660, *Drunken old man sitting under a willow tree* [artwork], National Gallery of Victoria International, Melbourne.

Australian Bureau of Statistics website

Australian Bureau of Statistics 2016, *Business indicators, Australia, Jun 2016*, cat. no. 5676.0, ABS, viewed 2 November 2016, <<http://www.abs.gov.au/AUSSTATS/abs@.nsf/ProductsbyCatalogue/77EDC9DB1157AB98CA2578FF0016D19D?OpenDocument>>.

Blog

Wilhelm2451 2008, 'Age of Conan: Hystarian adventures', *The ancient gaming noob*, 22 May, viewed 28 May 2008, <<http://tag.n.wordpress.com/2008/05/22/age-of-conan-hystarian-adventures/>>.

NOTE: A proper author name could not be identified when viewed in 2008, so the username was used instead.

Book by one author in another language which was then translated by two other people who also edited their translation

Vygotsky, LS 1962, *Thought and language*, trans. E Hanfmann & G Vakar, E Hanfmann & G Vakar (eds), MIT Press, Cambridge, MA.

Book with two editors

Cabrera, M & Malanowski, N 2009 (eds), *Information and communication technologies for active ageing: opportunities and challenges for the European Union*, Assistive technology research series, vol. 23, IOS Press, Amsterdam.

NOTE: This book is in a series, and the series is arranged numerically by volumes.

Book with more than one author

Ghali, A, Neville, AM & Brown, TG 2009, *Structural analysis: a unified classical and matrix approach*, 6th edn, Taylor & Francis, London.

NOTE: First edition books do not need to have edition included, but all other editions do. This book is the sixth edition of this title, so the edition number has been included.

Haran, J, McNeil, M, O'Riordan, K & Kitzinger, J 2007, *Human cloning in the media: from science fiction to science practice*, Genetics and Society, Routledge, London.

NOTE: This book is in a series, but the series is not arranged in any way.

Chapter in an edited book

Huth, E 2005, 'Fragments of participation in architecture, 1963--2002: Graz and Berlin', in P Blundell Jones, D Petrescu & J Till (eds), *Architecture and participation*, Spon Press, London, pp. 141-148.

Conference paper

Lee, CY 2008, 'Security and ethical issues in the virtual world of Second Life', *Conference proceedings of AiCE 2008, Melbourne, 11 February 2008, fifth Australian Institute of Computer Ethics conference*, School of Information Systems, Deakin University, Burwood, Vic., pp. 119-129.

NOTE: This paper is from a bound book of conference proceedings; also, the date of publication is the same as the date of the conference.

Conference paper available on the conference website, as a PDF of the conference proceedings

Borland, R, Loch, B & McManus, L 2015, 'Implementing blended learning at faculty level: supporting staff, and the 'ripple effect'', *ascilite2015 Australasian Society for Computers in Learning and Tertiary Education, Curtin University, Perth, Australia, Conference proceedings*, pp. 389-393, Australasian Society for Computers in Learning and Tertiary Education, viewed 7 November 2016, <<http://www.2015conference.ascilite.org/wp-content/uploads/2015/11/ascilite-2015-proceedings.pdf>>.

Ebook

Wright, F 2015, 'Chronic Fatigue Syndrome, occupational therapy and sleep', in A Green & C Brown (eds), *An occupational therapist's guide to sleep and sleep problems*, Jessica Kingsley Publishers, Ebook Central (ProQuest), pp. 307-326.

NOTE: This is a chapter by an identifiable author, in an ebook with two editors, available via Swinburne Library ebook collections.

Encyclopaedia or Dictionary entry

'bookkeeper' 2009, in B Moore (ed.), *Australian concise Oxford dictionary*, 5th edn, Oxford University Press, South Melbourne, p. 156.

NOTE: There is no identifiable author for the individual entry, and the entry does not start with a capital/uppercase letter.

Facebook entry

Swinburne Sarawak Library 2012, *Library Opening Hour from 17th December 2012 to 1st March 2013*, 14 December, viewed 19 December 2012, <<http://www.facebook.com/pages/Swinburne-Sarawak-Library/201665589848533?ref=stream>>.

NOTE: Facebook is classified as Social Media (see below for more Social Media).

