

Panduan KKP dan Tugas Akhir Penulisan sitasi, daftar pustaka dan EYD

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Buku 1 : Mahasiswa dan dosen pembimbing

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Buku 3 : Panduan penulisan sitasi dan daftar pustaka



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Panduan ini bertindak sebagai suplemen panduan utama (Buku-1) dan tidak sepenuhnya berlaku sebagai panduan penulisan untuk jurnal

1. Referensi

Dalam pembuatan sebuah karya ilmiah adalah hal yang lumrah untuk melakukan kajian keilmuan dari berbagai sumber. Hal ini bertujuan untuk mendapatkan informasi yang jelas dan update terkait bidang yang diriset. Penggunaan referensi yang baik akan dengan sendirinya membuktikan keluasan dan kualitas riset yang dilakukan yang menghindari plagiat. Setiap kali kita menggunakan ide atau informasi dari orang / entitas lain , maka harus direferensikan.

1.1 Sumber referensi

Sumber referensi dapat berasal dari:

1. Buku, Jurnal dan prosiding: tercetak dengan nomor ISBN, atau softcopy dengan nomor ISSN.
2. Skripsi, tesis dan disertasi.
3. Dokumen akademik resmi dari lembaga pendidikan terkait.
4. Website: hanya dapat diterima sebagai sumber akademik jika target pembaca adalah orang akademik (misalnya domain adalah .edu, .ac), sumber lain tidak boleh digunakan kecuali merupakan website resmi dari lembaga/ organisasi bereputasi.
5. Laporan resmi pemerintah / lembaga pemerintah / lembaga legislatif / lembaga yudikatif : dapat berupa peraturan/undang-undang, kebijakan, laporan biro pusat statistik, keputusan sidang, keputusan MA.
6. Laporan resmi industri / asosiasi industri / organisasi permanen / tim ad-hoc : dapat berupa laporan rugi/laba, neraca, dan laporan hasil investigasi (seperti laporan investigasi KNKT).
7. Pidato/ broadcast/ pementasan audio-visual : misalnya pidato presiden (transkrip penuh harus tersedia).
8. Surat kabar dan majalah (hanya valid jika menjadi objek riset).

1.2 Bentuk referensi

Referensi hadir dalam 4 bentuk utama:

1. Parafrase : menggunakan informasi dari sebuah sumber dalam kata-kata anda sendiri, umumnya berpola sedikit "menggemukakan" informasi tersebut dengan susunan yang berbeda tanpa mengubah arti dasarnya.
2. Sumarisasi : adalah bentuk parafrase dimana anda hanya menggunakan poin-poin utama (tanpa detil atau contoh) dari informasi dengan kata-kata anda sendiri.
3. Sitasi : menggunakan kata / kalimat persis seperti yang muncul pada sumber. Penggunaan sitasi tidak boleh terlalu banyak dan digunakan bila anda tidak berhasil / tidak cocok menggunakan 2 bentuk sebelumnya.
4. Copy : mengambil informasi gambar, tabel, denah, skema, peta, siklus, diagram dari sebuah sumber.

1.3 Pemakaian Referensi

Semua referensi yang dipakai harus dimasukkan ke dalam daftar pustaka.

Dari keempat pola referensi diatas, yang sangat disarankan adalah parafrase dan sumarisasi, namun jika diinginkan, dapat digunakan sitasi (in-text citation).

Panduan sitasi dan daftar pustaka pada halaman-halaman berikutnya menggunakan standar Harvard. Acuan detil dapat dilihat pada :

<http://guides.lib.monash.edu/citing-referencing/harvard>

2. Sitasi

2.1 Sumber Sitasi untuk laporan KKP dan TA

Sumber dari wikipedia, blog dan sosial media tidak diperkenankan (kecuali menjadi objek riset)

2.2 Model penulisan Sitasi kutipan

1. Model yang dipakai adalah Penulis – Tahun – Halaman (PTH) atau disebut dengan Author – Date – Page (ADP) Style dengan cara mencantumkan nama penulis – tahun terbitan – nomor halaman yang dikutip.
2. Nama penulis yang dicantumkan hanya nama keluarga (family name) tanpa mencantumkan gelar akademik dari penulis.
3. Bila penulis 2 (dua) orang, kedua nama keluarga penulis tersebut dicantumkan.
4. Bila penulis lebih dari dua orang, maka yang dicantumkan hanya nama penulis pertama dengan menambahkan singkatan dkk (dan kawan-kawan) atau et al (et all)
5. Seluruh sumber dan bahan bacaan atau acuan (references) yang digunakan dikumpulkan dalam satu daftar yang disebut Daftar Pustaka.
6. Pencantuman sumber kutipan dapat diletakkan sebelum atau sesudah kutipan.
7. Kutipan yang melebihi 3 baris, dipisahkan dari tulisan penulis sehingga membentuk alinea tersendiri dengan jarak baris satu spasi dan batas kiri masuk 2 cm.
8. h. pada referensi halaman tunggal boleh diganti p. (h. → halaman, p. → page)
9. hh. pada refensi halaman jamak boleh diganti pp.

2.3 contoh penulisan Sitasi kutipan.

Sebelum kutipan:

Emory dan Cooper (1995, h. 37) mengungkapkan: *"The philosophy of science or, more specifically, epistemology is the body of knowledge that provides the classification that help us dicriminate among the styles of thinking"*

Sesudah kutipan:

Demikian pula didefinisikan oleh penulis lain *"The philosophy of science or, more specifically, epistemology is the body of knowledge that provides the classification that help us dicriminate among the styles of thinking"* (Emory dan Cooper, 1995 h. 37).

Lebih dari tiga baris:

Batini et al. (1992, p. 4) mendefinisikan sebuah basis data dan kaitannya dengan sebuah perusahaan sebagai sebuah komponen dari sistem informasi sebagai berikut:

"Databases are just one of the components of information systems, which also include application program, user interfaces, and other types of software packages. However databases are essential resources of all organizations, including not only large enterprises but also small companies and individual users"

3. Menggunakan Footnote dan EndNote

3.1 Footnote

1. Di-ijinkan menggunakan footnote jika penulis ingin memberikan informasi tambahan / penegasan yang terkait dengan sebuah istilah.
2. Untuk setiap istilah hanya sekali muncul.
3. Nomor urut footnote dimulai dari 1 dan konsisten diseluruh bab pada laporan KKP/ TA
4. Tidak diijinkan menggunakan footnote untuk sitasi (pengutipan) dari sumber yang dicantumkan di daftar pustaka.
5. Contoh : ...hal ini mengakibatkan proses konvergensi¹ menjadi lebih lambat.

¹ Konvergensi yang dimaksud ialah kesamaan dan kestabilan informasi routing table pada semua router dalam jaringan

3.2 Endnote

1. End note berfungsi untuk memberikan keterangan tambahan terkait dokumen yang dimaksud.
2. Anda tidak di-ijinkan menggunakan Endnote pada laporan KKP/ TA anda.

4. Daftar Pustaka

1. Pustaka harus dari sumber terpercaya, seperti pada bagian 1.1
2. Sumber dari buku/ jurnal harus ada minimal 5 buah.
3. Disusun dengan sort Ascending (A→ Z) berdasarkan huruf pertama pustaka, jika pengarang sama, maka diurut tahun terbit.

4.1 Sumber Buku

1. Secara umum daftar buku menggunakan pola:
Nama akhir, Nama depan. (Tahun publikasi). Judul. Nama kota terbit : nama penerbit, Halaman.
2. Nama Penulis dimulai dengan nama keluarga, diikuti dengan tanda koma kemudian nama pertama. Lalu diikuti titik untuk memisahkan dengan tahun
3. Bila nama penulis dua atau lebih, dapat digunakan tanda ampersand (&) atau "and".

Contoh pustaka sumber dari buku:

1 penulis:

Patterson, James. (2005). Maximum ride. New York: Little, Brown.

2 penulis atau lebih:

Campbell, Tim S, & A William, Kracaw. (1993). Financial Institutions and Capital Market. New York : HarperCollins College.

Desikan, S. and Ramesh, G. (2006). Software testing. Bangalore, India: Dorling Kindersley, p.156.

Vermaat, M., Sebok, S., Freund, S., Campbell, J. and Frydenberg, M. (2014). Discovering computers. Boston: Cengage Learning, pp.446-448.

4.2 Contoh pustaka sumber dari jurnal :

Nama akhir, Nama depan. (Tahun publikasi). Judul artikel. Nama Jurnal, Volume (nomor), Halaman.

Dismuke, C. and Egede, L. (2015). The Impact of Cognitive, Social and Physical Limitations on Income in Community Dwelling Adults With Chronic Medical and Mental Disorders. Global Journal of Health Science, 7(5), pp. 183-195.

4.3 Sumber dari web :

1. Daftar pustaka dari situs website dari web : Nama akhir, Nama depan. (Tahun publikasi). Judul halaman. [online] nama website name. Available at: URL [tanggal akses dd mmm.yyyy].
2. Rujukan situs website tidak diijinkan dari ensiklopedia bebas (misalnya wikipedia) , dan forum yang tidak diregulasi oleh lembaga resmi (forum dari pengembang software bersangkutan diijinkan, misalnya forum squid, forum mysql).
3. Isi halaman dari web berita terpercaya seperti cnn.com, kompas.com, bbc.com diijinkan
4. Tiap rujukan dari website harus disediakan snapshotnya (save as pdf) yang nanti disertakan pada lampiran.
5. Pada URL, garis bawah dihilangkan dan berwarna hitam.

Rujukan dari situs website : (diurut sesuai urutan abjad):

Arduino.cc, (2017). Arduino Introduction. [online] Available at : <https://www.arduino.cc/en/Guide/Introduction> [Accessed 6 Aug. 2016.

Microsoft.com, (2017). Microsoft Official Website. [online] Available at: <https://www.microsoft.com/> [Accessed 20 Jan. 2017].

5. Penggunaan bahasa Indonesia berdasarkan EYD

Sering terjadi kesalahan dalam penulisan laporan KKP/TA, untuk menghindari perbedaan persepsi, maka standar yang dipakai menggunakan acuan berikut yang akan dilampirkan dibagian bawah :

1. PEDOMAN UMUM EJAAN BAHASA INDONESIA YANG DISEMPURNAKAN oleh Panitia Pengembangan Bahasa Indonesia – Pusat Bahasa Departemen Pendidikan Nasional.

http://badanbahasa.kemdikbud.go.id/lamanbahasa/sites/default/files/pedoman_umum-ejaan_yang_disempurnakan.pdf

2. Kamus Besar Bahasa Indonesia Online – <https://kbbi.kemdikbud.go.id/>

6. Penutup

Demikian pedoman KKP /TA Universitas Budi Luhur Fakultas Teknologi Informasi program studi Teknik Informatika khusus dosen ini (buku 2) disusun, yang bertujuan agar adanya keseragaman visi dan kualitas layanan bagi mahasiswa. Panduan ini hendaknya digunakan sebagai acuan umum untuk memudahkan pelaksanaan bimbingan dan sidang.

Jakarta, 23 Februari 2018

Ketua Program Studi Teknik Informatika

Joko Christian Chandra, S.Kom., M.Kom.

Catatan versi dokumen.

1. Versi 01.(23 Februari 2018) oleh Joko C

Harvard Referencing Guide

Monash University 2012

Unlike many referencing styles, there is no source document for a Harvard Guide. This guide is based on Commonwealth of Australia 2002, *Style Manual for authors, editors and printers*, 6th edn, rev. by Snooks & Co, John Wiley & Sons, Australia, Milton; and a wide range of online Harvard Guides was also consulted. This guide is an updated version of the Monash online Harvard Guide available via the Monash library homepage.

Features include:

- **A comprehensive table of contents**, which can be used as a quick guide
- examples of in-text citing for each source type
- basic explanations of key terms and symbols used in referencing
- more comprehensive coverage of source types
- rules for page numbers at the top of each page
- notes included with individual examples where relevant, highlighting details that may be overlooked
- tips for figures, tables and musical notation at Appendix A
- a quick guide for referencing articles at Appendix B
- a quick guide to in-text referencing at Appendix C
- a sample reference list at Appendix D

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Project coordinator

June 2012

(Last updated 28 August 2013)

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Key terms

Source means the place where the information was found. **Source type** refers to whether the source is a book, article, website etc. and whether it is print or electronic. Referencing rules differ for each source type. Do not try to memorise the rules; always check with the Harvard Guide.

A **Reference List** is the complete list of all sources cited (and only those sources you have cited in-text) in your work. It records the full publication details of each source. The reference list appears at the end of your work. See Appendix B for a sample reference list. A **Bibliography** is different from a Reference List. A Bibliography is a complete list of all sources consulted, whether cited in-text or not. It records the full publication details of each source in the same way as for a reference list. The Bibliography appears at the end of your work. Use a Bibliography ONLY if specifically requested to do so.

Author can be single or multiple authors; or single or multiple editors; or single or multiple organisations as author; or a combination of these; or the title if the source has no designated author.

In-text citation refers to the record in brackets (citation) in your sentence (in-text). It is a record of author, date and page number of any sources you use in that sentence (see the notes about page numbers below). **NOTE: use surname only (no initials) for in-text citations.** For example:

The UK experienced polarisation between 'work-rich' and 'work-poor' households (Harkness & Evans 2011, p.676).

The in-text citation is the part in brackets at the end of the sentence above.

There are two types of in-text citations. There are examples of both types of in-text citation throughout this guide.

1. **Author prominent in-text citation.** This technical term simply means the author is mentioned before the information. For example:

As Brick (2006, p. 14) argues, 'most of the writing at university is likely to involve presenting a position'.

Or

As Brick argues, 'most of the writing at university is likely to involve presenting a position' (2006, p. 14).

Or

As Brick (2006) argues, 'most of the writing at university is likely to involve presenting a position' (p. 14).

The first of the three examples above shows the most commonly used form of author prominent in-text citation.

2. **Information prominent in-text citation.** This technical term simply means the information is mentioned before the author. For example:

Academic autonomy 'involves mastering the specific skills involved in analysis, critical thinking and problem solving' (Brick 2006, p. 52).

Paraphrasing refers to using information from a source in your own words. It is the most common way to use sources.

Summarising is a form of paraphrasing in which you report only the main points (no details or examples) in your own words.

Quoting refers to using word/s exactly as they appear in the source. Quoting should be kept to less than 10% of the total word count of your writing. A page number is **always** required. Use **single** quotation marks for quotes. Use **double** quotation marks for a quote within a quote.

Short quotes less than 30 words, incorporated into your sentence. See example in Appendix C and throughout this guide.

Long quotes 30 or more words. Separated from your writing with a semi colon, new line, whole quote indented, one size smaller font, single line spacing, brackets outside final punctuation, page number/s required. See example in Appendix C.

Page numbers for print sources: page numbers are required for all quotes and for all paraphrasing of information (unless referring to the source as a whole)

- page (p. 23)
- or page range (pp. 23-24)
- or non-consecutive pages (p. 23, p. 31)
- or (n.p.) meaning 'no page numbers' if the print source is unpaginated ('unpaginated' means it has no page numbers)

Page numbers for electronic sources: page numbers are required for all quotes and for all paraphrasing of information taken from a source (unless referring to the source as a whole)

- page (p. 23)
- or page range (pp. 23-24)
- or non-consecutive pages (p. 23, p. 31)

If the electronic source is unpaginated ('unpaginated' means it has no page numbers) you can **pinpoint** the information by doing one of the following:

- giving approximate page number (p. 3 of 9; pp. 3-7 of 9; pp. 3, 5, 7 of 9)
- giving a paragraph number for short text (para. 2)
- using the relevant heading or subheading from the source

For audiovisual sources use a counter to identify the start of segments. For example:

Melodramatic lines such as 'her soul had heard the call of the death bird' (Murnau 1922, min. 36:50) were calculated to generate poignancy in the face of impending horror.

doi means 'digital object identifier' and is a unique number for an individual article. If the article has a doi, that doi will be on the first page. The term doi is in lower case letters; separate the term doi from the number itself with a colon. For example:

Novick, M 2012, 'Allowable interval sequences and separating convex sets in the plane', *Discrete Computational Geometry*, vol. 47, no. 2, pp. 378-392, doi: 10.1007/s00454-011-9365-5

Abbreviations and symbols used in referencing

&	Use an ampersand (&) between two authors or before the final author in your reference list, or within the parenthesis in an in-text citation. Don't use for author prominent citing in-text.
bar or bars	bar or bars of music in a score. See Appendix A for musical notation. Note that American publications may use m or mm (measure or measures) instead of bar or bars. When paraphrasing or quoting you should convert 'm' or 'mm' to 'bar' or 'bars' unless otherwise instructed.
chor.	choreographer <i>For the choreographer of a dance performance. For example:</i> Page (chor. 2009) demonstrated sophisticated fluidity of choreography.
dir.	director <i>For director of live or recorded performances. For example:</i> The performance by Max Gillies was energetic (Bell dir. 2011).
ed. or eds	editor or editors
edn	edition <i>This is used only for a second or later edition of a source, not for a first edition. Editions contain major revisions, but reprints do not, so do not include a reprint number.</i>
...	ellipsis. <i>Three dots is called an 'ellipsis'. An ellipsis is used to show that one or more words have been omitted. For example:</i> Kolbert (2011, p. 112) describes outcomes for a generalist reader; 'natural processes that could counter acidification... operate far too slowly to make a difference on a human time scale'.
et al.	This means 'and others' <i>This is used in in-text citations (including the first in-text citation) when there are four or more authors. However, all authors are listed in full in the reference list.</i> <i>NOTE: stop only after 'al.', not after 'et'. For example:</i> Czinkota et al. (2008) address theoretical issues in the Asia Pacific market.
Jr	<i>include titles such as Jr (Junior), Sr (Senior) or III (Third) in the reference list but not in in-text citations</i>

min.	<p>minute <i>NOTE: used for audiovisual sources. Use the counter in your player (e.g. windows media player, RealTime player) to indicate the start of the information. For example:</i></p> <p>Miller and Stapleton (2012, 1:33 mins) chose from among 'almost 400 pieces' to produce the program.</p>
n.d.	<p>no date <i>This is uncommon, particularly for academic sources. For example:</i></p> <p>Complex structures and themes interweave through the concerto (van Beethoven n.d.).</p>
n.p.	<p>no page numbers <i>For example:</i></p> <p>Mathews' use of dialogue shifts to the lyrical: 'I would like to see the beginning of the rest of the world' (2010, n. p.).</p> <p><i>NOTE: Instructions for electronic sources without page numbers</i> <i>If page numbers are not given use approximate page number (p. 3 of 9); or paragraph number for short text (para. 2); or the heading given in the source for the particular section. For example:</i></p> <p>The ABS (2004, p. 1 of 4) defines residents as 'economic entities (persons, organisations or enterprises) which have a closer association with the territory of Australia than with any other territory'. Or Flitton (2012, para. 1) reports 'Australia is about to confront the biting reality of US military decline'.</p>
p. or pp.	<p>single page (p.) or multiple pages (pp.)</p>
rev.	<p>revised <i>NOTE: 1. In the reference list the initial is before the surname (reverse the usual order).</i> 2. rev. follows trans. (see below). For example:</p> <p>González Sánchez, CA 2011, <i>New world literacy: writing and culture across the Atlantic, 1500-1700</i>, trans. T Platt, rev. B Aram, Bucknell University Press, Lewisburg.</p>
sec.	<p>second <i>NOTE: used for audiovisual sources. Use the counter in your player (e.g. windows media player, RealTime player) to indicate the start of the information. For example:</i></p>

	Stephen Fry stated that 'the people I know that swear the most tend to have the widest vocabularies' (gsmokeyjoe 2007, sec. 00:36).
(sic)	so called Use <i>(sic)</i> immediately after an error in the source (e.g. spelling or grammar error). For example: The United Nations (2010 cited in Shirazi 2012, p. 49) estimates that '7% of tenured university faculty position (sic) are held by women'.
[Square brackets]	indicate a change or addition made for clarity. For example: Schulhofer, Tyler and Huq (2011, p. 337) claim that polarisation rests on 'conspicuous racial disparities in [America's] prison populations'.
Sr	<i>*include titles such as Jr (Junior), Sr (Senior) or III (Third) in the reference list but not in in-text citations</i>
trans.	translated NOTE: In the reference list the initial is before the surname (reverse the usual order). For example: González Sánchez, CA 2011, <i>New world literacy: writing and culture across the Atlantic, 1500-1700</i> , trans. T Platt, rev. B Aram, Bucknell University Press, Lewisburg.

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p>*page number (p. 23), non-consecutive pages (p. 23, p. 31) or page range (pp. 23-24) required for all paraphrasing (unless referring to the source as a whole)</p>		<p>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote</p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Books: print

One author	<p>Brick (2009, pp. 113-117) suggests three categories of reporting verbs.</p> <p><i>*page numbers required for paraphrasing specific information</i></p>	<p>Various factors play a role in independent learning (Brick 2009, pp. 47-55).</p> <p><i>* pinpoint the specific information</i></p>	<p>As Brick (2009, p. 14) argues, 'most of the writing at university is likely to involve presenting a position'.</p> <p><i>* pinpoint the quote</i></p>	<p>Academic autonomy 'involves mastering the specific skills involved in analysis, critical thinking and problem solving' (Brick 2009, p. 52).</p> <p><i>* pinpoint the quote</i></p>	<p>Brick, J 2009, <i>Academic culture: a student's guide to studying at university</i>, National Centre for English Language Teaching and Research, Sydney.</p>
Organisation as author	<p>The United Nations Development Programme (2006) argues that water is the most fundamental issue for the future.</p> <p><i>*page numbers NOT required for referring to source as a whole</i></p> <p><i>*if you have only one in-text citation to a source in your work, you must use the full author name (no initials or abbreviations)</i></p>	<p>The water crisis is most detrimental to the world's poor (United Nations Development Programme [UNDP] 2006).</p> <p><i>*if you have two or more in-text citations to a source such as UNDP in your work include the initials in square brackets inside the round brackets for the first citation. For the subsequent in-text citations use only initials</i></p>	<p>In subsequent in-text citations:</p> <p>UNDP (2006, p. 53) claims that 'one of the deepest disparities in water and sanitation is between urban and rural areas'.</p> <p><i>* pinpoint the quote</i></p> <p><i>* use initials UNDP only for second/subsequent citations</i></p>	<p>In subsequent in-text citations:</p> <p>The problem in sub-Saharan Africa is its reliance on 'rainfed agriculture' (UNDP 2006, p. 177).</p> <p><i>* pinpoint the quote</i></p> <p><i>*use initials UNDP only for second/subsequent citations</i></p>	<p>United Nations Development Programme (UNDP) 2006, <i>Human development report 2006: beyond scarcity: power, poverty and the global water crisis</i>, Palgrave Macmillan, New York.</p> <p><i>* initials in round brackets only if you have used initials in your in-text citations</i></p>

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Two authors	<p>Carter and McCarthy (2006) include a chapter analysing academic grammar and usage.</p> <p><i>*use and in sentence</i></p>	<p>A descriptive approach to grammar usage in contexts is employed (Carter & McCarthy 2006).</p> <p><i>*use & in citation</i></p>	<p>Carter and McCarthy (2006, p. 267) point out that academic writing 'can refer to things in complex and condensed ways'.</p> <p><i>* pinpoint the quote</i> <i>*use and in sentence</i></p>	<p>Hedging is often used to make statements 'less assertive' (Carter & McCarthy 2006, p. 279).</p> <p><i>* pinpoint the quote</i> <i>*use & in citation</i></p>	<p>Carter, R & McCarthy, M 2006, <i>Cambridge grammar of English: a comprehensive guide</i>, Cambridge University Press, Cambridge.</p> <p><i>*retain order of authors given in the source</i></p>
Three authors	<p>Bretag, Crossman and Bordia (2010) explain the concept of voice in writing.</p> <p><i>*use and in sentence</i> <i>*use all three authors' names in all in-text citations</i></p>	<p>Reporting verbs create different effects in writing (Bretag, Crossman & Bordia 2010).</p> <p><i>*use & in citation</i></p>	<p>For Bretag, Crossman and Bordia (2010, p. 6), critical reading 'involves making judgements about the value of what you are reading'.</p> <p><i>* pinpoint the quote</i> <i>*use and in sentence</i></p>	<p>'Practising thoroughly also reduces anxiety' (Bretag, Crossman & Bordia 2010, p. 194).</p> <p><i>* pinpoint the quote</i> <i>*use & in citation</i></p>	<p>Bretag, T, Crossman, J & Bordia, S 2010, <i>Communication skills</i>, McGraw-Hill, Sydney.</p> <p><i>*retain order of authors given in the source</i></p>
Four or more authors	<p>Czinkota et al. (2008) address theoretical issues in the Asia Pacific market.</p> <p><i>*use et al for all in-text citations</i> <i>(note stop only after 'al., not after 'et')</i></p>	<p>Clearly detailed agreements are necessary (Czinkota et al. 2008).</p> <p><i>*use et al.</i></p>	<p>Czinkota et al. (2008, p. xv) assert that 'the marketer must adapt to these foreign environments'.</p> <p><i>* pinpoint the quote</i> <i>*use et al.</i></p>	<p>'Overall, growth potential... may be threatened by uncertainty' (Czinkota et al. 2008, p. 558).</p> <p><i>* pinpoint the quote</i> <i>*use et al.</i> <i>*ellipsis of three dots indicates word/s omitted</i></p>	<p>Czinkota, M, Ronkainen, I, Sutton-Brady, C & Beal, T 2008, <i>International marketing</i>, Cengage Learning Australia, South Melbourne.</p> <p><i>*retain order of authors given in the source</i></p>

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	<p><i>*page number (p. 23), non-consecutive pages (p. 23, p. 31) or page range (pp. 23-24) required for all paraphrasing (unless referring to the source as a whole)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i></p>		
No author <i>*use title in place of author</i>	<p>The <i>Style manual for authors, editors and printers</i> (1996) outlines publication rules and conventions.</p> <p><i>*title in italics</i></p> <p><i>*if you have only one in-text citation to a source with the title in place of author in your work, you must use the full title (no initials or abbreviations)</i></p>	<p>Punctuation and grammar rules are clearly explained (<i>Style manual</i> 1996).</p> <p><i>* you can choose to abbreviate title for second/subsequent citations</i></p>	<p>According to the <i>Style manual</i> (1996, p. 43), 'hierarchical structures can often be used for more detailed material'.</p> <p><i>* pinpoint the quote</i></p> <p><i>* you can choose to abbreviate title for second/subsequent citations</i></p>	<p>Writers need to understand 'how readers absorb information' (<i>Style manual</i> 1996, p. 37).</p> <p><i>* pinpoint the quote</i></p> <p><i>* you can choose to abbreviate title for second/subsequent citations</i></p>	<p><i>Style manual for authors, editors and printers</i> 1996, 5th edn, Australian Government Publishing Service, Canberra.</p> <p><i>*use title in italics in place of author</i></p>
Second or later edition <i>*do not confuse edition with edited book</i>	<p>Godfrey et al. (2010) survey and categorise the major theories in accounting in the first half of the book.</p> <p><i>*use et al. (note stop only after 'al.', not after 'et')</i></p>	<p>Important differences between normative and positive theories of accounting are identified throughout the text (Godfrey et al. 2010).</p> <p><i>*use et al.</i></p>	<p>Godfrey et al. (2010, p. 30) indicate that a major criticism of statistical research is the way it 'tends to lump everything together'.</p> <p><i>* pinpoint the quote</i></p> <p><i>*use et al.</i></p>	<p>A criticism advanced is that large-scale statistical research 'tends to lump everything together' (Godfrey et al. 2010, p. 30).</p> <p><i>* pinpoint the quote</i></p> <p><i>*use et al.</i></p>	<p>Godfrey, J, Hodgson, A, Tarca, A, Hamilton, J & Holmes, S 2010, <i>Accounting theory</i>, 7th edn, John Wiley & Sons, Australia, Milton.</p> <p><i>*retain order of authors given in the source</i></p>
Translated and/or Revised	<p>González Sánchez (2011) traces the impact of books on new world colonisers.</p>	<p>Perceptions play a greater role in later methodologies (González Sánchez 2011).</p>	<p>As González Sánchez (2011, p. 91) argues, this monopoly 'helped reinforce the supposed homogeneity'.</p> <p><i>* pinpoint the quote</i></p>	<p>Prohibition increased 'the temptation and enjoyment of such accursed books' (González Sánchez 2011, p. 76).</p> <p><i>* pinpoint the quote</i></p>	<p>González Sánchez, CA 2011, <i>New world literacy: writing and culture across the Atlantic, 1500-1700</i>, trans. T Platt, rev. B Aram, Bucknell University Press, Lewisburg.</p> <p><i>*for translator and/or reviser use initials first (reverse the usual order)</i></p>

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	Author prominent	Information prominent	Author prominent	Information prominent	
Same author, different years	Deegan (2007; 2010) updates information on changes to the standards. * <i>chronological order</i>	Accounting standards are regularly reviewed (Deegan 2007; 2010). * <i>chronological order</i>	Deegan (2007, p. xxiv) updates changes to standards 'released for application in 2005'; and also (2010, p. xxii) to 'the adoption of the International Financial Reporting Standards'. * <i>pinpoint the quote</i>	The IASB publishes an explanation of 'how it reaches its decision' (Deegan 2007, p. 38; 2010, p. 34) and also has 'full control over its technical agenda' (Deegan 2010, p. 34). * <i>pinpoint the quote</i>	Deegan, C 2007, <i>Australian financial accounting</i> , 4th edn, McGraw-Hill, Sydney. Deegan, C 2010, <i>Australian financial accounting</i> , 6th edn, McGraw-Hill, Sydney. * <i>ascending chronological order</i>
Same author, same year	Matthews (2010a; 2010b) writes for both teenagers and very young children.	A crime committed in Australia is the basis for her first fictional account (Matthews 2010a); while in the second the narrative inches slothfully into adventure (Matthews 2010b).	Mathews' use of dialogue shifts from the idiomatic, 'she jumps a mile and screams' (2010a, p. 47) to the lyrical 'I would like to see the beginning of the rest of the world' (2010b, n. p.). * <i>pinpoint the quote</i> * <i>n. p. indicates a source with no page numbers</i>	Movement to epiphany; for example, 'light has flooded the darkness' (2010a, p. 278) and the final words of <i>Zizzy</i> 'he could do anything' (2010b, n. p.), is a feature of writing by Matthews. * <i>pinpoint the quote</i> * <i>n. p. indicates a source with no page numbers</i>	Matthews, P 2010a, <i>A girl like me</i> , Penguin Books, Camberwell. Matthews, P 2010b, <i>Zizzy</i> , Omnibus Books, Malvern. * <i>order alphabetically by the next element (title)</i>
Single editor * <i>to use material written by the editor</i> * <i>do not confuse editor with edition</i>	A study by Larkin (ed. 2004) collates and evaluates writing by Thomas Paine.	Paine's work triggered controversy (Larkin ed. 2004).	Larkin (ed. 2004, p. 10) claims that Paine's writings 'represented a turning point in the revolution'. * <i>pinpoint the quote</i>	'Paine's choice of metaphors, diction, syntax, and evidence were crucial to his success' (Larkin ed. 2004, p. 26). * <i>pinpoint the quote</i>	Larkin, E (ed.) 2004, <i>Common sense: Thomas Paine</i> , Broadview Editions, Toronto.

