



Australian
National
University



CRAWFORD STYLE GUIDE

Crawford School
of Public Policy

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‘ Correct citation,
like virtually every other aspect
of academic writing, is a moving target.
There is no uniform system. ’

(Menand 2003)

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Academic and Research Skills
Crawford School of Public Policy
Australian National University

1 Using Sources

When you are writing an academic paper, it is not enough to just tell the reader what you think—you must demonstrate to the reader that your thinking is informed by the best and most relevant academic research on your topic. This means that you must repeatedly draw on the academic literature in your writing, using other people's ideas to support your own claims and argument.

This chapter looks at the two main aspects of using other people's ideas: how you acknowledge that you have used someone else's idea, and how you actually incorporate those ideas into your writing.

1.1 Acknowledging your sources

Students are often worried that if they say where their ideas come from the marker will penalise them for 'copying' other people's ideas. But academics think very differently. Academics only make progress by building on other people's ideas, and a good idea almost always depends on the research of dozens, even hundreds, of other people. It is therefore very important that you show where your ideas come from. In fact, if you fail to acknowledge where you have drawn on other people's ideas you could be accused of plagiarism, which carries serious consequences.

Why is it so important to provide references for your sources?

- Referencing shows that you understand what has been written about your topic. It shows that you have read widely in the field and are capable of selecting appropriate information.
- Good quality references provide support for your claims. The reader can assess whether there is evidence (either empirical or the views of other scholars and researchers) to support your statement.
- References allow the reader to check a fact, statistic or statement and to follow up your research. They are like an 'audit trail' which the reader can follow to assess the validity of your argument and the basis of your claim. The reader can also find what to read if they want to pursue the topic further.

1.2 How to acknowledge other people's ideas

Sometimes it is important to state very explicitly where an idea comes from. If you are discussing how an idea developed, or a controversial idea, or you want to emphasise how a particular author has used an idea, it is often worth saying in the sentence who first came up with the idea. For example:

Geuss argues, the problems facing contemporary liberalism derive from its essential nature as a negative phenomenon, a reaction against the problems of the turn of the 19th century (Geuss 2005, p. 13).

Note that as well as mentioning the author's name in the sentence, you must also provide some extra information – the year of the source where the idea was discussed, and a page number as well, if the idea was discussed only in part of the source – in brackets. This is called a citation. There is more information on what to put in a citation and where to put it in the next chapter.

On other occasions, who came up with the idea is not important, it simply matters that you have read about it in an authoritative source, or that you can point the reader to a good place to find more about the idea. In these cases it is more effective to simply put a citation pointing to the relevant sources at the end of the sentence. For example:

Econometrics is increasingly making use of experimental designs in order to overcome the methodological limitations involved with correlational statistics (Angrist & Pischke 2008, 2010; Lucifora 2015).

Note that at Crawford we do not put information about the sources we are drawing on in footnotes – it all goes in in-text citations.

1.3 How to use other people's words and ideas

It can be helpful to think of three ways of using someone else's ideas to support your claims: indicating, quoting, and summarising.

Indicating

Often you need to indicate where an idea comes from, or where the reader can find more information, but you don't need to elaborate on who said it or where. In these cases you can simply include a citation pointing to one or more authors who discuss the idea. Usually the citation should go at the end of the sentence, but if you are

discussing multiple ideas in a sentence then you may need to include the citation within the sentence, immediately after the idea it is relevant to.

► **example**

In recent years, there has been increasing public and policy concern in many countries with the issue of inequality and its consequences (OECD 2008, 2011). This partly arises from the impact of the Global Financial Crisis (GFC) in 2008, with some arguing that rising income inequality was itself a significant cause of the financial crisis (Rajan 2010; Krugman & Wells 2012) and others including the OECD (2013) pointing to a further widening in inequality in the subsequent period. The Occupy Movement from 2011 denounced the rise in income inequality, using the slogan ‘We are the 99%’ to draw attention to the increasing share of income held by the richest 1 per cent of the population in the United States and other countries (Chafkin 2012).

Source: Whiteford, P 2015, ‘Inequality and its socioeconomic impacts’, *The Australian Economic Review*, vol. 48, no. 1, pp. 83-92.

Quoting

You may sometimes need to quote the author’s exact words to support your argument. When quoting, you must give a citation, providing the author’s name, the year of publication, and a page number is required. The citation can either go immediately after the author’s name (if you include it in the sentence), or at the end of the quotation.

► **example**

Mulgan (2006, p. 27) concludes that ‘the greater transparency of the current era may be seen to cut both ways’.

Short quotations

If you are quoting a short excerpt from a source, include your quotation within the sentence and place it within single quotation marks, followed by the appropriate citation. If the text you are quoting includes quotation marks of its own, then these should be presented as double quotation marks.

► **example**

As Hacking (1996) points out, ‘Sen’s central question is always “equality of what?” This is a point of logic, not of economics or ethics’ (p. 22).

Long quotations

If you are quoting more than 30 words from a source, indent the quotation, the equivalent of one tab stop to the left. An indented quotation should use 1.5 line spacing, like a normal paragraph, and no quotation marks are needed.

► **example**

As Mulgan (2006) argues:

The greater transparency of the current era may be seen to cut both ways. On the one hand, it increases the likelihood that government deceptions will be uncovered and thus acts as a spur to government honesty. On the other hand, the fact that more public service advice may end up in the public arena places officials under greater pressure to compromise with the truth in the interests of not undermining the credibility of their political masters (p. 27).

From this we can infer that transparency in and of itself is neither a vice nor a virtue.

Indirect quotations – ‘cited in’

In citing an author’s idea or words as quoted by another author, you must acknowledge both sources, using the phrase ‘cited in’ to indicate the actual text you have quoted from.

► **example**

(Mosca 1939, cited in Ettore 1987, p. 17)

Summarising

The most effective way of using ideas in your argument is to summarise an author’s position. This involves explaining their idea or argument entirely in your own words (NOT just re-arranging their words!). A summary will usually be much shorter than the original, and will usually fits naturally into the flow of your own explanation of the point at hand. Most importantly, summarising demonstrates to the reader that you have understood the ideas you’ve read, and are not just parroting other people.

Note that even if you are not actually using the author’s words you still need to provide a citation! You must provide a citation giving the author, the year of publication, and the page(s) where the argument or idea can be found, every time you discuss someone else’s ideas.

▶ example**Author's original text**

The greater transparency of the current era may be seen to cut both ways. On the one hand, it increases the likelihood that government deceptions will be uncovered and thus acts as a spur to government honesty. On the other hand, the fact that more public service advice may end up in the public arena places officials under greater pressure to compromise with the truth in the interests of not undermining the credibility of their political masters.

Mulgan, R 2006 'Truth in government and the politicisation of public service advice' Policy and Governance Discussion Papers, February 2006, viewed 1 March, 2006, <http://www.crawford.anu.edu.au/degrees/pogo/discussion_papers.php>.

Summary

Mulgan (2006, p. 27) makes the point that transparency alone is not sufficient to ensure neutrality.

1.4 Plagiarism

Plagiarism is one of the most serious offences you can commit as a student, so it is important to understand what it involves and how it can be avoided.

Plagiarism usually arises for two different reasons. On the one hand, some students deliberately attempt to pass off the work of others—both established academics or classmates—as their own. This is intellectual theft and dishonesty, and will not be tolerated.

Other students, however, may plagiarise because they fail to understand how to use their sources properly. This is a problem that can be fixed by following the guidelines set out above, and working with an Academic Skills Advisor, if you are uncertain.

