



AUSTRALIAN
INSTITUTE
of BUSINESS

the practical **business school**

THE AIB STYLE GUIDE



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HOW TO USE THIS DOCUMENT

This document is broken into two sections.

Section 1 provides you with an in-depth analysis of referencing and how to ensure you reference appropriately for your AIB assessments.

Section 2 outlines how to style and present any documents you are submitting during your AIB course.

AIB's Referencing and Style Guide is based on the following text:

Style Manual for Authors, Editors and Printers 2002, 6th edn, revised by Snooks & Co., Australian Government Publishing Service, Canberra.

SECTION 1 - REFERENCING

Referencing is a way to acknowledge any authors whose work you mention in your document. This identification of the original authors is important to avoid accusations of plagiarism. You need to include a reference whenever you use someone else's theories, opinions or data. You need to reference regardless of whether you are quoting, copying (e.g. tables), paraphrasing or summarising.

Referencing other writers' work will demonstrate the breadth of your research by showing the reader the source of any information you are quoting, allowing verification of your data and strengthening your academic argument. Please note that the terms citing and referencing are used synonymously throughout this guide.

Importance of Citing and Referencing

1. Assignments / projects and theses must contain proper citations and referencing using the Harvard style referred to in this Style Guide, that is:
 - a. citations (or in-text references) of quoted and paraphrased materials to support your arguments/comments, and
 - b. a reference list at the end of your paper relating specifically to your in-text references.
2. Your grade will be adversely affected if there are no/poor citations and/or reference list, as referred to above.
3. Assignments / projects normally contain the following number of relevant references from different sources in the reference list:

a. BBA assignments:	5 – 10
b. MBA assignments:	6 – 12
c. Projects (BBA & MBA):	20 - 25

4. The number of references needed for a Research Degree Thesis will vary depending on the length of the Thesis. Your Principal Supervisor will advise you if you have too many or too few references.
5. All references must be from credible sources such as books, industry related journals, magazines, company documents and latest articles.

AIB's Preferred Referencing System

AIB has chosen to use the Harvard (author–date) referencing system. In this system, brief citations are included in the body of your work, giving the author's name and year of publication. This is accompanied, at the end of the document, by an alphabetical reference list of all sources used, giving full details of the publication.

What is Plagiarism?

Plagiarism is the act of claiming someone else's ideas, opinions or words as your own. Plagiarism can be unintentional, resulting from a lack of proper citing and referencing, which is why maintaining accurate citations and references in your documents is so important. AIB does not tolerate any form of plagiarism. Please refer to the Academic Integrity Policy and Procedure for more information, including penalties for plagiarism

METHODS OF CITATION AND REFERENCING

The following section provides examples of how to cite/ reference information in the body of your work.

In Text Citation

There are two main methods of in text citations/references: Author Prominent and Information Prominent.

1. *Author Prominent* is when you name the author at the commencement of the sentence i.e. Hardy (2010) states that AIB has a number of goals for the research department in the 2012–2015 Research Plan.
2. *Information Prominent* is when there is no direct reference to the author's name within the statement i.e. AIB has a number of goals for the research department in the 2012–2015 Research Plan (Hardy 2010).

Authoring Bodies with Long Names

If an authoring body has a long name, it may be abbreviated for citations but needs to be spelt out in full in the reference list.

Two/Three Authors/Authoring Bodies

If there are two or three authors of the work being cited, all the surnames are listed followed by the year i.e. (Hardy, Abraham & Markus 2010). If the citation is Author Prominent, use 'and' rather than an ampersand.

Four or More Authors/Authoring Bodies

If there are four or more authors of the work being cited, the citation will list the surname of the first author, followed by 'et al.' i.e. (Hardy et al. 2010)

Two or More Works Cited at One Time

If you are citing two or more works at the same point in the text, these are separated by a semi colon i.e. (Hardy 2010; Markus 2011)

More than One Work by the Same Author/Authoring Body

When you are referring to more than one work by the same author, you need to separate the years of publication with a comma i.e. (Hardy 2010, 2011). If a page reference is used it will be: (Hardy 2010 p. 5; 2011, p. 8). If the works were published in the same year, differentiate with 'a', 'b' etc. as follows: (Hardy 2010a, 2010b).

Authors with the Same Family Name

Where authors share the same family name, differentiate between them by including their initials in the citation.

