



ASLA Referencing Guide

This style is based on the *Style manual for authors, editors and printers* 2002, 6th edn, rev. Snooks & Co., John Wiley & Sons Australia, Ltd.

The following examples of the **author-date system** (also known as the **Harvard system**) are provided as a guideline. This version simplifies the many variations that exist and uses minimal punctuation.

Your reference list should identify an item with sufficient detail so that the reader may find the reference if they wish to read further. Your **references** should appear at the end of your article with entries listed alphabetically.

Books

The details required, in order, are:

- Name/s of author/s, editor/s, compiler/s (surname, initials) or institution responsible.
- Year of publication.
- Title of publication and subtitle if any (all titles must be italicised).
- Series title and individual volume, if any.
- Edition, if other than first.
- Publisher.
- Place of publication.
- Page number/s if applicable.

One author

Lonsdale, M 2003, *Impact of school libraries on student achievement: a review of the research*, Report for the Australian School Library Association, Australian Council for Educational Research, Camberwell, Vic.

Two or more authors

Ryan, J & Capra, S 2000, *ILPO: Information Literacy planning overview 8–12 for Secondary schools*, Curriculum Corporation, Carlton, Vic.

Editor/s

Henri, J & Bonanno, K (eds.) 1999, *The information literate school community: best practice*, Centre for Information Studies, Charles Sturt University, Wagga Wagga, NSW.

Institution

Australian School Library Association & Australian Library and Information Association 2001, *Learning for the future: developing information services in schools*, 2nd edn, Curriculum Corporation, Carlton, Vic.

Chapter or part of a book to which a number of authors have contributed

Johnson, D 2001, 'The why, what, how and who of staff development in technology: the growing importance of the teacher librarian's role in helping create technology-savvy educators', in L Hay, K Hanson & J Henri (eds.), *New millennium, new horizons: information services in schools 2000 online conference proceedings*, Centre for Studies in Teacher Librarianship, Charles Sturt University, Wagga

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Wagga, NSW, pp. 88–97.

No author or editor

If no author is given, the title is used as the first element of citation.

'Free Kindle books today', n.d., *digital book today: helping book lovers find authors in a digital world*, viewed 20 August 2013, <<http://digitalbooktoday.com/free-kindle-books/>>.

Journals

The details required, in order, are:

- Name/s of author/s of the article (surname, initials).
- Year of the publication.
- Title of the article (in single quotation marks).
- Title of the periodical (italicised).
- Volume number.
- Issue number.
- Page number/s.

Examples

Cass, J 2004, 'Developing an information literacy policy and program', *Access*, vol. 18, no. 1, pp. 20–24.

Todd, RJ 2009, 'School librarianship and evidence based practice: progress, perspectives, and challenges', *Evidence Based Library and Information Practice*, vol. 4, no. 2, pp. 78–96.

Conference papers

McGregor, J 2003, 'SCIS Oration: Students managing personal knowledge: by instinct or intervention', *Island Journeys, a quest for inspiration: proceedings of the joint national conference of the Children's Book Council of Australia and the Australian School Library Association (ASLA & CBCA)*, Hobart, Tas., pp. 160–169.

Multimedia material

The details required are the same as for a book, with the format of the item, for example, CD-ROM, video recording and so on indicated after the date of publication.

Steps to success: information literacy 1999, video recording, Australian School Library Association.

Electronic sources

The principles for electronic sources are the same as for print sources. All electronic sources should be cited according to the name of the author/s, which may be an individual, organisation or institution, and the date published or revised. Since electronic sources are constantly being updated it is important to include the date viewed, followed by the Web source.

The details required, in order, are:

- Name/s of author/s (person or organisation responsible for the website or online document).
- Date of publication (or date the site was created/revised).
- Title of publication.
- Publisher.
- Edition, if other than first.
- Type of medium.
- Date item retrieved.

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- Name or site address on Internet, if applicable.

Examples

deBono, E 2009, *CoRT 1 Breadth Tools*, The McQuaig Group Inc., viewed 10 February 2013, <http://www.deBonoForSchools.com>

National Centre for Vocational Educational Research 2002, *Flexibility through online learning: at a glance*, Australian National Training Authority, Melbourne, Vic, viewed 9 February 2004, <<http://flexiblelearning.net.au/research/nr1F12.pdf>>.

Education Services Australia 2012, National Digital Learning Resources Network, viewed 10 February 2013, <http://www.scootle.edu.au/ec/p/home>

Oxford Dictionaries 2013, Oxford University Press, Oxford, viewed 19 April 2013, <http://oxforddictionaries.com/definition/english.bespoke>

OpenOffice.org, computer software 2005, viewed 11 January 2005, <<http://www.openoffice.org>>.

NSW Curriculum and Learning Innovation Centre 2012, *Ebooks for leisure and learning: key findings of a collaboration between NSW Department of Education and Communities (DEC) and Softlink Australia*, NSW, Sydney, viewed 29 July 2013, <<https://dl.dropboxusercontent.com/u/61500515/Scan%20journal%20online%20RV%20assets/Ebooks%20test%20report%20October%202012/ebooks%20test%20report.pdf>>.

In-text citations

For the author-date system, an in-text citation requires only the name of the author/s and the year of the publication (and specific page/s, if a direct quote is used). This should appear at the end of the sentence, before the full stop.

Example

Kuhlthau describes inquiry learning as 'an active personal process ... fitting information in with what one already knows and extending this knowledge to create new perspectives' (Kuhlthau 1993, p. 4).

If, however, the citation only refers to part of a sentence, the citation should appear after the clause or phrase to which it relates.

Example

The research is based on class studies (Smith 1997) and draws on later analysis of the same data (Miller 2003).

If there are several authors, then their names and dates are separated by a semi-colon.

Example

The concept originated from class-based research (Miller 2003; Smith 2007).

Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses. When this occurs the parentheses are best placed immediately after the author's name.

Examples

Kuhlthau (1993) described ...

Inquiry learning (Kuhlthau 1993) is described

Electronic sources

In-text citations for electronic sources are as above, with the bracketed name of the author/organisation/institution and the year of publication. If the publication is an electronic publication, with hyperlinks embedded within the text, then these automatically link to the reference source and are displayed in square brackets within the text. These sources can be clearly identified in a hard-copy publication as electronic sources by the use of square brackets. It is important to include the author-date details in addition to the hyperlink, to guide readers to the reference list, where these electronic sources are included in the standard alphabetical list.

Examples

Examples of two online survey tools are Survey Monkey [<https://www.surveymonkey.com/>] (1999–2013) and Kwiksurveys [<http://kwiksurveys.com/>] (2008).

An example of a recently published, larger research project set in Australia is the E-books for leisure and learning

[<https://dl.dropboxusercontent.com/u/61500515/Scan%20journal%20online%20RV%20assets/Ebooks%20test%20report%20October%202012/ebooks%20test%20report.pdf>] report (NSW Curriculum and Learning Innovation Centre, 2012).