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<p>Multiple editors</p> <p><i>*to use material written by the editors</i></p> <p><i>*do not confuse editor with edition</i></p>	<p>Strangio and Costar (eds. 2006, pp. 5-9) divide Victorian state politics into three major stages.</p> <p><i>* pinpoint the specific information</i></p> <p><i>*use and in sentence</i></p>	<p>The first state Labor government in Victoria was elected in 1952 (Strangio & Costar eds. 2006, p. 8).</p> <p><i>* pinpoint the specific information</i></p> <p><i>*use & in citation</i></p>	<p>Strangio & Costar (eds. 2006, p. 7) emphasise that 'strong premierships are built on the rock of parliamentary dominance'.</p> <p><i>* pinpoint the quote</i></p> <p><i>*use and in sentence</i></p>	<p>The 'shift from volatility to stability' in Victorian politics occurred in the 1950s (Strangio & Costar eds. 2006, p. 8).</p> <p><i>* pinpoint the quote</i></p> <p><i>*use & in citation</i></p>	<p>Strangio, P & Costar, B (eds.) 2006, <i>The Victorian premiers 1856-2006</i>, The Federation Press, Sydney.</p>
<p>Scholarly edition of a previously published book</p> <p><i>*edited or with an introduction by a scholar</i></p>	<p>Mill's (Himmelfarb ed. 1974) concept of the freedom of the individual, originally published in 1859, still inspires debates.</p>	<p>The introductory essay gives background to Mill's development of the idea of freedom (Himmelfarb ed. 1974).</p>	<p>For Mill (Himmelfarb ed. 1974, p. 59), the 'struggle between liberty and authority' is one of the driving forces of political change.</p> <p><i>* pinpoint the quote</i></p>	<p>Power over the individual by public opinion and government legislation will not diminish 'in the present circumstances of the world' (Himmelfarb ed. 1974, p. 74).</p> <p><i>* pinpoint the quote</i></p>	<p>Himmelfarb, G (ed.) 1974, <i>John Stewart Mill: On liberty</i>, Penguin Books, Harmondsworth.</p> <p><i>*capitalise the first word of a book title within the title (On liberty)</i></p>
<p>Chapter in an edited book</p>	<p>For Gregory (2008), the portable house was a symbol of British imperialism.</p>	<p>Portable houses were harbingers of more permanent settlement (Gregory 2008).</p>	<p>Gregory (2008, p. 213) refers to 'fragmentary evidence' that some portable housing was made in Sydney.</p> <p><i>* pinpoint the quote</i></p>	<p>Apparently, 'thousands' of portable houses were imported (Gregory 2008, p. 211).</p> <p><i>* pinpoint the quote</i></p>	<p>Gregory, J 2008, 'Journeying across colonial landscapes: portable housing in nineteenth century Australia', in A Mayne (ed.), <i>Beyond the Black Stump: histories of outback Australia</i>, Wakefield Press, Kent Town, pp.211-237.</p> <p><i>*use 'in' (lower case) and for editor use initials first (reverse usual order)</i></p> <p><i>* capitalise any names in the title</i></p>

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	Author prominent	Information prominent	Author prominent	Information prominent	
Edited book translated into English	According to Wullschlager (ed. 2004), Andersen is a modern literary writer.	Andersen's later stories employ more complex language (Wullschlager ed. 2004).	Wullschlager (ed. 2004, p. xv) insists that 'in his anxiety over the future of civilised values Andersen is one of us'. * pinpoint the quote	Andersen is not considered an author 'but rather the curator of his stories' (Wullschlager ed. 2004, p. xvi). * pinpoint the quote	Wullschlager, J (ed.) 2004, <i>Hans Christian Andersen fairy tales</i> , trans. T Nunnally, Penguin Books, London. * for translator use initials first (reverse usual order)
Different authors, same surname, different years	O'Neill (2011) addresses the construction of leadership while O'Neill (2010) argues that humiliation plays a role in the production of refugees.	Poor leaders deny others' rights (O'Neill 2011) in the same way that asylum seekers are denied rights in many areas (O'Neill 2010).	While O'Neill (2011, p. 44) contends that dominance can lead to 'fear or rebellion', O'Neill (2010, p. 29) claims that it is imperative to understand the 'impact of humiliation'. * pinpoint the quote	There is concern that forced corporate 'compliance' (O'Neill 2011, p. 44) and 'the dehumanising asylum system and process' (O'Neill 2010, p. 81) result in escalating problems. * pinpoint the quote	O'Neill, A 2011, <i>Manager to leader: skills and insights for a successful transition</i> , CCH Australia, Sydney. O'Neill, M 2010, <i>Asylum, migration and community</i> , The Policy Press, Bristol.
Different authors, same surname, same year	Peter Chapman (2010) details stakeholder reactions to the 1933 Glass-Steagall Act while Meyrick Chapman (2010) attends to the intent and effects of the act. * in this situation include first names	Peter Chapman (2010) describes the new Act as separating various financial functions while Meyrick Chapman (2010) describes the banks' anger at the constraints on their freedom to invest depositors' money.	For Peter Chapman, the Act 'split up the two broad functions of banking, basically, the cash box and casino sides' (2010, p. 112); while for Meyrick Chapman it stopped banks 'distorting securities issuance business' (2010, p. 115). * pinpoint the quote	The new Act 'made banks declare what they wanted to be' (Peter Chapman 2010, p. 113) and also 'prohibited the overlap of business by banks, insurance companies, brokers and fund managers' (Meyrick Chapman 2010, p. 115). * pinpoint the quote	Chapman, M 2010, <i>Don't be fooled again: lessons in the good, bad and unpredictable behaviour of global finance</i> , Prentice Hall, London. Chapman, P 2010, <i>The last of the imperious rich: Lehman brothers, 1844-2008</i> , Portfolio Penguin, London. *order alphabetically by next available item (initial)

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	<p><i>*page number (p. 23), non-consecutive pages (p. 23, p. 31) or page range (pp. 23-24) required for all paraphrasing (unless referring to the source as a whole)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i></p>		
<p>Citing a source within a source</p> <p><i>*try to locate and use the cited source</i></p>	<p>Fahey (1993 cited in Frost 2008, p. 69) provides evidence that wages were lower in regional areas.</p> <p><i>* pinpoint the specific information</i></p> <p><i>*include author and year of publication for both sources</i></p>	<p>The value placed on private property was the cause of violent clashes with the nomadic indigenous people (Reynolds 1981 cited in Frost 2008, p. 63).</p> <p><i>* pinpoint the specific information</i></p>	<p>Kirschner (1970 cited in Frost 2008, p. 61) reports that rural communities ‘saw cities as places that were “full of moral snares for the unwary”’.</p> <p><i>* pinpoint the quote</i> <i>*no space between adjacent double and single quote marks</i></p>	<p>For Australia ‘the wool industry remained ‘the cornerstone of Australia’s economic and social edifice’” (Hancock 1930 cited in Frost 2008, p. 75).</p> <p><i>* pinpoint the quote</i> <i>*no space between adjacent double and single quote marks</i></p>	<p>Frost, L 2008, ‘Across the great divide: the economy of the inland corridor’, in A Mayne (ed.), <i>Beyond the Black Stump: histories of outback Australia</i>, Wakefield Press, Kent Town.</p> <p><i>*in the Reference list include only the book you actually used (<u>not</u> the source cited in the book you used).</i></p>
<p>Book in a series</p>	<p>Swales and Feak (2004) incorporate new research in textual analysis.</p> <p><i>*use and in sentence</i></p>	<p>Writing critiques helps articulate scholarly expectations (Swales & Feak 2004).</p> <p><i>*use & in citation</i></p>	<p>Swales and Feak (2004, p. 4) aim to encourage ‘rhetorical consciousness’.</p> <p><i>*use and in sentence</i></p>	<p>Summaries are a ‘foundation for other, more complex tasks’ (Swales & Feak 2004, p. 147).</p> <p><i>*use & in citation</i></p>	<p>Swales, JM & Feak, CB 2004, <i>Academic writing for graduate students: essential tasks and skills</i>, Michigan series in English for academic and professional purposes, The University of Michigan Press, Ann Arbor.</p> <p><i>*include the name of the series (Michigan series in English for academic and professional purposes).</i></p>
<p>Edited volume in a multivolume set</p>	<p>Broer, Hasselblatt and Takens (eds. 2010) address issues they view as likely to generate research.</p> <p><i>*use and in sentence</i></p>	<p>Both abstract and concrete definitions are explored (Broer, Hasselblatt & Takens eds. 2010).</p> <p><i>*use & in citation</i></p>	<p>According to Broer, Hasselblatt and Takens (eds. 2010, p. 6), ‘the evolution map Φ is completely determined by the map φ’.</p> <p><i>* pinpoint the quote</i> <i>*use and in sentence</i></p>	<p>State spaces ‘always have some extra structure’ (Broer, Hasselblatt & Takens eds. 2010, p. 4).</p> <p><i>* pinpoint the quote</i> <i>*use & in citation</i></p>	<p>Broer, H, Hasselblatt, B & Takens, F (eds.) 2010, <i>Handbook of dynamical systems</i>, vol. 3, Differentiable dynamical systems, Elsevier, Amsterdam.</p> <p><i>*include the name of the multivolume set (Differentiable dynamical systems).</i></p>

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	Author prominent	Information prominent	Author prominent	Information prominent	
Citing multiple sources simultaneously in a sentence	<p>For Flower et al. (1990); Mateos & Solé (2009); McGinley (1992) and Spivey (1997) academic reading often involves synthesising conflicting arguments.</p> <p><i>*this is a single sentence citing multiple sources</i></p> <p><i>*use et al. for source with four or more authors (note stop only after 'al.', not after 'et')</i></p>	<p>Synthesising requires making decisions about organising the material from multiple sources (Flower et al. 1990; Mateos & Solé 2009; McGinley 1992; Spivey 1997).</p> <p><i>*this is a single sentence citing multiple sources</i></p>	<p><i>For clarity quote sources separately</i></p>	<p><i>For clarity quote sources separately</i></p>	<p>Flower, L, Stein, V, Ackerman, J, Kantz, MJ, McCormick, K & Peck, WC, 1990, <i>Reading to write</i>, Oxford University Press, New York.</p> <p>Mateos, M & Solé, I 2009, Synthesising information from various texts: a study of procedures and products at different educational levels, <i>European Journal of Psychology of Education</i>, 24, pp. 435–451.</p> <p>McGinley, W 1992, The role of reading and writing while composing from multiple sources, <i>Reading Research Quarterly</i>, 27, pp. 227–248</p> <p>Spivey, NN 1997, <i>Reading, writing and the making of meaning: the constructivist metaphor</i>, Academic Press, San Diego.</p>

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	Author prominent	Information prominent	Author prominent	Information prominent	
	<p><i>*page number (p. 23), non-consecutive pages (p. 23, p. 31) or page range (pp. 23-24) required for all paraphrasing (unless referring to the source as a whole)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i></p>		
Book in a foreign language	<p>Dufays and Plane (2009) analyse the introduction of creative writing in the French education system.</p> <p><i>*use and in sentence</i></p>	<p>A discussion of the status of creative writing in the curriculum and in practice unfolds (Dufays & Plane 2009).</p> <p><i>*use & in citation</i></p>	<p>Dufays and Plane (2009, p. 15) outline debates regarding ‘une question récurrente’ [the ongoing issue (my translation)] of differences between literature, narrative and fiction.</p> <p><i>* pinpoint the quote</i> <i>*use and in sentence</i></p>	<p>Territorial battles, ‘chacun d’entre eux s’estimait le dépositaire d’une partie de l’héritage légué’ [each considered itself custodian of part of the legacy (my translation)], ensued (Dufays & Plane 2009, p. 19).</p>	<p>Dufays, J-L & Plane, S 2009, <i>L’écriture de fiction en classe de français</i> (Writing fiction in French class), Recherches en didactique du français, Presses Universitaires de Namur, Namur.</p> <p><i>*translate the title if relevant</i></p>
Sacred book	<p><i>The Q’uran</i> (2004) is written largely in the form of didactic speeches.</p> <p><i>*use title in italics</i></p>	<p>The role and status of women in Islam are outlined in <i>The Q’uran</i> (2004, pp. 50-66).</p> <p><i>* pinpoint the specific information</i></p>	<p>Regarding dietary custom, <i>The Q’uran</i> (2004, p. 67) stipulates that ‘you are forbidden to eat carrion’.</p> <p><i>* pinpoint the quote</i></p>	<p>Psychological insights, ‘if evil touches him he loses all hope and becomes despondent’ (<i>The Q’uran</i> 2004, p. 310) occur throughout.</p> <p><i>* pinpoint the quote</i></p>	<p><i>The Q’uran</i> 2004, trans. M Haleem, Oxford World’s Classics, Oxford University Press, Oxford.</p> <p><i>*use title in italics in place of author</i> <i>* for translator use initials first (reverse usual order)</i></p>
Encyclopedia, no author	<p>Encyclopedias often indicate the history of a term; for example, according to <i>McGraw-Hill encyclopedia of science and technology</i> (1997, p. 609) lagomorphs are no longer considered to be rodents.</p> <p><i>* pinpoint the specific information</i> <i>*use title as author</i></p>	<p>Extended definitions are a feature of encyclopedias as in a description of ion exchange in terms of materials, properties and applications (<i>McGraw-Hill encyclopedia of science and technology</i> 1997, pp. 393-399).</p> <p><i>* pinpoint the specific information</i></p>	<p><i>McGraw-Hill encyclopedia of science and technology</i> (1997, p. 594) characterises the Kondo effect as ‘unusual’, an example of an encyclopedia reporting evaluations from the discipline.</p> <p><i>* pinpoint the quote</i></p>	<p>While encyclopedias aim to provide accurate information; for example ‘the Z⁰ particle has an extremely short lifetime of about 10⁻²⁵ s’ (<i>McGraw-Hill encyclopedia of science and technology</i> 1997, p. 337), the currency of the information needs to be checked.</p> <p><i>* pinpoint the quote</i></p>	<p><i>McGraw-Hill encyclopedia of science and technology</i> 1997, vol. 9, ice-leo, 8th edn, McGraw-Hill, New York.</p> <p><i>*use title in italics in place of author</i> <i>*include volume number and title (vol. 9, ice-leo).</i></p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	Author prominent	Information prominent	Author prominent	Information prominent	
Encyclopedia, one or more authors, specific entry *encyclopedias are NOT acceptable as academic sources, unless as objects of research	Golden (1998, pp. 107-108) outlines but does not detail conflicting views of mimesis. <i>* pinpoint the specific information</i>	Aristotle's definition of tragedy is addressed in terms of extant interpretations only (Golden 1998, p. 106). <i>* pinpoint the specific information</i>	Golden (1998, p. 107) refers to a 'cognitive' view of catharsis, now in need of review. <i>* pinpoint the quote</i>	Recent scholars 'adopt, adapt, or modify Aristotelian theory' as they see fit (Golden 1998, p. 108). <i>* pinpoint the quote</i>	Golden, L 1998 'Reception of Aristotle in modernity', M Kelly (ed.), <i>Encyclopedia of aesthetics</i> , vol. 1, ABHI-DEPI, Oxford University Press, Oxford. <i>*include volume number and title (vol. 1, ABHI-DEPI).</i>
Dictionary, one or more authors *dictionaries are NOT acceptable as academic sources, unless as objects of research	Soanes and Stevenson (eds. 2005) include advice on usage in ambiguous cases. <i>*use and in sentence</i>	Presbyterian churches are now often called Reformed churches (Soames & Stevenson eds. 2005, p. 1391). <i>* pinpoint the specific information</i> <i>*use & in citation</i>	Soanes and Stevenson (eds. 2005, p. 481) define diarchy as 'government by two independent authorities'. <i>* pinpoint the quote</i> <i>*use and in sentence</i>	The prefix xeno has its origin in the Greek for 'stranger, foreigner' (Soanes and Stevenson eds. 2005, p. 2037). <i>* pinpoint the quote</i> <i>*use & in citation</i>	Soanes, C & Stevenson, A (eds.) 2005, <i>Oxford dictionary of English</i> , 2nd edn rev, Oxford University Press, Oxford. <i>*record editors/edition/revised as relevant</i>
Dictionary, no author, specific entry *dictionaries are NOT acceptable as academic sources, unless as objects of research	'Isotherm' (2005) gives only basic definitions of technical terms.	For academic purposes, technical terms such as 'isotherm' ('Isotherm' 2005, p. 424) are better described in subject dictionaries. <i>* pinpoint the specific information</i>	'Isotherm' (2005, p. 424) defines isotherm as 'a line on a map linking places of equal temperature'. <i>* pinpoint the quote</i>	The term isotherm comes from 'Greek <i>isos</i> equal + <i>thermē</i> heat' ('Isotherm' 2005, p. 424). <i>* pinpoint the quote</i> <i>*retain italics used in the source</i>	'Isotherm' 2005 <i>Collins Australian dictionary</i> , Harper Collins Publishers, Pymble. <i>*use title, as for book with no author</i>

Source type	In-text citation models				Reference List models
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	*page number (p. 23), non-consecutive pages (p. 23, p. 31) or page range (pp. 23-24) required for all paraphrasing (unless referring to the source as a whole)		*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote		

Periodicals/Serials: print

One author	Prentice (2010) analyses the ambivalence of indigenous peoples in capitalist nation states.	The political dimensions of cultural exchange are enacted in fiction by Aboriginal and Maori writers (Prentice 2010).	Prentice (2010, p. 40) asserts a need 'to examine the complicity between representation and commodification'. * <i>pinpoint the quote</i>	Indigenous cultural signification struggles in relation to a 'consumerist hegemony' (Prentice 2010, p. 42). * <i>pinpoint the quote</i>	Prentice, C 2010, 'Terms of ambivalence: cultural politics and symbolic exchange', <i>Australian Literary Studies</i> , vol. 25, no. 4, pp. 33-54.
Two authors	Harkness and Evans (2011) analyse the effects of male job losses on a partner's employment. * <i>use and in sentence</i>	In the UK in 2008, 59% of women with unemployed partners worked (Harkness & Evans 2011, p. 681). * <i>pinpoint the specific information</i> * <i>use & in citation</i>	Harkness and Evans (2011, p. 690) show that current policies mitigate slightly the 'rising worklessness among couples'. * <i>pinpoint the quote</i> * <i>use and in sentence</i>	The UK suffered polarisation between 'work-rich' and 'work-poor' households (Harkness & Evans 2011, p. 676). * <i>pinpoint the quote</i> * <i>use & in citation</i>	Harkness, S & Evans, M 2011, 'The employment effects of recession on couples in the UK: women's and household employment prospects and partner's job loss', <i>Journal of Social Policy</i> , vol. 40, no. 4, pp. 675-693.

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	*page number (p. 23), non-consecutive pages (p. 23, p. 31) or page range (pp. 23-24) required for all paraphrasing (unless referring to the source as a whole)		*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote		
	Author prominent	Information prominent	Author prominent	Information prominent	
Three authors	Schulhofer, Tyler and Huq (2011) argue for a new procedural justice model of policing in the United States. <i>*use and in sentence</i>	The role of perceptions of the legitimacy of police practice in shaping willingness to obey the law is analysed (Schulhofer, Tyler & Huq 2011). <i>*use & in citation</i>	Schulhofer, Tyler and Huq (2011, p. 337) claim that polarisation rests on 'conspicuous racial disparities in [America's] prison populations'. <i>* pinpoint the quote *use and in sentence *square brackets indicate word added or altered for clarity</i>	'Conceptual ambiguity and a failure to study empirical data' are features of debates about policing (Schulhofer, Tyler & Huq 2011, p. 341). <i>* pinpoint the quote *use & in citation</i>	Schulhofer, SJ, Tyler, TR & Huq, AZ 2011, 'American policing at the crossroads: unsustainable policies and the procedural justice alternative', <i>The Journal of Criminal Law & Criminology</i> , vol. 10, no. 2, pp. 335-374.
Four or more authors	Data from Ho et al. (2010) demonstrate networks of individuals holding positions in multiple powerful organisations. <i>*use et al. (note stop only after 'al.', not after 'et')</i>	Universal suffrage in Hong Kong was moved to 1012, then to 2017, and then to 2020 (Ho et al. 2010, p. 467). <i>* pinpoint the specific information *use et al.</i>	Ho et al. (2010, p. 466) argue that there is a 'systemic barrier against further democratic development'. <i>* pinpoint the quote *use et al.</i>	Democratic reform is prevented by 'substantial linkages [which] exist between the most powerful organisations' (Ho et al. 2010, p. 482). <i>* pinpoint the quote *use et al. *square brackets indicate word added or altered for clarity</i>	Ho, W, Lee, W, Chan, C, Ng, Y & Choy, Y 2010, 'Hong Kong's elite structure, legislature and the bleak future of democracy under Chinese sovereignty', <i>Journal of Contemporary Asia</i> , vol. 40, no. 3, pp. 466-486.

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	Author prominent	Information prominent	Author prominent	Information prominent	
No author <i>*title in place of author</i>	The anonymous review of Leslie's essay ('TE Cliffe Leslie on the celibacy of the nation' 2011) canvasses reasons for the low incidence of marriage in Britain in the mid-1800s.	Almost 40% of women between 20 and 40 years of age in Britain in 1851 were unmarried ('TE Cliffe Leslie on the celibacy of the nation' 2011, p. 185). <i>* pinpoint the specific information</i>	It is wittily asserted ('TE Cliffe Leslie on the celibacy of the nation' 2011, p. 187) that 'the necessity of watching the price of flour for the signal to marry' will dissipate. <i>* pinpoint the quote</i>	The number of marriages was directly correlated with 'the average earnings of the great mass of the people' ('TE Cliffe Leslie on the celibacy of the nation' 2011, p. 186). <i>* pinpoint the quote</i>	'TE Cliffe Leslie on the celibacy of the nation' 2011, <i>Population and Development Review</i> , vol. 37, no. 1, pp. 185-190. <i>*article title in place of author</i>
Citing a source within a source <i>*try to locate and use the cited source</i>	For Derrida (1993 cited in Tawa 2011, p. 132), waiting implies being open to the future. <i>* pinpoint the specific information</i> <i>*include author and year of publication for both sources</i>	Cinema is primarily experienced between the visible frames (Godard 1997 cited in Tawa 2011, p. 132). <i>* pinpoint the specific information</i>	Heidegger (2009 cited in Tawa 2011, p. 129) identifies three types of ambiguity, two of which are 'illegitimate'. <i>* pinpoint the quote</i>	Symbolism exceeds logic and has been characterised as the 'colloidal anatomy of the visible' (Carter 2009 cited in Tawa 2011, p. 128). <i>* pinpoint the quote</i>	Tawa, M 2011, 'Entr'acte: interval: a review of Adrian Snodgrass' "Thinking through the gap" and Linda Marie Walker's "And so on, and"', <i>Architectural Theory Review</i> , vol. 16, no. 2, pp. 125-136. <i>*in the Reference list include only the article you actually used (not the source cited in the article you used).</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
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Newspaper article * newspapers are NOT acceptable academic sources unless as objects of research	While Devlin (2011, p. 32) reports the highlights of a study of first year students from low socio-economic backgrounds, it is not the role of a newspaper to assess such studies. <i>* pinpoint the specific information</i>	A recent study by Deacon university attributes four major factors to first year success (Devlin 2011, p. 32). <i>* pinpoint the specific information</i>	Devlin (2011, p. 32) reports on a recently published study which points to a move from 'elite, through mass to universal access' in Australian higher education. <i>* pinpoint the quote</i>	Students nominated 'perseverance' as a significant factor contributing to success in first year university, according to a news report (Devlin 2011, p. 32). <i>* pinpoint the quote</i>	Devlin, M 2011, 'Keys found to success by the less privileged', <i>The Australian</i> , 16 November, p. 32.
Newspaper article, no author * newspapers are NOT acceptable academic sources unless as objects of research	It has been claimed ('Wage claims must be contained' 2011, p. 15) that tax relief rather than pay rises is required. <i>* pinpoint the specific information</i>	Social and community workers will gain up to 33% percent pay rise ('Wage claims must be contained' 2011, p. 15). <i>* pinpoint the specific information</i>	A recent editorial ('Wage claims must be contained' 2011, p. 15) asserts higher tax thresholds to be 'a strong incentive' to return to work. <i>* pinpoint the quote</i>	The initiative has been labelled in the media as intervention 'under the guise' of promoting gender equality ('Wage claims must be contained' 2011, p. 15). <i>* pinpoint the quote</i>	'Wage claims must be contained' 2011, <i>The Australian</i> , November 17, p. 15. <i>*use title in place of author</i>
Newspaper article from a news service * newspapers are NOT acceptable academic sources unless as objects of research	According to a recent report (Associated Press 2011, p. 11), the conversation was secretly taped. <i>* pinpoint the specific information</i>	A secret recording of the conversation may be released to the public (Associated Press 2011, p. 11). <i>* pinpoint the specific information</i>	Associated Press (2011, p. 11) reports that the tape possibly 'contains embarrassing political statements'. <i>* pinpoint the quote</i>	The recording was called a 'covert operation' by the National Party chairman (Associated Press 2011, p. 11). <i>* pinpoint the quote</i>	Associated Press 2011, 'Key tape "could change votes"', <i>The Australian</i> , 17 November, p. 11.

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	Author prominent	Information prominent	Author prominent	Information prominent	
Magazine article * magazines are NOT acceptable academic sources unless as objects of research	Appropriately for a non-academic target audience, Kolbert's (2011) feature article intersperses anecdote with science.	A range of effects of increasing CO ₂ in oceans is explained for a non scientific target audience (Kolbert 2011).	Kolbert (2011, p. 112) describes outcomes clearly for a generalist reader; 'natural processes ... operate far too slowly to make a difference on a human time scale'. <i>* pinpoint the quote</i> <i>* ellipsis of three dots indicates word/s omitted</i>	Language is hedged to avoid alarm; 'the acidification that has occurred so far is <i>probably irreversible</i> ' (Kolbert 2011, p. 108, emphasis added). <i>* pinpoint the quote</i> <i>*(emphasis added) in citation indicates you have added italics for emphasis.</i>	Kolbert, E 2011, 'The acid sea', <i>National Geographic</i> , vol. 219, no. 4, pp. 100-121.
Magazine article, no author, * magazines are NOT acceptable academic sources unless as objects of research	The questionnaire ('The 1983 all-America research team' 1983, p. 76) was distributed to one thousand organisations. <i>* pinpoint the specific information</i>	Among the methodological limitations is disparity in market exposure ('The 1983 all-America research team' 1983, p. 76). <i>* pinpoint the specific information</i>	Despite overall prosperity ('The 1983 all-America research team' 1983, p. 73), 'some businesses faltered'. <i>* pinpoint the quote</i>	1983 was 'one of the most bullish periods ever' ('The 1983 all-America research team' 1983, p. 73). <i>* pinpoint the quote</i>	'The 1983 all-America research team' 1983, <i>Institutional Investor</i> , vol. 17, no. 10, pp. 73-174. <i>*use title in place of author</i>
Annual report, print	State of Victoria (2004, p. 31) listed twenty environmental incidents for the year, of which seven were of level 3 severity. <i>* pinpoint the specific information</i>	Vicroads undertook nine major development projects in the year 2003-2004 (State of Victoria 2004). <i>* pinpoint the specific information</i>	State of Victoria (2004, p. 61) identifies 'increased recruitment' as a key factor in capacity building. <i>* pinpoint the quote</i>	Assistance to non-English speaking customers included '4056 interpreter assisted tests' (State of Victoria 2004, p. 50). <i>* pinpoint the quote</i>	State of Victoria 2004, <i>Vicroads annual report 2003-2004</i> , Corporate Publications, Kew.