Film, videocassette or DVD

People at Origin Energy: an HRM case study 2007 [DVD], Video Education Australasia, Bendigo.

Google Maps

1 Collins St, Melbourne, VIC 3000 2013 [image], Google Maps, viewed 24 January 2013, <<http://maps.google.com.au/maps?q=1+Collins+Street,+Victoria&hl=en&sll=-37.74033,145.088646&sspn=0.009621,0.013797&oq=1+collin&hnear=1+Collins+St,+Melbourne+Victoria+3000&t=m&z=16>>.

Swinburne University of Technology Sarawak Campus, Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia 2013 [image], Google Maps, viewed 24 January 2013, <<http://maps.google.com.au/maps?q=Swinburne+University+of+Technology+Sarawak+Campus+Jalan+Simpang+Tiga+Kuching+Sarawak+Malaysia&hl=en&sll=-37.817893,145.006186&sspn=0.076889,0.110378&oq=swinburne+sarawak&hq=Swinburne+University+of+Technology+Sarawak+Campus+Jalan+Simpang+Tiga+Kuching+Sarawak+Malaysia&t=m&z=14>>.

Images

'[Devil smoking a cigarette]' [image], in E Dorkin 2001, *Who's laughing now?*, Slave Labor Graphics, San Jose, CA, p. rear cover.

NOTE: A cartoon on the rear cover of a book of cartoons by one artist has been used. Nothing else from that book has been used. The cartoon does not have a title. The artist created all the images and text in the book, so the artist is both image creator and book author.

General Electric Company, 'GE90-115B engine' [image], in Smithsonian National Air and Space Museum c. 2005, *Turbofan engine*, Smithsonian National Air and Space Museum, viewed 7 May 2016, <http://howthingsfly.si.edu/sites/default/files/image-large/GE90-115B-engine-with-person-d34788_1g.jpg>.

NOTE: An exact year of publication cannot be identified, but the year can be guessed to within a maximum of two years' variation. So c. is used before the date (c. is an abbreviation of the Latin word *circa* which means 'about').

'Wave profile devices' [image], in *Wave energy devices* 2016, Alternative Energy Tutorials, viewed 9 September 2016, <<http://www.alternative-energy-tutorials.com/images/stories/wave/alt98.gif>>.

NOTE: A diagram on a webpage has been used. Nothing else from the website is used. Two details cannot be identified: a creator for the image, or the author for the webpage.

Image used in lecture slides but image not created by the lecturer

Pavlovski, N 2016, 'Telstra injuries sign' [image], in Y Gao 2017, 'Lecture 3. Aircraft evaluation and selection', *AVA10005 Aviation regulation & operation*, Learning materials via Canvas, Swinburne University of Technology, 15 August, viewed 30 August 2017.

NOTE: In this example, only the image is being cited from the Powerpoint version of the lecture slides, nothing else. If something else is also used from the same lecture slides, another reference list entry must be created for that item, so that each item from those slides that has a different author/creator to the lecturer has its own reference entry.

Industry and market reports from Swinburne Library databases

MarketLine 2016, *National Australia Bank Group Limited*, MarketLine Advantage.

Journal article with an article number but the article number is used as pagination

Arulrajah, A, Kua, T, Phetchuay, C & Horpibulsuk, S 2016, 'Spent coffee grounds–fly ash geopolymer used as an embankment structural fill material', *Journal of Materials in Civil Engineering*, vol. 28, no. 5, 04015197-1-04015197-8.

NOTE: If the article does not have the article number used as part of the pagination system, then simply put the article number after the volume and/or issue number details, and finish with a fullstop eg. ...vol. 28, no. 5, 04015197.

Magazine article with no author

'World's oldest pills treated sore eyes' 2013, *New Scientist*, vol. 217, no. 2899, p. 15.

Newspaper articles by the same three authors published in the same newspaper in the same year

Byrne, F, Coster, A & Deery, S 2010a, 'High-priced Ugg boots', *Herald Sun*, 15 January, p. 25.

Byrne, F, Coster, A & Deery, S 2010b, 'Ugg maker gets his boots on', *Herald Sun*, 11 March, p. 30.