An Edited, Compiled, Revised or Translated Work

These are noted with the abbreviations 'ed.', 'comp.', 'rev.' and 'trans.' as in the following example: (ed. Hardy 2009). In a reference list, this will appear in brackets after the name and before the year. If the author is still of primary importance, the editor/translator etc. can be acknowledged in the references, listed after the title of the work.

Different Editions

If the work is not a first edition, the citation remains the same, but the edition will be noted in the references, placed after the title of the publication.

Unknown Dates

If the date of publication is unknown, the term 'n.d' (no date) is used in place of the year. If a date is established but not certain, 'c' (circa) may be used before the year.

No Author/Authoring Body

If no author name is available for the work it is both cited and referenced by the title.

Use of Short Title

If a work is better known by a short title, this may be used in citation, but the full title must be recorded in the references.

Contributions within Publications

To cite a preface, foreword etc., provide both author names e.g. (Markus, in Hardy 2010).

Citations from Secondary Sources

As with citing contributions, if citing from secondary sources, quote both author names e.g. (Markus, cited in Hardy 2010).

Personal Communications

Information gained through personal communication (such as an interview) is not referenced, but does need to be cited in the text e.g. (D Hardy 2010, pers. comm., 28 May)

Encyclopaedias and Dictionaries

No need to reference, but cite in text as per the usual methods described above.

Acts and Ordinances

Use the short, formal titles of Acts. To clarify jurisdiction, either work this into the text or place abbreviated information in parentheses after the date e.g. the Copyright Act 1968 (Cwlth).

Plays, Poetry, Holy/Sacred Books and Classics

When citing from plays or poetry, include information such as acts, scenes, verses and lines. These sources are not usually included in the reference list.

When citing from holy books, such as the Bible, set out as follows: Psalm 23:6–8. Do not include in reference list.

When referring to the classics, the year of original publication is not required, only the year of the edition being used. In the reference list, this date appears at the end, rather than in the usual place. In text citations use only the name and not the date.

Films, TV & Radio

Italicise the title and mention the year of release for in text citations.

Websites

For in text citations, include the author and the site date (date of creation or most recent update).

Page Numbers

Page numbers need to be used when quoting directly from published material. They can also be used for indirect quotes, paraphrasing and summaries when the material in questions comes from a particular page in the published work. The use of page numbers is as follows:

Number of Pages	Citation Style
One page	Hardy 2010, p.5
Multiple pages with no sequence	Hardy 2010, pp. 4, 6, 9
Multiple pages in sequence	Hardy 2010, pp. 29–37

Appendix A of this document provides a quick guide to referencing in different situations, including both in text and reference list examples.

Direct Quotation v. Paraphrasing

There are two ways to approach in text citation/referencing—direct quotation and paraphrasing.

Direct quotation

Direct quotations are incorporated into the sentence if the quote is just a few words or a sentence. Longer quotations should be placed below the paragraph, indented, single spaced and in 11 point font. Direct quotations should be used sparingly and should equate to no more than 10% of your paper.

Short Quotations

Incorporate short quotations into the text using single quotation marks and a full stop after the citation.

Example

AIB is 'keen to expand its research in the area of Work-Applied Learning' (Hardy 2010 p. 5). (*Information Prominent*)

As Hardy (2010 p. 5) states, AIB is 'keen to expand its research in the area of Work-Applied Learning'. (*Author Prominent*)

If a quote originally began with a capital letter, place square brackets around the first letter in the quotation.

Long Quotations

If your quotation is longer than 30 words, write an introduction in your own words (ending in a colon), then move down two lines, indenting from the left margin and type the quote single spaced and in a smaller font than the body copy. Quotation marks are not used for longer quotations. If the citation is not included in the introductory text, it appears at the end of the quotation. To omit words from quotations, use an ellipsis. An ellipsis is also used if the quotation does not begin at the start of a sentence.

Example

Hardy (2010, p. 5) believes that AIB has strong goals with regards to the future of its research department. He states that:

[t]he Australian Institute of Business is keen to expand its research in the area of Work-Applied Learning, with particular focus on Action Learning and Action Research, and their impact on change in the workplace.

Incorrect terms

If the original text is incorrect in terms of grammar or spelling, insert *[sic]* to show it is part of the original text and not an error.

Example

Many writers, including Hardy (2010, p.10), argued that, ‘...the world was round and to suggest that it is flot *[sic]* is purely absurd’.

Double Quotations

For a quotation within a quotation, use double quotation marks within single quotation marks.