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Books: electronic

E-book	Wheeler (2007) traces the shaping of concepts in astrophysics.	Stellar death involves simultaneous contraction of the core and expansion of the surrounding material (Wheeler 2007).	As Wheeler (2007, p. 228) points out, 'direct evidence for black holes in terms of a "dark spot" yet eludes us'. <i>* pinpoint the quote</i>	'We are gripped in a trispatiocentrism we rarely stop to recognise', limiting our ability to envisage multiple dimensions (Wheeler 2007, p. 299). <i>* pinpoint the quote</i>	Wheeler, JC 2007, <i>Cosmic catastrophes: exploding stars, black holes, and mapping the universe</i> , 2nd edn, e-book, Cambridge University Press, New York, viewed 10 January 2012, http://lib.myilibrary.com.ezproxy.lib.monash.edu.au/Open.aspx?id=75048&loc=&srch=undefined&src=0
E-book, book in a series	Morgan (2011) investigates the terminology surrounding family practices.	Issues of time and space are particularly relevant in blended families (Morgan 2011, p. 75). <i>* pinpoint the specific information</i>	For Morgan (2011, p. 132), ethics deals with 'everyday concerns'. <i>* pinpoint the quote</i>	Family is 'continually being constructed and reconstructed through the performance of these practices' (Morgan 2011, p. 162). <i>* pinpoint the quote</i>	Morgan, DHJ 2011, <i>Rethinking family practices</i> , Palgrave Macmillan studies in family and intimate life, e-book, Palgrave Macmillan, London, viewed 10 January 2011, http://reader.ebilib.com.au.ezproxy.lib.monash.edu.au/%28S%28vqw3ydm1pqyexsamhs0xvv%29%29/Reader.aspx?p=665684&o=90&u=TCr7fu8GcTgxsOwCGWTz3A%3d%3d&t=1329258839&h=1D62585C6DBF2EF30584D6556D1A01FF753C63D7&s=5253272&ut=233&pg=1&r=img&c=-1&pat=n <i>*include name of series</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>E-book accessed via an e-book reader (e.g. Kindle, Nook, Sony Reader)</p> <p><i>*many e-readers do not have page numbers, so it is preferable to locate a version of the source with page numbers</i></p>	<p>As Strunk (2011) indicates in the introduction, this now canonical text was initially published for students.</p>	<p>In contrast to conventions followed in Australia, American punctuation requires a comma after all terms in a list of three or more items (Strunk 2011, n.p.).</p> <p><i>* pinpoint the specific information (in this case *n.p. means no page numbers).</i></p>	<p>Strunk (2011, n.p.) acknowledges in the introductory section that sophisticated writers 'sometimes disregard the rules of rhetoric'.</p> <p><i>* pinpoint the quote</i></p>	<p>As outlined in the introduction, Study of 'the masters of literature' will enhance writing skills (Strunk 2011, n.p.).</p> <p><i>* pinpoint the quote</i></p>	<p>Strunk, W, Jr, 2011, <i>The elements of style</i>, rev. C Hong (ed.), e-book, Elements of Style Press, Kindle Edition.</p> <p><i>*rev for revised, ed. for edited (in this case it is the same person)</i></p> <p><i>* include Jr (Junior) in the reference list (but not in in-text citations) if it is part of the name</i></p> <p><i>*include titles such as Jr (Junior), Sr (Senior) or III (Third) in the reference list but not in in-text citations</i></p> <p><i>*where relevant, include version of the reader, (e.g. Kindle 3G),no URL required</i></p>

Source type	In-text citation models				Reference List models
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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Chapter in an edited e-book	McLaughlin (2011) reports the discovery of rotating radio transients.	Results for specific objects are analysed in detail (McLaughlin 2011).	McLaughlin (2011, p. 58) claims that 'the XMM observations of J1819-1458 have confirmed the neutron star nature of J1819-1458'. <i>* pinpoint the quote</i>	New discoveries 'hint at the rich variety of transient sources that remain to be discovered' (McLaughlin 2011, p. 65). <i>* pinpoint the quote</i>	McLaughlin, M 'Rotating radio transients', in W Becker (ed.), <i>Neutron stars and pulsars</i> , e-book, SpringerLink, Heidelberg, viewed 10 January 2011, pp. 41-66, http://www.springerlink.com.ezproxy.lib.monash.edu.au/content/v4u65t/#section=50478&page=3&locus=58 <i>* for editor use 'in' + initials first (reverse usual order)</i> <i>*include name and city of electronic publisher</i>
Encyclopedia, no author, specific entry <i>*encyclopedias are NOT acceptable academic sources unless as objects of research</i>	'Geoffrey Blainey' (2012) gives minimal biographical and professional information.	Blainey's work is significant in Australian economic and social history, but is not detailed ('Geoffrey Blainey' 2012).	'Geoffrey Blainey' (2012, para. 3) describes Blainey's, style as 'lucid and imaginative', but gives no examples. <i>* pinpoint the quote</i>	Blainey's 'authoritative texts' have generated controversy, but there is no supporting evidence in the entry itself ('Geoffrey Blainey' 2012, para. 1). <i>* pinpoint the quote</i>	'Geoffrey Blainey' 2012, <i>Encyclopædia Britannica online</i> , viewed 13 January 2012, http://www.britannica.com/EBchecked/topic/68731/Geoffrey-Blainey <i>*use title, as for book with no author</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Dictionary no author, specific entry <i>*dictionaries are NOT acceptable academic sources unless as objects of research</i>	'Argument' (2011) clearly traces the etymology of the term.	Various usages and nuances of the term 'argument' are demonstrated through historical examples ('Argument' 2011).	'Argument' (2011, p. 2 of 4) highlights the logical dimension: 'A connected series of statements or reasons intended to establish a position (and, <i>hence</i> , to refute the opposite); a process of reasoning; argumentation'. <i>* pinpoint the quote</i>	The mathematical term 'argument' refers to 'an independent variable of a function' ('Argument' 2011, Draft additions 1997, p. 4 of 4). <i>* pinpoint the quote</i>	'Argument' 2011, <i>Oxford English dictionary online</i> , viewed 11 January 2012, http://www.oed.com.ezproxy.lib.monash.edu.au/view/Entry/10663
Dictionary, one or more authors <i>*dictionaries are NOT acceptable academic sources unless as objects of research</i>	Matsumoto (2009) attempts to account for recent changes meanings of terms in psychology.	Major theories in psychology are briefly described (Matsumoto 2009).	Matsumoto (2009, p. 417) defines quantitative psychology as 'approaches that use mathematics in order to describe the workings of the mind and control of behaviour.' <i>* pinpoint the quote</i>	Psychology spans 'the microlevel neural processes... to macrolevel social and cultural processes' (Matsumoto 2009, p. xv). <i>* pinpoint the quote</i> <i>*ellipsis of three dots indicates word/s omitted</i>	Matsumoto, D 2009, <i>The Cambridge dictionary of psychology</i> , e-book, Cambridge University Press, Cambridge, viewed 11 January 2012, http://www.monash.ebilib.com.au.ezproxy.lib.monash.edu.au/patron/FullRecord.aspx?p=461152&echo=1&userid=TCr7fu8GcTgxsOwCGWTz3A%3d%3d&tstamp=1326338030&id=75E4D9C9A1C07EDC28AC8A9304DA874ABAC40998

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Periodicals/Serials: electronic

One author	Downing (2010) recorded data from online forums.	Internet piracy, rather than being chaotic, operates within informal constraints (Downing 2010).	As Downing (2010, p. 103) points out, 'acquisition of the external device(s) needed to pirate is itself a process that requires one to possess a certain knowledge base'. <i>* pinpoint the quote</i>	Many pirates 'present legitimate arguments for downloading software' (Downing 2010, p. 116). <i>* pinpoint the quote</i>	Downing, S 2010, 'Social control in a subculture of piracy', <i>Journal of Criminal Justice and Popular Culture</i> , vol. 17, no. 1, pp. 77-123, viewed 18 November 2011, http://www.albany.edu/scj/jcipc/jcipc_vol17.html
Two authors	Head and Redmond (2011) argue that prevention significantly improves outcomes. <i>*use and in sentence</i>	A history of prevention approaches reveals a wide range of underlying assumptions (Head & Redmond 2011). <i>* use & in citation</i>	Head and Redmond's (2011, p. 7) argument 'implicitly takes ... the "clean slate" approach to child development'. <i>* pinpoint the quote *use and in sentence *use double quotation marks for a quote within a quote *ellipsis of three dots indicates word/s omitted</i>	It is argued that 'the value judgements and choices... need to be better articulated and understood' (Head & Redmond 2011, p. 18). <i>* pinpoint the quote *ellipsis of three dots indicates word/s omitted</i>	Head, BW & Redmond, G 2011, 'Making prevention work in human services for children and youth', <i>Australian Review of Public Affairs</i> , vol. 10, no. 1, pp. 5-22, viewed 5 January 2012, http://www.australianreview.net/journal/v10/n1/head_redmond.pdf

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Three authors	<p>Townsend, McDonald and Esders (2008) found that mainstream media cartoons were cynical but not destructive.</p> <p><i>*use and in sentence</i></p>	<p>Cartoons concerning <i>Work Choices</i> were classified thematically (Townsend, McDonald & Esders 2008).</p> <p><i>*use & in citation</i></p>	<p>A study by Townsend, McDonald and Esders (2008, p. 22) showed that the cartoons 'were moderate in tone'.</p> <p><i>*pinpoint the quote</i> <i>*use and in sentence</i> <i>*ellipsis of three dots indicates word/s omitted</i></p>	<p>As expected, 'published cartoons were only part of the wider political discourse at a tumultuous time' (Townsend, McDonald & Esders 2008, p. 22).</p> <p><i>*pinpoint the quote</i> <i>*use & in citation</i></p>	<p>Townsend, K, McDonald, P & Esders, L 2008, 'How political, satirical cartoons illustrated Australia's <i>Work Choices</i> debate', <i>Australian Review of Public Affairs</i>, vol. 9, no. 1, pp. 1-26, viewed 5 January 2012, http://www.australianreview.net/journal/v9/n1/townsend.pdf</p>
Four or more authors	<p>Carson et al. (2002) analyse a consultation process involving citizens.</p> <p><i>*use et al. for source with four or more authors (note stop only after 'al., not after 'et')</i></p>	<p>Community consultation was not common at that time (Carson et al. 2002, p. 2).</p> <p><i>*pinpoint the specific information</i> <i>*use et al.</i></p>	<p>Carson et al. (2002, p. 11) observed that 'participants want to suggest solutions'.</p> <p><i>*pinpoint the quote</i> <i>*use et al.</i></p>	<p>'Consultation need not be an add-on, a requirement to show the public agrees', but can shape the outcome (Carson et al. 2002, p. 12).</p> <p><i>*pinpoint the quote</i> <i>*use et al.</i></p>	<p>Carson, L, White, S, Hendriks, C & Palmer, J 2002, 'Community consultation in environmental policy making', <i>The Drawing Board: An Australian Review of Public Affairs</i>, vol. 3, no. 1, pp. 1-13, viewed 5 January 2012, http://www.australianreview.net/journal/v3/n1/carson.pdf</p>
No author <i>*use article title in quote marks</i>	<p>'Freezing fish at sea' (1958) reports on a study into quick freezing technology.</p>	<p>The experimental quick freezing process was successful in all conditions ('Freezing fish at sea' 1958, p. 817).</p> <p><i>*pinpoint the specific information</i></p>	<p>Freezing fish at sea' (1958, p. 817) describes the experiment as 'extensive and impressive'.</p> <p><i>*pinpoint the quote</i></p>	<p>Quick freezing technology was trialled to improve quality in situations in which 'the earlier part of the catch may be some twelve days old when it is landed' ('Freezing fish at sea' 1958, p. 817).</p> <p><i>*pinpoint the quote</i></p>	<p>'Freezing fish at sea' 1958, <i>Nature</i>, vol.181, no. 4612 p. 817. viewed 13 January 2012, http://www.nature.com.ezproxy.lib.monash.edu.au/nature/journal/v181/n4612/pdf/181817b0.pdf</p> <p><i>*use title in place of author</i></p>

Source type	In-text citation models				Reference List models
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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Article from a database	<p>Kim and Johnson (2012) examined motivations for participation in political blogs.</p> <p><i>*use and in sentence</i></p>	<p>Blogs serve as an interactive forum for interpersonal discussion (Kim & Johnson 2012, p. 106).</p> <p><i>* pinpoint the specific information</i> <i>*use & in citation</i></p>	<p>Kim and Johnson (2012, p. 105) conclude that the blogs exist 'to find out what other people think about important issues or events and to keep up with the main issues of the day'.</p> <p><i>* pinpoint the quote</i> <i>*use and in sentence</i></p>	<p>There appears to be 'a weak relation between demographics and motivations for using blogs, consistent with past studies' (Kim & Johnson 2012, p. 106).</p> <p><i>* pinpoint the quote</i> <i>*use & in citation</i></p>	<p>Kim, D & Johnson, T 2012, 'Political blog readers: predictors of motivations for accessing political blogs', <i>Telematics and Informatics</i>, vol. 29, no. 1, pp. 99-109, (online Ebscohost).</p> <p><i>*include database name in brackets, no URL required, no viewed date required</i></p>
<p>Article with doi</p> <p><i>*many recent articles now have a digital object identifier (doi); if so, use it in preference to a URL or a database name</i></p>	<p>Novick (2012) uses a recently devised method to address the separation of convex sets in the plane.</p>	<p>A series of proofs from 1979 onward is invoked as partial support for the main argument (Novick 2012).</p>	<p>Novick (2012, p. 379) refers to a previous proof 'known as <i>allowable sequences of permutation</i>' (emphasis in original).</p> <p><i>* pinpoint the quote</i> <i>* (emphasis in original) indicates no change to original</i></p>	<p>The 'upper bound from Proposition 6.1 increases by no more than $n - 3j + 1$', according to Novick (2012, p. 392).</p> <p><i>* pinpoint the quote</i></p>	<p>Novick, M 2012, 'Allowable interval sequences and separating convex sets in the plane', <i>Discrete Computational Geometry</i>, vol. 47, no. 2, pp. 378-392, doi: 10.1007/s00454-011-9365-5</p> <p><i>*copy the full digital object identifier (doi:xxxxxx) from the article</i></p> <p><i>*no URL required, no viewed date required, no database name required</i></p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>Citing a source within a source</p> <p><i>*try to locate and use the cited source</i></p>	<p>Esfandiari (1997 cited in Shirazi 2012, pp. 47-48) reports that Iranian women’s movements have a long history.</p> <p><i>*pinpoint the citation in your source</i></p> <p><i>*include year of publication for both sources</i></p>	<p>Where freedom of expression is constrained, subversive modes of dissent arise (Haider 2009 cited in Shirazi 2012, p. 46).</p> <p><i>*pinpoint the citation in your source</i></p>	<p>The United Nations (2010 cited in Shirazi 2012, p. 49) estimates that ‘7% of tenured university faculty position (sic) are held by women’.</p> <p><i>*pinpoint the quote</i></p> <p><i>*use (sic) immediately after an error in source</i></p>	<p>‘Every print magazine for women we had was closed, so we created a new world for ourselves in cyberspace’ (Soguel, 2010 cited in Shirazi 2012, p. 49).</p> <p><i>*pinpoint the quote</i></p>	<p>Shirazi, F 2012, ‘Information and communication technology and women empowerment in Iran’, <i>Telematics and Informatics</i>, vol. 29, no. 1, pp. 45-55, (online Science Direct).</p> <p><i>*in the Reference list include only the article you actually used, (<u>not</u> the source cited in the article you used).</i></p> <p><i>*if source is from a database, include database name in brackets, no URL required, no viewed date required. See also Appendix B.</i></p>

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Author prominent	Information prominent	Author prominent	Information prominent		
Newspaper article from a database * newspapers are NOT acceptable academic sources unless as objects of research <i>* for multiple authors see examples above</i>	Devlin (2011, p. 32) reports on a recent study of first year students from low socio-economic backgrounds. <i>* pinpoint the specific information</i>	A recent study by Deakin university attributes four major factors to first year success (Devlin 2011, p. 32). <i>*pinpoint the specific information</i>	Devlin (2011, p. 32) points to a move from 'elite, through mass to universal access' in Australian higher education. <i>*pinpoint the quote</i>	Students nominated 'perseverance' as a significant factor contributing to success in first year university (Devlin 2011, p. 32). <i>*pinpoint the quote</i>	Devlin, M 2011, 'Keys found to success by the less privileged', <i>The Australian</i> , 16 November, p. 32, (online Factiva). <i>*include database name in brackets, no URL required</i> <i>*include day of publication and page number</i>
Newspaper article * newspapers are NOT acceptable academic sources unless as objects of research <i>* for multiple authors see examples above</i>	Flitton (2012) reports a substantial cut in funding for the US military.	New forms of warfare have influenced US government funding of its defence forces (Flitton 2012, para. 11). <i>* pinpoint the specific information</i>	Flitton (2012, para. 1) claims that 'Australia is about to confront the biting reality of US military decline'. <i>* pinpoint the quote</i>	Australian foreign policy must respond to the 'US's formal strategy to fight two large adversaries at once' (Flitton 2012, para. 3). <i>* pinpoint the quote</i>	Flitton, D 2012, 'Economic woes hit US defence ambitions', <i>The Canberra Times</i> , 4 January, viewed 4 January 2012, http://www.canberratimes.com.au/news/world/world/general/economic-woes-hit-us-defence-ambitions/2409318.aspx <i>*include both day of publication and viewed</i>
Newspaper	Recent articles such as	Robbery and mugging	'Stabbed man found	Use of statements from	'Stabbed man found lying in

Source type	In-text citation models				Reference List models
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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
article, no author <i>*use title of article in quote marks</i> * newspapers are NOT acceptable academic sources unless as objects of research	‘Stabbed man found lying in street’ (2012) demonstrate a continuing focus on sensationalist reporting.	feature in local newspapers, as in a recent news story (‘Stabbed man found lying in street’ 2012).	lying in street’ (2012, para. 3) reports that ‘the victim refused to hand over his property’. <i>* pinpoint the quote</i>	hospital staff is common; for example, a man is reported as in ‘a critical condition’ (‘Stabbed man found lying in street’ 2012, para. 1) after being mugged. <i>* pinpoint the quote</i>	street’ 2012, <i>The Townsville Bulletin</i> , 5 January, viewed 5 January 2012, http://www.townsvillebulletin.com.au/article/2012/01/05/295451_news.html <i>*use title in place of author</i>
Article in an online newsletter * newsletters are NOT acceptable academic sources unless as objects of research <i>*if there is no author, use article title</i>	Stellman (2011) is an example of informing the general public of recent programs.	Explaining procedures to a general audience is one common purpose of newsletters (Stellman 2011).	Stellman (2011, p. 2), as is typical for a general audience, asserts, but does not provide evidence that local populations ‘have been burning country since time immemorial as it was critical to their existence’. <i>* pinpoint the quote</i>	Explanations are basic; for example, ‘the proliferation of Buffel Grass in the arid zone is altering the fire regime’ (Stellman 2011, p. 2). <i>* pinpoint the quote</i>	Stellman, J 2011, ‘Fighting fire with fire: recent burning programs in the APY lands’, <i>Caring for Country</i> , newsletter, no. 3, viewed 4 January 2012, http://www.awnrm.sa.gov.au/Portals/3/AW%20News%20Edition3.pdf
Annual report	World Bank (2011)	A wide range of	Among its successes,	The objective ‘to lift and	World Bank 2011, <i>World Bank</i>

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Author prominent	Information prominent	Author prominent	Information prominent		
	provides evidence that the global financial crisis did not affect developing countries as greatly as developed countries.	environmental and social predictors are assessed (World Bank 2011).	World Bank (2011, p. 33) claims that in Bangladesh, '20 million people benefitted from microfinance projects during the last 20 years'. <i>* pinpoint the quote</i>	keep people out of poverty' is the mission of the World Bank (2011, p. 26). <i>* pinpoint the quote</i>	<i>annual report 2011</i> , viewed 11 January 2012, http://issuu.com/world.bank.publications/docs/9780821388280/5

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Websites

<p>One author</p> <p>Websites for a non-academic target audience are NOT acceptable academic sources unless as objects of research</p>	<p>Fein (2011) is an example of an opinion piece providing no supporting evidence.</p>	<p>In an American website with explicit religious aims, the Patriot Act is depicted as unconstitutional (Fein 2011).</p>	<p>Fein (2011, para. 10) claims, without supporting statistics, that ‘the vast majority of victims of illegal or unconstitutional surveillance under FISA are never informed of the spying’.</p> <p><i>*pinpoint the quote</i></p>	<p>Websites promoting particular beliefs and values are common; for example the belief that ‘Liberty for its own sake is the definition of America’ (Fein 2011, para. 17).</p> <p><i>*pinpoint the quote</i></p>	<p>Fein, B 2011, ‘The Patriot Act is at war with the constitution’, <i>The American view: God, family, republic</i>, viewed 8 November 2011, http://archive.theamericanview.com/index.php?id=1770</p> <p><i>*this is an example of a non-academic website which may be analysed for research purposes. Do not rely on the information in the website-find an academic source instead</i></p>
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Source type	In-text citation models				Reference List models
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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>Organisation as author</p> <p>Websites for a non-academic target audience are NOT acceptable academic sources unless as objects of research</p>	<p>The Royal Society for the Prevention of Cruelty to Animals, Victoria (2011) argues against jumps racing, as appropriate to its mission.</p> <p><i>*if you have only one in-text citation to a source in your work, you must use the full author name (no initials or abbreviations)</i></p>	<p>It is asserted without evidence that the campaign against jumps racing in Victoria attracted strong support (The Royal Society for the Prevention of Cruelty to Animals [RSPCA] Victoria 2011).</p> <p><i>*first of two or more citations include full name and initials in square brackets</i></p>	<p>In subsequent in-text citations:</p> <p>RSPCA Victoria (2011, para.6) claims, again with no evidence, that jumps racing is ‘a small and unprofitable part of the racing industry’.</p> <p><i>* pinpoint the quote</i></p> <p><i>*initials for second and subsequent citations ONLY</i></p> <p><i>*pinpoint the quote</i></p>	<p>In subsequent in-text citations:</p> <p>The basis on which claims rest is not given; for example, ‘in a jumps race there is a one in 14 chance of injury and a one in 116 chance of death for the racehorse’ (RSPCA Victoria 2011, para. 9).</p> <p><i>* pinpoint the quote</i></p> <p><i>*initials for second and subsequent citations ONLY</i></p>	<p>The Royal Society for the Prevention of Cruelty to Animals (RSPCA) Victoria 2011, <i>Jumps racing</i>, viewed 24 November 2011, http://www.rspcavic.org/issues-take-action/jumps-racing/</p> <p><i>* include initials in round brackets only if the source is cited more than once in-text</i></p> <p><i>*this is an example of a non-academic website. Do not rely on the information in the website (it may be too basic or unreliable) - find an academic source instead</i></p>

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>Website sponsor as author</p> <p>Websites for a non-academic target audience are NOT acceptable academic sources unless as objects of research</p>	<p>Better Health Channel (2011) is an education site for the general public.</p>	<p>A website providing basic information for general audience describes a range of diseases relate to obesity (Better Health Channel 2011).</p>	<p>Better Health Channel (2011, para. 2) presents facts in bullet points or short attention grabbing sentences; for example, 'obesity rates in Australia have more than doubled over the past 20 years'.</p> <p><i>* pinpoint the quote</i></p>	<p>Summaries and key points are used in preference to detailed evidence and explanation; for example, 'obesity costs Australian taxpayers an estimated \$1.5 billion every year in direct health costs (Better Health Channel 2011, para.10).</p> <p><i>*pinpoint the quote</i></p>	<p>Better Health Channel 2011, <i>Obesity</i>, viewed 6 January 2012, http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Obesity</p> <p><i>*this is an example of a non-academic website. Do not rely on the information in the website (it may be too basic or unreliable) - find an academic source instead</i></p>
<p>Report from an institution website</p> <p>Websites for a non-academic target audience are NOT acceptable academic sources unless as objects of research</p>	<p>Reese (2013) examines how the Syrian and Iraqi conflicts have spilled into neighbouring countries.</p>	<p>The report examines the escalation of conflict in Syria during 2012 and early 2013 (Reese, 2013).</p>	<p>Reese (2013) concludes that 'Syria and Iraq have become the battlefronts for a regional conflict that is marked by increase in sectarian rhetoric and violence' with no obvious stabilizing influence (p. 19-20).</p> <p><i>*pinpoint the quote</i></p>	<p>According to the report, the U.S. 'must pursue a regional strategy, not just a Syria-centric or Iran-centric strategy' (Reese 2013, p. 20).</p> <p><i>*pinpoint the quote</i></p>	<p>Reese, A 2013 'Sectarian and regional conflict in the Middle East', <i>Middle East Security Report 13</i>, Institute for the study of war, viewed 27 August 2013, http://www.understandingwar.org/sites/default/files/SectarianandRegionalConflictintheMiddleEast_3JUL.pdf</p>

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Author prominent	Information prominent	Author prominent	Information prominent		

Social media

<p>Blog</p> <p>* Blogs are NOT acceptable academic sources unless as objects of research</p> <p><i>* see next page for individual blog responses</i></p>	<p>Krawetz (2011) uses a blog to discuss advanced forensic image analysis techniques.</p>	<p>Blogs may give credence to opinion, in some cases with supporting evidence; for example the claim that many images of fashion models have been digitally enhanced (Krawetz 2011).</p>	<p><i>See blog post next page for quotes</i></p>	<p><i>See blog post next page for quotes</i></p>	<p>Krawetz, N 2011, 'The hacker factor blog', web log, viewed 15 November 2011, http://www.hackerfactor.com/blog/</p>
<p>Blog post</p> <p>* Blog posts are NOT acceptable academic sources unless as objects of research</p> <p><i>* list the author's name as given (including nicknames)</i></p>	<p>Patterson (2011, para. 2) argues that the peer review process does not evaluate the significance of a work.</p> <p><i>* pinpoint the specific information</i></p>	<p>Publication rates in open-access journals have increased over the last four years (Patterson 2011, para. 4).</p> <p><i>*pinpoint the specific information</i></p>	<p>Patterson (2011, para. 4) reports that PLoS ONE 'will publish as much as 1.5% of all articles indexed in PubMed in 2011'.</p> <p><i>*pinpoint the quote</i></p>	<p>Open-access journals are challenging the 'primacy of the [traditional] journal as the mechanism for the organization of published research' (Patterson 2011, para. 7).</p> <p><i>*pinpoint the quote</i></p>	<p>Patterson, M 2011, 'Open-access megajournals – find out more in Estonia', <i>The official PLoS Blog</i>, web log post, 20 June, viewed 25 October 2011, http://blogs.plos.org/plos/2011/06/open-access-megajournals-%e2%80%93-find-out-more-in-estonia/</p> <p><i>* include both the date the blog entry was posted and the date viewed</i></p>