Turnitin

The ANU uses an online service called Turnitin (pronounced 'turn it in') to help students with their use of sources. Turnitin provides a list of matches between your assignment, its database of other students' assignments, and the internet. Your assignments should contain quite a few matches—if they do not, then you need to question whether you are using enough sources. When Turnitin highlights sections of your assignment to indicate a match, it is then up to you to make sure that it is correctly referenced.

Section 1 – Using sources

For more information on how to use Turnitin at the ANU, please go to the ANU's Turnitin site at:

services.anu.edu.au/information-technology/software-systems/turnitin

You can also join the ANU's Turnitin practice site at:

www.anu.edu.au/students/learning-development/academic-integrity/about-turnitin/turnitin-practice-site

For more information on the ANU policies regarding plagiarism and academic honesty, please go to the ANU's Academic Honesty site at:

www.anu.edu.au/students/program-administration/assessments-exams/academic-honesty-plagiarism

2 Referencing

2.1 Referencing styles

Referencing is the process of letting the reader know where the sources of your ideas and quotations come from. This can be done in many different ways. It is important, however, to be consistent throughout a document, so that your readers understand what you are doing. Thus, different organisations—from journals to government departments—have their own referencing styles.

There are a huge number of different referencing styles available today, but all stem from two basic approaches: the ‘note’ approach and the ‘author / date’ approach.

▶ example

In-text citation

Winship (2006) argues that the rationality present in policy making differs from that present in logic or even scientific theory (p. 56).

References

Winship, C 2006, ‘Policy analysis as puzzle solving’, in M Moran, M Rein & RE Goodin (eds), *The Oxford handbook of public policy*, Oxford University Press, Oxford.

2.2 The Crawford School style

At the Crawford School we use an ‘author / date’ style that is based on the Harvard style set out in the style manual used by the Australian Government. (Note that there is no single version of the Harvard style—it is a loose family of styles that do things in a similar way).

All variants of the Harvard style use citations inside your sentences each time you need to provide a reference, and have a reference list at the end of the document which gives all the details necessary to go and find all (and only) the sources referred to in the document. (Note: This makes a *reference list* different from a *bibliography*, which is used in some other referencing styles, and which gives the details of all the sources that you have read, not just those that you have referred to in your document.)

2.3 In-text citations

What is a citation?

A citation is the reference information that you put in brackets in the text whenever you refer to anyone else's ideas or words, and which points to the full details of your source in the reference list.

What to put in a citation

Whenever you need to indicate that ideas or words are not your own you must include a citation in your text. The basic details that you must include are:

- the author's last name (JUST the last name—not their first names or the initials of their first names)
- the year of the work's publication
- AND, if you are quoting from or talking about ideas from only part of the work
- the number(s) of the page(s) where the idea or words come from.
- These details go in brackets at the end of the sentence, and should look like the example below.

▶ example

(Ravachandran 2006, p. 35)

Note: there is no comma between the surname and year, there IS a comma between the year and the page number.

When you mention the author's name in the sentence to indicate whose idea you are talking about, put the year of the work in brackets *directly after* the author's name. If you quote or refer to a particular idea, then the page number could go at the end of the sentence, although it is also acceptable to put the page number with the year.

▶ example

EITHER

Ravachandran (2006) argues that the economy cannot sustain further privatisation (p. 35).

OR

Ravachandran (2006, p. 35) argues that the economy cannot sustain further privatisation.

Page numbers

Page numbers are essential if you are either directly quoting or paraphrasing someone else's words or referring to a particular idea that is found only in one place in the cited work.

Use the abbreviation 'p.' with a full stop and a space, before the page number. If citing more than one page, use the abbreviation 'pp.'

▶ example

Mulgan (2000) maintains that accountability 'is a complex and chameleon-like term' (p. 555). He goes on to discuss the differing uses of the terms 'accountability' and 'responsibility' in relation to standards in public service (pp. 557-558).

Variations on citations

No author

If a document has no author, but the name of the organisation is prominent on the title page, then you can use the organisation as an 'authoring body' in place of the author.

▶ example

One important plan implemented to improve carbon sequestration is taking place in Colombia (The World Bank 2006).

Often you will need to abbreviate the name of an authoring body to avoid your citation becoming too long. In this case, you will need to use a 'see' reference to the full name in the reference list:

▶ example

Citation

The key policy challenge is to make sure that the benefits of growth are evenly shared across societies (IMF 2017).

Reference list

IMF, see International Monetary Fund

International Monetary Fund 2017, *World economic outlook October 2017: seeking sustainable growth*, International Monetary Fund, Washington DC.

If the article being cited is in a newspaper, and no author is given, use the name of the newspaper as the author.

▶ **example**

According to The Australian (2007), crude oil has recently passed US\$59 a barrel, the highest price in a year (p. 92).

Two authors

If there are two authors, include both names in the citation, separated by an '&'. Note: if you mention the authors' names in the sentence rather than the citation, write 'and'.

▶ **example**

Integrity in the public sector can refer to the integrity of processes such as decision making (Duse & Feniser 2013).

BUT

Duse and Feniser (2013) argue that integrity in the public sector can refer to the integrity of processes such as decision making.

Three or more authors

If there are three or more authors, use only the first author's name followed by 'et al.' in the citation. In the reference list, however, include all of the author's names.

▶ **example**

Citation

(Limenta et al. 2016)

Reference list

Limenta, M, Edis, B & Fernando, O 2016, 'Disabling labelling: the WTO consistency of the Indonesian mandatory *halal* labelling law', Working Paper No. 2016/08, World Trade Institute, Bern.

More than one work by the same author from the same year

If you are citing two or more works by the same author that were published in the same year, distinguish them by adding a lower-case letter after the year.

▶ example**Citation**

(Ravallion 2014a)

(Ravallion 2014b)

Reference list

Ravallion, M 2014a, 'Can we trust shoe string evaluations?' *World Bank Economic Review*, vol. 28, no. 3, pp. 413-431.

Ravallion, M 2014b, 'Income inequality in the developing world', *Science*, vol. 344, no. 6186, pp. 851-855.

Multiple citations

If you need to provide more than one citation in the same place, join them with a semi-colon. Alphabetical order is recommended.

▶ example

(Chang 2003a, p. 25; Jones 2002; Wright 2010, p.4)

No date

If there is no date, then you can use the abbreviation 'n.d.' in place of the year.

If the document is a journal article that has been accepted for publication in a future issue, write 'forthcoming' in place of the year.

▶ examples**Citation**

(Abercrombie n.d.)

(Smith forthcoming, p. 229)

Reference list

Abercrombie, F n.d.,

Smith, JG forthcoming,

2.4 The reference list

The reference list appears at the end of the work, and should include details of all the sources of information you have referred to, in the text.

Format of the reference list

- The references list is titled 'References', with no formatting or punctuation.
- The entries in the references list are organised alphabetically by the authors' last names.
- The entries should have single line-spacing, with a blank line between each entry.
- The entries should be left-justified, not fully-justified.
- The reference list is NOT numbered.

For an example of what a reference list should look like, see the illustration on page 17.

Reference list entries

Every type of source used has different publishing conventions. Different information is needed your reader to help find what source you have used.

The basic information you need to include for most types of sources are:

- author(s)
- year of publication
- title
- publisher
- place of publication
- page numbers (where necessary)

The entry should be presented in the following order:

Author(s) year, 'Article or chapter title', *Book or Journal Title*, Publishing information, page numbers.

▶ example

Book

Mosley, P 2012, *The politics of poverty reduction*, Oxford University Press, Oxford.