Example

Hardy (2010, p. 10) explained, ‘Markus and many others have said “citation is the key to all good academic writing” (Markus 2009, p. 34) and I heartily support their view’.

Explaining Meaning

If you need to explain the meaning of a word in your quotation, place that explanation within square brackets after the word in question.

Example

Hardy (2008, p. 9) stated that, ‘citation is *de rigueur* [strictly required] for all professional academics’.

Paraphrasing

Paraphrasing is rewriting the ideas in your own words—summarising them and attributing the ideas to the original author(s). Paraphrasing is preferable to direct quotation as it demonstrates your understanding of the ideas and concepts.

Example

Many writers, including Hardy (2010), believe that paraphrasing is preferable to direct quotation and that accurate citation can help the author avoid allegations of plagiarism.

REFERENCE LISTS V. BIBLIOGRAPHIES

The difference between a reference list and a bibliography is this: a reference list notes any sources you have actually cited within your document; a bibliography lists all sources you consulted while writing your document, whether they were cited or not.

Please note that AIB require a reference list only.

Arranging Your Reference List

Arrange your list alphabetically by author surname, without using bullet points or any other list marker to begin your entry. If the reference begins with a number, it will precede the alphabetical listing. Keep the names of the authors in the order they appear on the publication, even if not alphabetical. If there is no author, list according to sponsoring body or title (as applicable).

If there are two or more works by one author, list the oldest first. If there are two or more works by one author published in the same year, differentiate with 'a', 'b' etc., listing them alphabetically by title.

References should be single line space with a blank line in between each reference.

The Harvard system prefers minimal capitalisation, so only the first word of book titles has a capital letter. Author names and initials are always capitalised. However, for journal titles, capitalise any word that is not a preposition or conjunction.

References follow the sequence: Author → Date → Title → Publisher → Place of Publication.

Appendix A of this document provides a quick guide to referencing in different situations, including both in text and reference list examples.

SECTION 2 – STYLE

Style refers to how you should format and present your written work for submission to AIB. AIB's preferred Microsoft Word settings for academic work are as follows:

- 12 point Times New Roman;
- line spacing of 1.5 lines;
- language set as English (Australian);
- default Microsoft Word margin settings (3.17 left/right and 2.54 top/bottom); and
- left aligned.

Capital Letters

All sentences should start with a capital letter. Capitals should also be used for the first letter of proper nouns or proper names, and to mark titles and honorific names used in direct address (unless they have been abbreviated to their generic element or unless it is a reference to a previous incumbent or the office itself).

Initial capitals should always be used for names that identify:

- nationalities;
- races;
- clans/tribes;
- inhabitants of a region;
- official names of countries;
- geo-political designations;
- topographical features;
- buildings/structures/public places;
- deities;
- adherents of a particular religion; and
- speakers of a particular language.

In the full names of organisations, all words except articles, prepositions and conjunctions receive first letter capitals, e.g.

the Australian Institute of Business

This capitalisation is maintained for minor abbreviations of the name, but disappears when the name is abbreviated to a generic element.

Time Indicators & Periods

The names of days and months are always capitalised; whereas the names of seasons are lower case. Capitals are also given to institutional holidays or holy days.

Titles of specific historical periods are capitalised (unless abbreviated to a generic element). Broad historical descriptions are left as lower case, e.g.

the Renaissance but the colonial era

Scientific Names

In botany and zoology, the names of taxonomic groups are capitalised down to the genus level. The epithet is not capitalised. They are usually presented in italics. Common names of plants and animals are lower case (unless they contain a proper name), e.g.

Eucalyptus marginate.

Chemicals and compounds are lower case, unless they contain a proper name. The same is true of viruses and diseases. Proprietary names of drugs are capitalised, e.g.

paracetamol but Panadol

Commercial Terms

Trademarks, proprietary names and brand names are always capitalised. To print without a capital may infringe any registered status. Brand and model names should also be capitalised.

Computing and the Internet

Names of computer software and hardware are usually capitalised. Dictionaries also capitalise 'Internet', 'the Net' and 'World Wide Web'; although, website is usually lowercase.

Textual Contrast

Headings

Headings are signposts for readers and should be carefully distributed and worded. A clear and logical hierarchy will show the importance of different sections of information. Headings should be numbered and the titles of headings kept brief and informative.

Indented Material

Use indented material in a systematic way, maintaining the same amount of indentation each time to keep the document balanced. Have a different level of indentation for quotations as opposed to itemised material.