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>Wiki entry</p> <p>* Wikis are NOT acceptable academic sources unless as objects of research</p>	<p><i>* avoid author prominent as wiki articles cannot be reliably attributed to any one (or more) persons</i></p>	<p>Information is framed for a general audience ('Cretaceous' 2011).</p> <p><i>* cite the title of the wiki and the date of last revision</i></p>	<p><i>* avoid author prominent as wiki articles cannot be reliably attributed to any one (or more) persons</i></p>	<p>Language style is basic; for example, the use of parallel construction in the repeated modal verb 'modern crocodilians can live as scavengers and can survive for months without food' ('Cretaceous' 2011, para. 30).</p> <p><i>*pinpoint the quote</i> <i>* cite the title and the date of last revision</i></p>	<p>'Cretaceous', 2011, <i>Wikipedia</i>, wiki article, viewed 12 November 2011, http://en.wikipedia.org/wiki/Cretaceous</p> <p><i>* use the date of the last revision to the wiki article as the publication year</i></p>
<p>Update on social network (e.g. Facebook, Twitter, other)</p> <p>* social media are NOT acceptable academic sources unless as objects of research</p>	<p>Gillard's (2011) strategy included using Facebook to announce the plan to deliver a pay rise to employees in the social services sector.</p> <p><i>*pinpoint the specific information</i></p>	<p>The marketing of the proposal also targeted a large internet audience (Gillard 2011).</p> <p><i>*pinpoint the specific information</i></p>	<p>Gillard (2011, para. 1) further broadcast the message online that proposed wage increases would benefit '150,000 of Australia's lowest paid workers'.</p> <p><i>*pinpoint the quote</i></p>	<p>The government used online forums to declare that it was 'prepared to provide over \$2 billion' (Gillard 2011, para. 1).</p> <p><i>*pinpoint the quote</i></p>	<p>Gillard, J 2011, Facebook update, 11 November, viewed 24 November 2011, https://www.facebook.com/juliagillard/posts/263639040354656</p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
YouTube (or similar) video * YouTube or similar are NOT acceptable academic sources unless as objects of research	<p><i>* avoid author prominent format as the user who uploaded the video is not necessarily the author</i></p>	For the purpose of entertainment, Stephen Fry has argued for the value of swearing (gsmokeyjoe 2007).	<p><i>* avoid author prominent format since the user who uploaded the video is not necessarily the person being quoted</i></p>	During his musings Stephen Fry provocatively declared 'the people I know that swear the most tend to have the widest vocabularies' (gsmokeyjoe 2007, sec. 00:36). <p><i>*use the counter in YouTube to pinpoint the start of the quote</i></p>	gsmokeyjoe 2007, <i>Stephen Fry on the joys of swearing</i> , online video, viewed 17 January 2012, http://www.youtube.com/watch?v=s_osQvkeNRM&feature=youtu.be
Bulletin boards, Forums, Usenet, Email lists	Adams (2011, para. 4) noted the usefulness of Principal Coordinates Analysis in this situation. <p><i>* pinpoint the specific information</i></p>	Computation time is a major issue with very large covariance matrices (Adams 2011, para. 3). <p><i>* pinpoint the specific information</i></p>	Adams (2011, para. 2) notes that, in this case, 'the issues related to Rao's curse of dimensionality are less applicable'. <p><i>* pinpoint the quote</i></p>	Principal Coordinates Analysis produces the 'matrix of pairwise distances between objects' (Adams 2011, para. 4). <p><i>* pinpoint the quote</i></p>	Adams, D 2011, ' <i>Re: PCA with VERY large number of landmarks?</i> ', list server, 5 October 2011, Morphmet, viewed 30 November 2011 http://www.mail-archive.com/morphmet%40morphometrics.org/msg02412.html

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Government sources/Industry report

<p>Hansard</p> <p><i>* Hansard is the name given to transcripts of Australian parliamentary proceedings and should be referenced as if in print even if viewed electronically</i></p>	<p>Commonwealth of Australia (2011, p. 13751) records the first and second readings of the <i>Corporations Amendment (Further Future of Financial Advice Measures) Bill 2011</i>.</p> <p><i>* pinpoint the specific information</i></p>	<p>Need for performance reporting, cultural change and parliamentary scrutiny was asserted by the member for Lyne, Oakshott (Commonwealth of Australia 2011, p. 13773).</p> <p><i>* pinpoint the specific information</i></p>	<p>It is asserted by Combet in Commonwealth of Australia (2011, p. 13883) that IPCC reports are among 'the most scrutinised documents in the history of science'.</p> <p><i>* pinpoint the quote</i></p>	<p>'In the period from 1 August 2010 to 18 November this year, Australian forces have apprehended 1,074 detainees', according to the Minister for Defence (Commonwealth of Australia 2011, p. 13744).</p> <p><i>* pinpoint the quote</i></p>	<p>Commonwealth of Australia, 2011, <i>Parliamentary debates: House of Representatives: official Hansard</i>, vol 18, pp. 13742-13891.</p>
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Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Australian Bureau of Statistics, print	<p>The Australian Bureau of Statistics (2009) reports on the status of housing in Australia in 2007-2008.</p> <p><i>*if you have only one in-text citation to Australian Bureau of Statistics in your work, you must use the full name (no initials or abbreviations)</i></p>	<p>A statistical comparison of different household types is provided (Australian Bureau of Statistics [ABS] 2009).</p> <p><i>*if you have two or more in-text citations to a source such as ABS in your work include the initials in square brackets inside the round brackets for the first citation. For subsequent in-text citations use only the initials</i></p>	<p>In subsequent in-text citations:</p> <p>The ABS (2009, p. 4) states that there were '8.1 million households living in private dwellings in Australia' in the period surveyed.</p> <p><i>* pinpoint the quote</i> <i>* initials ABS for second and subsequent citations ONLY</i></p>	<p>In subsequent in-text citations:</p> <p>The following criterion is among those used to determine overcrowding 'single household members 18 and over should have a separate bedroom, as should parents or couples' (ABS 2009, p. 84).</p> <p><i>* pinpoint the quote</i> <i>* initials ABS for second and subsequent citations ONLY</i></p>	<p>Australian Bureau of Statistics 2009, <i>2007-2008 Housing occupancy and costs Australia</i>, cat. no. 4130.0, Australian Bureau of Statistics, Canberra.</p> <p><i>*for print ABS include catalogue number after title</i></p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Australian Bureau of Statistics, online	<p>The Australian Bureau of Statistics (2004, para. 3) defines non-resident entities as including businesses located abroad.</p> <p><i>* pinpoint the specific information</i></p> <p><i>*if you have only one in-text citation to a source such as ABS in your work, you must use the full author name (no initials or abbreviations)</i></p>	<p>A number of technical terms relating to international finance are defined (Australian Bureau of Statistics [ABS] 2004).</p> <p><i>*if you have two or more in-text citations to a source such as ABS in your work include the initials in square brackets inside the round brackets for the first citation. For subsequent in-text citations use only the initials</i></p>	<p>In subsequent in-text citations:</p> <p>The ABS (2004, p. 1 of 4) defines residents as entities ‘which have a closer association with the territory of Australia than with any other territory’.</p> <p><i>* pinpoint the quote</i></p> <p><i>* initials ABS for second and subsequent citations ONLY</i></p>	<p>In subsequent in-text citations:</p> <p>‘Australian balance of payments and international investment position statistics are expressed in Australian dollars’ according to the ABS (2004, p. 3 of 4).</p> <p><i>* pinpoint the quote</i></p> <p><i>* initials ABS for second and subsequent citations ONLY</i></p>	<p>Australian Bureau of Statistics (ABS) 2004, 5362.0.55.001 <i>A guide to Australian balance of payments and international investment position statistics</i>, viewed 24 November 2011, http://www.abs.gov.au/ausstats/abs@.nsf/mf/5362.0.55.001</p> <p><i>* initials in round brackets as above only if the source is cited more than once in-text</i></p> <p><i>*for electronic ABS, catalogue number is part of the title</i></p>
Government documents, one or more authors, print	<p>Goodrum, Hackling and Rennie (2000) identified a range of circumstances inhibiting science teaching.</p>	<p>Resourcing was found to be a major problem in science teaching (Goodrum, Hackling & Rennie 2000).</p>	<p>Among the recommendations of Goodrum, Hackling and Rennie (2000, p. x) is ‘that incentives be provided to attract larger numbers of quality students into science teaching’.</p> <p><i>* pinpoint the quote</i></p>	<p>Factors including ‘student focus versus content focus, resources, time and the quality of teachers’ were found to limit science teaching (Goodrum, Hackling & Rennie 2000, p. 87).</p> <p><i>* pinpoint the quote</i></p>	<p>Goodrum, D, Hackling, M & Rennie, L 2000, <i>The status and quality of teaching and learning of science in Australian schools</i>, report, Department of Education, Training and Youth Affairs, Canberra.</p> <p><i>*insert report, research report, discussion paper, working paper, occasional paper, fact sheet, white/green paper, media release as necessary (e.g. if not in title)</i></p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Government documents, one or more authors, online	<p>Cashmore et al. (2010) investigated shared care of Australian children.</p> <p><i>*use et al. for a source with four or more authors (note stop only after 'al.', not after 'et')</i></p>	<p>Shared care is depicted as atypical throughout a recent report (Cashmore et al. 2010).</p> <p><i>*use et al.</i></p>	<p>Cashmore et al. (2010, p. 9) provide statistics showing that 'shared care arrangements are less likely to last over a substantial time period.'</p> <p><i>* pinpoint the quote</i></p> <p><i>*use et al.</i></p>	<p>Of 136 participants, 'just under half the children (45%) indicated that they were "neither happy nor sad" about their living arrangements; a third were unhappy or very unhappy, and about one in five (22%) were happy or very happy with them (Cashmore et al 2010, p. 116).</p> <p><i>* pinpoint the quote</i> <i>*use et al.</i> <i>*use double quotation marks for a quote within a quote</i></p>	<p>Cashmore, J, Parkinson, P, Weston, R, Patulny, R, Redmond, G, Qu, L, Baxter, J, Rajkovic, M, Sitek, T & Katz, I 2010, <i>Shared care parenting arrangements since the 2006 Family Law reforms: report to the Australian Government Attorney-General's Department</i>, viewed 17 January 2012, http://www.sprc.unsw.edu.au/media/File/AG_Shared_Care.PDF</p> <p><i>*insert report, research report, discussion paper, working paper, occasional paper, fact sheet, white/green paper, media release as necessary (e.g. if not in title)</i></p>
Government documents, department as author, print	<p>The Parliament of Victoria, Drugs and Crime Prevention Committee (2002, p. 128) found that the highest incidence of inhaling drugs was among adolescents.</p> <p><i>* pinpoint the specific information</i></p>	<p>Drug abuse is part of wider social and health issues (Parliament of Victoria, Drugs and Crime Prevention Committee 2002).</p>	<p>The Parliament of Victoria, Drugs and Crime Prevention Committee (2002, p. 6) defines Volatile Substance Abuse as 'deliberate inhalation of a volatile substance to change a mental state'.</p> <p><i>* pinpoint the quote</i></p>	<p>For young people, boredom can lead to 'risk taking behaviour' (Parliament of Victoria, Drugs and Crime Prevention Committee 2002, p. 51).</p> <p><i>* pinpoint the quote</i></p>	<p>Parliament of Victoria, Drugs and Crime Prevention Committee 2002, <i>Inquiry into the inhalation of volatile substances: final report</i>, Government Printer, Melbourne.</p> <p><i>*insert report, research report, discussion paper, working paper, occasional paper, fact sheet, white/green paper, media release as necessary (e.g. if not in title)</i></p>

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Government documents, department as author, online	<p>The Australian Health Ministers Advisory Council (2011, p. 14) reported that since the early 1990s efforts to improve the birth weight of indigenous babies has had limited impact.</p> <p><i>* pinpoint the specific information</i></p>	<p>Efforts to improve the birth weight of indigenous babies has had limited impact since the early 1990s (Australian Health Ministers' Advisory Council 2011, p. 14).</p> <p><i>* pinpoint the specific information</i></p>	<p>The Australian Health Ministers' Advisory Council (2011, p. 14) reports that 'in very remote areas, babies born to Indigenous mothers were almost three times as likely to be of low birthweight'.</p> <p><i>* pinpoint the quote</i></p>	<p>Indigenous hospitalisation rates were '1.4 times as high' as non indigenous rates' (Australian Health Ministers' Advisory Council 2011, p. 14).</p> <p><i>* pinpoint the quote</i></p>	<p>Australian Health Ministers' Advisory Council 2011, <i>Aboriginal and Torres Strait Islander health performance framework report 2010</i>, viewed 10 November 2011, http://www.health.gov.au/internet/publications/publishing.nsf/Content/health-oatsih-pubs-framereport-toc/\$FILE/HPF%20Report%202010august2011.pdf</p>
Government white paper, online	<p>The Australian Government Department of Defence (2009, p. 22) expressed the view that war between major powers remains a potential threat.</p> <p><i>* pinpoint the specific information</i></p> <p><i>*if you have only one in-text citation to a source in your work, you must use the full author name (no initials or abbreviations)</i></p>	<p>The Australian capacity for defence was internally reviewed (Australian Government Department of Defence [ADF] 2009).</p> <p><i>*if you have two or more in-text citations to a source such as ADF in your work include the initials in square brackets inside the round brackets for the first citation. For subsequent in-text citations use only the initials</i></p>	<p>In subsequent in-text citations:</p> <p>The ADF (2009, p. 104) identifies a need for 'new analytic tools and methods'.</p> <p><i>* pinpoint the quote</i></p> <p><i>* initials ADF for second and subsequent citations ONLY</i></p>	<p>In subsequent in-text citations:</p> <p>The ADF may be 'increasingly called upon to undertake regional stabilisation, humanitarian and disaster relief operations' (Australian Government Department of Defence 2009, p. 18).</p> <p><i>* pinpoint the quote</i> <i>* initials ADF for second and subsequent citations ONLY</i></p>	<p>Australian Government Department of Defence (ADF) 2009, <i>Defending Australia in the Asia Pacific century: force 2030: Defence Force white paper</i>, viewed 30 November 2011, http://www.defence.gov.au/whitepaper/docs/defence_white_paper_2009.pdf</p> <p><i>* initials in round brackets as above only if the source is cited more than once in-text</i></p>

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Government green paper, online	The Victorian Government Department of Sustainability and Environment (2008) green paper surveys potential environmental strategies.	The argument that ecosystems must contribute economic and social benefits is advanced (Victorian Government Department of Sustainability and Environment 2008, p. 32). <i>* pinpoint the specific information</i>	The State of Victoria Department of Sustainability and Environment 2008, p. 62) acknowledges addressing potential environmental damage 'may not be straightforward'. <i>* pinpoint the quote</i>	It is recognised that 'significant gaps remain in Victoria's natural resource management knowledge base '(Victorian Government Department of Sustainability and Environment 2008, p. 32). <i>* pinpoint the quote</i>	The State of Victoria Department of Sustainability and Environment 2008, <i>Land and biodiversity at a time of climate change</i> , green paper, viewed 30 November 2011, http://www.dse.vic.gov.au/default-import-location/land-and-biodiversity-at-a-time-of-climate-change-the-green-paper#gp <i>*insert green paper as it is not in the title</i>
Government fact sheet, print <i>*fact sheets are not acceptable academic sources unless as objects of research</i>	Queensland Government, Department of Education and Training (2009) provides basic information for parents on supporting children's learning. <i>*if you have only one in-text citation to the particular government department in your work, you must use the full name (no initials or abbreviations)</i>	Among parental education information are resources such as a basic fact sheet on literacy and numeracy (Queensland Government, Department of Education and Training [DET] 2009). <i>*first of two or more citations include initials in square brackets within citation</i>	In subsequent in-text citations: DET (2009, p. 1) defines literacy as 'the ability to read, view, write, design, speak and listen in a way that allows us to communicate effectively and to make sense of the world'. <i>* pinpoint the quote</i> <i>* initials ONLY for second and/or subsequent citations</i>	In subsequent in-text citations: 'Numeracy enables you to develop logical thinking and reasoning strategies in your daily life' according to DET (2009, p. 2). <i>* pinpoint the quote</i> <i>* initials ONLY for second and/or subsequent citations</i>	Queensland Government, Department of Education and Training (DET) 2009, <i>Literacy and numeracy fact sheet: supporting your child</i> , The State of Queensland, Brisbane. <i>* initials in round brackets only if the source is cited more than once in-text</i>

Source type	In-text citation models				Reference List models
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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Government fact sheet, online <i>*fact sheets are not acceptable academic sources unless as objects of research</i>	The Australian Government's (2010) new measures stipulate immunisation as a prerequisite for child support.	The Commonwealth government aims to increase immunisation rates (Australian Government 2010).	The Australian Government (2010, p. 1) claims that 'immunisation is the safest and most effective way of giving protection against a disease'. <i>* pinpoint the quote</i>	Parents' failure to immunise a child has been negatively represented as 'risking their child's health and the health of other children (Australian Government 2010, p. 1). <i>* pinpoint the quote</i>	Australian Government 2010, <i>Strengthening immunisation for children</i> , fact sheet, viewed 17 January 2012, http://www.fahcsia.gov.au/sa/families/payments/Pages/strengthening_immunisation.aspx
Standards, online	Standards Australia (2000) specifies the materials and strength requirements for roof bars.	The minimum safety requirements for roof bars are detailed (Standards Australia 2000).	Standards Australia (2000, p. 3) has determined that materials resist 'outside temperatures between - 20 ⁰ C and +60 ⁰ C'. <i>* pinpoint the quote</i>	The 'rear roof bar shall remain fixed to the roof under a force of 0,5F _a (Standards Australia International 2000, p. 3). <i>* pinpoint the quote</i>	Standards Australia International 2000, <i>AS 1235-2000 Road vehicles: roof load carriers: roof bars</i> , 5th edn, standards, viewed 3 February 2012, http://infostore.saiglobal.com/store/Details.aspx?ProductID=218577
Patents, online	Not applicable <i>*for information about a particular patent, you may need to contact the author or agent, or search for publications detailing the invention</i>	Not applicable	Not applicable	Not applicable	Commonwealth Scientific and Industrial Research Organisation 2009, <i>Aqueous coating solutions and method for the treatment of a metal surface</i> , Australian sealed patent number 2009202792, filed 10 July 2009, viewed 2 February 2012, http://www.ipmonitor.com.au/patents/case/2009202792 .

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Industry report, author	Burgio-Ficca (2013) includes guns and firearms in the broad category of sports and camping equipment.	Demand for summer sports equipment, such as tennis and cricket, increases significantly during the summer months in Australia (Burgio-Ficca 2013).	Burgio-Ficca is optimistic about consumer sentiment, expecting an increase during 2013-14 as 'lower levels of unemployment and increased job security boost confidence levels amongst consumers' (2013, p. 5). <i>*pinpoint the quote</i>	'Demand for tennis and cricket equipment increases during the summer months in Australia as these are traditionally viewed as summer sports' (Burgio-Ficca 2013, p.14). <i>*pinpoint the quote</i>	Burgio-Ficca, C 2013, <i>IBISWorld Industry Report G4241. Sport and camping equipment retailing in Australia</i> , IBISWorld, viewed 26 August 2013.
Industry report, no author	DATAMONITOR's Drinks MediaWatch report includes a spotlight segment on Carlsberg (2011).	Wine is perceived as a healthier drink than beer in North America and Europe ('DATAMONITOR: Drinks MarketWatch' 2011, p. 26) <i>*use title as author</i>	According to DATAMONITOR's Drinks MarketWatch report (2011 p. 22), 'Carlsberg is the fourth largest brewer in the world and is particularly strong in Northern and Western Europe.' <i>*pinpoint the quote</i>	'The company [Carlsberg] markets and sells more than 500 different beer brands around the world' ('DATAMONITOR: Drinks MarketWatch' 2011, p. 22). <i>*pinpoint the quote</i>	'DATAMONITOR: Drinks MarketWatch' 2011, Marketwatch: Drinks, 10, 9, pp. 1-28, Business Source Complete, EBSCOhost, viewed 27 August 2013. <i>*use title as author</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Legal sources

<p>Bill</p> <p><i>*Bills are cited in-text by title</i></p> <p><i>*legislation should be referenced as if in print even if viewed electronically</i></p>	<p><i>Children’s services Amendment Bill 2011, S.45A indicates that the Secretary can cancel a service approval for a number of reasons.</i></p> <p><i>* pinpoint the specific information</i></p>	<p>The cancellation of a service approval by the Minister is possible for a number of reasons (<i>Children’s services Amendment Bill 2011, S.45A</i>).</p> <p><i>* pinpoint the specific information</i></p>	<p><i>Children’s services Amendment Bill 2011, S.45A states that, ‘the Secretary may decide to cancel a service approval to the extent it relates to an approved associated children’s service’.</i></p> <p><i>* pinpoint the quote</i></p>	<p>The Secretary may decide to cancel a service approval to the extent it relates to an approved associated children’s service (<i>Children’s services Amendment Bill 2011, S.45A</i>).</p> <p><i>* pinpoint the quote</i></p>	<p>Parliament of Victoria 2011, <i>Children’s services Amendment Bill 2011</i></p> <p><i>* to cite legal sources outside Australia, include the country</i></p> <p><i>* list Acts/Bills alphabetically in a <u>separate section</u> of your reference list (see Appendix B)</i></p>
<p>Act of Parliament</p> <p><i>*Acts are cited in-text by title</i></p> <p><i>*legislation should be referenced as if in print even if viewed electronically</i></p>	<p>First in-text citation:</p> <p>In Section 142R (1A) of <i>Aboriginal and Torres Strait Islander Act 2005</i> (Cwlth) the circumstances under which the Minister may fix the eligible number for the TSRA are outlined.</p> <p>In subsequent in-text citations:</p> <p><i>Aboriginal and Torres Strait Islander Act</i></p>	<p>In subsequent in-text citations:</p> <p>In specified circumstances the Minister is able to fix the eligible number for the TSRA (<i>Aboriginal and Torres Strait Islander Act s.142R (1A)</i>).</p> <p><i>* pinpoint the specific information</i></p> <p><i>* Aboriginal and Torres Strait Islander Act for second and subsequent citations ONLY</i></p>	<p>In subsequent in-text citations:</p> <p>In <i>Aboriginal and Torres Strait Islander Act s.142R (1A)</i>, it is stated that, ‘the Minister may fix the eligible number for the TSRA by notice in the <i>Gazette</i>.’</p> <p><i>* pinpoint the quote</i></p> <p><i>* Aboriginal and Torres Strait Islander Act for second and subsequent citations ONLY</i></p>	<p>In subsequent in-text citations:</p> <p>‘The Minister may fix the eligible number for the TSRA by notice in the <i>Gazette</i>.’ (<i>Aboriginal and Torres Strait Islander Act s.142R (1A)</i>).</p> <p><i>* pinpoint the quote</i></p> <p><i>* Aboriginal and Torres Strait Islander Act for second and subsequent citations ONLY</i></p>	<p><i>Aboriginal and Torres Strait Islander Act 2005 (Cwlth)</i></p> <p><i>* list Acts/Bills alphabetically in a <u>separate section</u> of your reference list labelled Legislation (see Appendix B: sample reference list)</i></p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>Case</p> <p><i>*cases are cited in-text by title</i></p> <p><i>*cases should be referenced as if in print even if viewed electronically</i></p>	<p><i>Metro Trains Melbourne Pty Ltd v Marotta [2012] FWA 432 is a precedent related to aggressive behaviour on trains.</i></p>	<p>The issue was decided with a three month ban on entry to Metro trains for the passenger (Metro Trains Melbourne Pty Ltd v Marotta [2012] FWA 432, para. 90).</p> <p><i>* pinpoint the specific information</i></p>	<p>In <i>Metro Trains Melbourne Pty Ltd v Marotta [2012] FWA 432</i> it was argued that the relevant act 'provides forceful discouragement of misuse of the right' of entry (para. 83).</p> <p><i>*pinpoint the quote</i></p>	<p>It was found that the behaviour was 'a misuse of the Respondent's statutory right of entry' (<i>Metro Trains Melbourne Pty Ltd v Marotta [2012] FWA 432, para. 82</i>).</p> <p><i>*pinpoint the quote</i></p>	<p><i>Metro Trains Melbourne Pty Ltd v Marotta [2012] FWA 432</i></p> <p><i>*list cases alphabetically in a <u>separate section</u> of your reference list labelled Cases (see Appendix B: sample reference list)</i></p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Conferences

<p>Conference paper, in conference proceedings, print</p> <p><i>*‘proceedings’ means the collection of papers from a conference</i></p>	<p>Gorman (1995) argues for a revision of cataloguing rules rather than devising a new set.</p>	<p>Extant cataloguing rules can cope with electronic sources (Gorman 1995).</p>	<p>For Gorman (1995, p. 22) the existing formulae are ‘intensely user friendly’.</p> <p><i>* pinpoint the quote</i></p>	<p>Change ‘should be gradual, evolutionary, and within’ the existing structures (Gorman 1995, p. 25).</p> <p><i>* pinpoint the quote</i></p>	<p>Gorman, M 1995, ‘AACR3? Not!’ in BEC Schottlaender (ed.), <i>The future of the descriptive cataloguing rules: American Library Association Annual Conference</i>, 22 June, Chicago, American Library Association, Chicago, pp. 19-30.</p> <p><i>*use ‘in’ and for editor use initials first (reverse usual order)</i></p>
<p>Conference paper, online</p> <p><i>*the words ‘paper presented at’ indicate that this is an unpublished paper (the paper may also be published elsewhere)</i></p>	<p>Newland (2007) analyses the responses of churches to the coup.</p>	<p>Media interest highlights concerns about the relationship between politics and religion in Fiji (Newland 2007).</p>	<p>Newland (2007, p. 21) claims that the Catholic church is more tolerant of the coup ‘for the reason that it provides opportunity for the government to change direction radically’.</p> <p><i>* pinpoint the quote</i></p>	<p>A negative shift has occurred: ‘the military’s relationship with the churches has profoundly changed since the 1987 and 2000 coups and is now oppositional to ACCF interests’ (Newland 2007, p. 22).</p> <p><i>* pinpoint the quote</i></p>	<p>Newland, L 2007, Religion and politics: the Christian churches and the 2006 coup in Fiji’, paper presented at the <i>10th Pacific Islands Political Studies Association (PIPSA) Conference</i>, 7-8 December, Vanuatu, viewed 3 February 2012, http://ips.cap.anu.edu.au/ssgm/papers/conference_papers/pipsa/13PIPSApaperLyndaNewland.pdf</p>

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>Conference proceedings, published, print</p> <p><i>*to refer to the proceedings as a whole</i></p> <p><i>*‘proceedings’ means the collection of papers from a conference</i></p>	<p>van der Veer, Sloep and van Eekelen (2011) argue for the development of research questions in computer science education.</p> <p><i>*use and in sentence</i></p>	<p>The conference is multidisciplinary in perspective (van der Veer, Sloep & van Eekelen 2011).</p> <p><i>*use & in citation</i></p>	<p>As van der Veer, Sloep and van Eekelen (2011, p. 7) point out, conferences ‘have mainly featured examples of curricula and experience reports’.</p> <p><i>* pinpoint the quote</i> <i>*use and in sentence</i></p>	<p>‘Novel questions for this just emerging discipline’ are the focus of the conference papers (van der Veer, Sloep & van Eekelen 2011, p. 7).</p> <p><i>* pinpoint the quote</i> <i>*use & in citation</i></p>	<p>van der Veer, G, Sloep, P & van Eekelen, M 2011, <i>Computer Science Education Research Conference</i>, conference proceedings, Computer Science Education Research Conference (CSERC '11), 7-8 April, Heerlen, Netherlands, Open Universiteit, Heerlen,</p> <p><i>*retain punctuation of author names</i></p>
<p>Conference proceedings, online</p> <p><i>*to refer to the proceedings as a whole</i></p> <p><i>*‘proceedings’ means the collection of papers from a conference</i></p>	<p>Segrave (ed. 2009) contains papers critically evaluating recent trends in criminology.</p>	<p>The conference extended recent consolidation of the field of critical criminology (Segrave ed. 2009).</p>	<p>Segrave (ed. 2001, p. 5) dates the origin of the annual conference to ‘the inaugural 2007 gathering in Sydney’.</p> <p><i>* pinpoint the quote</i></p>	<p>The conference highlights the ‘breadth and scope of critical criminological research in Australia and New Zealand’ (Segrave ed. 2009, p. 5).</p> <p><i>* pinpoint the quote</i></p>	<p>Segrave, M (ed.) 2009, <i>Australia and New Zealand Critical Criminology Conference 2009: conference proceedings</i>, Criminology, School of Political & Social Inquiry, Faculty of Arts, Monash University, viewed 3 February 2012, http://arts.monash.edu.au/criminology/c3-conference-proceedings/anz-critical-criminology-conference-2009-proceedings.pdf</p>

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Theses/dissertations

Thesis, print	Howie (2008) argues that major cities are crucial targets for displays of terrorism.	The commodification of terrorism is analysed (Howie 2008).	Howie (2008, p. 68) suggests 'fiction and reality are not easily distinguishable when they are both images'. <i>* pinpoint the quote</i>	Televsual images are 'substitutes or simulations, for being first-hand witnesses of terrorism' (Howie 2008, p. 155). <i>* pinpoint the quote</i>	Howie, L 2008, Terrorsex: witnesses and the reanimation of 9/11 as image event, commodity and pornography, doctoral thesis, Monash University, Melbourne. <i>*no quote marks, no italics</i> <i>*insert masters thesis, honours thesis, doctoral thesis as necessary</i>
Thesis, online <i>*always check that a thesis available on the open internet is authentic</i>	The thesis (Clark 2011) extends research into interlocked architectures.	A number of methods were tested and rejected (Clark 2011).	Clark (2011, p. 183) amusingly characterises this polymer as a molecular 'charm bracelet'. <i>* pinpoint the quote</i>	Interlocked molecules have are defined as 'discrete molecules that contain no covalent bonds between them, but that cannot be separated without cleavage of at least one covalent bond' (Clark 2011, p. 2). <i>* pinpoint the quote</i>	Clark, PG 2011, Synthesis of interlocked molecules by olefin metathesis, doctoral thesis, California Institute of Technology, California, viewed 31 January 2012, http://thesis.library.caltech.edu/5981/1/Paul_Clark_PhD_Thesis__8-10-2010.pdf