Online video

davep666 2011, *Devin Townsend Project 'Heaven send' 'Ki live in London' @ ULU 10 November 2011*, 11 November, viewed 6 July 2012, <<https://youtu.be/X2AaE-xAIGM>>.

NOTE: A proper author name cannot be identified, so the username is used instead and the username starts with a lowercase letter.

INSEAD 2010, *Social responsibility in business today*, 14 June, viewed 13 November 2012, <<https://youtu.be/0qwDQN-b72Y>>.

PhD thesis freely available from a university repository

Taylor, J 2017, 'The role of emotion regulation in compulsive hoarding', PhD thesis, Swinburne University of Technology, viewed 21 November 2017, <<https://researchbank.swinburne.edu.au/file/d48bf08d-c4dd-4d08-ae2b-239203d9037e/1/Jasmine%20Taylor%20Thesis.pdf>>.

Podcast

Crews, S, Philipp, J & Gardner, B 2012, *Working as intended 2.0 podcast #4 – yes, we're still talking about The Old Republic*, The MMO Gamer, 31 January, viewed 25 January 2013, <<http://www.mmogamer.com/01/31/2012/working-as-intended-2-podcast-4>>.

Social media

Dent, G 2013, *Grace Dent*, 13 January, 4:25 AM, viewed 23 January 2013, <<https://twitter.com/gracedent/status/290434401811173376>>.

Note: A Twitter post. The time of posting (4:25 AM) has been included as other tweets from the same day by this author are also being used. The entries will then need to be alphabetised by date and time, oldest to newest (Dent, G 2013a, Dent, G 2013b...etc.) once they have all been created.

Standards

IEEE Standards Association 2010, *IEEE standard for local and metropolitan area networks--part 20: air interface for mobile broadband wireless access systems supporting vehicular mobility--physical and media access control layer specification amendment 1: management information base enhancements and corrigenda Items*, (IEEE Std 802.20a-2010), IEEE Xplore.

Standards Australia 2015, *Information technology--security techniques--information security management systems--requirements*, (AS ISO/IEC 27001:2015), Standards Australia, Sydney.

TED talk video

Mullins, A 2009, *My 12 pairs of legs*, February, TED, viewed 12 October 2017, <https://www.ted.com/talks/aimee_mullins_prosthetic_aesthetics>.

Television broadcast available via streaming video in Swinburne Library's TV News database

E-Crete: an Australian company is making concrete which promises to cut the carbon dioxide ordinarily emitted during production by using a technique to make geopolymers similar to those found in some natural volcanic rocks 2008 [television program], Catalyst, ABC1, 22 May.

Television and radio

RN drive 2012 [radio program], ABC Radio National, 5 December.

The Science show 2012 [radio program], ABC Radio National, 1 December, ABC, viewed 6 December 2012,

<<http://www.abc.net.au/radio/player/rnmodplayer.html?pgm=The%20Science%20Show&pgmurl=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fprograms%2Fscienceshow%2F&w=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fmedia%2F4395204.aspx&r=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fmedia%2F4395204.ram&t=Saturday%202001%20December%202012%20-%202001%20Dec%202012&url=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fprograms%2Fscienceshow%2Fthe-science-show-1st-december-2012%2F4395204&p=1>>.

NOTE: This is a podcast of a radio broadcast.

Websites

Commercial jet aviation 2010?, Century of flight, viewed 24 October 2016, <<http://www.century-of-flight.net/Aviation%20history/jet%20age/commercial%20aviation2.htm>>.

NOTE: An exact year of publication cannot be identified, but the year can be guessed to within a maximum of twenty years' variation. So ? is used immediately after the year to reflect this guessing.

Department of Human Services 2016, *What to do following a death*, Department of Human Services, viewed 25 October 2016, <<https://www.humanservices.gov.au/customer/subjects/what-do-following-death>>.

NOTE: Author is a government department. Country or state is not mentioned unless you need to differentiate between government departments with identical names from different states or countries.

Harrington, P, Reeks, G & Helle, L 2008, *The impact of climate change on Tasmania's food and beverage industry*, Department of Economic Development, Tourism and the Arts, viewed 6 May 2014, <http://www.development.tas.gov.au/__data/assets/pdf_file/0011/39746/Pitt_and_Sherry_Climate_Change_FandB_Report.pdf>.

