

Australasian Parliamentary Review **Style Guide**

Referencing and Citations

1. Footnotes

Use footnotes rather than in-text referencing or endnotes. Add footnotes using the footnote function in Word.

Where a source is included in a footnote for the first time, it should be set out as shown in the relevant example below.

2. Specific Pages

Footnotes should specify page numbers where possible if material is drawn from a specific part of a document or text. Where material from specific pages is cited or quoted, page numbers should be added following a comma at the end of the footnote reference (e.g., D. Woodhouse, *Ministers and Parliament: Accountability in Theory and Practice*. Oxford: Clarendon Press, 1994, pp. 3-5.).

3. Second and Subsequent Footnotes to the Same Work

Where a work is referenced in more than one footnote, the second and subsequent footnotes should use an abbreviated form of the author and title, along with the page number/s where necessary (e.g., Woodhouse, *Ministers and Parliament*, p. 12).

4. Format for Common Types of Source

Use the information and examples given below for common source types. For any source type not specifically included below (pamphlets, correspondence, transcripts etc.), include the most comprehensive possible identifying information about its author, title, format, location and date.

4.1 Parliamentary speeches

Format: Speaker, Jurisdiction, Title of Hansard record, House, date, p. ? (or pp. ?-?).

Example: T. Smith, Commonwealth, *Parliamentary Debates*, House of Representatives, 21 February 2019, pp. 14290-14291

4.2 Legislation

References to Bills, Regulations and Acts of Parliament can be included in the main text of an article, rather than in a footnote, where this does not unduly interrupt the flow of the sentence in which it appears. References to Australian (national, state and territory) legislation in the main text or the footnotes should follow the citation format found in Chapter 3 of the *Australian Guide to Legal Citation*, fourth edition (see https://drive.google.com/file/d/1TGvYqddQnOU-GtSV3I25ft6EyYIx_w4U/edit). For example, *A New Tax System (Family Assistance) (Consequential Related Measures) Act (No 1) 1999* (Cth) s 1.

References to legislation from other countries should follow the citation format found in later chapters of the *Australian Guide to Legal Citation*, fourth edition.

NB Do not use the *Australian Guide to Legal Citation* citation style for any of the sources (books etc.) identified in sections 4.1 or 4.4 to 4.8 of this document.

4.3 Cases

For legal cases, use the citation format found in the *Australian Guide to Legal Citation*, fourth edition (see https://drive.google.com/file/d/1TGvYqddQnOU-GtSV3I25ft6EyYIx_w4U/edit). Most of the useful guidance can be found in Chapter 2 of the *Guide* (but on occasions other chapters such as 10-12, 15-26 will be helpful, depending on the cases cited).

NB Do not use the *Australian Guide to Legal Citation* citation style for any of the sources (books etc.) identified in sections 4.1 or 4.4 to 4.8 of this document.

4.4 Web Pages

Format: Author/s. 'Title'. Accessed at: URL.

Example: Department of the Legislative Assembly, Parliament of New South Wales, 'About Petitions'. Accessed at: <https://www.parliament.nsw.gov.au/la/petitions/pages/about-petitions.aspx>.

4.5 Books

Format: Author/s, *Title*. Place of publication: Publisher, date.

Example: Malcolm Mackerras, *Australian General Elections*. Sydney: Angus and Robertson, 1972.

4.6 Chapters in Edited Books

Format: Author/s, 'Chapter Title', in Editor (ed/eds), *Title*. Place of publication: Publisher, date, pp. ?-?.

Example: Murray Goot, 'Distrustful, Disenchanted and Disengaged? Polled Opinion on Politics, Politicians and the Parties: an Historical Perspective', in David Burchell and Andrew Leigh (eds), *The Prince's New Clothes: Why Do Australians Dislike Their Politicians?*. Sydney: UNSW Press, 2002, pp. 9-46.

4.7 Journal Articles

Format: Author/s, 'Article Title'. *Journal Title* volume(number) year, pp. ?-?.

Example: Zoe Hutchinson, 'The Role, Operation and Effectiveness of the Commonwealth Parliamentary Joint Committee on Human Rights after Five Years'. *Australasian Parliamentary Review* 33(1) 2018, pp. 72-107.

4.8 News Articles

Format: Author/s, 'Article Title'. *Publication Title*, date, p. ?.

Example: S. Elks and M. McKenna, 'Row Over Rushed Voting Changes'. *The Australian*, 22 April 2016, p. 2.

*Where articles in online news services are cited, the url should be included (for example: David Clune, 'The NSW Experience with Minority Government? It's an Improvement'. *Sydney Morning Herald*, 16 March 2019. Accessed at: <https://www.smh.com.au/nsw-election-2019/the-nsw-experience-with-minority-government-it-s-an-improvement-20190312-p513op.html>).*

*Where a news item has no identified author, use the following format: 'Globalisation's Losers: The Right Way to Help Declining Places'. *The Economist*, 21 October 2017. Accessed at: <https://www.economist.com/leaders/2017/10/21/the-right-way-to-help-declining-places>*