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	Author prominent	Information prominent	Author prominent	Information prominent	
Thesis from a database <i>*preferred source of electronic theses</i>	Kato (2011) interrogates the dominant values which have excluded mainstream rock from the literature.	The introduction of mainstream rock to music research literature is justified (Kato 2011).	According to Kato (2011, p. 20), 'heavy metal artists included complex meters such as 5/4 and 7/8, extremely high and low ranges, abrupt tempo changes, and harmonic complexity'. <i>* pinpoint the quote</i>	It has been claimed that 'the main audience for mainstream rock is probably educated, middle-class, and suburban or metropolitan' (Kato 2011, p. 3). <i>* pinpoint the quote</i>	Kato, SF 2011, The popular music canon and the neglect of mainstream rock, masters thesis, California State University, Fullerton, (online Proquest). <i>*no quote marks, no italics</i> <i>*insert masters thesis, honours thesis, doctoral thesis as necessary</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

University course materials

<p>Source from a university unit reader, print</p> <p><i>*these are collections of sources. Follow appropriate rules (book, article, etc) for each source in the collection</i></p>	<p>Fredericks (2010) argues that white women act to preserve their dominant status.</p>	<p>The current marginalisation of Aboriginal women continues colonial practices (Fredericks 2011, p. 546).</p> <p><i>* pinpoint the specific information</i></p>	<p>Fredericks (2011, p. 548) asserts that indigenous perspectives have been 'distorted, erased and altered'.</p> <p><i>* pinpoint the quote</i></p>	<p>Feminism 'can be one vehicle among many' for Aboriginal women (Fredericks 2011, p. 549).</p> <p><i>* pinpoint the quote</i></p>	<p>Fredericks, B 2010, 'Reempowering ourselves: Australian Aboriginal women', <i>Signs: Journal of Women in Culture and Society</i>, vol. 35, no. 3, pp. 546-550.</p> <p><i>*reference the individual source appropriately</i></p>
<p>Course materials produced by the lecturers, print</p> <p><i>*citing course materials is NOT usually acceptable</i></p>	<p>Squire (2001) demonstrates and assesses McCall's method.</p>	<p>McCall attempted to quantify software quality (Squire 2001).</p>	<p>Squire (2001, p. 1) comments that 'unfortunately, many of the metrics McCall defined for these purposes can only be defined subjectively'.</p> <p><i>* pinpoint the quote</i></p>	<p>'It is difficult, and in some cases impossible, to develop direct measures of the above quality factors' (Squire 2001, p. 1).</p> <p><i>* pinpoint the quote</i></p>	<p>Squire, D 2001, 'McCall's Software Quality Checklist', <i>CSE3308 - Software Engineering: Analysis and Design</i>, Lecture 11A materials, Semester 1, 2001, Monash University.</p> <p><i>*insert course materials, lecture materials, tutorial materials as necessary</i></p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
<p>Course materials produced by the lecturers, online</p> <p>*citing course materials is NOT usually acceptable</p>	<p>Soo-Han and Gray (2011, p. 7) suggest that media and its reception rely on wider contextual factors.</p> <p><i>* pinpoint the specific information</i></p>	<p>A focus on how news is manufactured gives insights into the values and perceptions promulgated (Soo-Han & Gray 2011, p. 10).</p> <p><i>* pinpoint the specific information</i></p>	<p>Soo-Han and Gray (2011, p. 7) indicate that 'there is some research pointing to blogs/weblogs as a potential fifth estate because bloggers are independent producers of information'.</p> <p><i>* pinpoint the quote</i></p>	<p>'The "propaganda model" of the media argues that the media function as a vehicle of propaganda for the ruling elite' (Soo-Han & Gray 2011, p. 5).</p> <p><i>* pinpoint the quote</i></p>	<p>Soo-Han, G & Gray, L 2011, <i>ATS1279 Media and Culture: topic summaries</i>, online course materials, Semester 1, 2011, Monash University.</p> <p><i>*insert course materials, lecture materials, tutorial materials as necessary</i></p>

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Author prominent	Information prominent	Author prominent	Information prominent		

Data, figures and images

Figure, print <i>*figures include diagrams and all types of graphs</i>	Bernard (1989, Figure 3) showed that <i>E. coli</i> accumulation is positively correlated with temperature.	<i>Mytilus edulis</i> tend to accumulate more coliform bacteria than other bivalves (Bernard 1989, Figure 2).	<i>* - if you reproduce a graph or figure in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce a graph or figure in your work you must provide a caption and citation as shown in Appendix A</i>	Bernard, FR 1989, 'Uptake and elimination of coliform bacteria by four marine bivalve mollusks', <i>Canadian Journal of Fisheries and Aquatic Sciences</i> , vol. 46, no. 9, pp. 1592-1599.
Figure, online <i>*figures include diagrams and all types of graphs</i>	Rittmeyer et al. (2012, Figure 2) describe a new species of <i>Paedophryne</i> from the south-east of Papua New Guinea. <i>*use et al. for source with four or more authors (note stop only after 'al.', not after 'et')</i>	The first finger and toe of <i>Paedophryne</i> are reduced to vestigial nubs (Rittmeyer et al. 2012, Figure 1). <i>*use et al.</i>	<i>* if you reproduce a graph or figure in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce a graph or figure in your work you must provide a caption and citation as shown in Appendix A</i>	Rittmeyer, EN, Allison, A, Gründler, MC, Thompson, DK & Austin, CC 2012, 'Ecological guild evolution and the discovery of the world's smallest vertebrate', <i>PLoS ONE</i> , vol. 7, no. 1, p. e29797, doi:10.1371/journal.pone.0029797

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
	Author prominent	Information prominent	Author prominent	Information prominent	
Table, print	<p>Tenopir et al. (2005, Table 7) found that astronomers primarily read articles published in the last year.</p> <p><i>*use et al. for source with four or more authors (note stop only after 'al., not after 'et')</i></p>	<p>Astronomers tend to have fewer personal journal subscriptions than other scientists (Tenopir et al. 2005, Table 4).</p> <p><i>*use et al.</i></p>	<p><i>* if you reproduce a table in your work you must provide a caption and citation as shown in Appendix A</i></p>	<p><i>* if you reproduce a table in your work you must provide a caption and citation as shown in Appendix A</i></p>	<p>Tenopir, C, King, DW, Boyce, P, Grayson, M & Paulson, K-L 2005, 'Relying on electronic journals: reading patterns of astronomers', <i>Journal of the American Society for Information Science and Technology</i>, vol. 56, no. 8, pp. 786-802.</p>
Table, online	<p>Brazzeal (2011, Table 1) found that most citations to Wikipedia in Chemistry journals were for general scientific information.</p>	<p>Relatively few citations to Wikipedia are for specific mathematical formulas or chemical properties (Brazzeal 2011, Table 1).</p>	<p><i>* if you reproduce a table in your work you must provide a caption and citation as shown in Appendix A</i></p>	<p><i>* if you reproduce a table in your work you must provide a caption and citation as shown in Appendix A</i></p>	<p>Brazzeal, B 2011, 'Citations to Wikipedia in chemistry journals: a preliminary study', <i>Issues in Science and Technology Librarianship</i>, Fall 2011, viewed 9 February 2012, http://www.istl.org/11-fall/refereed2.html</p>

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Author prominent	Information prominent	Author prominent	Information prominent		
Map, print	Data from the Department of Transport and Communications (1985) indicates that broadcast signal strength was restricted around Broken Hill.	In the early 1980s, SBS broadcasting from Broken Hill reached as far south as the town of Morgan Vale (Department of Transport and Communications 1985).	<i>* if you reproduce a map in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce a map in your work you must provide a caption and citation as shown in Appendix A</i>	Department of Transport and Communications 1984, <i>Sound and television broadcasting stations: field strength contour maps</i> , map, 1:2,500,000, Department of Transport and Communications, '2NB Broken Hill', 31°56'S 141°29'E. <i>* give the author, year, title of the map collection, map, scale, publisher, map sheet name, and latitude and longitude if possible</i>
Map, online	An early map (Bowen 1777) contributes to the depiction of Australia, as <i>terra nullius</i> .	A 1777 map of Australia employs the older name of New Holland (Bowen 1777).	<i>* if you reproduce a map in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce a map in your work you must provide a caption and citation as shown in Appendix A</i>	Bowen, T 1777, <i>A new & accurate map of Asia: drawn from the most approved modern maps & charts</i> , Middleton's complete system of geography, C Middleton (ed.), map, ca. 1:33,000,000. No Publisher (Printed for J. Cooke) London , viewed 13 January 2012, http://nla.gov.au/nla.map-rm185

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Author prominent	Information prominent	Author prominent	Information prominent		
Atlas, print <i>*to refer to the atlas as a whole or to text in the atlas</i>	Schwartzberg (ed. 1992) provides comprehensive cartographic interpretation of historical changes in South Asia.	Images of primary sources are provided with each set of maps (Schwartzberg ed. 1992).	Schwartzberg (ed. 1992, p. 215) claims that 'India's struggle for freedom was sympathetically regarded in much of the rest of the world'. <i>*pinpoint the quote</i> <i>* if you reproduce a map from the atlas in your work you must provide a caption and citation as shown in Appendix A</i>	'It is quite characteristic for South Asia that... societies at different developmental stages have coexisted for long periods' (Schwartzberg ed. 1992, p. 155). <i>*pinpoint the quote</i> <i>*ellipsis of three dots indicates word/s omitted</i> <i>* if you reproduce a map from the atlas in your work you must provide a caption and citation as shown in Appendix A</i>	Schwartzberg, JE (ed.) 1992, <i>A historical atlas of South Asia</i> , Oxford University Press, New York.
Atlas, online <i>*to refer to the atlas as a whole or to text in the atlas</i>	According to Cook (2005, Plate 2d) the Montes Caucasus range on the moon reaches 6000 metres in height. <i>*indicate map /photograph number</i>	Clarity of images of the moon's surface depends greatly on favourable conditions (Cook 2005).	Cook (2005, p. 2 of 2) reports that 'water ice (or at least water molecules) may have been detected'. <i>*pinpoint the quote</i> <i>* if you reproduce a map from the atlas in your work you must provide a caption and citation as shown in Appendix A</i>	Maps of the moon need updating due to 'changes in lunar nomenclature' (Cook 2005, Introduction p. 1 of 2). <i>*pinpoint the quote</i> <i>* if you reproduce a map from the atlas in your work you must provide a caption and citation as shown in Appendix A</i>	Cook, J 2005, <i>The Hatfield SCT lunar atlas: photographic atlas for Meade, Celestron and other SCT telescopes</i> , e-book, British Astronomical Association, London, viewed 13 January 2012, http://www.springerlink.com.ezproxy.lib.monash.edu.au/content/j35236/#section=549465&page=2&locus=47

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	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
	Author prominent	Information prominent	Author prominent	Information prominent	
Electronic dataset, doi <i>* only applies to published raw data uploaded to a data repository</i>	The data of Meachen-Samules and Van Valkenburgh (2009) includes muzzle width measurements from 35 species of felines.	Premolar length in museum specimens of <i>Otocolobus manul</i> ranges from 10.2 mm to 11.9 mm (Meachen-Samules & Van Valkenburgh 2009).	<i>* do not quote raw data, summarise instead</i>	<i>* do not quote raw data, summarise instead</i>	Meachen–Samuels, J & Van Valkenburgh, B 2009, 'Data from: Craniodental indicators of prey size preference in the Felidae', electronic data set, <i>Dryad Digital Repository</i> , doi:10.5061/dryad.6h722
Computer software, online	Holland (2009) provides a simple tool for rarefaction.	Diversity curves were constructed using <i>Analytic rarefaction</i> (Holland 2009).	<i>* not applicable</i>	<i>* not applicable</i>	Holland, S 2009, ' <i>Analytic rarefaction</i> ', Version 2.0, software, Hunt Mountain Software, Athens http://www.huntmountainsoftware.com/html/rarefaction.html
Computer software, no programmer, online <i>*use title in place of author</i>	Reference management software, such as <i>EndNote X5</i> (2011) has become commonplace.	Downloaded journal articles can be attached to individual records (<i>EndNote X5</i> 2011).	<i>* not applicable</i>	<i>* not applicable</i>	<i>EndNote X5</i> 2011, Version 15, Build 5478, software, Thompson Reuters, Carlsbad, http://www.endnote.com/enhome.asp <i>* Give the version and build number, where available, even if the version number is part of the software title\</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Web software (e.g. Flash and Java applets, other browser-based learning objects)	Interactive maps, such as those provided by <i>Geological Data Repository Maps</i> (2011), allow the underlying geology to be analysed.	The mapping of Canadian geological data in can be performed from within the web-browser itself (<i>Geoscience Data Repository Maps</i> 2011).	<i>* not applicable</i>	<i>* not applicable</i>	<i>Geoscience Data Repository Maps</i> 2011, web software, Geological Survey of Canada, Ottawa, available http://gdr.ess.nrcan.gc.ca/e
Source code	Reiche and Ford (2002) provide a simple example of collision detection code.	The collision detection employed is somewhat rudimentary, however (Reiche & Ford 2002).	<i>* long excerpts of code should be reproduced as a figure, see Appendix A for figure examples</i>	<i>* long excerpts of code should be reproduced as a figure, see Appendix A for figure examples</i>	Reiche, P & Ford, F 2002, ' <i>The ur-quan masters</i> ', Version 0.7.0, source code, Toys for Bob, Novato, California, available http://sourceforge.net/projects/sc2/files/UQM/0.7/uqm-0.7.0-source.tgz/download
CD-ROM / DVD-ROM <i>* stand alone data discs, not audio discs or software</i>	Financial data given in <i>International Financial Statistics</i> (2008) has been extensively analysed.	Analysis was facilitated by the availability of large financial statistics datasets (<i>International Financial Statistics</i> 2008).	<i>* not applicable</i>	<i>* not applicable</i>	<i>International Financial Statistics</i> 2008, CD-ROM, International Monetary Fund, Washington, D.C. <i>* substitute DVD-ROM for CD-ROM where appropriate</i>
Database, online <i>* use only for the database itself</i>	Froese and Pauly (eds. 2011) provide dorsal spine data for many species in the family Mugilidae. <i>*use and in sentence</i>	Analysis of dorsal spines facilitated by the availability of online databases (Forese & Pauly eds. 2011). <i>*use & in citation</i>	<i>* to refer to a specific piece of information held in a database, use the appropriate reference style for that information</i>	<i>* to refer to a specific piece of information held in a database, use the appropriate reference style for that piece of information</i>	Froese, R & Pauly, D (eds.) 2011, <i>FishBase</i> , online database, FishBase Consortium, Kiel, viewed 7 December 2011, http://www.fishbase.org

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources , if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)		*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)		
	Author prominent	Information prominent	Author prominent	Information prominent	
Work of art, viewed in person	Pollock's (1952) painting is textually dense and layered.	The vivid colours and textures draw the hand, in imagination, toward the painting (Pollock 1952).	<i>Not applicable</i>	<i>Not applicable</i>	Pollock, J 1952, <i>Blue Poles</i> , painting, National Gallery of Australia, Canberra, viewed 18 March 2011. <i>*indicate type of artwork as necessary (e.g. photograph, sculpture, collage, etc)</i>
Images, online	Cattani's (2011) photograph of Christian the lion in his owners' showroom is part of a series.	A lion photographed in a London showroom by Cattani (2011) has been used to generate income.	<i>* if you reproduce an image in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce an image in your work you must provide a caption and citation as shown in Appendix A</i>	Cattani, D 2011, <i>CTL-005 John, Christian and Ace in the showroom of Sophisto-Cat</i> , online image, viewed 28 October 2011, http://www.christianthelionprints.com/ctlshop/ <i>*cite details and URL of location (e.g. web page) on which the image is was viewed</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Images from a database, known creator,	Kandinsky (1914) explored the use of brilliant colour to express emotional states.	The painting utilises abstract forms and lush colour to demonstrate the similarity between painting and music (Kandinsky 1914).	<i>* if you reproduce an image in your work you must provide a caption and citation as shown in Appendix A</i>	<i>*Not applicable</i>	Kandinsky, V 1914, <i>Panel for Edwin R. Campbell no. 2</i> , digital image of painting, Artstor, ID number 79450, viewed 23 November 2011, http://www.moma.org/collection/object.php?object_id=79450
Images from a database, unknown creator <i>*use title</i>	<i>Bird: an artwork</i> (1993) was created as part of a larger project involving child artists.	The artwork demonstrates technical competence in a young child (<i>Bird: an artwork</i> 1993).	<i>* if you reproduce an image in your work you must provide a caption and citation as shown in Appendix A</i>	<i>*not applicable</i>	<i>Bird: an artwork</i> 1993, John Oxley Library, State Library of Queensland digital image collection, image number 7116/3/16, viewed 23 November 2011, http://hdl.handle.net/10462/deriv/151889

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Speeches/broadcasts/audiovisual/music scores

Broadcast speech	Bryce's (2012) speech to the Samoan parliament was the first by a head of state since 1962.	The role of women in politics was a key theme in the speech and coincided with debates in Samoa on the issue (Bryce 2012).	Bryce (2012, min.1:15) asserts that 'a key aspect of an effective democracy is the empowerment of women'. <i>*pinpoint the quote</i>	'I congratulate Samoa on the steps being taken to increase the number of women in this parliament' (Bryce 2012, min.1:22). <i>*pinpoint the quote</i>	Bryce, Q 2012, <i>Address to the Samoan parliament</i> , online video, viewed 5 June 2012, http://www.radioaustralia.net.au/international/2012-04-02/australian-gg-makes-historic-speech-in-samoa/788998
Transcript/text of a speech	Obama (2012) again signalled strong support for Israel.	The threat to nuclear non-proliferation posed by Iran was discussed at some length (Obama 2012).	Obama (2012, p. 3 of 6) reiterated the American government's position on Israel; 'we have continued to insist that any Palestinian partner must recognise Israel's right to exist'. <i>*pinpoint the quote</i>	A clear statement that 'the United States and Israel both assess that Iran does not yet have a nuclear weapon' (Obama 2010, p. 4 of 6) did little to allay fears. <i>*pinpoint the quote</i>	Obama, B 2012, 'Address to America Israel Public Affairs Committee', transcript, <i>The Guardian</i> , 4 March, viewed 22 May 2012, http://www.guardian.co.uk/world/2012/mar/04/obama-aipac-speech-read-text

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Radio broadcast	Miller and Stapleton (2012) collated bird sounds, music, poetry and documentary in this program.	The contributors to the program shared their love of Australian birds through poetry and music (Miller & Stapleton 2012).	Miller and Stapleton (2012, min.1:33) chose from among 'almost 400 pieces' to produce the program. <i>*pinpoint the quote</i>	The program is a response to questions of the role of birds in 'our individual sense of self' (Miller & Stapleton 2012, min. 1:17) <i>*pinpoint the quote</i>	Miller, G & Stapleton, R 2012, <i>Birdland</i> , radio program, ABC Radio National, 14 January. <i>* producer, presenter, sound engineer etc as authors as relevant</i>
Transcript, radio, online	Ramachandran was interviewed (Mitchell & Miller 2005) about his views on neuroscience and art.	A number of controversial claims are proposed (Mitchell & Miller 2005).	In a radio interview (Mitchell & Miller 2005, para. 20), Ramachandran claims that in 'the entire history of the human species most of the art is highly distorted, exaggerated, even abstract'. <i>*pinpoint the quote</i>	'When you explain something in terms of component parts you enrich your understanding a bit you certainly don't diminish from the experience' (Mitchell & Miller 2005, para. 10) <i>*pinpoint the quote</i>	Mitchell, N & Miller, G 2005, 'The Marco Polo of neuroscience: V S Ramachandran', <i>All in the mind</i> , radio transcript, ABC Radio National, 7 May, viewed 9 February 2012, http://www.abc.net.au/radionational/programs/allinthemind/the-marco-polo-of-neuroscience-vs-ramachandran/3440754 <i>*program episode in quote marks, program title in italics</i>
Television broadcast	Hickey (2011) shows that Australia is multicultural despite historical efforts to prevent this.	Until the 1930s, Australian governments explicitly pursued a white Australia policy in a variety of ways (Hickey 2011).	<i>*if possible, use an online version with closed captions for quotes</i>	<i>*if possible, use an online version with closed captions for quotes</i>	Hickey, J (series producer) 2011, 'Episode 1', <i>Immigration nation: the secret life of us</i> , television program, SBS, 28 January.

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required</i> <i>* use single quotation marks for quotes</i> <i>*use double quotation marks for a quote within a quote</i> <i>*if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Transcript, television, online	Clark & Ryan (2000) survey perceptions of the role of architecture.	Architects are portrayed as collaborative (Clark & Ryan 2000).	Sean Godsell (Clark & Ryan 2000, p. 18 of 20) asserts 'the client is the essential catalyst'. <i>*pinpoint the quote</i>	The spiritual dimension of the High Court was captured in its architecture: 'a very pleasant place to work, but it was also to have the symbolic reflection of access to justice, openness and transparency' (Clark & Ryan 2000, p. 5 of 20). <i>*pinpoint the quote</i>	Clark, T & Ryan, J 2000, 'Episode 1: keeping the faith', <i>In the mind of the architect</i> , television transcript, ABC TV, viewed 9 February 2012, http://www.abc.net.au/arts/architecture/ep_trn1.htm <i>*program episode in quote marks, program title in italics</i>
Podcast or vodcast	Monash Postgraduate Association (2011) discusses types of plagiarism and associated university policy and processes.	Clear guidelines are provided on what the University considers plagiarism (Monash Postgraduate Association 2011).	Monash Postgraduate Association (2011, sec. 00:34) defines the term as 'passing off somebody else's work as your own'. <i>*pinpoint the quote</i>	Plagiarism 'can be inadvertent or it can be intentional' according to Monash Postgraduate Association (2011, sec. 00:41). <i>*pinpoint the quote</i>	Monash Postgraduate Association 2011, 'Plagiarism', <i>Compass online: winter</i> , podcast, viewed 12 December 2011, http://mpa.monash.edu.au/compass-archives/Winter11/podcast.html <i>*insert 'podcast' or 'vodcast' as appropriate.</i>

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	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Music score <i>*music scores are referenced in the same way as books.</i>	Sculthorpe's (Faber 1982) <i>Mountains</i> was composed for the Sydney International Piano Competition.	Jagged melodic phrases in the upper register symbolise the peaks of mountains (Sculthorpe 1982)	<i>* if you reproduce musical notation in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce musical notation in your work you must provide a caption and citation as shown in Appendix A</i>	Sculthorpe, P 1982 <i>Mountains</i> , Faber, London.
Music score transcription	Ellington's (Alfred 2005) <i>Purple Gazelle</i> was transcribed by Paul Berger.	Berger's transcriptions contribute to the increasing jazz literacy of high school jazz bands (Ellington 2005).	<i>* if you reproduce musical notation in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce musical notation in your work you must provide a caption and citation as shown in Appendix A</i>	Ellington, D 2005 <i>Purple Gazelle</i> , Jazz at Lincoln Center Library, Alfred Publishing, California. <i>*include the name of the series</i>
Edited music score or Critical edition	van Beethoven's (Pauer ed., n.d.) concerto No 5 begins dramatically.	Complex structures and themes interweave through the concerto (van Beethoven n.d.).	<i>* if you reproduce musical notation in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce musical notation in your work you must provide a caption and citation as shown in Appendix A</i>	Pauer, M (ed.) n.d., <i>L van Beethoven: Concerto for piano and orchestra No.5, op.72</i> , Edition Peters, London. <i>*n.d. for 'no date' for this particular edition *retain punctuation of author names in source</i>
Film	Murnau's (dir. 1922) silent film, <i>Nosferatu</i> , remains a powerful and iconic horror film.	As an early example of German expressionist film, <i>Nosferatu</i> employs a range of cinematic effects manipulating the sense of time (Murnau dir. 1922).	Murnau (dir. 1922, min. 26:35) generated a frisson of fear through the juxtaposition of apparently ordinary lines as "I will be in a very deep sleep indeed' with the imagery of decay. <i>*pinpoint the quote</i>	Melodramatic lines such as 'her soul had heard the call of the death bird' (Murnau dir. 1922, min. 36:50) were calculated to generate poignancy in the face of impending horror. <i>*pinpoint the quote</i>	Murnau, FW (dir) 1922, <i>Nosferatu</i> , DVD, Eureka Video, London. <i>*use 'motion picture', 'DVD' or 'videorecording' as appropriate</i>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources , if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)		*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)		
	Author prominent	Information prominent	Author prominent	Information prominent	

Live performances

Play	Bell (dir. 2011) incorporated gymnastic activity.	The performance by Max Gillies was energetic (Bell dir. 2011).	Not applicable	Not applicable	Bell, J (dir.) 2011, <i>Much ado about nothing</i> , by W Shakespeare, theatre performance, 8 April- 14 May 2011, Bell Shakespeare Company, Drama Theatre, Sydney Opera House, viewed 10 April 2011. *director as author
Dance	Page (chor. 2009) demonstrated sophisticated fluidity of choreography.	The Matthina opening night choreography was varied and inspired (Page chor. 2009).	Not applicable	Not applicable	Page, S (chor.) 2009, <i>Matthina</i> , dance performance, 29 May- 7 June 2009, Bangarra Dance Theatre, Playhouse, Queensland Performing Arts Centre, viewed 29 May 2009. * choreographer as author
Music	Goerne (2011) offered a profound and moving interpretation of the complete song cycle.	The unremitting bleakness of the snowy landscape was relieved during <i>Fruhlingstraum</i> (Goerne 2011).	Not applicable	Not applicable	Goerne, M. (baritone) 2011, <i>Winterreise</i> , by F Schubert, concert performance, 28 September 2011, Melbourne Recital Centre, viewed 28 September 2011. *performer as author

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Personal communications

<p>Letter, email, conversation, phone call, SMS etc</p> <p>* a personal communication is NOT an acceptable academic source unless as an object of research</p>	<p>B Hetherington (2011, 3 July), in a personal conversation, expressed the view that children with a history of offending presented a great strain on the resources of their schools.</p> <p><i>*give full date</i></p>	<p>The view that child offenders presented a strain on the resources of their schools has been expressed (B Hetherington 2011, pers. comm. 3 July).</p> <p><i>*give full date</i></p>	<p>B Hetherington (2011, pers. comm. 3 July) asserts that ‘children with a history of offending generally are more difficult in the classroom situation and thus place a greater strain on school resources’.</p> <p><i>* pinpoint the quote *give full date</i></p>	<p>‘Children with a history of offending generally are more difficult in the classroom situation and thus place a greater strain on school resources’ claims B Hetherington (2011, pers. comm. 3 July).</p> <p><i>* pinpoint the quote *give full date</i></p>	<p><i>*personal communications are not included in the reference list as they have not been published and are not available to readers</i></p> <p><i>* gain permission of the author before using a personal communication</i></p>
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Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		

Ephemera

Exhibition catalogue or brochure, author or curator, print	<p>Holland (2010, p. 2) describes the special relationship between an artist and their subject.</p> <p><i>* pinpoint the specific information</i></p>	<p>The catalogue displays a selection of artists' works expressing love and loss (Holland 2010).</p>	<p>Holland (2010, p. 2) asserts that 'for many artists drawing is a compulsive act'.</p> <p><i>* pinpoint the quote</i></p>	<p>Common among artists in the exhibition are the 'shared beliefs and deep-felt emotions that have determined paths one has taken' (Holland 2010, p. 26).</p> <p><i>* pinpoint the quote</i></p>	<p>Holland, A 2010, <i>Love, loss & intimacy</i>, exhibition catalogue, 13 February-25 July, National Gallery of Victoria, Melbourne.</p>
Exhibition catalogue or brochure, author or curator, online	<p>Campbell (2010, p. 2) discusses the various influences on Australian printmakers during the two decades.</p> <p><i>* pinpoint the specific information</i></p>	<p>The catalogue demonstrates the versatility of Australian printmaking artists (Campbell 2010).</p>	<p>Campbell (2010, p. 8) contends that there are only a 'relatively small number of urban subjects created by Australian artists using the technique of linocutting'.</p> <p><i>* pinpoint the quote</i></p>	<p>Art in the exhibition illustrates the 'capacity of these techniques to create images that were <i>modern</i>' (Campbell 2010, p. 2, emphasis in original).</p> <p><i>* pinpoint the quote</i></p>	<p>Campbell, H 2010, <i>Colour, rhythm, design: wood and lino cuts of the 20's & 30's</i>, catalogue, 13 March-11 July 2010, Art Gallery of NSW, Sydney, viewed 23 October 2010, http://www.artgallery.nsw.gov.au/education/education-materials/online-catalogues/colour-rhythm-design/</p>

Source type	In-text citation models				Reference List models
	Paraphrasing		Quoting (<i>less than 10% of total word count</i>)		
	<p><i>*page numbers required for all paraphrasing (but not when referring to the source as a whole). For electronic sources, if there are no page numbers give approximate (p.3 of 8) OR paragraph for short sources (para. 2) OR relevant heading OR n.p. (no page number)</i></p>		<p><i>*page or paragraph number always required * use single quotation marks for quotes *use double quotation marks for a quote within a quote *if necessary use n.p. (no page number given)</i></p>		
Author prominent	Information prominent	Author prominent	Information prominent		
Theatre or Concert ticket	The ticket for the <i>PJ Harvey Concert</i> (2012) contains a digital barcode.	The design includes an image of the venue (<i>PJ Harvey Concert 2012</i>)	<i>* if you reproduce the ticket in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce the ticket in your work you must provide a caption and citation as shown in Appendix A</i>	<i>PJ Harvey Concert 2012, concert ticket, Regent Theatre, Melbourne, 15 January.</i>
Theatre program	Bell (dir. 2011) describes the contemporary scenery used in the play.	The production programme (Bell dir. 2011) includes a list of all performing actors and their biographies.	<i>* if you reproduce part of the program in your work you must provide a caption and citation as shown in Appendix A</i>	<i>* if you reproduce part of the program in your work you must provide a caption and citation as shown in Appendix A</i>	Bell, J (dir.) 2011, <i>Much ado about nothing</i> , by W Shakespeare, program, 8 April-14 May 2011, Bell Shakespeare Company, Drama Theatre, Sydney Opera House. <i>* director as author</i>

Appendix A: Figures and Tables

Figure captions

Figure captions are given below the figure, and start with a sequential figure number (e.g. Figure 1, Figure 2). All figures in your paper must be referred to in the main body of the text. Captions should include a statement of what is being figured, and definitions for any symbols or acronyms used. Axes must be labeled and at an appropriate scale to identify the relevant features. A good figure and its caption should be self-contained, and able to stand on its own. For example:

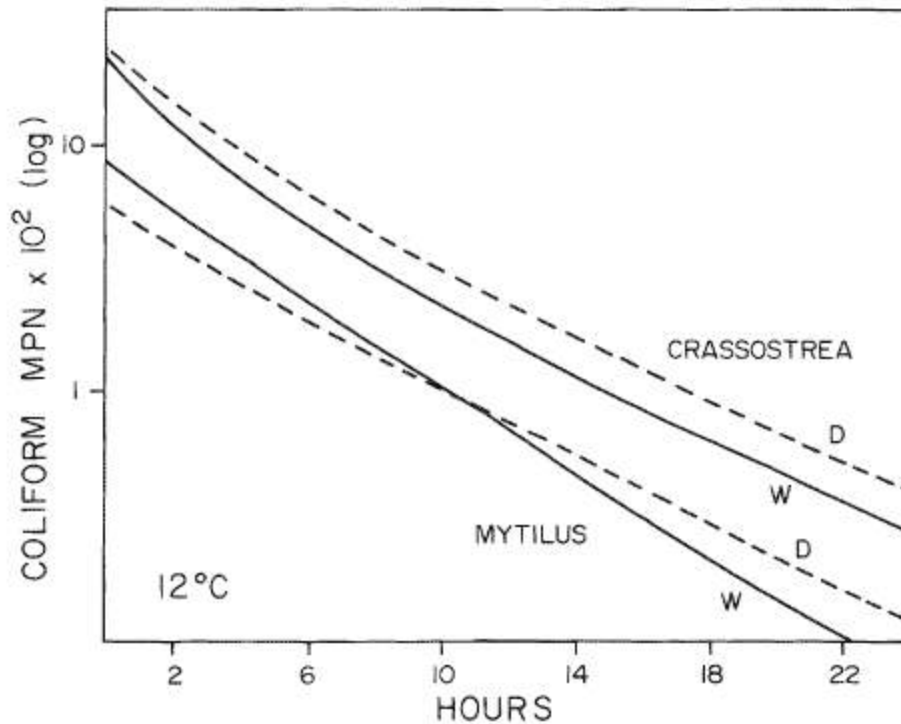


Figure 1: Estimated most probable numbers (MPN) of coliform bacteria (*E. coli*) present in two species of bivalve molluscs species (*Mytilus edulis* and *Crassostrea gigas*) immersed in water (W) or held in dry (D) conditions in an incubator at 12°C (Bernard 1989, p. 1598, Figure 7). Curves were calculated using the exponential function $Y = ae^{bX}$.