NOTE: A report prepared by an organisation and then presented to a government department.

NSW Environmental Trust, Local Community Services Association & NSW Department of Environment and Conservation 2006, *Eco-friendly communities: promoting sustainable living and working*, NSW Office of Environment and Heritage, viewed 4 April 2014, <<http://www.environment.nsw.gov.au/resources/community/060406ecofriendcom.pdf>>.

NOTE: Three different organisations, working together as three authors.

'Satellite' 2010, *Amateur radio wiki*, viewed 21 October 2016, <<http://www.amateur-radio-wiki.net/index.php?title=Satellite>>.

Video from Swinburne's Lynda.com database

Figliuolo, M 2017, *Creating a culture of strategy execution*, Lynda.com.

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- 1 Collins St, Melbourne, VIC 3000* 2013 [image], Google Maps, viewed 24 January 2013, <<http://maps.google.com.au/maps?q=1+Collins+Street,+Victoria&hl=en&sll=-37.74033,145.088646&sspn=0.009621,0.013797&oq=1+collin&hnear=1+Collins+St,+Melbourne+Victoria+3000&t=m&z=16>>.
- Arulrajah, A, Kua, T, Phetchuay, C & Horpibulsuk, S 2016, 'Spent coffee grounds–fly ash geopolymer used as an embankment structural fill material', *Journal of Materials in Civil Engineering*, vol. 28, no. 5, 04015197-1-04015197-8.
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- Australian Red Cross Blood Service 2012a, *Am I eligible to donate blood?*, Australian Red Cross Blood Service, viewed 24 January 2013, <<http://www.donateblood.com.au/who-can-give/am-i-eligible>>.
- Australian Red Cross Blood Service 2012b, *How donated blood is used*, Australian Red Cross Blood Service, viewed 24 January 2013, <<http://www.donateblood.com.au/why-donate/blood-use>>.
- Australian Red Cross Blood Service 2012c, *What happens on the day*, Australian Red Cross Blood Service, viewed 24 January 2013, <<http://www.donateblood.com.au/ready-to-donate/what-happens>>.
- Bass Oil 2017, *Annual report FY 2016-2017*, Bass Oil, viewed 26 October 2017, <<https://www.bassoil.com.au/s/BAS-30-June-17-financial-statement-with-signed-DTT-docs-incorporated.pdf>>.
- 'bookkeeper' 2009, in B Moore (ed.), *Australian concise Oxford dictionary*, 5th edn, Oxford University Press, South Melbourne, p. 156.
- Borland, R, Loch, B & McManus, L 2015, 'Implementing blended learning at faculty level: supporting staff, and the 'ripple effect'', *ascilite2015 Australasian Society for Computers in Learning and Tertiary Education, Curtin University, Perth, Australia, Conference proceedings*, pp. 389-393, Australasian Society for Computers in Learning and Tertiary Education, viewed 7 November 2016, <<http://www.2015conference.ascilite.org/wp-content/uploads/2015/11/ascilite-2015-proceedings.pdf>>.
- Byrne, F, Coster, A & Deery, S 2010a, 'High-priced Ugg boots', *Herald Sun*, 15 January, p. 25.
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- Cabrera, M & Malanowski, N 2009 (eds), *Information and communication technologies for active ageing: opportunities and challenges for the European Union*, Assistive technology research series, vol. 23, IOS Press, Amsterdam.
- Commercial jet aviation* 2010?, *Century of flight*, viewed 24 October 2016, <<http://www.century-of-flight.net/Aviation%20history/jet%20age/commercial%20aviation2.htm>>.
- Commonwealth Scientific and Industrial Research Organisation 2011, *UltraBattery: no ordinary battery*, Commonwealth Scientific and Industrial Research Organisation, viewed 25 January 2013, <<http://www.csiro.au/en/Outcomes/Energy/Storing-renewable-energy/Ultra-Battery.aspx>>.

