

**Basic format for citing a book or e-Book**

**Author(s) family name, initial(s) Year of publication, *Title*, Publisher, Place of publication.**

For books with multiple authors, edited books, E-books and chapters in books see Examples below.

**Citing a book or e-Book: examples**

<b>Material Type</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
<b>Book: Single Author</b>	(Holt 1997) or Holt (1997) wrote that...	Holt, DH 1997, <i>Management principles and practices</i> , Prentice-Hall, Sydney.
<b>Book: 2 or 3 Authors</b>	(McCarthy, William & Pascale 1997)	McCarthy, EJ, William, DP & Pascale, GQ 1997, <i>Basic marketing</i> , Irwin, Sydney.
<b>Book: More Than 3 Authors</b>	(Bond et al. 1996)	Bond, WR, Smith, JT, Brown, KL & George, M 1996, <i>Management of small firms</i> , McGraw-Hill, Sydney.
<b>Book: No Author</b>	(A history of Greece 1994)	<i>A history of Greece</i> 1994, Irwin, Sydney.
<b>Book: Editor</b>	(ed. Jones 1998)	Jones, MD (ed.) 1998, <i>Management in Australia</i> , Academic Press, London.
<b>Book: 2 or More Editors</b>	(eds Bullinger & Warnecke 1985)	Bullinger, HJ & Warnecke HJ (eds) 1985, <i>Toward the factory of the future</i> , Springer-Verlag, Berlin.
<b>Book, edition other than first.</b>	(Drafke, 2009)	Drafke, M 2009, <i>The human side of organizations</i> , 10th edn, Pearson/Prentice Hall, Upper Saddle River, N.J
<b>Book: Translator &amp; Author</b>	(trans. Smith 2006)	Colorado, JA 2006, <i>Economic theory in the Mexican context: recent developments on the ground</i> , trans. K Smith, Oxford University Press, Oxford.
<b>Book: Organisation as Author</b>	(Australian Bureau of Agricultural and Resource Economics 2001)	Australian Bureau of Agricultural and Resource Economics 2001, <i>Aquaculture development in Australia: a review of key economic issues</i> , ABARE, Canberra.
<b>Book: Chapter or Article in Edited Book</b>	A number of disturbing facts intrude' (Milkman 1998, p 25)	Milkman, R 1998, 'The new American workplace: high road or low road?' in <i>Workplaces of the future</i> , eds P Thompson & C Warhurst, Macmillan Press, London, pp. 22-34.

Material Type	In-Text Example	Reference List Example
<b>E-book</b>	(Aghion & Durlauf 2005)	Aghion, P & Durlauf, S (eds.) 2005, <i>Handbook of economic growth</i> , Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].
<b>E-book: Chapter or Article in an Edited E-book</b>	'Historical thinking is actually a Western perspective' (White 2002, p 112)	White, H 2002, 'The westernization of world history' in <i>Western historical thinking: an intercultural debate</i> , ed J Rusen, Berghahn Books, New York pp. 111-119. Available from: ACLS Humanities E-Book. [14 May 2009].
<b>Book: Different Works by Same Author in Same Year</b>	(Bond 1991a) (Bond 1991b)	Bond, G 1991a, <i>Business ethics</i> , McGraw-Hill, Sydney. Bond, G 1991b, <i>Corporate governance</i> , Irwin, London.

### Citing material from the Internet / websites

When citing web sites or pages which may change it's important to make a note of the date you accessed the page or retrieved information from the page, and also note the URL of the page. You will need this information for your references.

Websites can sometimes be difficult to cite as you might have to draw information from different areas of the webpage or website to put into your citation. Some information, like authorship or publication date can be hard to find or identify. Scroll to the bottom of this page to see two brief video tutorials that give you some useful tips on where to look for information to make your citation as complete as possible.

### Citing material from the Internet/websites: examples

Material Type	In-Text Example	Reference List Example
<b>Webpage: No Author</b>	(Improve indigenous housing 2007) <i>Use first few words of the page title</i>	<i>Improve indigenous housing now, government told, 2007</i> . Available from: < <a href="http://www.architecture.com.au/i-cms?page=10220">http://www.architecture.com.au/i-cms?page=10220</a> >. [8 February 2009].
<b>Webpage: No Date</b>	(Jones, n.d.)	Jones, MD n.d., <i>Commentary on indigenous housing initiatives</i> . Available from: < <a href="http://www.architecture.com.au">http://www.architecture.com.au</a> >. [6 June 2009].
<b>Web Document</b>	(Department of Industry, Tourism and Resources 2006)	Department of Industry, Tourism and Resources 2006, <i>Being Prepared for an Influenza Pandemic: a Kit for Small Businesses</i> , Government of Australia, Available from: < <a href="http://www.innovation.gov.au">http://www.innovation.gov.au</a> >. [28 February 2009].

Material Type	In-Text Example	Reference List Example
<b>Website</b>	(Australian Securities Exchange 2009)	Australian Securities Exchange 2009, <i>Market Information</i> . Available from: < <a href="http://www.asx.com.au/professionals/market_information/index.htm">http://www.asx.com.au/professionals/market_information/index.htm</a> >. [5 July 2009].
<b>Blog</b>	(Newton 2007)	Newton, A. 2007, Newcastle toolkit. 16 January 2007. <i>Angela Newton: Blog</i> . Available from: < <a href="https://elgg.leeds.ac.uk/libajn/weblog/">https://elgg.leeds.ac.uk/libajn/weblog/</a> >. [23 February 2007].
<b>Computer Software</b>	(OpenOffice.org 2005)	OpenOffice.org, computer software 2005. Available from: < <a href="http://www.openoffice.org">http://www.openoffice.org</a> >. [11 January 2005].
<b>Web Based Image / table / figure</b>	(The Lunar Interior 2000)	<i>The Lunar Interior</i> , 2000. Available from: < <a href="http://www.planetscapes.com/solar/browse/moon/moonint.jpg">http://www.planetscapes.com/solar/browse/moon/moonint.jpg</a> >. [28 November 2000].

### Citing lecture notes

- The title may be a descriptive rather than "formal" title.
- If retrieved online, details of access date and location should be included.

### Citing lecture notes: examples

Material Type	In-Text Example	Reference List Example
<b>Lecture Notes</b>	(Foster 2008)	Foster, T 2004, <i>Balance sheets</i> , lecture notes distributed in Financial Accounting 101 at The University of Western Australia, Crawley on 2 November 2008.

All information taken from The University of Western Australian University Information Services website:

<http://guides.is.uwa.edu.au/content.php?pid=43218&sid=318554>

More information and video guides can be found at the above website.