Journal article

Guest, S & McDonald, IM 2004, 'Demographic transition and optimal saving in four Asian countries', *Economic Analysis and Policy*, vol. 34, no. 1, pp. 1-13.

Authors

Give the author's last name and the initials of their given names—do not give their full given names. (If you can't work out which is the last name and which are the given names, look it up on Google!)

No full stops or spaces are used between initials, and you should never use titles or prefixes such as 'Dr', 'Prof', or 'Mr'.

▶ example

Smith, JG

More than one author

If there is more than one author, you must list all the authors, using commas to separate their names, except for the final name in the list, which is preceded with an ampersand (&) instead of a comma. Note that, unlike other styles, we put the authors' initials after their last names: we do not reverse the order for second and subsequent authors.

▶ examples

Maddison, S & Denniss, R 2009, *An introduction to Australian public policy: theory and practice*, Cambridge University Press, Cambridge.

Ferlie, E, Lynn, LE & Pollitt, C 2007, *The Oxford handbook of public management*, Oxford University Press, Oxford.

More than one work by the same author

If you cited more than one work by the same author, instead of repeating the author's name, use two em-dashes:

▶ example

Larmour, P 1997, 'Corruption and governance in the South Pacific', *Pacific Studies*, vol. 20, no. 3, pp. 1-17.

—— 2002, ‘Conditionality, coercion and other forms of “power”’: international financial institutions in the Pacific’, *Public Administration and Development*, vol. 22, pp. 249-60.

Same first author but different second authors

Often an author will have contributed to many works with different co-authors, in a single year. If you need to cite more than one of these works, single author entries come first in the reference list, followed by any multiple author works.

Do not repeat the author’s name, instead use two em-dashes as you would do when listing more than one work by the same author.

▶ **examples**

Bessant, J 2001, ‘The question of public trust and the schooling system’, *Australian Journal of Education*, vol. 45, no. 2, pp. 207-226.

—— & Webber, R 2001, ‘Policy and the youth sector: youth peaks and why we need them’, *Youth Studies Australia*, vol. 20, no. 1, pp. 43-47.

Robbins, SP 2004, *Organisational behaviour*, 11th edn, Pearson Prentice Hall, Upper Saddle River, NJ.

—— & DeCenzo, DA 2004, *Fundamentals of management: essential concepts and applications*, 4th edn, Pearson Prentice Hall, Upper Saddle River, NJ.

Organisation as author

When there is no individual author, use the organisation that sponsored or commissioned the work, as the author.

▶ **example**

Organisation for Economic Co-operation and Development 2017, *OECD recommendation of the Council on Public Integrity*, Organisation for Economic Co-operation and Development, Paris.

Chapter in an edited book

Refer to an individual chapter, and include the details of the book in which it is found *after* the details of the chapter itself.

► **example**

Jessop, B 2011, 'Institutional theory', in M Bevir (ed.), *The Sage handbook of governance*, Sage, Thousand Oaks, CA, pp. 78-90.

Note: The editors initials *precede* their last name, and their name is followed by the abbreviation 'ed.' (with a full stop) or, with more than one editor, 'eds' (with no full stop) within brackets.

Year of publication

There is no comma between the author's name and the year, and no brackets around the year. There is, however, a comma after the year.

Smith, JG 2006,

As with citations, if there is no date then use the abbreviation 'n.d.', or, if the article has been accepted by a journal, you can use 'forthcoming', as in these examples:

Abercrombie F n.d.,
Smith, JG forthcoming, Titles

The formatting rules are:

- Books, book chapters and journal articles use sentence capitalization - only the first word and proper nouns start with capitals.
- Use lower-case letters after colons -unless the word is a proper noun.
- Journals, magazines and newspapers, however, use title capitalisation (the first word and all nouns start with capital letters).
- Use italics for the titles of books, journals, and newspapers.
- Enclose titles of book chapters and journal articles in 'single quotation marks'.
- If the title of the work is not in English, present it in its original language followed by a translation in parentheses.

► **examples**

Book title: Land reform in developing countries

Article title: 'Organisational learning in non-governmental organisations: what have we learnt?'

Journal title: Public Administration and Development

Foreign title: *Der mensch und seine symbol* (Man and his symbols)

Publisher and place of publication

The name of the publishing organisation, as given on the title page, follows from the titles and any other identifying information, such as edition, volume or series.

Note: Corporate abbreviations, such as ‘Co.’, ‘Pty. Ltd.’ can be omitted from the name of the publishing organisation.

The place where the publishing body resides follows the publishing organisation, separated by a comma. If there are several locations listed on the title page, list only the first.

Note: It is only necessary to give the city where the work was published, not the state or country, unless it is likely to cause uncertainty for the reader.

▶ **examples**

Butterworth-Heinemann, Oxford.

United Nations Research Institute for Social Development, Geneva.

Ballinger, Cambridge, MA.

Page numbers

You do not need to include the page number of the text you have quoted in the reference list—you have already provided it in the in-text citation, so you do not need to provide it again.

However, there are two types of source for which you need to provide the page numbers of the source as a whole: a chapter in an edited book and a journal article.

Edited books: you must put the page numbers on which the chapter starts and finishes at the end of the reference entry.

Journal articles: you must put the page numbers on which the article starts and finishes at the end of the reference entry.

Use the abbreviations ‘p.’ for a single page, and ‘pp.’ for a page range.

▶ **examples**

Gigerenzer, G 2006, ‘Bounded and rational’, in R Stainton (ed.), *Contemporary debates in cognitive science*, Blackwell Publishing, Oxford, pp. 115-134.

Sen, A 1995, ‘Rationality and social choice’, *The American Economic Review*, vol. 85, no. 1, pp. 1-24.

In conclusion, we can see that although Tversky and Kahneman's theory of frameworks contributes many new insights to our understanding of economic modelling, it is not as close to either Simon's notion of bounded rationality or Gigerenzer's theory of heuristics as the authors claim, and it suffers from some problems. However, the insights of Tversky and Kahneman and Gigerenzer's theories bring to the fore. Thus a more comprehensive understanding of economic modelling can be achieved by both approaches, not just relying on Tversky and Kahneman.

References

Gigerenzer, G 2006, 'Bounded and rational,' in R Stainton (ed.), *Contemporary debates in cognitive science*, Blackwell Publishing, Oxford, pp. 115-134.

Gigerenzer, G & Selten, R (eds) 2001, *Bounded rationality: the adaptive toolbox*, MIT Press, Cambridge, MA.

Jones, BD 2002, 'Bounded rationality and the decisional foundation of choice,' *Journal of Economic Psychology*, vol. 23, no. 3, pp. 269-284.

Kahneman, D 2003, 'Maps of bounded rationality: psychology for behavioral economics', *American Economic Review*, vol. 93, no. 5, pp. 1449-1475.

Keen, S 2001, *Debunking economics: the naked emperor of the social sciences*, Zed Books, London.

McCloskey, DN 1995, 'Modern epistemology against analytic philosophy: a reply to Maki', *Journal of Economic Literature*, vol. 33, no. 3, pp. 1319-1323.

McCloskey, DN & Ziliak, ST 1996, 'The standard error of regressions', *Journal of Economic Literature*, vol. 34, no. 1, pp. 97-114.

Ormerod, P 1995, *The death of economics*, Faber and Faber, London.

Sen, J 1995, 'Rationality and social choice', *The American Economic Review*, vol. 85, no. 1, pp. 1-24.