Table captions

Table captions are given above the table, and start with a sequential table number (e.g. Table 1, Table 2). All tables in your paper must be referred to in the main body of the text. Captions should include a statement of what is being figured, definitions for any symbols or acronyms used. A good table and its caption should be self-contained, and able to stand on its own. For example:

Table 1: Regression constants for estimated most probable number of coliform bacteria (*E. coli*) present when *Mytilus edilus* and *Crassostrea gigas* were held immersed in water (W) or held in dry (D) conditions in an incubator at 12°C (Bernard 1989, p. 1598, Table 4). For the exponential equation $Y = ae^{bX}$, where X is time, a and b are the fitted parameters and r^2 is the coefficient of determination.

Species		a	b	r^2
<i>Crassostrea gigas</i>	W	1473.17	-0.17	0.89
	D	1926.02	-0.16	0.91
<i>Mytilus edilus</i>	W	865.67	-0.21	0.95
	D	506.25	-0.50	0.75

Musical notation

Musical notation captions are given above the notation and start with the sequential example number (e.g. Example 1, Example 2). You should provide the following details as necessary: Example number, composer, *title*, movement (if appropriate) or section (if appropriate), and bar number or numbers. For example:

Example 1: Schumann, *String quartet Op. 41 No. 2*, Andante, quasi variazioni, bars 1-6

The image shows a page of musical notation for the second movement of Schumann's String Quartet Op. 41 No. 2. The title is "II Andante, quasi Variazioni (♩ = 69)". The score is written for four staves (Violin I, Violin II, Viola, and Cello/Double Bass). The first system (bars 1-4) features dynamic markings of *p espressivo* for the first three staves and *sf* for the fourth. The second system (bars 5-6) features *pp* for the first two staves and *p* for the last two. A page number "5" and the number "W. Ph. V. 362" are visible at the bottom.

The following example is from Murray, RD 2011, Australian piano music 1980-2010 from a pianist's perspective: a presentation of two performance events, doctoral dissertation, University of Melbourne, Melbourne.

Example 10: Sculthorpe, *Mountains*, bars 19-21

The image shows a page of musical notation for Sculthorpe's *Mountains*, bars 19-21. The score is written for piano in 4/4 time. The tempo is marked "a tempo". The first system (bars 19-20) features dynamic markings of *pp* for the right hand and *mf* for the left hand. The second system (bar 21) features a dynamic marking of *p* for the right hand. The notation includes triplets and slurs. A performance instruction "(con Ped.)" is written at the bottom left.

Appendix B: Quick guide to referencing articles

Print article	Carroll, M 2008, 'Identities in dialogue: patterns in the chaos', <i>The Writing Centre Journal</i> , vol. 28, no. 1, pp. 72–79.
Article from a database	Carroll, M 2008, 'Identities in dialogue: patterns in the chaos', <i>The Writing Centre Journal</i> , vol. 28, no. 1, pp. 72–79, (online Expanded Academic ASAP).
Article from the WWW	Carroll, M 2008, 'Identities in dialogue: patterns in the chaos', <i>The Writing Centre Journal</i> , vol. 28, no. 1, pp. 72–79, viewed 6 September 2009, http://www.cas.udel.edu/writing-center/journal/Pages/default.aspx
Article with a DOI	Novick, M 2012, 'Allowable interval sequences and separating convex sets in the plane', <i>Discrete Computational Geometry</i> , vol. 47, no. 2, pp. 378-392, doi: 10.1007/s00454-011-9365-5

Appendix C: Quick guide to in-text citing

In-text referencing is a short form.
Cite only **Surname/s** (no initials) and **year**

This paper will not attempt to delve at length into the energy component of the ecological footprint. This has been covered elsewhere (Ferguson 1999; Wiley & Foxton 2001). However, the contention of Rees, Weston and Waters (2006, p. 45) to base the energy footprint on the 'area of land needed to absorb the carbon emitted by burning fossil fuels' is regarded by most commentators as being hard to defend. We argue that a more reliable basis for the energy footprint is the area of land required to produce the specified energy renewable. Investigations (Pimentel et al. 1999 cited in Smith 2009, p. 34-36) demonstrate that the figure will not alter significantly. As Smil reports, sugar cane is the best renewable option:

Short quote
less than 30 words
page number
single quotation marks
= part of your sentence

For **4 or more authors** of a single source use 'et al.' in all in-text citations
But
List all names in full in the reference list

Long quote
minimum 30 words
introduce with colon
indented
one size smaller font
single line spacing
brackets outside full stop
page number

Relying on corn in temperate regions would bring much lower returns. Even during the transition period, when distillation would be subsidised by coal power, densities for ethanol as stand alone fuel would be no more than 0.2W/m^2 . Power densities of a fully solar operation would drop to about 0.04W/m^2 . (1993, p. 190)

Citing a source within a source
In-text= cite **both** sources
page number
But
reference list= cite **only** the source you actually read

Appendix D: Sample Harvard style reference list

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Legislation

Civil Unions Bill 2011

Cases

Metro Trains Melbourne Pty Ltd v Marotta [2012] FWA 432

*Include Legislation and/or Cases sections of a reference list only when required

*remove hyperlinks so that there is no underlining or blue lettering (right click on the hyperlink, then click on 'Remove hyperlink')

PEDOMAN UMUM
EJAAN BAHASA INDONESIA
YANG DISEMPURNAKAN

Panitia Pengembangan Bahasa Indonesia

Pusat Bahasa

Departemen Pendidikan Nasional

2000

KATA PENGANTAR CETAKAN KETIGA

Buku *Pedoman Umum Bahasa Indonesia yang Disempurnakan* (Khusus Bahan Penyuluhan) cetakan I dan II telah habis dibagikan kepada para peserta kegiatan Pemasarakatan Bahasa Indonesia di berbagai instansi di Indonesia. Oleh karena itu, buku ini dicetak ulang dengan penerbitan kesalahan cetak yang terdapat pada cetakan sebelumnya.

Mudah-mudahan buku ini bermanfaat bagi pembinaan dan pengembangan bahasa dan sastra Indonesia serta bagi masyarakat luas.

Jakarta, 1 Agustus 2000

Hasan Alwi

Kepala Pusat Bahasa

KEPUTUSAN

MENTERI PENDIDIKAN DAN KEBUDAYAAN

REPUBLIK INDONESIA

No. 054a/U/1987

Tentang

Penyempurnaan “Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan”

MENTERI PENDIDIKAN DAN KEBUDAYAAN

Membaca : Surat Kepala Pembinaan dan Pengembangan Bahasa Departemen Pendidikan dan Kebudayaan tanggal 6 Desember 1986 No. 5965/F8/U1.7/86.

Menimbang : a. bahwa dengan Keputusan Menteri Pendidikan dan Kebudayaan tanggal 27 Agustus 1975 No. 0196/U/1975 telah ditetapkan peresmian berlakunya “Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan” dan “Pedoman Umum Pembentukan Istilah”;

b. bahwa sesungguhnya bahasa itu senantiasa berubah dan berkembang sesuai dengan kehidupan masyarakat;

c. bahwa sesungguhnya dengan hal tersebut pada sub a dan b, dipandang perlu menetapkan penyempurnaan “Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan”.

Mengingat : 1. Keputusan Presiden Republik Indonesia:

a. Nomor 44 Tahun 1974;

b. Nomor 52 Tahun 1975;

- c. Nomor 45/M Tahun 1983;
 - d. Nomor 15 Tahun 1984 sebagaimana telah diubah/ditambah terakhir dengan keputusan Presiden Republik Indonesia No. 4 Tahun 1987;
 - e. Nomor 138/M Tahun 1985;
2. Keputusan Menteri Pendidikan dan Kebudayaan tanggal 27 Agustus 1975 No. 0196/U/1975.

MEMUTUSKAN

Menetapkan :

- Pertama : Menyempurnakan ‘Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan’ sebagaimana tercantum dalam Lampiran I Keputusan Menteri Pendidikan dan Kebudayaan tanggal 27 Agustus 1975 No.0196/U/1975 menjadi sebagaimana tercantum dalam Lampiran Keputusan ini.
- Kedua : Hal-hal yang belum diatur dalam Keputusan ini akan diatur lebih lanjut dalam ketentuan tersendiri.
- Ketiga : Keputusan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di Jakarta

Tanggal 9 September 1987

MENTERI PENDIDIKAN DAN KEBUDAYAAN

Fuad Hasan

PRAKATA

Sejak peraturan ejaan bahasa Melayu dengan huruf Latin ditetapkan pada tahun 1901 berdasarkan rancangan Ch. A. van Ophuysen dengan bantuan Engku Nawawi gelar Soetan Ma'moer dan Moehammad Taib Soetan Ibrahim, penyempurnaannya berkali-kali diusahakan. Pada tahun 1938, selama Kongres Bahasa Indonesia yang pertama kali di Solo, misalnya disarankan agar ejaan Indonesia lebih banyak diinternasionalkan.

Pada tahun 1947 Soewandi, Menteri Pengajaran, Pendidikan dan Kebudayaan pada masa itu, menetapkan dalam surat keputusannya tanggal 19 Maret 1947, No. 264/Bhg. A bahwa perubahan ejaan bahasa Indonesia dengan maksud membuat ejaan yang berlaku menjadi lebih sederhana. Ejaan baru itu oleh masyarakat diberi julukan *Ejaan Republik*. Beberapa usul yang diajukan oleh panitia menteri itu belum dapat diterima karena masih harus dirinjau lebih jauh lagi. Namun, sebagai langkah utama dalam usaha penyederhanaan dan penyelarasan ejaan dengan perkembangan bahasa, keputusan Soewandi pada masa pergolakan revolusi itu mendapat sambutan baik.

Kongres Bahasa Indonesia Kedua, yang diprakarsai Menteri Moehammad Yamin, diselenggarakan di Medan pada tahun 1954. Masalah ejaan timbul lagi sebagai salah satu mata pertemuan itu. kongres itu mengambil keputusan supaya ada badan yang menyusun peraturan ejaan yang praktis bagi bahasa Indonesia. Panitia yang dimaksud (Priyono-Katoppo, Ketua) yang dibentuk oleh Menteri Pengajaran, Pendidikan dan Kebudayaan dengan surat keputusannya tanggal 19 Juli 1956, No. 44876/S, berhasil merumuskan patokan-patokan baru pada tahun 1957 setelah bekerja selama setahun.

Tindak lanjut perjanjian persahabatan antara Republik Indonesia dan Persekutuan Tanah Melayu pada tahun 1959, antara lain berupa usaha mempersamakan ejaan bahasa kedua Negara ini. Maka pada akhir tahun 1959 sidang perutusan Indonesia dan Melayu (Slametmuljana-Syed Nasir bin Ismail, Ketua) menghasilkan konsep ejaan bersama yang kemudian dikenal dengan nama *Ejaan Melindo* (Melayu-Indonesia). Perkembangan politik selama tahun-tahun berikutnya megurungkan peresmiannya.

Sesuai dengan laju pengembangan nasional, Lembaga Bahasa dan Kesusastraan yang pada tahun 1968 menjadi Lembaga Bahasa Nasional, dan akhirnya pada tahun 1975 menjadi Pusat Pembinaan dan Pengembangan Bahasa, menyusun program pembakuan bahasa Indonesia secara menyeluruh. Di dalam hubungan ini, panitia Ejaan Bahasa Indonesia Departemen Pendidikan dan Kebudayaan (A.M. Moeliono, ketua) yang disahkan oleh Menteri Pendidikan dan Kebudayaan, Sarino Mangunpranoto, sejak tahun 1966 dalam surat keputusannya tanggal 19 September 1967, No. 062/1967, menyusun konsep yang merangkum segala usaha penyempurnaan yang terdahulu. Konsep itu ditanggapi dan dikaji oleh kalangan luas di seluruh tanah air selama beberapa tahun.

Atas permintaan ketua Gabungan V Komando Operasi Tertinggi (KOTI), rancangan peraturan ejaan tersebut dipakai sebagai bahan oleh tim Ahli Bahasa KOTI yang dibentuk oleh ketua Gabungan V KOTI dengan surat Keputusannya tanggal 21 Februari 1967, No. 011/G-5/II/1967 (S.W. Rujianti Mulyadi, Ketua) dalam pembicaraan mengenai ejaan dengan pihak Malaysia di Jakarta pada tahun 1966 dan di Kuala Lumpur pada tahun 1967.

Dalam Komite Bersama yang dikeluarkan oleh Menteri Pendidikan dan Kebudayaan Indonesia, Mashuri, dan Menteri Pelajaran Malaysia, Hussen Onn, pada tahun 1972 rancangan tersebut disetujui untuk dijadikan bahan dalam usaha bersama di dalam pengembangan bahasa nasional kedua negara.

Setelah rancangan itu akhirnya dilengkapi di dalam Seminar Bahasa Indonesia di Puncak pada tahun 1972, dan diperkenalkan secara luas oleh sebuah panitia antardepartemen (Ida Bagus Mantra, Ketua dan Lukman Ali, Ketua Kelompok Teknis Bahasa) yang ditetapkan dengan surat keputusan Menteri pendidikan dan Kebudayaan tanggal 20 Mei 1972, No. 03/A.I/72, maka pada hari Proklamasi Kemerdekaan tahun itu juga diresmikanlah aturan ejaan yang baru itu berdasarkan keputusan Presiden No. 57, tahun 1972, dengan nama Ejaan yang Disempurnakan. Departemen Pendidikan dan Kebudayaan menyebar buku kecil yang berjudul *Pedoman Ejaan Bahasa Indonesia yang Disempurnakan*, sebagai patokan pemakaian ejaan itu.

Karena penuntun itu perlu dilengkapi, Panitia Pengembangan Bahasa Indonesia, Departemen Pendidikan dan Kebudayaan yang dibentuk oleh Menteri Pendidikan dan Kebudayaan dengan surat keputusannya tanggal 12 Oktober 1972, No. 156/P/1972 (Amran

Halim, Ketua), menyusun buku *Pedoman Umum* ini yang berupa pemaparan kaidah ejaan yang lebih luas.

Penyusunan *Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan* ini telah dimungkinkan oleh tersedianya biaya Pelita II yang disalurkan melalui Proyek Pengembangan Bahasa dan Sastra Indonesia dan Daerah, Departemen Pendidikan dan Kebudayaan (S.W. Rujati Mulyadi, Ketua). Pencetakan *Pedoman Umum* ini dilaksanakan oleh Proyek Penulisan dan Penerbitan Buku/Majalah Pengetahuan dan Profesi, Departemen Pendidikan dan Kebudayaan.

Kepada segenap instansi, kalangan masyarakat, dan perorangan yang telah memungkinkan tersusunnya *Pedoman Umum* ini disampaikan penghargaan dan terima kasih.

Jakarta, Agustus 1975

Panitia Pengembangan Bahasa Indonesia

Pusat Pembinaan dan Pengembangan Bahasa

DEPARTEMEN PENDIDIKAN DAN KEBUDAYAAN

I. PEMAKAIAN HURUF

A. Huruf Abjad

Abjad yang digunakan dalam ejaan bahasa Indonesia terdiri atas huruf yang berikut. Nama huruf disertakan di sebelahnya.

Huruf	Nama	Huruf	Nama	Huruf	Nama
A	a	J	j	S	s
B	b	K	k	T	t
C	c	L	l	U	u
D	d	M	m	V	v
E	e	N	n	W	w
F	f	O	o	X	x
G	g	P	p	Y	y
H	h	Q	q	Z	z
I	i	R	r		

B. Huruf Vokal

Huruf yang melambangkan vokal dalam bahasa Indonesia terdiri atas huruf *a, e, i, o, dan u*.

Huruf Vokal	Contoh Pemakaian dalam Kata		
	Posisi Awal	Posisi Tengah	Posisi Akhir
a	<i>api</i>	<i>padi</i>	<i>lusa</i>
e*	<i>enak</i>	<i>petak</i>	<i>sore</i>
	<i>emas</i>	<i>kena</i>	<i>tipe</i>
i	<i>itu</i>	<i>simpan</i>	<i>murni</i>
o	<i>oleh</i>	<i>kota</i>	<i>radio</i>
u	<i>ulang</i>	<i>bumi</i>	<i>ibu</i>

* Dalam pengajaran lafal kata, dapat digunakan tanda aksen jika ejaan kata menimbulkan keraguan.

Misalnya: Anak-anak bermain di *teras* (téras).

Upacara itu dihadiri pejabat *teras* pemerintah.

Kami menonton film *seri* (séri).

Pertandingan itu berakhir *seri*.

C. Huruf Konsonan

Huruf yang melambangkan konsonan dalam bahasa Indonesia terdiri atas huruf-huruf *b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, dan z*.

Huruf Konsonan	Contoh Pemakaian dalam Kata		
	Posisi Awal	Posisi Tengah	Posisi Akhir
b	<i>bahasa</i>	<i>sebut</i>	<i>adab</i>
c	<i>cakap</i>	<i>kaca</i>	-
d	<i>dua</i>	<i>ada</i>	<i>Abad</i>
f	<i>fakir</i>	<i>kafan</i>	<i>maaf</i>
g	<i>guna</i>	<i>tiga</i>	<i>gudeg</i>
h	<i>hari</i>	<i>saham</i>	<i>tuah</i>
j	<i>jalan</i>	<i>manja</i>	<i>mikraj</i>
k	<i>kami</i>	<i>paksa</i>	<i>politik</i>
	-	<i>rakyat*</i>	<i>bapak*</i>
l	<i>lekas</i>	<i>alas</i>	<i>akal</i>
m	<i>maka</i>	<i>kami</i>	<i>diam</i>
n	<i>nama</i>	<i>tanah</i>	<i>daun</i>
p	<i>pasang</i>	<i>apa</i>	<i>siap</i>
q**	<i>Quran</i>	<i>status-quo</i>	<i>Taufiq</i>
r	<i>raih</i>	<i>bara</i>	<i>putar</i>
s	<i>sampai</i>	<i>asli</i>	<i>tangkas</i>
t	<i>tali</i>	<i>mata</i>	<i>rapat</i>
v	<i>varia</i>	<i>lava</i>	-
w	<i>wanita</i>	<i>hawa</i>	-
x**	<i>xerox</i>	-	<i>sinar-x</i>
y	<i>yakin</i>	<i>payung</i>	-
z	<i>zeni</i>	<i>lazim</i>	<i>juz</i>

* Huruf *k* di sini melambangkan bunyi hamzah.

** Khusus untuk nama dan keperluan ilmu.

D. Huruf diftong

Di dalam bahasa Indonesia terdapat diftong yang dilambangkan dengan *ai*, *au*, dan *oi*.

Huruf Diftong	Contoh Pemakaian dalam Kata		
	Posisi Awal	Posisi Tengah	Posisi Akhir
ai	<i>ain</i>	<i>malaikat</i>	<i>pandai</i>
au	<i>aula</i>	<i>saudara</i>	<i>harimau</i>
oi	-	<i>boikot</i>	<i>amboi</i>

E. Gabungan Huruf Konsonan

Di dalam bahasa Indonesia terdapat empat gabungan huruf yang melambangkan konsonan, yaitu *kh*, *ng*, *ny*, dan *sy*. Masing-masing melambangkan satu bunyi konsonan.

Gabungan Huruf Konsonan	Contoh Pemakaian dalam Kata		
	Posisi Awal	Posisi Tengah	Posisi Akhir
kh	<i>khusus</i>	<i>akhir</i>	<i>tarikh</i>
ng	<i>ngilu</i>	<i>bangun</i>	<i>senang</i>
ny	<i>nyata</i>	<i>banyak</i>	-
sy	<i>syarat</i>	<i>isyarat</i>	<i>arasy</i>

F. Pemenggalan Kata

1. Pemenggalan kata pada kata dasar dilakukan sebagai berikut.

a. Jika di tengah kata ada vokal yang berurutan, pemenggalan itu dilakukan di antara kedua huruf vokal itu.

Misalnya : ma-in, sa-at, bu-ah

Huruf diftong *ai*, *au*, *oi* tidak pernah diceraikan sehingga pemenggalan kata tidak dilakukan diantara kedua huruf itu.

Misalnya:

au-la	bukan	a-u-la
sau-dara	bukan	sa-u-da-ra
am-boi	bukan	am-bo-i

- b. Jika di tengah kata ada huruf konsonan, termasuk gabungan huruf konsonan, di antara dua buah huruf vokal, pemenggalan dilakukan sebelum huruf konsonan.

Misalnya:

ba-pak, ba-rang, su-lit, la-wan, de-ngan, ke-nyang, mu-ta-khir

- c. Jika di tengah ada dua huruf konsonan yang berurutan, pemenggalan dilakukan di antara kedua huruf konsonan itu. gabungan huruf konsonan tidak pernah diceraikan.

Misalnya:

man-di, som-bong, swas-ta, ca-plok Ap-ril, bang-sa, makh-luk

- d. Jika di tengah kata ada tiga buah huruf konsonan atau lebih, pemenggalan dilakukan di antara huruf konsonan yang pertama dan huruf konsonan yang kedua.

Misalnya:

in-stru-men, ul-tra, in-fra, bang-krut, ben-trok ikh-las

2. Imbuhan akhiran dan imbuhan aalan, termasuk awalan yang mengalami perubahan bentuk serta partikel yang biasanya ditulis serangkai dengan kata dasarnya, dapat dipenggal pada pergantian baris.

Misalnya:

makan-an, me-rasa-kan, mem-bantu, pergi-lah

Catatan:

- a. Bentuk dasar pada kata turunan sedapat-dapatnya tidak dipenggal.
- b. Akhiran *-i* tidak dipenggal. (Lihat juga keterangan tentang tanda hubung, Bab V, Pasal E, Ayat 1.)
- c. Pada kata yang berimbuhan sisipan, pemenggalan kata dilakukan sebagai berikut.

Misalnya: te-lun-juk, si-nam-bung, ge-li-gi

3. Jika suatu kata terdiri atas lebih dari satu unsur dan salah satu unsur itu dapat bergabung dengan unsur lain, pemenggalan dapat dilakukan (1) di antara unsur-unsur itu atau (2) pada unsur gabungan itu sesuai dengan kaidah 1a, 1b, 1c dan 1d di atas.

Misalnya:

Bio-grafi, bi-o-gra-fi

Foto-grafi, fo-to-gra-fi

Intro-speksi, in-tro-spek-si

Kilo-gram, ki-lo-gram

Pasca-panen, pas-ca-pa-nen

Keterangan:

Nama orang, badan hukum, dan nama dari yang lain disesuaikan dengan Ejaan Bahasa Indonesia yang Disempurnakan, kecuali jika ada pertimbangan khusus.

II. PEMAKAIAN HURUF KAPITAL DAN HURUF MIRING

A. Huruf Kapital atau Huruf Besar

1. Huruf kapital atau huruf besar dipakai sebagai unsur pertama kata pada awal kalimat.

Misalnya:

*D*ia mengantuk.

*A*pa maksudnya?

*K*ita harus beker keras.

*P*ekerjaan itu belum selesai.

2. Huruf kapital dipakai sebagai huruf pertama petikan langsung.

Misalnya:

Adik bertanya, “*K*apan kita pulang?”

Bapak menasihatkan, “*B*erhati-hatilah,

*N*ak!” “*K*emarin engkau terlambat,”

katanya.

“*B*esok pagi,” kata ibu, “*d*ia akan berangkat”.

3. Huruf kapital dipakai sebagai huruf pertama dalam ungkapan yang berhubungan dengan nama Tuhan dan Kitab Suci, termasuk kata ganti untuk Tuhan.

Misalnya:

*A*llah, *Y*ang *M*ahakuasa, *Y*ang *M*aha *P*engasih, *A*lkitab, *Q*uran, *W*eda, *I*slam, *K*risten.

*T*uhan akan menunjukkan jalan kepada hamba-*N*ya

Bimbinglah hamba-*Mu*, ya Tuhan, ke jalan yang Engkau beri rahmat.

4. Huruf kapital dipakai sebagai huruf pertama nama gelar kehormatan, keturunan, dan keagamaan yang diikuti nama orang.

Misalnya:

Mahaputra Yamin, Sultan Hasanuddin, Haji Agus Salim, Imam Syafii, Nabi Ibrahim.

Huruf kapital dipakai sebagai huruf pertama unsur nama jabatan dan pangkat yang diikuti nama orang atau yang dipakai sebagai pengganti nama orang tertentu, nama instansi, atau nama tempat.

Misalnya:

Dia baru saja diangkat menjadi sultan.

Tahun ini dia pergi naik *haji*.

5. Huruf kapital dipakai sebagai huruf pertama unsur nama jabatan dan pangkat yang diikuti nama orang atau yang dipakai sebagai pengganti nama orang tertentu, nama instansi, atau nama tempat.

Misalnya:

Wakil Presiden Adam Malik, Perdana Menteri Nehru, Profesor Supomo, Laksamana Muda Udara Husein Sastranegara, Sekretaris Jenderal Departemen Pertanian, Gubernur Irian Jaya.