Itemised material should be done in bullet form unless numbers or letters are required to show priority or chronology. However, use itemised lists sparingly as they can disrupt the hierarchy and make readers lose track of connections.

Punctuation of dot points is a matter for each individual author to decide as there are many different views on the issue. Whichever choice you make, just be sure to remain consistent throughout the document.

Italics

Italics are used in the following situations:

- titles of
 - books
 - periodicals
 - plays
 - longer poems
 - musical compositions
 - films, TV and radio programmes
 - works of art
 - legislation and legal cases;
- names of ships, aircraft and other vehicles;
- scientific names of animals and plants;
- technical terms and those being defined;
- letters, words and phrases being cited;
- words requiring particular emphasis or tone; and
- foreign words not yet absorbed into English.

Underlining

Avoid the use of underlining in your document as, these days, it implies the presence of a hyperlink.

Shortened Forms

Avoid using grammatical contractions in your document—also write the words out in full e.g. 'do not' rather than 'don't'.

Abbreviations

These include the first letter of a word but not the last letter (e.g. Mon.). Always use a full stop at the end of these and following the usual capitalisation rules.

Contractions

These include the first and last letters of a word but have letters missing in between (e.g. Mr). Capitalise as per the full word but do not place a full stop at the end.

Acronyms

These are strings of initial letters that are pronounced as a word (e.g. TAFE). They usually take all capitals, unless they are ones that have become familiar, everyday words (such as 'scuba'), and no full stops. Write them in full the first time they are used with the acronym in brackets. After that, the acronym may be used.

Initialisms

These are strings of initial letters that are not pronounced as a word (e.g. SA). They are fully capitalised and do not have full stops.

Symbols

Any recognised unit of measurement and any recognised words and concepts do not take full stops and are capitalised only if they represent a proper name.

Numbers & Measurements

If a number is used to open a sentence, that number should either be spelt out or the sentence rearranged. Never open a sentence with a number accompanied by a symbol (i.e. money). Numerals are always used for numbers accompanied by a symbol. However, these numbers may be spelt out in discursive text.

In general, spell out numbers lower than 10, but use numerals for those above. Thousands do not need a comma, but large numbers should be expressed with spaces rather than commas e.g. 56 000.

Use hyphens when expressing fractions in words and use the fraction bar rather than a forward slash when expressing them numerically.

Ordinal numbers should be spelt out unless the text is dense and space is an issue. Percentages can be shown either way, but the percentage symbol should only be used with numerals.

Parts of a document, such as Chapters and Figures, should be capitalised and followed by numerals. If Roman numerals are used, keep them upper case for titles of book elements but lower case for page and paragraph numbers.

Use an en rule and not a hyphen to link spans of numerals, including years and dates of birth and death e.g. 1990–1999. However, a hyphen is used if the spans follow the words 'from' or 'between'. (- = hyphen – = en rule — = em rule)

Expressions of Time

Shortened forms of eras (e.g. BC) are shown without full stops and before a space between the year and the era. Centuries may have the number spelt out or in numerals, but remain consistent throughout the document.

Dates should be written with numerals for the day and year but with the month written out. There should be no commas used. Restrict numeral only presentation of dates to tables and instances where space is limited.

Times of the day can be expressed in words, unless the exact time is important. If using 'am' and 'pm' these are lower case with no full stops and a space between them and the time.

Temperature

Temperature can be written in words, unless the exact temperature is important. Numerals can also be used to save space or in tables.

Currency

Amounts of money are usually expressed in numerals combined with symbols; to differentiate between currencies use either 'A\$' or 'AUD', 'U\$' or 'USD'.

International System of Units

Names of units can be expressed either in words or by their symbol. In general, non-technical documents will use the words, but either is acceptable as long as consistency is maintained. Symbols may be preferred in tables and words in body text, for example.

Except for Celsius, units and their prefixes are not capitalised when shown in words. Symbols are also mostly lowercase, except for: the symbol for litre (L); and symbols for units named after people.

Unit symbols never take the plural 's', but names of units do when associated with numbers greater than one.

The word 'per' can only be used with spelt out names, whereas the forward slash representing 'per' can only be used with symbols.

Tables & Figures

Maintain clarity when constructing tables. Keep titles short and restricted to one line, and internal headings should be brief and clear. Place tables directly after the paragraph that refers to them, or as close as possible.