Simon, H 2001, *Bounded rationality*, MIT Press, Cambridge, MA.

Note that the entries are sorted in alphabetical order by the author's last name, NOT numbered.

8

Illustration of a reference list on the last page of an assignment

General punctuation and spacing

The elements of each entry are separated by commas, with the exception of the author's name and the date, which is not separated by anything

The whole entry finishes with a full stop.

Order of entries in the list

The items in the reference list are arranged alphabetically by the authors' surnames.

Where you have cited more than one work by the same author, those items are then arranged by date, starting with the earliest.

▶ example

Colebatch, H 1993, *Market, bureaucracy, and community: a student's guide to organisation*, Pluto Press, London.

——— 2005, 'Policy analysis, policy practice and political science', *Australian Journal of Public Administration*, vol. 64, no. 3, pp. 14-23.

Note: Instead of repeating the author's name, use two em-dashes.

Difficult names

Some names have more than one spelling or include a prefix, causing problems in knowing where they go in the order of the list.

Where the author's name starts with 'Mc' or 'Mac', treat the name simply as if the first three letters are 'Mac' and place it within the list accordingly.

Maclean, B

MacAndrew, D

McArthur, VA

Mackintosh, J

Mack, PS

McPhee, F

MacPherson, I

Macquarie, K

Where the author's name starts with a prefix, such as 'de' or 'von', treat the prefix as the beginning of the surname, and place it within the list accordingly

Vonnegut, K

von Ormond, H

2.5 Reference list: types of entry

Each of these types of text requires a slightly different set of the elements - author, date, title, publishing details and page numbers.

The most common types of reference list entry are:

- books & book chapters
- journal articles
- newspaper articles
- government documents
- legislation
- parliamentary debates (Hansard)
- official reports and official documents
- web pages and other online sources
- conference papers
- working papers
- higher degree theses
- personal communications
- reference works

Note: there are many other types of documents that you may occasionally need to cite, and sometimes you will need to bend the rules to make an effective citation.

Books

The format for a book is:

Author year, *Title*, Publisher, Place.

- The author's surname is given first, then a comma, then their initial(s) - with no full stops.
- The year follows the name, with no comma in-between.
- The title follows the year, separated by a comma, and is given in sentence capitalisation and in italics.
- The publisher, usually a company, but sometimes an organization, follows the title, separated by a comma.
- The place of publication follows the publisher, separated by a comma, and followed by a full stop.
- If more than one location is given on the title page of the book, use only the first.

► **example**

Stiglitz, JE 2002, *Globalization and its discontents*, Penguin Books, London.

Second, or later, edition

- Details of the edition go immediately after the title, separated by a comma.
- Use the abbreviation 'edn' - with no full stop.

► **example**

Kingdon, JW 2003, *Agendas, alternatives, and public policies*, 2nd edn, Longman, New York.

A chapter in an edited book

Provide chapter details if every chapter in the book has a different author. If you are citing from chapter 6 of a book where all the chapters are written by the same author, include the details of the whole book in the reference list, *not* the specific chapter.

For a chapter in an edited book:

- The author is the author of the chapter.
- The title is the title of the chapter, and is given in single quote marks, not italics.
- Following the chapter title, give the editor and title of the whole book.
- The editor's name has the initial BEFORE the last name, in the opposite order to the author's name.

in T Smith (ed.), *Title*

- Note that if there is more than one editor, then the abbreviation 'ed.' is changed to 'eds', - this does not have a full stop.

► **example**

in JL Waite (ed.), From Alzheimer's disease to a demography of chronic disease,
...

Note: The editor's initials come before the surname instead of following it.

- More than one editor
- Publication details of the book follow as normal, but include the page numbers for the start and end of the chapter.

► **example**

Davis, G & Rhodes, RAW 2000, 'From hierarchy to contracts and back again: reforming the Australian public service', in M Keating, J Wanna & P Weller (eds), *Institutions on the edge? Capacity for governance*, Allen & Unwin, St Leonards, NSW, pp. 74-98.

Journal articles

The format for a journal article is:

Author, year, 'Article title', *Journal Title*, vol. x, no. x, pp. x-x.

- Author's surname, comma, then their initial(s)—then space but no punctuation.
- Year follows the name—then comma.
- Title follows the year in single quote marks, in sentence case.
- Title of journal then follows, separated by a comma, and is given in full capitalisation, in italics.
- Journal title is followed by the volume, abbreviated as 'vol.'—with a full stop and a space, and issue or number, abbreviated as 'no.'—with a full stop and a space.
- Page numbers are written as 'pp.' and come at the end, followed by a full-stop.

► **example**

Thirkell-White, B 2006, 'Private authority and legitimacy in the international system', *International Relations*, vol. 20, no. 3, pp. 335-342.

Articles not yet published

If you are citing the draft of an article that has been accepted for publication by a journal, but has not yet been published, you should put 'forthcoming' in place of the date.

Newspaper articles

A newspaper article is mostly the same as a journal article, except that instead of volume and number, the title of the newspaper is followed by the place (if needed to make which newspaper is being cited clear), the date of publication and the page number.

► **example**

Smith, B 2009, 'It's offishal—English iz darned hard to lurn', *The Age*, Melbourne, 17 November, p. 3.

Online newspaper

▶ example

Jackson, A 2008, 'S&P/ASX 200 and All Ords slump after Wall St tumble', *The Australian* (online edition), 20 November, viewed 20 November 2009, < <http://www.theaustralian.news.com.au/business/story/0,28124,24679617-20142,00.html>>.

No author

If there is no author, then you can use the title of the newspaper in place of the author in both the citation and the reference list.

▶ examples

Citation

According to *The Australian* newspaper (2008), the European Union aims to make significant cuts to its greenhouse emissions by 2020 (p. 32).

Reference list

The Australian 2008, 'European Union aims to make significant cuts to its greenhouse emissions by 2020', 23 January, p. 32.

Government documents

Government documents come in a vast range of types and formats, but the basic formatting is:

Author year, *Title of publication*, Publishing organisation, Place.

▶ example

Anderson, J, Allison, R & Thoms, PF 2006, *Desertification: a global issue*, Commonwealth of Australia, Department of Environment and Heritage, Canberra.

Note: The national government is given, as well as the name of the government organisation responsible for the document.

Variations

The author will often be an organisation or a department, rather than an individual.

► **example**

Congressional Commission on Agricultural Modernization 1998, *Modernizing agriculture: report and recommendations of the Congressional Commission on Agricultural Modernization*, Congress of the Philippines, Manila.

In this case you would use an abbreviation in the in-text citation. Example: abbreviate ‘Congressional Commission on Agricultural Modernization’ as ‘CCAM’), and then use a ‘see’ reference in the reference list to point from the abbreviation to the full title.

► **example**

CCAM, see Congressional Commission on Agricultural Modernization

The place of publication should be the capital city of relevant government.

Legislation and Regulations

The title of the legislation should be given as it is presented in the original document.

Title of Acts of Parliament are presented in italics.

The full official title should be used, wherever possible. If there is a commonly used short title or other name for the legislation (as, for example, the Australian Federal Government’s *Workplace Relations Amendment (Work Choices) Act 2005* is commonly called ‘Work Choices’) you must specify in the text or a footnote that you will use the shorter version.

► **examples**

Citation

These issues were enacted into law in Indonesia in 1995 in Government Regulation Number 45 Year 1995 Concerning Capital Market Organisation.

The Australian Government’s *Workplace Relations Amendment Act* (henceforth Work Choices) came into effect in 2005.