Huruf kapital tidak dipakai sebagai huruf pertama nama jabatan dan pangkat yang tidak diikuti nama orang, nama instansi, atau nama tempat.

Misalnya:

Siapakah gubernur yang baru dilantik itu?

Kemarin Brigadir Jenderal Ahmad dilantik menjadi *mayor jenderal*.

6. Huruf kapital dipakai sebagai huruf pertama unsur-unsur nama orang.

Misalnya:

Amir *Hamzah*, Dewi *Sartika*, Wage *Rudolf Supratman*, *Halim Perdanakusumah*.

Huruf kapital tidak dipakai sebagai huruf pertama nama orang yang digunakan sebagai nama jenis atau satuan ukuran.

Misalnya:

Mesin *diesel*, 10 volt, 5 ampere

7. Huruf kapital dipakai sebagai huruf pertama nama bangsa, suku bangsa, dan bahasa.

Misalnya:

Bangsa *Indonesia*, suku *Sunda*, bahasa *Inggris*

Huruf kapital tidak dipakai sebagai huruf pertama nama bangsa, suku, dan bahasa yang dipakai sebagai bentuk dasar kata turunan.

Misalnya:

Mengindonesiakan kata asing

Keinggris-inggrisan

8. Huruf kapital dipakai sebagai huruf pertama nama tahun, bulan, hari, hari raya,, dan peristiwa sejarah.

Misalnya:

tahun *Hijriah*, tarikh *Masehi*, bulan *Agustus*, bulan *Maulid*, hari *Jumat*, hari *Galungan*, hari *Lebaran*, hari *Natal*, *Perang Candu*, *Proklamasi Kemerdekaan Indonesia*.

Huruf kapital tidak dipakai sebagai huruf pertama peristiwa sejarah yang tidak dipkai sebagai nama.

Misalnya:

Soekarno dan Hatta *memproklamasikan kemerdekaan bangsanya*.

Perlombaan senjata membawa resiko pecahnya *perang dunia*.

9. Huruf kapital dipakai sebagai huruf pertama nama geografi.

Misalnya:

Asia Tenggara, *Banyuwangi*, *Bukit Barisan*, *Cirebon*, *Danau Toba*, *Dataran Tinggi Dieng*, *Gunung Semeru*, *Jalan Diponegoro*, *Jazirah Arab*, *Kali Brantas*, *Lembah Baliem*, *Ngarai Sianok*, *Pegunungan Jayawijaya*, *Selat Lombok*, *Tanjung Harapan*, *Teluk Benggala*, *Terusan Suez*.

Huruf kapital tidak dipakai sebagai huruf pertama istilah geografi yang tidak menjadi unsur nama diri.

Misalnya:

berlayar ke *teluk*, mandi di *kali*, menyeberabangi selat, pergi ke arah *tenggara*

Huruf kapital tidak dipakai sebagai huruf pertama nama geografi yang digunakan sebagai nama jenis.

Misalnya:

garam *inggris*, gula *jawa*, kacang *bogor*, pisang *ambon*

10. Huruf kapital dipakai sebagai huruf pertama semua unsur nama negara, lembaga pemerintah dan ketatanegaraan, serta nama dokumen resmi, kecuali kata seperti *dan*.

Misalnya:

Republik Indonesia; Majelis Permusyawaratan Rakyat; Departemen Pendidikan dan Kebudayaan; Badan Kesejahteraan Ibu dan Anak; Keputusan Presiden Republik Indonesia, Nomor 57, Tahun 1972.

Huruf kapital tidak dipakai sebagai huruf pertama kata yang bukan nama negara, lembaga pemerintah dan ketatanegaraan, badan, serta nama dokumen resmi.

Misalnya:

Menjadi sebuah *republik*, beberapa *badan hukum*, kerja sama antara *pemerintah* dan *rakyat*, menurut *undang-undang* yang berlaku.

11. Huruf kapital dipakai sebagai huruf pertama setiap unsur bentuk ulang sempurna yang terdapat pada nama badan, lembaga pemerintah dan ketatanegaraan, serta dokumen resmi.

Misalnya:

Perserikatan Bangsa-Bangsa, Yayasan Ilmu-Ilmu Sosial, Undang-Undang Dasar Republik Indonesia, Rancangan Undang-Undang Kepegawaian

12. Huruf kapital dipakai sebagai huruf pertama semua kata (termasuk semua unsur kata ulang sempurna) di dalam nama buku, majalah, surat kabar dan judul karangan, kecuali kata seperti *di, ke, dari, dan, yang, untuk* yang tidak terletak pada posisi awal.

Misalnya:

Saya telah membaca buku *Dari Ave Maria ke Jalan Lain ke Roma*.

Bacalah majalah *Bahasa dan Sastra*.

Dia adalah agen surat kabar *Sinar Pembangunan*.

Ia menyelesaikan makalah "*Asas-Asas Hukum Perdata*".

13. Huruf kapital dipakai sebagai huruf pertama unsur singkatan nama gelar, pangkat, dan sapaan.

Misalnya:

Dr.	doctor
M.A.	master of arts
S.E.	sarjana ekonomi
S.H.	sarjana hukum
S.S.	sarjana sastra
Prof.	professor
Tn.	Tuan
Ny.	Nyonya
Sdr.	saudara

14. Huruf kapital dipakai sebagai huruf pertama penunjuk hubungan kekerabatan seperti *bapak, ibu, saudara, kakak, adik, dan paman* yang dipakai dalam penyapaan dan pengacuan.

Misalnya:

“Kapan *Bapak* Berangkat?” tanya Harto.

Adik bertanya, “Itu apa, *Bu*?”

Surat *Saudara* sudah saya terima.

“Silakan duduk, *Dik!*” kata Ucok.

Besok *Paman* akan datang.

Mereka pergi ke rumah *Pak Camat*.

Para ibu mengunjungi Ibu Hasan.

Huruf capital tidak dipakai sebagai huruf pertama kata penunjuk hubungan kekerabatan yang tidak dipakai dalam pengacuan atau penyapaan.

Misalnya:

Kita semua harus menghormati *bapak* dan *ibu* kita.

Semua *kakak* dan *adik* saya sudah berkeluarga.

15. Huruf kapital dipakai sebagai huruf pertama kata ganti *Anda*.

Misalnya:

Sudahkah *Anda* tahu?

Surat *Anda* telah kami terima.

B. Huruf Miring

1. Huruf miring dalam cetakan dipakai untuk menuliskan nama buku, majalah dan surat kabar yang dikutip dalam tulisan.

Misalnya:

majalah *Bahasa dan Sastra*, buku *Negarakertagama* karangan Prapanca, surat kabar *Suara Rakyat*.

2. Huruf miring dalam cetakan dipakai untuk menegaskan atau mengkhususkan huruf, bagian kata, kata, atau kelompok kata.

Misalnya:

Huruf pertama kata *abad* adalah *a*.

Dia buka *menipu*, tetapi *ditipu*.

Bab ini *tidak* membicarakan penulisan huruf kapital.

Buatlah kalimat dengan *berlepas tangan*.

3. Huruf miring dalam cetakan dipakai untuk menuliskan nama ilmiah atau ungkapan asing, kecuali yang telah disesuaikan ejaannya.

Misalnya:

Nama ilmiah buah manggis ialah *Carcinia mangostama*.

Politik *divide et impera* pernah merajalela di negeri ini.

Weltanschauung antara lain diterjemahkan menjadi 'pandangan dunia'

Tetapi:

Negara itu telah mengalami empat kali kudeta.

Catatan :

Dalam Tulisan tangan atau ketikan, huruf atau kata yang akan dicetak miring diberi satu garis dibawahnya.

III. PENULISAN KATA

A. Kata Dasar

Kata yang berupa kata dasar ditulis sebagai satu kesatuan.

Misalnya:

Ibu percaya bahwa engkau tahu.

Kantor pajak penuh sesak.

Buku itu sangat tebal.

B. Kata Turunan

1. Imbuhan (awalan, sisipan, akhiran) ditulis serangkai dengan kata dasarnya.

Misalnya:

bergetar, dikelola, penetapan, menengok, mempermainkan.

2. Jika bentuk dasar berupa gabungan kata, awalan atau akhiran ditulis serangkai dengan kata yang langsung mengikuti atau mendahuluinya. (Lihat juga keterangan tentang tanda hubung, Bab V, Pasal E, Ayat 5.)

Misalnya:

bertepuk tangan, garis bawah, menganak sungai, sebar luaskan.

3. Jika bentuk dasar yang berupa gabungan kata mendapat awalan dan akhiran sekaligus, unsure gabungan kata itu ditulis serangkai. (Lihat juga keterangan tentang tanda hubung, Bab V, Pasal E, Ayat 5.)

Misalnya:

menggarisbawahi, menyebarluaskan, dilipatgandakan, penghancurleburan

4. Jika salah satu unsur gabungan kata hanya dipakai dalam kombinasi, gabungan kata itu ditulis serangkai.

Misalnya:

adipati, aerodinamika, antarkota, anumerta, audiogram, awahama, bikarbonat, biokimia, caturtunggal, dasawarsa, dekameter, demoralisasi, dwiwarna, ekawarna, ekstrakurikuler, elektroteknik, infrastruktur, inkonvensional, introspeksi, kolonialisme, kosponsor, mahasiswa, mancanegara, multilateral, narapidana, nonkolaborasi, Pancasila, panteisme, paripurna, poligami, pramuniaga, prasangka, purnawirawan, reinkarnasi, saptakrida, semiprofessional, subseksi, swadaya, telepon, transmigrasi, tritunggal, ultramodern

catatan:

1) Jika bentuk terikat diikuti oleh kata yang huruf awalnya adalah huruf kapital, di antara kedua unsur itu harus dituliskan tanda hubung (-).

Misalnya:

non-Indonesia, pan-Afrikanisme

2) Jika kata maha sebagai unsur gabungan diikuti kata esa dan kata yang bukan kata dasar, gabungan itu ditulis terpisah.

Misalnya:

Mudah-mudahan Tuhan Yang *Maha Esa* melindungi kita.

Marilah kita bersyukur kepada Tuhan Yang *Maha Pengasih*.

C. Kata Ulang

Bentuk ulang ditulis secara lengkap dengan menggunakan tanda hubung.

Misalnya:

anak-anak, buku-buku, kuda-kuda, mata-mata, hati-hati, undang-undang, biri-biri, kupu-kupu, kura-kura, laba-laba, sia-sia, gerak-gerak hura-hura, lauk-pauk, mondar-mandir, ramah-tamah, sayur-mayur, centang-perenang, porak-poranda, tunggang-langgang, berjalan-jalan, dibesar-besarkan, menulis-nulis, terus-menerus, tukar-menukar, hulubalang-hulubalang, bumiputra-bumiputra

D. Gabungan Kata

1. Gabungan kata yang lazim disebut kata majemuk, termasuk istilah khusus, unsur-unsurnya ditulis terpisah.

Misalnya:

duta besar, kambing hitam, kereta api cepat luar biasa, mata pelajaran, meja tulis, model linier, orang tua, persegi panjang, rumah sakit umum, simpang empat.

2. Gabungan kata, termasuk istilah khusus, yang mungkin menimbulkan kesalahan pengertian dapat ditulis dengan tanda hubung untuk menegaskan pertalian unsur yang bersangkutan.

Misalnya:

Alat pandang-dengar, anak-istri saya, buku sejarah-baru, mesin-hitung tangan, ibu-bapak kami, watt-jam, orang-tua muda.

3. Gabungan kata berikut ditulis serangkai.

Misalnya:

Adakalanya, akhirulkalam, Alhamdulillah, astaghfirullah, bagaimana, barangkali, bilamana, bismillah, beasiswa, belasungkawa, bumiputra, daripada, darmabakti, darmawisata, dukacita, halalbihalal, hulubalang, kacamata, kasatmata, kepada, karatabaasa, kilometer, manakala, manasuka, mangkubumi, matahari, olahraga, padahal, paramasastra, peribahasa, puspawarna, radioaktif, saptamarga, sapatangan, saripati, sebagaimana, sediakala, segitiga, sekalipun, silaturrahmin, sukacita, sukarela, sukaria, syahbandar, titimangsa, wasalam

E. Kata Ganti *-ku-*, *kau-*, *-mu*, dan *-nya*

Kata ganti *ku* dan *kau* ditulis serangkai dengan kata yang mengikutinya; *-ku-*, *-mu*, dan *-nya* ditulis serangkai dengan kata yang mendahuluinya.

Misalnya:

Apa yang *kumiliki* boleh *kauambil*.

Bukuku, bukumu, dan bukunya tersimpan di perpustakaan.

F. Kata Depan *di*, *ke*, dan *dari*

Kata depan *di*, *ke*, dan *dari* ditulis terpisah dari kata yang mengikutinya, kecuali *di* dalam gabungan kata yang sudah lazim dianggap sebagai satu kata seperti *kepada* dan *daripada*. (Lihat juga Bab III, Pasal D, Ayat 3.)

Misalnya:

Kain itu terletak *di* dalam lemari.

Bermalam sajalah *di* sini.

Di mana Siti sekarang?

Mereka ada *di* rumah.

Ia ikut terjun *di* tengah kancah perjuangan.

Ke mana saja ia selama ini?

Kita perlu berpikir sepuluh tahun *ke* depan.

Mari kita berangkat *ke* pasar.

Saya pergi *ke* sana-sini mencarinya.

Ia datang *dari* Surabaya kemarin.

Catatan:

Kata-kata yang dicetak miring di bawah ini ditulis serangkai.

Si Amin lebih tua *daripada* si Ahmad.

Kami percaya sepenuhnya *kepadanya*.

Kesampingkan saja persoalan yang tidak penting itu.

Ia masuk, lalu *keluar* lagi.

Surat perintah itu *dikeluarkan* di Jakarta pada tanggal 11 Maret 1966.

Bawa *kemari* gambar itu.

Kemarikan buku itu.

Semua orang *terkemuka* di desa hadir dalam kenduri itu.

G. Kata *Si* dan *Sang*

Kata *si* dan *sang* ditulis terpisah dari kata yang mengikutinya.

Misalnya:

Harimau itu marah sekali kepada *sang* Kancil.

Surat itu dikirimkan kembali kepada *si* pengirim.

H. Partikel

1. Partikel *-lah*, *-kah*, dan *-tah* ditulis serangkai dengan kata yang mendahuluinya.

Misalnya:

Bacalah buku itu baik-baik.

Apakah yang tersirat dalam dalam surat itu?

Jakarta adalah ibukota Republik Indonesia.

Siapakah gerangan dia?

Apatah gunanya bersedih hati?

2. Partikel *pun* ditulis terpisah dari kata yang mendahuluinya.

Misalnya:

Apa *pun* yang dimakannya, ia tetap kurus.

Hendak pulang *pun* sudah tak ada kendaraan.

Jangankan dua kali, satu kali *pun* engkau belum pernah datang ke rumahku.

Jika ayah pergi, adik *pun* ingin pergi.

Catatan:

Kelompok yang lazim dianggap padu, misalnya *adapun*, *andaipun*, *ataupun*, *bagaimanapun*, *biarpun*, *kalaupun*, *kendatipun*, *maupun*, *meskipun*, *sekalipun*, *sungguhpun*, *walaupun* ditulis serangkai.

Misalnya:

Adapun sebab-sebabnya belum diketahui.

Bagaimanapun juga akan dicobanya menyelesaikan tugas itu.

Baik mahasiswa *maupun* mahasiswi ikut berdemonstrasi.

Sekalipun belum memuaskan, hasil pekerjaannya dapat dijadikan pegangan.

Walaupun miskin, ia selalu gembira.

3. Partikel *per* yang berarti ‘mulai’, ‘demi’, dan ‘tiap’ ditulis terpisah dari bagian kalimat

yang mendahului atau mengikutinya.

Misalnya:

Pegawai negeri mendapat kenaikan gaji *per* 1 April.

Mereka masuk ke dalam ruangan satu *per* satu.

Harga kain itu Rp 2.000,00 *per* helai.

I. Singkatan dan Akronim

1. Singkatan ialah bentuk yang dipendekkan yang terdiri atas satu huruf atau lebih.
 - a. Singkatan nama orang, nama gelar, sapaan, jabatan atau pangkat diikuti dengan tanda titik.

Misalnya:

A.S Kramawijaya

Muh. Yamin

Suman Hs.

Sukanto S.A.

M.B.A *master of business administration*

M.Sc. *master of science*

S.E. sarjana ekonomi

S.Kar. sarjana karawitan

S.K.M sarjana kesehatan masyarakat

Bpk. Bapak

Sdr. saudara

Kol. kolonel

- b. Singkatan nama resmi lembaga pemerintah dan ketatanegaraan, badan atau organisasi, serta nama dokumentasi resmi yang terdiri atas huruf awal kata ditulis dengan huruf kapital dan tidak diikuti dengan tanda titik.

Misalnya:

DPR Dewan Perwakilan Rakyat

PGRI Persatuan Guru Republik Indonesia

GBHN Garis-Garis Besar Haluan Negara

SMTP sekolah menengah tingkat pertama

PT perseroan terbatas

KTP kartu tanda penduduk

- c. Singkatan umum yang terdiri atas tiga huruf atau lebih diikuti satu tanda titik.

Misalnya:

dll. dan lain-lain

dsb. dan sebagainya

dst. dan seterusnya

hlm. halaman

sda. sama dengan atas

Yth. (Sdr. Moh. Hasan) Yang terhormat (Sdr. Moh. Hasan)

Tetapi:

a.n. atas nama

d.a.	dengan alamat
u.b.	untuk beliau
u.p.	untuk perhatian

- d. Lambang kimia, singkatan satuan ukuran, takaran, timbangan, dan mata uang tidak diikuti tanda titik.

Misalnya:

Cu	cuprum
TNT	trinitrotulen
cm	sentimeter
kVA	kilovolt-ampere
l	liter
kg	kilogram
Rp (5.000,00)	(lima ribu) rupiah

2. Akronim kimia, singkatan satuan ukuran, takaran, timbangan, dan mata uang tidak diikuti tanda titik.

- a. Akronim nama diri yang berupa gabungan huruf awal dari deret kata ditulis seluruhnya dengan huruf capital.

Misalnya:

ABRI	Angkatan Bersenjata Republik Indonesia
LAN	Lembaga Administrasi Negara
PASI	Persatuan Atletik Seluruh Indonesia
IKIP	Institut Keguruan dan Ilmu Pendidikan

SIM surat izin mengemudi

- b. Akronim nama diri yang berupa gabungan suku kata atau gabungan huruf dan suku kata dari deret kata ditulis dengan huruf awal huruf kapital.

Misalnya:

Akabri Akademi Angkatan Bersenjata Republik Indonesia

Bappenas Badan Perencanaan Pembangunan

Nasional Iwapi Ikatan Wanita Pengusaha Indonesia

Kowani Kongres Wanita Indonesia

Sespa Sekolah Staf Pimpinan Administrasi

- c. Akronim yang bukan nama diri yang berupa gabungan huruf, suku kata, ataupun gabungan huruf dan kata dari deret kata seluruhnya ditulis dengan huruf kecil.

Misalnya:

pemilu pemilihan umum

radar *radio detecting and ranging*

rapim rapat pimpinan

rudal peluru kendali

tilang bukti pelanggaran

catatan:

jika dianggap perlu membentuk akronim, hendaknya diperhatikan syarat-syarat berikut. (1) Jumlah suku kata akronim jangan melebihi jumlah suku kata yang lazim pada kata Indonesia. (2) Akronim dibentuk dengan mengindahkan keserasian kombinasi vocal dan konsonan yang sesuai dengan pola kata Indonesia yang lazim.

J. Angka dan Lambang Bilangan

1. Angka dipakai untuk menyatakan lambang bilangan atau nomor. Di dalam tulisan lazim digunakan angka Arab atau angka Romawi.

Angka Arab : 0, 1, 2, 3, 4, 5, 6, 7, 8, 9

Angka Romawi : I, II, III, IV, V, VI, VII, VIII, IX, X, L (50), C (100), D (500), M (1000), V (5.000), M (1.000.000)

Pemakaiannya diatur lebih lanjut dalam pasal-pasal yang berikut ini.

2. Angka digunakan untuk menyatakan (i) ukuran panjang, berat, luas, dan isi, (ii) satuan waktu, (iii) nilai uang, dan (iv) kuantitas.

Misalnya:

0,5 sentimeter	1 jam 20 menit
5 kilogram	pukul 15.00
4 meter persegi	tahun 1928
10 liter	17 Agustus 1945
Rp5.000,00	50 dolar Amerika
US\$3.50*	10 paun Inggris
\$5.10*	100 yen
Y100	10 persen
2.000 rupiah	27 orang

* Tanda titik di sini merupakan tanda decimal.

3. Angka lazim dipakai untuk melambangka nomor jalan, rumah, apartemen, atau kamar pada alamat.

Misalnya:

Jalan Tanah Abang I No. 15

Hotel Indonesia, Kamar 169

4. Angka digunakan juga untuk menomori bagian karangan dan ayat kitab suci.

Misalnya:

Bab X, Pasal 5, halaman 252

Surah Yasin: 9

5. Penulisan lambang bilangan dengan huruf dilakukan sebagai berikut.

- a. Bilangan utuh

Misalnya:

Dua belas	12
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Dua puluh dua	22
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Dua ratus dua puluh dua	222
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- b. Bilangan pecahan

Misalnya:

Setengah	$\frac{1}{2}$
----------	---------------

Tiga perempat	$\frac{3}{4}$
---------------	---------------

Seperenam belas	$\frac{1}{16}$
-----------------	----------------

Tiga dua pertiga	$3 \frac{2}{3}$
------------------	-----------------

Seperseratus	1/100
Satu persen	1 %
Satu permil	1‰
Satu dua persepuluh	1,2

6. Penulisan lambang bilangan tingkat dapat dilakukan dengan cara berikut.

Misalnya:

Paku Buwono X; pada awal abad XX; dalam kehidupan abad *ke-20* ini; lihan Bab II; Pasal 5; dalam bab *ke-2* buku itu; di daerah tingkat II itu; di tingkat *kedua* gedung itu; di tingkat *ke-2* itu; kantor di tingkat II itu.

7. Penulisan lambang bilangan yang mendapat akhiran -an mengikuti cara yang berikut. (Lihat juga keterangan tentang tanda hubung, Bab V, Pasal E, Ayat 5.)

Misalnya:

tahun '50-an	atau tahun lima puluhan
uang 5000-an	atau uang lima ribuan
lima uang 1.000-an	atau lima uang seribuan

8. Lambang bilangan yang dapat dinyatakan dengan satu atau dua kata ditulis dengan huruf, kecuali jika beberapa lambang bilangan dipakai secara berurutan, seperti dalam perincian dan pemaparan.

Misalnya:

Amir menonton drama itu sampai *tiga* kali.

Ayah memesan *tiga ratus* ekor ayam.

Di antara 72 anggota yang hadir, 52 orang setuju, 15 orang tidak setuju, dan 5 orang memberikan suara blangko.

Kendaraan yang ditempah untuk pengangkutan umum terdiri atas 50 bus, 100 helicak, 100 bemo.

9. Lambang bilangan pada awal kalimat ditulis dengan huruf. Jika perlu, susunan kalimat diubah sehingga bilangan yang tidak dapat dinyatakan dengan satu atau dua kata tidak terdapat pada awal kalimat.

Misalnya:

Lima belas orang tewas dalam kecelakaan itu.

Pak Darmo mengundang 250 orang tamu

Bukan:

15 orang tewas dalam kecelakaan itu.

Dua ratus lima puluh orang tamu diundang Pak Darmo.

10. Angka yang menunjukkan bilangan utuh secara besar dapat dieja

Misalnya:

Perusahaan itu baru saja mendapat pinjaman 250 juta rupiah.

Penduduk Indonesia berjumlah lebih dari 200 juta orang.

11. Bilangan tidak perlu ditulis dengan angka dan huruf sekaligus dalam teks, kecuali di dalam dokumen resmi seperti akta dan kuitansi.

Misalnya:

Kantor kami mempunyai *dua puluh* orang pegawai.

Di lemari itu tersimpan 805 buku dan majalah.

Bukan:

Kantor kami mempunyai 20 (*dua puluh*) orang pegawai.

Di lemari itu tersimpan 805 (*delapan ratus lima*) buku dan majalah.

12. Jika bilangan dilambangkan dengan angka dan huruf, penulisannya harus tepat.

Misalnya:

Saya lampirkan tanda terima uang sebesar Rp999,75 (*Sembilan ratus Sembilan puluh Sembilan dan tujuh puluh lima perseratus rupiah*).

Bukan:

Saya lampirkan tanda terima uang sebesar 999,75 (*Sembilan ratus Sembilan puluh Sembilan dan tujuh puluh lima perseratus*) rupiah.

IV. PENULISAN UNSUR SERAPAN

Dalam perkembangannya, bahasa Indonesia menyerap unsur dari pelbagai bahasa lain, baik dari bahasa daerah maupun dari bahasa asing, seperti Sansekerta, Arab, Portugis, Belanda, atau Inggris. Berdasarkan taraf integrasinya, unsure pinjaman dalam bahasa Indonesia dapat dibagi atas dua golongan besar. Pertama, unsur pinjaman yang belum sepenuhnya terserap ke dalam bahasa Indonesia, seperti *reshuffle*, *shuttle cock*, *l'axplanation de l'homme*. Unsur-unsur yang dipakai dalam konteks bahasa Indonesia, tetapi pengucapannya masih mengikuti cara asing. Kedua, unsur pinjaman yang pengucapan dan penulisannya disesuaikan dengan kaidah bahasa Indonesia. Dalam hal ini diusahakan agar ejaannya hanya diubah seperlunya sehingga bentuk Indonesianya masih dapat dibandingkan dengan bentuk asalnya.

Kaidah ejaan yang berlaku bagi unsure serapan itu sebagai berikut.

aa (Belanda) menjadi *a*

paal *pal*

baal *bal*

actaaf *oktaf*

ae tetap *ae* jika tidak bervariasi dengan *e*

aerob *aerob*

aerodimanics *aerodonamika*

ae, jika bervariasi dengan *e*, menjadi *e*

haemoglobin *hemoglobin*

haematite *hematit*

ai tetap *ai*

trailer *trailer*

caisson *kaison*

au tetap *au*

audiogram *audiogram*

autrotoph *autrotof*

tautomer *tautomer*

hydraulic *hidraulik*

caustic *kaustik*

c di muka *a, u, o* dan konsonan mejadi *k*

calomel *kalomel*

construction *konstruksi*

cubic *kubik*

coup *kup*

classification *klasifikasi*

crystal *kristal*

c di muka *e, i, oe,* dan *y* menjadi *s*

central *sentral*

cent *sen*

cybernetics *sibernetika*

circulation *sirkulasi*

cylinder *silinder*

ceolom *selom*

cc di muka *o, u* dan konsonan menjadi *k*

accomodation *akomodasi*

acculturation *akulturasi*

acclimatization *aklimatisasi*

accumulation *akumulasi*

acclamation *aklamasi*

cc di muka *e* dan *i* menjadi *ks*

accent *aksen*

accessory *aksesori*

vaccine *vaksin*

cch dan *ch* di muka *a*, *o* dan konsonan menjadi *k*

saccharin *sakarín*

charisma *karisma*

cholera *kolera*

chromosome *kromosom*

technique *teknik*

ch yang lafalnya *s* atau *sy* menjadi *s*

echelon *eselon*

machine *mesin*

ch yang lafalnya *c* menjadi *c*

check *cek*

\ *China* *Cina*

ç (Sanskerta) menjadi *s*

çabda *sabda*

çastra *sastra*

e tetap *e*

effect efek

description deskripsi

synthesis sintesis

ea tetap *ea*

idealist idealis

habeas baheas

ee (Belanda) menjadi *e*

stratosfeer stratosfer

systeem sistem

ei tetap *ei*

eicosane eikosan

eidetic eidetik

einsteinium einsteinium

eo tetap *eo*

stereo stereo

geometry geometri

zeolite zeolit

eu tetap *eu*

neutron neutron

eugenol eugenol

europium *europium*

f tetap *f*

fanatic *fanatik*

factor *factor*

fossil *fosil*

gh menjadi *g*

sorghum *sorgum*

gue menjadi *ge*

igue *ige*

gigue *gige*

i pada awal suku kata di muka vokal tetap *i*

iambus *iambus*

ion *ion*

iota *iota*

ie (Belanda) menjadi *i* jika lafalnya *i*

politiek *politik*

riem *rim*

ie tetap *ie* jika lafalnya bukan *i*

variety *varietas*

patient *pasien*

afficient *efisien*

kh (Arab) tetap *kh*

khusus *khusus*

akhir *akhir*

ng tetap *ng*

contingent *kontingen*

congres *kongres*

linguistics *linguistik*

oe (oi Yunani) menjadi *e*

oestrogen *estrogen*

oenology *enology*

foetus *fetus*

oo (Belanda) menjadi *o*

komfoor *kompōr*

provoost *provos*

oo (Inggris) menjadi *u*

cartoon *kartun*

proof *pruf*

pool *pul*

oo (vokal ganda) tetap *oo*

zoology *zoology*

coordination *koordinasi*

ou menjadi *u* jika lafalnya *u*

gouverneur *gubernur*

coupon *kupon*

contour *kontur*

ph menjadi *f*

phase *fase*

physiology *fisiologi*

spectograph *spektograf*

ps tetap *ps*

pseudo *pseudo*

psychiatry *psikiatri*

psychic *psikis*

psychosomatic *psikosomatik*

pt tetap *pt*

pterosaur *pterosaur*

pteridology *pteridologi*

ptyalin *ptyalin*

q menjadi *k*

aquarium *akuarium*

frequency *frekuensi*

equator *ekator*

rh menjadi *r*

rhapsody *rapsodi*

rhombus *rombus*

rhythm *ritme*

rhetoric *retorika*

sc di muka *a, o, u*, dan konsonan menjadi *sk*

scandium *skandium*

scoptopia *skoptopia*

scutella *skutela*

sclerosis *sklerosis*

scriptie *skripsi*

sc di muka *e, i*, dan *y* menjadi *s*

scenography *senografi*

scintillation *sintilasi*

scyphistoma *sifistoma*

sch di muka vokal menjadi *sk*

schema *skema*

schizophrenia *skizofrenia*

scholasticism *skolastisisme*

t di muka *i* menjadi *s* jika lafalnya *s*

ratio *rasio*

actie aksi

patient pasien

th menjadi *t*

theocracy teokrasi

orthography ortografi

thiopental tiopental

thrombosis trombosis

methode (Belanda) metode

u tetap *u*

unit unit

nucleolus nucleolus

structure struktur

institute institute

ua tetap *ua*

dualism dualism

aquarium akuarium

ue tetap *ue*

suede sued

duet duet

ui tetap *ui*

equinox ekuinoks

conduite konduite

uo tetap *uo*

fluorescein fluoresein

quorum kuorum

quota kuota

uu menjadi *u*

prematuur prematur

vacuum vakum

v tetap *v*

vitamin vitamin

television televisi

cavalery kavaleri

x pada awal kata tetap *x*

xanthate xantat

xenon xenon

xylophone xilofon

xc di muka *e* dan *i* menjadi *ks*

exception eksepsi

excess kses

excision eksisi

excitation eksitasi

xc di muka *a, o, u*, dan konsonan menjadi *ksk*

<i>excavation</i>	<i>ekskavasi</i>
<i>excommunication</i>	<i>ekskomunikasi</i>
<i>excursive</i>	<i>ekskursif</i>
<i>exclusive</i>	<i>eksklusif</i>

y tetap *y* jika lafalnya *y*

<i>yakitori</i>	<i>yakitori</i>
<i>yangonin</i>	<i>yangonin</i>
<i>yen</i>	<i>yen</i>
<i>yuan</i>	<i>yuan</i>

y menjadi *i* jika lafalnya *i*

<i>yttrium</i>	<i>itrium</i>
<i>dynamo</i>	<i>dinamo</i>
<i>propyl</i>	<i>propil</i>
<i>psyschology</i>	<i>psikologi</i>

z tetap *z*

<i>zenith</i>	<i>zenith</i>
<i>zirconium</i>	<i>zirkonium</i>
<i>zodiac</i>	<i>zodiak</i>
<i>zygote</i>	<i>zigot</i>

konsonan ganda menjadi tunggal, kecuali kalau dapat membingungkan.