- Crews, S, Philipp, J & Gardner, B 2012, *Working as intended 2.0 podcast #4 – yes, we're still talking about The Old Republic*, The MMO Gamer, 31 January, viewed 25 January 2013, <<http://www.mmogamer.com/01/31/2012/working-as-intended-2-podcast-4>>.
- CSIRO--see Commonwealth Scientific and Industrial Research Organisation
- davep666 2011, *Devin Townsend Project 'Heaven send' 'Ki live in London' @ ULU 10 November 2011*, 11 November, viewed 6 July 2012, <<https://youtu.be/X2AaE-xAIGM>>.
- Department of Human Services 2016, *What to do following a death*, Department of Human Services, viewed 25 October 2016, <<https://www.humanservices.gov.au/customer/subjects/what-do-following-death>>.
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- '[Devil smoking a cigarette]' [image], in E Dorkin 2001, *Who's laughing now?*, Slave Labor Graphics, San Jose, CA, p. rear cover.
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- IEEE Standards Association 2010, *IEEE standard for local and metropolitan area networks--part 20: air interface for mobile broadband wireless access systems supporting vehicular mobility--physical and media access control layer specification amendment 1: management information base enhancements and corrigenda items*, (IEEE Std 802.20a-2010), IEEE Xplore.
- INSEAD 2010, *Social responsibility in business today*, 14 June, viewed 13 November 2012, <<https://youtu.be/0qwDQN-b72Y>>.

Lee, CY 2008, 'Security and ethical issues in the virtual world of Second Life', *Conference proceedings of AiCE 2008, Melbourne, 11 February 2008, fifth Australian Institute of Computer Ethics conference*, School of Information Systems, Deakin University, Burwood, Vic., pp. 119-129.

MarketLine 2016, *National Australia Bank Group Limited*, MarketLine Advantage.

Mullins, A 2009, *My 12 pairs of legs*, February, TED, viewed 12 October 2017, <https://www.ted.com/talks/aimee_mullins_prosthetic_aesthetics>.

NSW Environmental Trust, Local Community Services Association & NSW Department of Environment and Conservation 2006, *Eco-friendly communities: promoting sustainable living and working*, NSW Office of Environment and Heritage, viewed 4 April 2014, <<http://www.environment.nsw.gov.au/resources/community/060406ecofriendcom.pdf>>.

Pavlovski, N 2016, 'Telstra injuries sign' [image], in Y Gao 2017, 'Lecture 3. Aircraft evaluation and selection', *AVA10005 Aviation regulation & operation*, Learning materials via Canvas, Swinburne University of Technology, 15 August, viewed 30 August 2017.

People at Origin Energy: an HRM case study 2007 [DVD], Video Education Australasia, Bendigo.

RN drive 2012 [radio program], ABC Radio National, 5 December.

'Satellite' 2010, *Amateur radio wiki*, viewed 21 October 2016, <<http://www.amateur-radio-wiki.net/index.php?title=Satellite>>.

The Science show 2012 [radio program], ABC Radio National, 1 December, ABC, viewed 6 December 2012, <<http://www.abc.net.au/radio/player/rnmodplayer.html?pgm=The%20Science%20Show&pgmurl=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fprograms%2Fscienceshow%2F&w=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fmedia%2F4395204.asx&r=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fmedia%2F4395204.ram&t=Saturday%202001%20December%202012%20-%202001%20Dec%202012&url=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fprograms%2Fscienceshow%2Fthe-science-show-1st-december-2012%2F4395204&p=1>>.

Short, M 2011, 'So what comes next?', *The Age*, 7 March, viewed 29 March 2011, <<http://www.theage.com.au/opinion/so-what-comes-next-20110306-1bjgr.html>>.

Standards Australia 2015, *Information technology--security techniques--information security management systems--requirements*, (AS ISO/IEC 27001:2015), Standards Australia, Sydney.

Swinburne Sarawak Library 2012, *Library Opening Hour from 17th December 2012 to 1st March 2013*, 14 December, viewed 19 December 2012, <<http://www.facebook.com/pages/Swinburne-Sarawak-Library/201665589848533?ref=stream>>.