Reference list

Government Regulation Number 45 Year 1995 Concerning Capital Market Organisation (Republic of Indonesia)

Workplace Relations Amendment Act (Work Choices) 2005 (Commonwealth of Australia)

Parliamentary debates (Hansard)

Every speech that is made in any Australian Parliament—Federal and State—in either the House of Representatives or the Senate, is recorded and published in the Parliamentary Debates, known as Hansard.

Parliamentary Debates are published in two forms—the initial publication, usually available the next day, is called the proofs. These are replaced, usually around two weeks later, by a final, corrected copy, which is bound in a book format.

Parliamentary Debates for all Australian parliaments are also available online from each parliamentary website. These have slightly different formats and search options across the different parliaments.

The Crawford Style Guide has modified the traditional form of reference to allow readers to locate the exact debate online.

Jurisdiction, House of parliament year, Debates, date, viewed date
< <http://address of pdf file>>.

▶ example

Australian House of Representatives 1974, Debates, 13 March, viewed 25 October 2012,
<http://parlinfo.aph.gov.au/parlInfo/download/hansard80/hansardr80/1974-03-13/toc_pdf/19740313_reps_28_hor88.pdf>.

The in-text citation for a Parliamentary Debate should include both the jurisdiction and the house of parliament, as well as the page number.

(Australian House of Representatives 1974, p. 357)

Official reports and documents

Non-governmental organisations include the International Monetary Fund (IMF), the World Bank, the Organisation for Economic Co-Operation and Development (OECD), the World Health Organization (WHO) and the United Nations Children’s Fund (UNICEF).

Publications produced by such organisations should be referenced in a similar way to government documents, with the author (if acknowledged), year, and title followed by the name of the organisation. If no author is given, then, as with government documents, the name of the organisation can be used instead.

It is common for such organisations to use only their acronym, rather than their full name (such as the OECD or the IMF). If the acronym is widely used in the organisation's publications, then it is acceptable to use the acronym as the organisation's name in your citation and reference list.

The full name should be given in the text the first time you use it, with the acronym following in brackets.

If you use the acronym in your citations, for example, (IMF 2006), then include a 'see' reference in your reference list.

Do not use an acronym if it is not in widespread use in the organisation's own publications. For example, the World Bank does not use the acronym 'WB'.

Most of the publications of such organisations are now available online, either in HTML form or as PDFs. If you located the document you are citing online, include the date you viewed the document and the URL.

► **example**

IMF, see International Monetary Fund

International Monetary Fund 2007, *World economic outlook*, International Monetary Fund, viewed 12 September 2009,
<<http://www.imf.org/external/pubs/ft/weo/2007/02/pdf/c4.pdf>>.

Web pages and other online sources

Much of the information available now is available online: academic journals, newspapers, institutes and governments all place information online, either replicating printed material or as a standalone form of publishing.

Note: Websites that are not associated with official, academic or otherwise reputable organisations are often a dangerous source of information, and should be used with caution and in consultation with lecturers.

The format for websites is:

Author year, 'Title of page', *Title of website*, Organisation, viewed Day Month Year,
<<http://address>>.

► **example**

International Monetary Fund 2007, *World economic outlook*, International Monetary Fund, viewed 12 September 2009,
<<http://www.imf.org/external/pubs/ft/weo/2007/02/pdf/c4.pdf>>.

Note: The URL goes on a new line, with no extra line space between it and the rest of the item.

Formatting issues with websites

URLs should not be underlined or printed in blue. This can be difficult to achieve, as Microsoft Word automatically adds formatting to a URL. To avoid this, you can either:

- undo Word’s automatic formatting as soon as it happens -either use the CTRL-Z keystroke combination to undo, or go to the Edit menu and choose ‘Undo autofomat’.
- remove the hyperlink formatting by right-clicking on the underlined, blue text and choosing ‘Remove hyperlink’.

The URL should go on a new line, but should not be separated from the rest of the entry by a blank line space. This can be achieved by using a ‘soft’ return, which can be executed in Microsoft Word by holding down the SHIFT key as you press the ENTER key.

Conference papers

Conference papers can be cited in their unpublished or published forms. If the paper is *unpublished*, the format is:

► **example**

Byas, A 2003, ‘Family law: old shadows and new directions’, paper presented to the eighth Australian Institute of Family Studies Conference, Melbourne, 12-14 February.

If, however, the paper has been *published* in the conference proceedings, the format is similar to a paper published in a book, with the title of the conference proceedings, the same as the title of the book:

► **example**

Common, M 2001, 'The role of economics in natural heritage decision making', in *Heritage economics: challenges for heritage conservation and sustainable development in the 21st century*, Proceedings of the International Society for Ecological Economics Conference, Canberra, 4 July 2000, Australian Heritage Commission, Canberra.

Working papers

Many university departments and professional organisations provide access to unpublished papers written by members of their own staff or respected visitors. Such papers reflect the research aims of the organisation, and carry the authority of the organisation. Such papers have many different names, including 'discussion papers', 'occasional papers' and 'briefings'.

Include any information that might help your reader to locate the document, such as the full name of the department or organisation, including the name of the university a department or school belongs to, the date of submission, if given, and any identifying number or sequence, if given.

► **example**

Kanowski, P, Filer, C & Tacconi, L 2011, 'Australia's role in reducing regional deforestation', Policy Brief No. 11, Crawford School of Public Policy, Australian National University, Canberra, viewed 9 December 2014, <https://crawford.anu.edu.au/pdf/policy_briefs/2011/reducing_regional_deforestation.pdf>.

Higher degree theses

A thesis is treated in much the same way as any other unpublished document, with the addition of the degree and the sponsoring university.

► **example**

Vu, QN 2002, 'State-owned enterprise reform in Vietnam', PhD thesis, Australian National University, Canberra.

Personal communications

As much information about a personal communication should be included in the text, so there is no need for an entry in the reference list.

▶ **example**

The minister, when questioned on 5 March 2006, confirmed that ...

When asked for her position on the matter on 9 April 2004, Ms Bhagwati asserted that ...

Sometimes you cannot comfortably include all the information you need in the text, and you may need to provide a citation. The citation should contain any information not contained in the text. To indicate that the citation is giving information about a personal communication, rather than a published document, use the abbreviation 'pers. comm.'.

A reference list entry is still not needed, even when details are included in a citation.

▶ **example**

Professor Mulgan expressed surprise at the shift in the government's position on the matter (2007, pers. comm., 12 December).

The government has confirmed this view (K Rudd 2008, pers. comm., 12 January).

Reference Works

In most respects a reference work is similar to an edited book. The basic format is:

Author year, 'Article title', in T Smith (ed.), *Title of reference work*, Publisher, Place, p. x.

▶ **example**

Bedford, K 2004, 'Gender and politics', in ME Hawkesworth & M Kogan (eds), *Encyclopedia of government and politics*, Routledge, London, pp. 603-615.

If the reference work is part of an online collection, and gives no page numbers, include the full URL in the reference.

▶ **example**

Enloe, CH 2001, 'Gender and politics', in J Krieger (ed.), *The Oxford companion to the politics of the world*, 2nd edn, Oxford University Press, Oxford Reference Online, viewed 20 November 2008,

<<http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t121.e0274>>.

Reference works with no author

If there is no author for a particular article in a reference work, treat the reference work as a normal book, giving the editors of the work, in place of the author.

If the reference work being cited is organised alphabetically, then there is no need for a page number. If, however, it is not organised alphabetically, a page number *must* be provided.