Misalnya:

<i>gabbro</i>	<i>gabro</i>	<i>commission</i>	<i>komisi</i>
<i>accu</i>	<i>aki</i>	<i>ferrum</i>	<i>ferum</i>
<i>effect</i>	<i>efek</i>	<i>salfeggio</i>	<i>salfegio</i>

Tetapi:

<i>mass</i>	<i>massa</i>
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Catatan:

1. Unsur pungutan yang sudah lazim dieja sesuai dengan ejaan bahasa Indonesia tidak perlu lagi diubah.

Misalnya:

Kabar, sirsak, iklan, erlu, bengkel, hadir

2. Sekalipun dalam ejaan yang disempurnakan huruf q dan x diterima sebagai bagian abjad bahasa Indonesia, unsur yang mengandung kedua huruf itu diindonesiakan menurut kaidah yang terurai di atas. Kedua huruf itu dipergunakan dalam penggunaan tertentu saja, seperti dalam pembedaan nama dan istilah khusus.

Di samping pegangan untuk penulisan unsur serapan tersebut di atas, berikut ini didaftarkan juga akhiran-akhiran asing serta penyesuaiannya dalam bahasa Indonesia. Akhiran itu diserap sebagai bagian kata yang utuh. Kata seperti *standarisasi, efektif, dan implementasi* diserap secara utuh di samping kata *standar, efek, dan implemen*.

-aat (Belanda) menjadi *-at*

<i>advocaat</i>	<i>advokat</i>
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-age menjadi *-ase*

percentage *persentase*

etalage *etalase*

-al, -eel (Belanda), *-aal* (Belanda) menjadi *-al*

structural, structureel *structural*

formal, formeel *formal*

normal, normaal *normal*

-ant menjadi *-an*

accountant *akuntan*

informant *informan*

-archy, -archie (Belanda) menjadi *-arki*

anarchy, anarchie *anarki*

oligarchy, oligarchie *oligarki*

-ary, -air (Belanda) menjadi *-er*

complementary, *komplementer*

complementair

primary, primair *primer*

secondary, secondair *sekunder*

-(a)tion, -(a)tie (Belanda) menjadi *-asi, -as*

action, actie *aksi*

publication, publicatie *publikasi*

-eel (Belanda) menjadi *-el*

ideëel *ideel*

materieel *materiel*

moreel *morel*

-ein tetap *-ein*

casein *kasein*

protein *protein*

-ic, -ics, ique, -iek, -ica (Belanda) menjadi *-ik, -ika*

logic, logica *logika*

phonetics, phonetiek *fonetik*

physics, physica *fisika*

dialectics, dialektica *dialektika*

technique, techniek *teknik*

-ic, -isch (adjektiva Belanda) menjadi *-ik*

electronic, elektronisch *elektronik*

mechanic, mechanisch *mekanik*

ballistic, ballistisch *balistik*

-ical, isch (Belanda) menjadi *-is*

economical, economisch *ekonomis*

practical, practisch *praktis*

logical, logisch *logis*

-ile, -iel menjadi *-il*

percentile, percentiel *persenril*

mobile, mobiel *mobil*

-ism, isme (Belanda) menjadi *-isme*

modernism, modernisme *modernisme*

communism, communisme *komunisme*

-ist menjadi *-is*

publicist *publisis*

egoist *egois*

-ive, -ief (Belanda) menjadi *-if*

descriptive, descriptief *deskriptif*

demonstrative, demonstratief *demonstratif*

-logue menjadi *-log*

catalogue *catalog*

dialogue *dialog*

-logy, -logie (Belanda) menjadi *-logi*

technology, technologie *teknologi*

physiology, physiologie *fisiologi*

analogy, analogie *analogi*

-loog (Belanda) menjadi *-log*

analoog *analog*

epiloog *epilog*

-oid, -oide (Belanda) menjadi *-oid*

hominoid, hominoide *hominoid*

anthropoid, anthropoide *anthropoid*

-oir(e) menjadi *-oar*

trotair *trotoar*

repertoire *repertoar*

-or, -eur (Belanda) menjadi *-ur, -ir*

director, directuer *direktur*

inspector, inspectuer *inspektur*

amateur *amatir*

formateur *formatur*

-or tetap *-or*

dictator *diktator*

corrector *korektor*

-ty, -teit (Belanda) menjadi *-tas*

university, universiteit *universitas*

quality, kwaliteit *kualitas*

-ure, -uur (Belanda) menjadi *-ur*

structure, structuur *struktur*

premature, prematuur *prematuur*

V. PEMAKAIAN TANDA BACA

A. Tanda Titik (.)

1. Tanda titik dipakai pada akhir kalimat yang bukan pertanyaan atau seruan.

Misalnya:

Ayahku tinggal di Solo.

Biarlah mereka duduk di sana.

Dia menanyakan siapa yang akan

datang. Hari ini tanggal 6 April 1973.

Marilah kita mengheningkan cipta.

Sudilah kiranya Saudara mengabulkan permohonan ini.

2. Tanda titik dipakai di belakang angka atau huruf dalam suatu bagan, ikhtisar, atau daftar.

Misalnya:

a. III. Departemen Dalam Negeri

A. Direktorat Jenderal Pembangunan Masyarakat Desa

B. Direktorat Jenderal Agraria

1. ...

b. 1. Patokan Umum

1.1 Isi Karangan

1.2 Ilustrasi

1.2.1 Gambar Tangan

1.2.2 Tabel

1.2.3 Grafik

Catatan :

Tanda titik *tidak* dipakai di belakang angka atau huruf dalam suatu bagan atau ikhtisar jika angka atau huruf itu merupakan yang terakhir dalam deretan angka atau huruf.

3. Tanda titik dipakai untuk memisahkan angka jam, menit, dan detik yang menunjukkan waktu.

Misalnya:

Pukul 1.35.20 (pukul 1 lewat 35 menit 20 detik)

4. Tanda titik dipakai untuk memisahkan angka jam, menit, dan detik yang menunjukkan jangka waktu.

Misalnya:

1.35.20 jam (1 jam, 35 menit, 20 detik)

0.20.30 jam (20 menit, 30 detik)

0.0.30 jam (30 detik)

5. Tanda titik dipakai dalam daftar pustaka di antara nama penulis, judul tulisan yang tidak berakhir dengan tanda tanya atau tanda seru, dan tempat terbit.

Misalnya:

Siregar, Merari. 1920. *Azab dan Sengsara*. Weltevreden: Balai Poestaka.

- 6a. Tanda titik dipakai untuk memisahkan bilangan ribuan atau kelipatannya.

Misalnya:

Desa itu berpenduduk 24.200 orang.

Gempa yang terjadi semalam menewaskan 1.231 jiwa.

- 6b. Tanda titik dipakai untuk memisahkan bilangan ribuan atau kelipatannya yang tidak menunjukkan jumlah.

Misalnya:

Ia lahir pada tahun 1956 di Bandung.

Lihat halaman 2345 seterusnya.

Nomor gironya 5645678.

7. Tanda titik *tidak* dipakai pada akhir judul yang merupakan kepala karangan atau kepala ilustrasi, tabel, dan sebagainya.

Misalnya:

Acara kunjungan Adam Malik

Bentuk dan Kedaulatan (Bab 1 UUD '45)

Salah Asuhan

8. Tanda titik *tidak* dipakai di belakang (1) alamat pengirim dan tanggal surat atau (2) nama dan alamat surat.

Misalnya:

Jalan Diponegoro 82 (tanpa titik)

Jakarta (tanpa titik)

1 April 1985 (tanpa titik)

Yth. Sdr. Moh. Hasan (tanpa titik)

Jalan Arif 43 (tanpa titik)

Palembang (tanpa titik)

Atau:

Kantor Penempatan Tenaga (tanpa titik)

Jalan Cikini 71 (tanpa titik)

Jakarta (tanpa titik)

B. Tanda Koma (,)

1. Tanda koma dipakai diantara unsur-unsur dalam suatu perincian atau pembilangan.

Saya membeli kertas, pena, dan tinta.

Surat biasa, surat kilat, maupun surat khusus memerlukan prangko.

Satu, dua, ... tiga!

2. Tanda koma dipakai untuk memisahkan kalimat setara yang satu dari kalimat setara berikutnya yang didahului oleh kata seperti *tetapi*, atau *melainkan*.

Misalnya:

Saya ingin datang, *tetapi* hari hujan.

Didi bukan anak saya, *melainkan* anak Pak Kasim.

- 3a. Tanda koma dipakai untuk memisahkan anak kalimat dari induk kalimat jika anak kalimat itu mendahului induk kalimatnya.

Misalnya:

Kalau hari hujan, saya tidak datang.

Karena sibuk, ia lupa akan janjinya.

- 3b. Tanda koma *tidak* dipakai untuk memisahkan anak kalimat dari induk kalimat jika anak kalimat itu mengiringi induk kalimatnya.

Misalnya:

Saya tidak akan datang kalau hari hujan.

Dia lupa akan janjinya karena sibuk.

Dia tahu bahwa soal itu penting.

4. Tanda koma dipakai di belakang kata atau ungkapan penghubung antarkalimat yang terdapat pada awal kalimat. Termasuk di dalamnya *oleh karena itu*, *jadi*, *lagi pula*, *meskipun begitu*, *akan tetapi*.

.... *Oleh karena itu*, kita harus berhati-hati.

.... *Jadi*, soalnya tidak semudah itu.

5. Tanda koma dipakai untuk memisahkan kata seperti *o*, *ya*, *wah*, *aduh*, *kasihan* dari kata lain yang terdapat di dalam kalimat.

Misalnya:

O, begitu?

Wah, bukan main!

Hati-hati, *ya*, nanti jatuh.

6. Tanda koma dipakai untuk memisahkan petikan langsung dari bagian lain dalam kalimat. (Lihat juga pemakaian tanda petik, Bab V, Pasal L dan M.)

Misalnya:

Kata ibu “*Saya gembira sekali.*”

“*Saya gembira sekali,*” kata ibu, “*karena kamu lulus.*”

7. Tanda koma dipakai di antara (i) nama dan alamat, (ii) bagian-bagian alamat, (iii) tempat dan tanggal, dan (iv) nama tempat dan wilayah atau negeri yang ditulis berurutan.

Misalnya:

Surat-surat ini harap dialamatkan kepada Dekan Fakultas Kedokteran, Universitas Indonesia, Jalan raya Salemba 6, Jakarta.

Sdr. Abdullah, Jalan Pisang Batu 1, Bogor.

Kuala Lumpur, Malaysia.

8. Tanda koma dipakai untuk menceraikan bagian nama yang dibalik susunannya dalam daftar pustaka.

Alisjahbana, Sutan Takdir. 1949. *Tatabahasa Baru Bahasa Indonesia*. Jilid 1 dan 2. Djakarta:PT Pustaka Rakjat.

9. Tanda koma dipakai di antara bagian-bagian dalam catatan kaki.

Misalnya:

W.J.S. Poerwadarminta, *Bahasa Indonesia untuk Karang-mengarang* (Jogjakarta: UP Indonesia, 1967), hlm. 4.

10. Tanda koma dipakai di antara nama orang dan gelar akademik yang mengikutinya untuk membedakannya dari singkatan nama diri, keluarga, atau marga.

Misalnya:

B. Ratulangi, S.E.

Ny. Khadijah, M.A.

11. Tanda koma dipakai di muka angka persepuluh atau di antara rupiah dan sen yang dinyatakan dengan angka.

Misalnya:

12,5 m

Rp12,50

12. Tanda koma dipakai untuk mengapit keterangan tambahan yang sifatnya tidak membatasi. (Lihat juga pemakaian tanda pisah, Bab V, Pasal F.)

Misalnya:

Guru saya, Pak Ahmad, pandai sekali.

Di daerah kami, misalnya, masih banyak orang aki-laki yang makan sirih.

Semua siswa, baik yang laki-laki maupun perempuan, mengikuti latihan paduan suara.

Bandingkan dengan keterangan pembatas yang pemakaiannya tidak diapit tanda koma:

Semua siswa yang lulus ujian mendaftarkan namanya pada panitia.

13. Tanda koma dapat dipakai untuk menghindari salah baca di belakang keterangan yang terdapat pada awal kalimat.

Misalnya:

Dalam upaya pembinaan dan pengembangan bahasa, kita memerlukan sikap yang sungguh-sungguh.

Atas bantuan Agus, Karyadi mengucapkan terima kasih.

Bandingkan dengan:

Kita memerlukan sikap yang bersungguh-sungguh dalam upaya pembinaan dan pengembangan bahasa.

Karyadi mengucapkan terima kasih atas bantuan Agus.

14. Tanda koma *tidak* dipakai untuk memisahkan petikan langsung dari bagian lain yang mengiringinya dalam kalimat jika petikan langsung itu berakhir dengan tanda tanya atau seru.

Misalnya:

“Di mana Saudara tinggal?” tanya Karim.

“Berdiri lurus-lurus!” perintahnya.

C. Tanda Titik Koma (;)

1. Tanda titik koma dapat dipakai untuk memisahkan bagian-bagian kalimat yang sejenis

dan setara.

Misalnya:

Malam akan larut; pekerjaan belum selesai juga

2. Tanda titik koma dapat dipakai sebagai pengganti kata penghubung untuk memisahkan kalimat yang setara dalam kalimat majemuk.

Misalnya:

Ayah mengurus tanamannya di kebun itu; ibu sibuk bekerja di dapur; Adik menghafal nama-nama pahlawan nasional; saya sendiri asyik mendengarkan siaran “Pilihan Pendengar”.

D. Tanda Dua Titik (:)

- 1a. Tanda titik dua dapat dipakai pada akhir suatu pernyataan lengkap jika diikuti rangkaian atau pemerian.

Misalnya:

Kita sekarang memerlukan perabot rumah tangga: kursi, meja, dan lemari.

Hanya ada dua pilihan bagi para pejuang kemerdekaan itu: hidup atau mati.

- 1b. Tanda titik dua tidak dipakai jika rangkaian atau pemerian itu merupakan pelengkap yang mengakhiri pernyataan.

Misalnya:

Kita memerlukan kursi, meja, dan lemari.

Fakultas itu mempunyai Jurusan Ekonomi Umum dan Jurusan Ekonomi

Perusahaan.

2. Tanda titik dua dipakai sesudah kata atau ungkapan yang memerlukan pemerian.

Misalnya:

- a. Ketua : Ahmad Wijaya
Sekretaris : S. Handayani
Bendahara : B. Hartawan
- b. Tempat Sidang : Ruang 104
Pengantar Acara : Bambang S.
Hari : Senin
Waktu : 09.30

3. Tanda titik dua dapat dipakai dalam teks drama sesudah kata yang menunjukkan pelaku dalam percakapan.

Misalnya:

- Ibu : (meletakkan beberapa kopor) “Bawa kopor ini, Mir!”
Amir : “Baik, Bu.” (mengangkat kopor dan masuk)
Ibu : “Jangan lupa. Letakkan baik-baik!” (duduk di kursi besar)

4. Tanda titik dua dipakai (i) di antara jilid atau nomor dan halaman, (ii) di antara bab dan ayat dalam kitab suci, (iii) di antara judul dan anak judul suatu karangan , serta (iv) di antara nama kota dan penerbit buku acuan dalam karangan.

Misalnya:

Tempo, I (34), 1971: 7

Surah Yasin: 9

Karangan Ali Hakim, *Pendidikan Seumur Hidup: sebuah Studi*, sudah terbit.

Tjokronegoro, Sutomo, *Tjukuplah Saudara Membina Bahasa Persatuan Kita?*
Djakarta: Eresco, 1968.

E. Tanda Hubung (-)

1. Tanda hubung menyambung suku-suku kata dasar yang terpisah oleh pergantian baris.

Misalnya:

Di samping cara-cara lama itu ju-
ga cara yang baru

suku kata yang berupa satu vocal tidak ditempatkan pada ujung baris atau pangkal baris.

Misalnya:

Beberapa pendapat mengenai masalah *itu*
telah disampaikan
Walaupun sakit, mereka tetap tidak *mau*
beranjak

Atau

Beberapa pendapat mengenai masalah

Itu telah disampaikan

Walaupun sakit, mereka tetap tidak

mau beranjak

Bukan:

Beberapa pendapat mengenai masalah *i-*

tu telah disampaikan

Walaupun sakit, mereka tetap tidak *ma-*

u beranjak

2. Tanda hubung menyambung awalan dengan bagian kata di belakangnya atau akhiran dengan bagian kata di depannya pada pergantian baris.

Misalnya:

Kini ada acara baru untuk meng-

ukur panas.

Kukuran baru ini memudahkan kita me-

ngukur kelapa.

Senjata merupakan alat pertahan-

an yang canggih.

Akhiran *i* tidak dipenggal supaya jangan terdapat satu huruf saja pada pangkal baris.

3. Tanda hubung menyambung unsur-unsur kata ulang.

Misalnya:

Anak-anak, berulang-ulang, kemerah-merahan

Angka ² sebagai tanda ulang hanya digunakan pada tulisan cepat dan notula, dan tidak dipakai pada teks karangan.

4. Tanda hubung menyambung huruf kata yang dieja satu-satu dan bagian-bagian tanggal.

Misalnya:

p-a-n-i-t-i-a

8-4-1973

5. Tanda hubung boleh dipakai untuk memperjelas (i) hubungan bagian-bagian kata atau ungkapan, dan (ii) penghilangan bagian kelompok kata.

Misalnya:

ber-evolusi, dua puluh lima-ribuan (20 x 5.000), tanggung jawab-dan kesetiakawanan-sosial

Bandingkan dengan:

Be-revolusi, dua-puluh-lima-ribuan (1 x 25.000), tanggung jawab dan kesetiakawanan sosial

6. Tanda hubung dipakai untuk merangkai (i) se- dengan kata berikutnya yang dimulai dengan huruf kapital, (ii) ke- dengan angka, (iii) angka dengan -an, (iv) singkatan berhuruf kapital dengan imbuhan atau kata, dan (v) nama jabatan rangkap.

Misalnya:

se-Indonesia, se-Jawa Barat, hadiah ke-2, tahun 50-an, mem-PHK-kan, hari-H, sinar-X; Menteri Sekretaris Negara.

7. Tanda hubung dipakai untuk merangkaikan unsure bahasa Indonesia dengan unsure bahasa asing.

Misalnya:

di-*smash*, pen-*tackle*-an

F. Tanda Pisah ()

1. Tanda pisah membatasi penyisipan kata atau kalimat yang memberi penjelasan di luar bangun kalimat.

Misalnya:

Kemerdekaan bangsa itu saya yakin akan tercapai diperjuangkan oleh bangsa itu sendiri.

2. Tanda pisah menegaskan adanya keterangan oposisi atau keterangan yang lain sehingga kalimat menjadi lebih jelas.

Misalnya:

Rangkaian temuan ini evolusi, teori kenisbian, dan kini juga pembelahan atom telah mengubah konsepsi kita tentang alam semesta.

3. Tanda pisah dipakai di antara dua dilangan atau tanggal dengan arti 'sampai dengan' atau 'sampai ke'.

Misalnya:

1910 1945

Tanggal 5 10 April 1970

Jakarta Bandung

Catatan:

Dalam pengetikan, tanda pisah dinyatakan dengan dua buah tanda hubung tanpa spasi sebelum dan sesudahnya.

G. Tanda Elipsis (...)

1. Tanda elipsis dipakai dalam kalimat yang terputus-putus.

Misalnya:

Kalau begitu ... ya, marilah kita bergerak.

2. Tanda elipsis menunjukkan bahwa dalam satu kalimat atau naskah ada bagian yang dihilangkan.

Misalnya:

Sebab-sebab kemerosotan ... akan diteliti lebih lanjut.

Catatan:

Jika bagian yang dihilangkan mengakhiri sebuah kalimat, perlu dipakai empat buah titik; tiga buah titik untuk menandai penghilangan teks dan satu untuk menandai akhir kalimat.

Misalnya:

Dalam tulisan, tanda baca harus digunakan dengan hati-hati....

H. Tanda Tanya (?)

1. Tanda tanya dipakai pada akhir kalimat tanya.

Misalnya:

Kapan ia berangkat?

Saudara tahu, bukan?

2. Tanda tanya dipakai dalam tanda kurung untuk menyatakan bagian kalimat yang disangsikan atau yang kurang dapat membuktikan kebenarannya.

Misalnya:

Ia dilahirkan pada tahun 1983 (?).

Uangnya sebanyak 10 jta rupiah (?) hilang.

I. Tanda Seru (!)

Tanda seru dipakai sesudah ungkapan atau pernyataan yang berupa seruan atau perintah yang menggambarkan kesungguhan, ketidakpercayaan, ataupun rasa emosi yang kuat.

Misalnya:

Alangkah seramnya peristiwa itu!

Bersihkan kamar itu sekarang juga!

Masakan! Sampai hati juga ia meninggalkan anak-

strinya. Merdeka!

J. Tanda Kurung ((...))

1. Tanda kurung mengapit tambahan keterangan atau penjelasan.

Misalnya:

Bagian Perencanaan sudah selesai menyusun DIK (Daftar Isian Kegiatan) kantor itu.

2. Tanda kurung mengapit keterangan atau penjelasan yang bukan bagian integral pokok pembicaraan.

Misalnya:

Sajak Tranggono yang berjudul “Ubud” (nama yang terkenal di Bali) ditulis pada tahun 1962.

Keterangan itu (lihat Tabel 10) menunjukkan arus perkembangan baru dalam pasaran dalam negeri.

3. Tanda kurung mengapit huruf atau kata yang kehadirannya di dalam teks dapat dihilangkan.

Misalnya:

Kata *cocaine* diserap ke dalam bahasa Indonesia menjadi *kokain* (a).

Pejalan kaki itu berasal dari (kota) Surabaya.

4. Tanda kurung mengapit angka atau huruf yang memerinci satu urutan keterangan.

Misalnya:

Faktor produksi menyangkut masalah (a) alam, (b) tenaga kerja, dan (c) modal.

K. Tanda Kurung Siku ([...])

1. Tanda kurung siku mengapit huruf, kata, atau kelompok kata sebagai koreksi atau tambahan pada kalimat atau bagian kalimat yang ditulis orang lain. Tanda itu menyatakan

bahwa kesalahan atau ekurangan itu memang terdapat di naskah asli.

Misalnya:

Sang Sapurba men[d]engar bunyi gemerisik.

2. Tanda kurung siku menapit keterangan dalam kalimat penjelas yang sudah bertanda kurung.

Misalnya:

Persamaan kedua proses ini (perbedaannya dibicarakan di dalam Bab II [lihat halaman 35-38] perlu dibentangkan.

L. Tanda Petik (“...”)

1. Tanda petik mengapit petikan langsung yang berasal dari pembicaraan dan naskah atau bahan tertulis lain.

Misalnya:

“Saya belum siap,” kata Mira, “tunggu sebentar!”

Pasal 36 UUD 1945 berbunyi, “Bahasa negara ialah bahasa Indonesia.”

2. Tanda petik mengapit judul syair, karangan, atau bab buku yang dipakai dalam kalimat.

Misalnya:

Bacalah “Bola Lampu” dalam buku *Dari Suatu Masa dari Suatu Tempat*.

Karangan Andi Hakim Nasoetion yang berjudul “Rapor dan Nilai Prestasi di SMA” dimuat dalam majalah *Tempo*.

Sajak “Berdiri Aku” terdapat pada halaman 5 buku itu.

3. Tanda petik mengapit istilah ilmiah yang kurang dikenal atau kata yang mempunyai arti khusus.

Misalnya:

Pekerjaan itu dilaksanakan dengan cara “coba dan ralat” saja.

Ia bercelana panjang yang di kalangan remaja dikenal dengan nama “cutbrai”.

4. Tanda petik penutup mengikuti tanda baca yang mengakhiri petikan langsung.

Misalnya:

Kata Tono, “Saya juga minta satu.”

5. Tanda baca penutup kalimat atau bagian kalimat ditempatkan di belakang tanda petik yang mengapit kata atau ungkapan yang dipakai dengan arti khusus pada ujung kalimat atau bagian kalimat.

Misalnya:

Karena warna kulitnya, Budi mendapat julukan “si Hitam”.

Bang Komar sering disebut “pahlawan”; ia sendiri tidak tahu sebabnya.

Catatan:

Tanda petik pembuka dan tanda petik penutup pada pasangan tanda petik itu ditulis sama tinggi di sebelah atas baris.

M. Tanda Petik Tunggal (‘...’)

1. Tanda petik tunggal mengapit petikan yang tersusun di dalam petikan lain.

Misalnya:

Tanya Basri, “Kau dengar bunyi ‘kring-kring’ tadi?”

“Waktu kubuka pintu depan, kudengar teriak anakku, ‘Ibu, Bapak pulang’, dan

rasa letihku lenyap seketika,” ujar Pak Hamdan.

2. Tanda petik tunggal mengapit makna, terjemahan, atau penjelasan kata atau ungkapan asing. (Lihat pemakaian tanda kurung, Bab V, Pasal J.)

Misalnya:

feed-back ‘balikan’

N. Tanda Garis Miring (/)

1. Tanda garis miring dipakai dalam nomor surat dan nomormpada alamat dan penandaan masa satu tahun yang terbagi dalam dua tahun takwim.

Misalnya:

No. 7/PK/1973

Jalan Kramat III/10

tahun anggaran 1985/1986

2. Tanda gris miring dipakai sebagai pengganti kata *atau, tiap*.

Misalnya:

dikirimkan lewat ‘dikirim lewt darat atau

darat/laut lewat laut’

harganya Rp25,00/lembar ‘harganya Rp25,00 tiap lembar’

O. Tanda Penyingkat atau Apostrof

Tanda penyingkat menunjukkan penghilangan bagian kata atau bagian angka tahun.

Misalnya:

Ali 'kan kusurati. ('kan = akan)

Malam 'lah tiba. ('lah = telah)

1 Januari '88. ('88 = 1988)

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