Table and Figure titles should include the table/figure number, a title and, where necessary, data qualifiers and a date/time span. The title is placed above the table/figure with only first letter capitalised and no full stop. The same font is used as for the body copy.

Notes and sources should appear below the table in 11 point font with a full stop at the end.

Tables that run over onto a second page should include continuation indicators.

APPENDIX A - QUICK GUIDE REFERENCING EXAMPLES

Books (Hardback/Paperback/E-book)

Situation	In Text Citation	Reference List
One Author	Hardy (2010) states '...' or Scholars believe AIB has a bright future (Hardy 2010 p. 5).	Hardy, D 2010, <i>AIB: the future</i> , AIB Publications, Adelaide.
Two Authors	Hardy and Markus (2010) state that '...' or (Hardy & Markus 2010)	Hardy, D & Markus, N 2010, <i>AIB: the future</i> , AIB Publications, Adelaide.
Three Authors	Hardy, Markus and Abraham (2010) state '...' or (Hardy, Markus & Abraham 2010)	Hardy, D, Markus, N & Abraham, S 2010, <i>AIB: the future</i> , AIB Publications, Adelaide.
Four or More Authors	Hardy et al. (2010) state '...' or (Hardy et al. 2010)	Hardy, D, Markus, N, Abraham, P & Abraham, S 2010, <i>AIB: the future</i> , AIB Publications, Adelaide.
Multiple Works—Same Author	(Hardy 2010, 2011) or (Hardy 2010a, 2010b)	List these works as separate references as per the 'One Author' example above.
Different Authors—Same Family Name	Follow the 'One Author' example above. Different years mean there will be no confusion.	List these works as separate references as per the 'One Author' example above.
Different Authors—Same Family Name & Year	It is best to paraphrase in this instance.	List these works as separate references as per the 'One Author' example above.

Later Editions	As per the examples above, depending on number of authors.	Hardy, D 2010, <i>AIB: the future</i> , 2 nd edn, AIB Publications, Adelaide.
Two or More Authors Cited At Once	Hardy (2010) and Markus (2011) <i>or</i> (Hardy 2010; Markus 2011)	List these works as separate references as per the examples above.
No Author	<i>(AIB: the future 2010) or AIB: the future (2010)</i>	<i>AIB: the future</i> , AIB Publications, Adelaide.
Edited Work	Hardy (ed. 2010) <i>or</i> (ed. Hardy 2010)	Hardy, D (ed.) 2010, <i>AIB: the future</i> , AIB Publications, Adelaide. If there is more than one editor, follow the relevant 'Author' example above using (eds.).
Chapter in Edited Work	(Hardy 2010) <i>or</i> Hardy (2010)	Hardy, D 2010, 'Research 2012–2015' in Markus, N (ed.), <i>AIB: the future</i> , AIB Publications, Adelaide.
No Date/Approximate Date	(Hardy n.d.) <i>or</i> Hardy (c. 2010)	Hardy, D, <i>AIB: the future</i> , AIB Publications, Adelaide. <i>or</i> Hardy, D c. 2010, <i>AIB: the future</i> , AIB Publications, Adelaide.
Secondary Sources	(Markus 2009, cited in Hardy 2010) <i>or</i> Hardy (2010), citing Markus' observations, states	Hardy, D 2010, <i>AIB: the future</i> , AIB Publications, Adelaide.

NB: If an E-Book was viewed online, add the date viewed and URL at the end of the reference.

Journal/Newspaper Articles

Situation	In Text Citation	Reference List
One or More Authors	(Hardy & Markus 2011) <i>or</i> Hardy and Markus (2011)	Hardy, D & Markus, M 2011, 'AIB: looking to the future', <i>Gibaran Journal of Applied Management</i> , vol. 6, no. 2, pp. 50-57 <i>Newspapers</i> : replace vol./issue with date <i>Online</i> : If viewing online at the end of the reference add the (online [database name]) or, in the case of websites, the date viewed and the URL
No Author	'AIB: looking to the future' (2011) <i>or</i> ('AIB: looking to the future' 2011)	'AIB: looking to the future', <i>Gibaran Journal of Applied Management</i> , vol. 6, no. 2, pp. 50-57
No Volume/Issue Numbers	(Hardy & Markus 2011) <i>or</i> Hardy and Markus (2011)	Hardy, D & Markus, M 2011, 'AIB: looking to the future', <i>Gibaran Journal of Applied Management</i> , 16 September, pp. 50-57