▶ example

Citation

A recession is defined in *A dictionary of finance and banking* as ‘a slowdown or fall in economic growth rate’ (Law & Smullen 2008, p. 134).

Reference list

Law, J & Smullen, J (eds) 2008, *A dictionary of finance and banking*, Oxford University Press, Oxford.

Language Dictionaries

If you have cited a definition from a language dictionary, such as the *Oxford English dictionary* or the *Macquarie dictionary*, then include all the relevant details in the citation: there is then no need for an entry in the reference list.

▶ example

The *Australian concise Oxford dictionary* (1987) defines recession as a ‘temporary decline in economic activity’.

Lecture content

You should NOT cite material from lectures unless you absolutely cannot find the information elsewhere. The only likely situation in which it is appropriate to cite from a lecture is when a lecturer provides original ideas that have not yet been published. In all other cases, look for the ideas in the lecturer’s publications or in the broader literature.

If you do need to cite the content of a lecture, get the details correct - check the Wattle recording or the lecturer’s slides or notes - provide the following information:

- lecturer’s name
- year of lecture
- course code and name of course

- 'Lecture on...' the date of lecture
- slide number or time on recording (if possible)
- name of department or school
- name of university.

► **example**

Wanna, J 2011, CRWF8000 Governments, markets and global change, Lecture on 3 September, slide 8, Crawford School of Public Policy, Australian National University.

Note: There is no special formatting for the course name or lecture details - no italics or quotation marks - as there is no actual title for a lecture.

3 Formatting

Unless your lecturer or supervisor specifically asks for something different, this guide should be followed in formatting all assignments at Crawford School.

3.1 Page layout

Page

All assignments should be prepared on A4 paper. Every page should be numbered at the bottom centre of the page.

Margins

There should be 2.5cm margins on the left and right sides, and 2cm margins on the top and bottom.

Type-face

Your assignments should be prepared in Times New Roman or Times at 12 points (12pt).

Line-spacing

The line-spacing (or line-height) of your document should be set at 1.5.

Styles and templates

You can become more efficient in formatting your assignments if you learn how to use the styles on your computer, by enrolling in a course with the Information Literacy Program.

3.2 Headings

Sometimes it is appropriate to use headings in your work. However, be consistent, and keep headings to a minimum. In a qualitative paper, subheadings without numbering, can make reading easier. In a more technical paper or report numbered headings can be used.

Headings can be in a contrasting type-face, such as Arial or Helvetica.

- Level 1 headings should be bold, and 2 points larger than normal text.
- Level 2 headings should be bold, and 1 point larger than normal text.
- Level 3 headings should be bold, and the same size as normal text.

See the illustration on the next page for examples.

Bounded Rationality

It is now a commonplace in the economic literature that human cognitive capacity is limited, a concept often denoted by Nobel Prize winner Herbert Simons' phrase 'bounded rationality' (Simon 1957; Sargent 1993; Rubinstein 1998; Gigerenzer & Selten 2001).

Misconceptions

Gigerenzer (2001) argues that most economists have failed to understand the basic concept behind the notion of bounded rationality. He suggests that instead of seeing bounded rationality as one more tool that can be applied to formal modelling of economic decision making, economists should understand that it challenges the very applicability of formal modelling based on mathematical logic to economic thinking (p. 37). The key, he argues, is to see optimisation as a strategy to achieve outcomes, not an outcome in itself, which he argues that formal models do (p. 116). This is an idea that is reinforced by Simon himself, who writes that many economists—Simon gives Thomas Sargent as an example—who have used his idea in their own work, 'miss the point of it when they continue to base their models on a priori hypotheses about behaviour instead of grounding them in fact established by direct observation' (Simon 1982, p. xii).

Frameworks versus bounded rationality

There is a common misconception that Tversky and Kahneman's theory of 'frameworks' and Simons' notion of 'bounded rationality' are somehow rival theories or alternatives in the economic research toolbox. Kahneman (2003) writes that he and Tversky

explored the psychology of intuitive beliefs and choices and examined their bounded rationality. Herbert A. Simon (1955, 1979) had proposed much earlier that decision makers should be viewed as boundedly rational, and had offered a model in which utility maximization was replaced by satisficing (p. 1449).

Kahneman argues that his and Tversky's research set out to formalise or 'map'

A sample page from an essay with headings, citations, short quotations and a long quotation.

Numbering of headings

When writing a more technical paper or report, consider numbering the sections and sub-sections.

Use Arabic numerals, and follow this pattern:

- first level: 1
- second level: 1.1
- third level: 1.1.1

Do not use more than three levels of heading.

3.3 Paragraphs

Leave one line between paragraphs.

The first line of each paragraph should be left aligned, not indented.

This can be achieved by either inserting a carriage return (hitting <ENTER>) or setting the paragraph style in your word processor to have a 12 point space after each paragraph.

Each paragraph should have the line-spacing set at 1.5 lines.

3.4 Text formatting

Italics are used for foreign words, or terms or for book and journal titles, but not for emphasis.

The Oxford Dictionary for Writers and Editors is a useful reference on what is considered to be a foreign word.

Some common Latin examples include:

inter alia	status quo
ad infinitum	ceteris paribus
per se	ad hoc
de facto	etc (NOT to be used in assignments!)

Note: 'et al.' and other abbreviations do not need italics.

Italics, bold or underlining should not be used unless specifically called for.

3.5 Punctuation

Colons & semi-colons

A colon marks separation from the text, for example, of a word or phrase ('There was only one word for it: catastrophic'), or of a list ('The issue was discussed in three countries: Indonesia, Thailand and Malaysia'). Alternatively an em-dash can be used.

Semi-colons should be used to separate items in a list introduced by a colon, when the clauses in the list contain commas.

► **example**

These country groups trade with China: Fiji, Tonga and Vanuatu; France, Germany and Switzerland; Mexico and Columbia; and the United States and Canada.

They are also used to separate parts of a sentence that require a stronger break than a comma, but cannot be broken into separate sentences.

► **example**

The past is a different country; they do things differently there.'

Note: Do not use an em-dash in this situation.

Quotation marks and punctuation

Punctuation that is not an integral part of a quotation should follow the closing quotation mark, not be included within the quotation marks.

If the quotation includes closing punctuation, usually a question mark, this may go within the quotation marks, and no further punctuation is required following the final quotation mark.

Hyphens & dashes

There are many different types of dash, and each has its own particular uses. However, for the purposes of writing assignments at Crawford School, we recommend the use of only two, the hyphen and the em-dash.

It should be noted that the *Style manual for authors, editors and printers* (6th edn) recommends the use of the 'en-dash' in many cases where we recommend the hyphen.

Hyphens

1. Hyphens should be used to link words and parts of words in the following ways:

With a prefix when the word:

- begins with a capital letter: un-American, pre-Christian
- is italicised, or in quotation marks: pro-glasnost, semi-'pickled'
- is short and monosyllabic: re-ink, re-use
- begins with the same vowel the prefix ends in: de-emphasise, semi-industrial
- when a word is particularly common, a hyphen is not used, and it is written as one word, for example: cooperate, coordinate.