Swinburne University of Technology Sarawak Campus, Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia 2013 [image], Google Maps, viewed 24 January 2013, <<http://maps.google.com.au/maps?q=Swinburne+University+of+Technology+Sarawak+Campus+Jalan+Simpang+Tiga+Kuching+Sarawak+Malaysia&hl=en&sll=-37.817893,145.006186&sspn=0.076889,0.110378&oq=swinburne+sarawak&hq=Swinburne+University+of+Technology+Sarawak+Campus+Jalan+Simpang+Tiga+Kuching+Sarawak+Malaysia&t=m&z=14>>.

[*Tarbosaurus bataar dinosaur skeleton*] 2010? [artefact], Museum Victoria, Melbourne.

Taylor, J 2017, 'The role of emotion regulation in compulsive hoarding', PhD thesis, Swinburne University of Technology, viewed 21 November 2017, <<https://researchbank.swinburne.edu.au/file/d48bf08d-c4dd-4d08-ae2b-239203d9037e/1/Jasmine%20Taylor%20Thesis.pdf>>.

'Wave profile devices' [image], in *Wave energy devices* 2016, Alternative Energy Tutorials, viewed 9 September 2016, <<http://www.alternative-energy-tutorials.com/images/stories/wave/alt98.gif>>.

Wilhelm2451 2008, 'Age of Conan: Hystarian adventures', *The ancient gaming noob*, 22 May, viewed 28 May 2008, <<http://tag.wordpress.com/2008/05/22/age-of-conan-hystarian-adventures/>>.

'World's oldest pills treated sore eyes' 2013, *New Scientist*, vol. 217, no. 2899, p. 15.

Wright, F 2015, 'Chronic Fatigue Syndrome, occupational therapy and sleep', in A Green & C Brown (eds), *An occupational therapist's guide to sleep and sleep problems*, Jessica Kingsley Publishers, Ebook Central (ProQuest), pp. 307-326.

Vygotsky, LS 1962, *Thought and language*, trans. E Hanfmann & G Vakar, E Hanfmann & G Vakar (eds), MIT Press, Cambridge, MA.

Zhang, F 1660, *Drunken old man sitting under a willow tree* [artwork], National Gallery of Victoria International, Melbourne.

Notes about multiple works by one author in the same year –

two sets of examples from Part B above are: Australian Red Cross Blood Service 2012a, Australian Red Cross Blood Service 2012b, Australian Red Cross Blood Service 2012c;
and

Byrne, F, Coster, A & Deery, S 2010a, and Byrne, F, Coster, A & Deery, S 2010b

If more than one information source from the same author is used, then those sources also need to be arranged in chronological order (oldest to newest date of publication).

Further, when there is more than one work by the same author and each work was written in the same year on differing dates (months, or days and months can be differentiated), arrange the works by date (oldest to newest) and alphabetically assign lower-case letters to the works (eg. a, b, c,...) to distinguish between them. Insert the lower-case letter immediately after the year (eg. 2012a) in both the in-text reference and the reference list entry. The reference list entries must then be arranged alphabetically by those lower-case letters.

When there is more than one work by the same author and each work was written in the same year, but no further date differentiation can be made, arrange the works alphabetically by title and assign lower-case letters to the works, in order to differentiate between them. Insert the lower-case letter immediately after the date in the in-text reference, as above. The reference list entries must be arranged alphabetically by those lower-case letters.

Notes about organisations where acronyms are used in text –

example from Part B above is: Commonwealth Scientific and Industrial Research Organisation 2011

Some organisations, companies, and government agencies have very long names. If you wish to refer more than once to the same organisation in your work, then you are permitted to use their abbreviated name or acronym (if they have one), or create an abbreviation for them yourself.

You need to mention the full, proper name of the organisation in the text of your work and then immediately place the abbreviation or acronym in brackets afterwards (All other in-text referencing guidelines apply as per normal to the rest of the in-text reference). Any in-text references for that same organisation after this can then use the abbreviation (or acronym) throughout the rest of the text of your work.

e.g.: organisation with an acronym	...and this has already been researched by the Commonwealth Scientific and Industrial Research Organisation (CSIRO). They have named this battery the UltraBattery (CSIRO 2011). It will assist renewable technologies by...
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Lastly, the reference list or bibliography must include an entry for that abbreviation or acronym, which cross-references to the full, proper name of that organisation:

e.g., continuing from above: CSIRO--see Commonwealth Scientific and Industrial Research Organisation

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