Internet

Situation	In Text Citation	Reference List
Internet Document—No Date	Hardy (n.d.) <i>or</i> (Hardy n.d.)	Hardy, D n.d., 'AIB: looking to the future', viewed 16 September 2012, http://www.aib.edu.au/articles
Internet Document—No Author	'AIB: looking to the future' (2011) <i>or</i> ('AIB: looking to the future' 2011)	'AIB: looking to the future' 2011, <i>Articles from our Research</i> Department, viewed 16 September 2012, http://www.aib.edu.au/articles
Conference Proceedings	(Hardy 2011) <i>or</i> Hardy (2011)	Hardy, D 2011, 'AIB: the Practical Business School' paper presented at the <i>AIB International Conference</i> , 12-14 March 2011, http://www.aib.edu.au/conferences
Podcast/Webcast	'AIB: looking to the future' (2011) <i>or</i> ('AIB: looking to the future' 2011)	'AIB: looking to the future' 2 October 2011, podcast, http://www.aib.edu.au/podcasts
Blog	(Hardy 2011) <i>or</i> Hardy (2011)	Hardy 2011 'Writing for Education', <i>Hardy's Help</i> blog, 30 August 2011, viewed 10 October 2011, http://hardyshelp.com.au

Legal/Government Documents

Situation	In Text Citation	Reference List
Legislations	South Australian Government (2010) <i>or</i> (South Australian Government 2010)	South Australian Government 2010, <i>South Australian Import Act</i> , Author, Brisbane.
Publications	ABS (2009) <i>or</i> (ABS 2009)	Australian Bureau of Statistics (ABS) 2009, <i>South Australian Statistics</i> , Cat. No. 15665.9, Author, Canberra.
Reports	SACCA (2011) <i>or</i> (SACCA 2011)	South Australian Commission into Cruelty to Animals 2011, <i>The abandonment of cats in the city centre</i> , by Commissioner IAM Madeup, Australian Government Publishing, Canberra.
When citing sections, use the abbreviations: 's.' or 'ss.' When citing regulations, use the abbreviations: 'r.' or 'rr.'		

NB: If a document was viewed online, add the date viewed and URL at the end of the reference.

Miscellaneous

Situation	In Text Citation	Reference List
Personal Communications	In an email sent on 10 August 2011, The Chairman of AIB, Professor Selva Abraham, stated '....'	Not referenced.
Thesis—Unpublished	Markus (unpub.) <i>or</i> (Markus unpub.)	Markus, N 2004, The Use of Mythology and Language in Tolkien, BA Hons Thesis, University of Greenwich. Note: Title not italicised as not published
Dictionary	<i>The Oxford English Dictionary</i> (2010) <i>or</i> (<i>The Oxford English Dictionary</i> 2010)	<i>The Oxford English Dictionary</i> 2010, 6 th edn, Oxford University Press, London
Holy/Sacred Book (e.g. The Bible)	(Psalm 23:6–8)	Not referenced.
Conference Paper—Hard Copy	Hardy (2011) <i>or</i> (Hardy 2011)	Hardy, D 2011, 'AIB: the Practical Business School', <i>AIB International Conference</i> , 12-14 March 2011, AIB Publications, Adelaide, pp. 57-89
Pamphlet	AIB (2010) <i>or</i> (AIB 2010)	Australian Institute of Business (AIB) 2010, <i>Work-Applied Learning for Change</i> , Author, Adelaide.
DVD	<i>Waiting for Breakfast</i> (2002) <i>or</i> (<i>Waiting for Breakfast</i> 2002)	<i>Waiting for breakfast</i> 2002, DVD recording, Film Co., New York.
Movie	<i>Waiting for Breakfast</i> (2002) <i>or</i> (<i>Waiting for Breakfast</i> 2002)	<i>Waiting for breakfast</i> 2002, motion picture, Film Co., New York.
Television Broadcast	'Birds of Australia' (2011) <i>or</i>	'Birds of Australia' 2011, <i>Wildlife for All</i> , television