However,

- Regular word-forming prefixes (anti-, extra-, pre-, sub-, dis-) do not usually need a hyphen.
2. A hyphen is used when the prefix is a number, expressed as a word or a figure, such as: 'a four-part series', 'a 21-gun salute'.
 3. A hyphen can be used to prevent ambiguity, for instance: 'more-experienced staff' (staff who are more experienced as opposed to more staff who are experienced); 're-form' rather than 'reform'.
 4. A hyphen can also be used to:
 - link numbers of pages or other, show a period of time, or a distance, for example pp. 316-18, pp. 316-28, April-June, 1990-1991 financial year
 - express an association between words where each is of equal importance, thus 'a Commonwealth-State agreement', 'cost-benefit ratio'
 - where one word is not equivalent to the other, a hyphen is used instead. 'Anglo-Australian Telescope' rather than 'Australia-Japan Foundation'; 'The Austro-Hungarian Empire', rather than 'the Austria-Hungarian border'.
 5. Hyphens are not used
 - with an adjective ending in -ly, for instance 'a widely used formula', 'a recently established marketing board'
 - when the compound is modified by very, more or most: 'the better known writers', 'the least visited countries', 'well known activist'
 - when the compound is made up of more than two words and is commonly used, for instance: 'stock exchange report' or 'equal employment opportunities' (although if it is further modified, a hyphen can be used)

- with the words ‘from’ and ‘between’. Thus, ‘the period between 1970 and 1990’ rather than ‘the period 1970-90’
- a ‘hanging’ hyphen should not be used, thus ‘pre and post 1997’, not pre- and post-1997, and ‘medium or large-scale development’, not medium- or large-scale development’.

Em-dash (—)

An em-dash is used to mark off an element of the sentence when

- a word from the preceding clause is being expanded: ‘Other countries’ official transfers—that is to say, foreign aid, usually on grant or highly concessional terms—have been the major source of funding...’
- to mark off a long list that serves as part of the subject or object of the sentence: ‘It is necessary to consider other aspects of efficiency—allocative, technical, locational, technological and scope’
- to mark an abrupt change in the structure: ‘His first premise—a vitally important one—is that the macroeconomic performance of these countries...’

No more than one pair of dashes should be used in one sentence.

Dot points & bullets

Bullet points should not be used in an essay or assignment.

Bullets are sometimes appropriate in academic work, particularly in plans and proposals, but should only be used when you are confident that the assignment requires them.

Bullets can have two roles, one being to mark items in a list, and the other to give emphasis.

Bullets should be simple and unadorned: it is preferable to use a closed circle rather than a symbol or graphic.

3.6 Spelling and terminology preferences

The spelling and terminology preferences of the Crawford School are those laid out in the *Australian Oxford Dictionary*, available online through the ANU Library in the Oxford Reference Online collection.

Always use:

- o before a decimal point (0.75)
- per cent, or percent (% in tables to save space)—be consistent!
- benefited, benefiting (one ‘t’)
- decision-making in the adjectival sense (for example, decision-making process) but otherwise, decision making and decision maker, for example, the process of decision making
- policymaking, policymaker
- cooperation (not co-operation)
- focuses (one ‘s’)
- Asia Pacific (without a hyphen)
- Treat the following as one word:

workforce	southeast
microeconomic	multifibre
macroeconomic	multilateral
socioeconomic	worldwide
policymaker	landowner
smallholder	wellbeing
- Avoid referring to general regions if more specific regional titles are appropriate, for example, ‘East Asian financial crisis’, not ‘Asian financial crisis’.

Capital letters

- Use capitals for referring to numbered chapters, tables, appendices, equations: thus, Chapter 1, Table 2, Appendix A, Equation 4.
- When referring to a specific noun, use upper case, but in general use lower case, thus:
 - ‘the district’, but ‘the Morobe District’
 - ‘the southeast’, but ‘Southeast Asia’
 - ‘the West’ and ‘Western thought’, but ‘western slopes’
 - ‘the Indian government’ but ‘the Government of India’
 - ‘the prime minister of Australia’ but ‘Prime Minister Howard’.

Abbreviations and acronyms

Where an acronym is used, the author should write the name or phrase in full the first time it is mentioned, followed by the acronym in a parenthesis.

► **example**

The International Rice Research Institute (IRRI) ...

The General Agreement on Tariffs and Trade (GATT) ...

Only use acronyms that are in common use—do not make acronyms up. For example, do not refer to the World Bank as WB.

Note: Full stops are not used in acronyms; therefore NSW (not N.S.W.), ABC (not A.B.C.), Washington, DC (not D.C.).

Some abbreviations should simply not be used:

- e.g.—use ‘for example’
- etc.—when necessary, use ‘and...’ or ‘such as...;’ or ‘including...’
- i.e.—use ‘that is’.

When you need to use an abbreviation, use the correct punctuation. A short list of common Latin abbreviations, with their English meanings, is given below.

c.circa around
cf.confer see
et al.et alia and the rest
NB..... nota bene pay attention

Do not use full stops after contractions (abbreviations which end in the same letter as the full word) such as:

- Mr (Mister)
- Dr (Doctor)
- 2nd (second)
- eds (editors—although a single editor is abbreviated as ed.)
- St (Street)

Do not use full stops after unit terms, such as:

- km
- kg
- pm
- sq km

‘Per annum’ and ‘per capita’ are to be spelled out in full.

Dates and numbers

Dates

- Do not shorten the second date in a period: use 1985-1989 and 1985-1989 and not 1985-89.
- Dates are presented without punctuation; thus, 19 May 1993.
- Do not use apostrophes in dates: 1980s - not 1980’s.
- Spell out ‘twentieth century’ in lower case - not 20th Century.

Numbers

- In general, figures should be used for numbers over ten (11, 23, 476); numbers below ten should be written out in full (three, nine).
- Figures should be used for measurements and times, 9 per cent, \$4.40, 5.10 pm, 3 kg, 5-year old (but: 5 to 7-year olds).
- Note that ‘per cent’ or ‘percent’ is to be written out in full (not %)
- A number which opens a sentence should be written in full, thus ‘Seventy-five countries participated in the summit, and 68 ratified the treaty.’
- Numbers that close a sentence should also be written in full, except where related numbers in the sentence are written in figures; thus, ‘The number of countries participating in the summit increased to seventy-six’; ‘The number of countries participating in the summit increased from 55 to 76.’
- All dollar signs should be identified (AU\$500 or US\$675).
- Use commas for multiples of a thousand (6,000).
- Fractions should be hyphenated if they are spelt out (one-quarter).
- Numbers should be hyphenated if they are spelt out (fifty-five).

3.7 Tables and figures

When you need to use a table, use the proper table function offered by your computer.

Do not leave empty cells in a table. Any cell with no data can be given one of the following entries:

n.a.	not applicable
..	not available
-	zero
.	insignificant

A note explaining these abbreviations should be given in the preliminary pages of the document. Perpendicular lines in tables should be avoided.

Headings

For table or figure headings, the table or figure number should be given in plain text, followed by the title of the table or figure in sentence case and in bold.

If there is only one unit of measurement, it should be given in brackets in the heading, and in plain text, rather than in the table itself.

If any other information needs to be given in the heading, it should be given in brackets and in plain text.

Column headings in tables should be concise, in bold text, and in sentence case if there is more than one word.

Notes

Superscript letters, not numbers, should be used for notes within tables and figures, and the note should be given directly beneath the table or figure, not at the bottom of the page. The notes should be given the heading 'Notes' in 10 point bold text, followed by a colon.

Source

The source of the data in a table or figure should be given below the table or figure, with the heading 'Source' in 10 point bold text, single spaced, followed by a colon.

The source should be presented as a standard citation, with the full information in the reference list.

If the source is the author's own calculations, it should be referenced as such, for example: 'Author's calculations' or 'Author's estimations'.

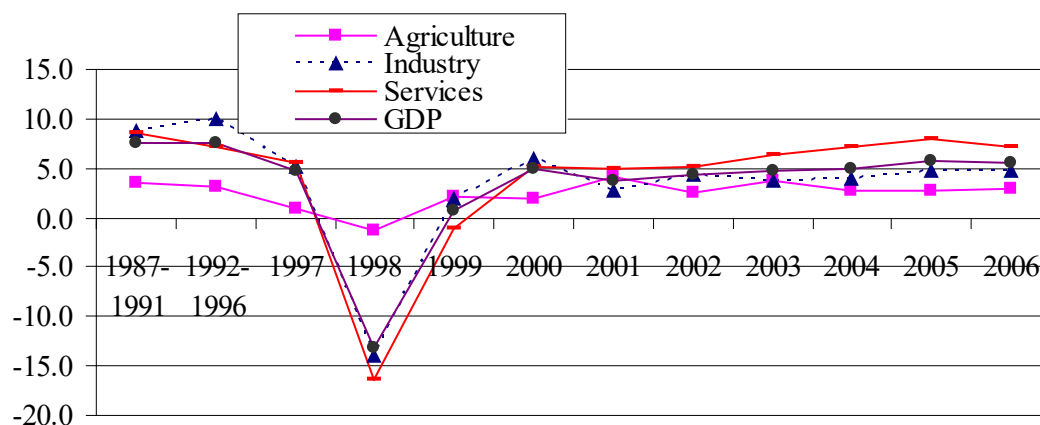
Examples of tables and figures

Table 1 Changes in exchange rate volatility, pre-crisis to post-crisis

Countries	Pre-crisis	Crisis	Post-crisis
Malaysia	Soft peg	Very volatile & then hard peg	Hard peg
Indonesia	Relatively stable	Very volatile	Still Volatile Much less volatile
South Korea ^a	Relatively stable	Very volatile	but not as stable as pre-crisis Much less volatile but not as stable as pre-crisis
Philippines	Relatively stable	Very volatile	but not as stable as pre-crisis Much less volatile but not as stable as pre-crisis
Thailand	Relatively stable	Very volatile	but not as stable as pre-crisis

Note: ^a The data from South Korea was normalised
Source: Baig (2001).

Figure 1 GDP and sector growth, 1987-2006 (per cent)



Source: ADB (2007).

These tables and figures would appear in the **reference list** as:

Baig, T 2001, *Characterizing exchange rate regimes in post-crisis East Asia*, International Monetary Fund, Washington, DC.

ADB, see Asian Development Bank

Asian Development Bank 2007, 'Country key indicators', viewed 19 October 2010, <<http://www.adb.org>>.

Final thoughts

Referencing is not something that should be done mechanically, just because your lecturer told you to. Always remember the reasons *why* you are referencing other people's work:

- to acknowledge other people's ideas
- to provide evidence for your claims
- to enable the reader to find the sources you have used
- to show that you have engaged with the literature.

When you have questions about how to reference a particular source that you can't answer by reading the *Style Guide*, you will need to use your judgment. How can you present the information that you have in the most effective way to meet your goals? As Menand (2003) says, correct citation is a moving target, there is no single right way to do everything. But some ways are more useful than others. Knowing what you are trying to do, and understanding the rationale behind the rules given in this, and other, style guides, will help you to make better judgments.

References

Menand, L 2003, 'The end matter: the nightmare of citation', *New Yorker*, 6 October, viewed 2 December 2012,
< <https://www.newyorker.com/magazine/2003/10/06/the-end-matter>>.

Referencing quick guide (continued)

Sample reference list entries

working paper	Mamoon, D 2007, 'Good institutions and fair trade: a road map to local and global social harmony', ISS Working Papers, No. 450, Institute of Social Studies, The Hague, viewed 21 June 2008, < http://biblio.iss.nl/opac/uploads/wp/wp450.pdf >.
reference work	Mittelman, A 2001, 'Patriarchy', in J Krieger (ed.), <i>The Oxford companion to the politics of the world</i> , 2nd edn, Oxford University Press, Oxford Reference Online, viewed 20 November 2008, < http://www.oxfordreference.com/view/10.1093/acref/9780195117394.001.0001/acref-9780195117394-e-0572 >.
book review	Rao, JH 2007, review of <i>The bottom billion: why the poorest countries are failing and what can be done about it</i> by Paul Collier, <i>Population and Development Review</i> , vol. 33, no. 4, pp. 821–822.
online newspaper article	Siddique, H 2012, 'Antisocial behaviour: Eric Pickles insists troubled families are not victims', <i>The Guardian</i> (online edition), 11 June, viewed 16 June 2017, < http://www.guardian.co.uk/society/2012/jun/11/antisocial-behaviour-eric-pickles-victims >.
newspaper article	Smith, B 2009, 'It's offishal—English iz darned hard to lurn', <i>The Age</i> , Melbourne, 17 November, p. 3.
website	Transparency International 2017, 'What is corruption?', Transparency International, viewed 18 May 2017, < http://www.transparency.org/what-is-corruption#define >.
foreign language book	Wasilah, AC 1997, <i>Politik bahasa dan pendidikan</i> (Politics of language and education), Remaja Rosdakarya, Bandung.

Sample in-text citations

(Mamoon 2007)

(Mittelman 2001, p. 822)

(Rao 2007)

(Siddique 2012)

(Smith 2009, p. 3)

(TI 2017)
You will need a
"TI, see Transparency International"
entry in the reference list

(Wasilah 1997, p. 123)

Referencing quick guide

Sample reference list entries

book	Atkinson, A 2015, <i>Inequality: what can be done?</i> , Harvard University Press, Cambridge, Massachusetts.
book with 3 authors	Belman, D, Gunderson, M & Hyatt, D 1996, <i>Public sector employment in a time of transition</i> , Industrial Relations Research Association, Madison.
chapter in an edited book	Cardano, S 2002, 'International development', in W Carlsnaes, T Risse, & BA Simmons (eds), <i>Handbook of international relations</i> , Sage Publications, Thousand Oaks, California, pp. 463–80.
journal article	Dasgupta, P 2005, 'What do economists analyze and why: values or facts?', <i>Economics and Philosophy</i> , vol. 21, no. 2, pp. 221-278.
2nd work by the same author	——— 2008, 'Nature in economics', <i>Environmental and Resource Economics</i> , vol. 39, no. 1, pp. 1-7.
journal article with 4 authors	De Martino, B, Kumaran, D, Seymour, B & Dolan, RJ 2006, 'Frames, biases, and rational decision-making in the human brain', <i>Science</i> , vol. 313, no. 5787, pp. 684-687.
government document	Department of the Environment 2014, <i>Annual report 2013-2014</i> , Department of the Environment, Canberra, viewed 14 June 2017, < http://www.environment.gov.au/system/files/resources/eeda822c-0cd5-4060-9360-7be17b534f73/files/environment-annual-report-2013-14web.pdf >.
'see' reference	DoE, see Department of the Environment
official report	International Monetary Fund 2007, <i>World economic outlook</i> , International Monetary Fund, viewed 12 June 2017, < http://www.imf.org/external/pubs/ft/weo/2007/02/pdf/c4.pdf >.

Sample in-text citations

(Atkinson 2015, p. 27)

(Belman et al. 1996, p. 5)

(Cardano 2002, p. 465)

(Dasgupta 2005, p. 223)

(Dasgupta 2008, p. 5)

(De Martino et al. 2006, p. 685)

(DoE 2014, p. 223)
You will need a "DoE, see ..." entry in the reference list – see below

(DoE 2014, p. 223)

(IMF 2007, p. 29)

continued on the next page