	('Birds of Australia' 2011)	broadcast, Channel 21, 18 December.
Radio Interview	Markus (2008) <i>or</i> (Markus 2008)	Markus, N 2008, <i>Tolkien and Norse mythology</i> , radio broadcast, Radio RAD, 8 November.
AIB Learning Materials	AIB, Topic 5: Selection and retention of employees (2013) <i>or</i> (AIB, Topic 5: Selection and retention of employees 2013)	Australian Institute of Business (AIB), 2013, 'Topic 5: Selection and retention of employees', in <i>Strategic Human Resource Management Learning Materials</i> , AIB, Adelaide.
YouTube Video	ABBTF (2010) <i>or</i> (ABBTF 2010)	Australian Brick and Blocklaying Training Foundation (ABBTF) 2010, 'ABBTF Bricklaying Speed Test—WorldSkills' viewed 10 December 2010, http://www.youtube.com/watch?v=xhHt2Nbcm.com

Creating New Citation Styles

If you cannot find a relevant example of the type of source material you want to cite, and if you have exhausted all the sources, then just cite all the details that would help the reader find the source easily. Think about the following items:

1. Who created the work?
2. When was it created?
3. What is the title and type of information?
4. Where can one find it?

APPENDIX B - ENDNOTE

The latest version of EndNote may be purchased from www.endnote.com. When you look at their catalogues, distinguish between the actual program and mere updates to previously-bought programs.

EndNote takes several hours to understand. Indeed, it can be debated whether using EndNote is necessary if you do not intend to write many academic articles and are not very competent at using computer software. Normally, students do not envisage writing many academic articles, and so they can ignore EndNote and write citations and reference lists using Word. However, they must be very careful to write down all their references in the correct format. Moreover, before they submit their assignment/ project/ thesis, they will have to double check that all the citations have their corresponding reference in their reference list by using the Edit/Find function of Word.

But let us assume you are very competent on computers and want to master EndNote. An excellent range of online guides to using EndNote are available at <http://endnote.com/if/online-user-manual>

Output style

After installing EndNote, you will first need to adapt your installed EndNote program to use the *Australian Style Manual* output style to format your reference list on each document.

To do this, go to this Internet site *after* you have got EndNote Program running: <http://www.crandon.com.au/EndNote/faq/Styles/ASM/ASM.html>. Then select the option for 'Australian Style Manual' and then select 'Aust Style Manual (author-date).ens' when the option appears at that site; the output style file will then download. Click on the downloaded file and then follow instructions.

Next, to get the output style to work in EndNote, File/Open your library (if you are working in Word, you will have to go Tools/Endnote). At the top row of the screen that appears, there is a window after the first three icons. Click on the small down arrow on the right side of the window and scroll down to Aust Style Manual (author-date) and click on it to select that style.

Then, to set up the correct font for all your library displays, go:

1. Edit/Preferences
2. Click on Display Fonts
3. And select Change Font to Times New Roman, Regular and 12 point font
4. Click OK

Entering a reference

To enter details of a reference, go:

1. Open your own library.enl
2. Go to References/New reference
3. Select Reference type in the window at the very top of the screen (Journal article is the default type)
4. In the two windows just under that, select Times New Roman and 12
5. And then enter the details of the reference that are required in a normal reference like author's name (family, first), date, title, journal, volume, issue, pages (first-last)
6. To save the reference into your library, type File/Close Reference and click Yes

As you enter the details, note that:

- The author's names should have the family name and then their first names or their initials with a space or comma between them, in that order; for example,
 - Perry, Chad
 - Perry C R
- Each author's name should have its own line, for example,
- Ensure both the start and end page numbers have been imported in the pages line of the reference. If there is only one page number there, add the other number with a hyphen, for example, 145-158.

Importing

To import references from a database like Procite or ABI/Inform:

1. Search the database as normal and then mark any references you wish to import.
2. Go to the *marked list*, and click the Export button.
3. Choose the name of your EndNote library.enl if it is not already open.
4. Click OK and the reference will be exported directly to your library. Some databases require the extra step of choosing the import filter - it is the name of the database.

Note: You will have to check that the author's full name and the page numbers of the references from the database are added to your library in the correct format. Checking these after each importation will save a lot of time later when you are using Endnote's citing and referencing facilities.

Formatting the reference list

Note that the format of the reference list that is created when you use the normal *cite when you write* facility of EndNote with our output style, should *not* have hanging second and other lines. To ensure this hanging does not happen with your reference list, in Word, go:

1. EndNote/Format Reference list
2. Click the Layout tab
3. Change the Hanging indent box amount to 0.000 cm

If you are working in EndNote itself when you are thinking of fixing this, go:

1. Tools/ Cite While You Write/ Format Reference list
2. Click the Layout tab
3. Change the Hanging indent box amount to 0.000 cm