AIATSIS Research Publications
Style and referencing guide

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Contents

Introduction

This guide for authors and editors outlines the style and usage preferred by AIATSIS Research Publications for general text and references. At AIATSIS Research Publications we follow the style of Aboriginal Studies Press (ASP), our parent publisher, and the information in this guide has been based on ASP's *Publishing style guide for authors and editors* (available under ASP's 'Publishing with us' menu on the AIATSIS website). Other examples used here are as per Commonwealth Hansard style.

For further information on the topics covered, as well as other publishing questions, refer to the *Style manual for authors, editors and printers*, sixth edition, published by John Wiley & Sons. The referencing section in this guide has been adapted from the *Style manual* and the University of Melbourne's *Australian guide to legal citation*, third edition.

We welcome feedback to this guide. To notify us of errors and omissions or to offer comments, please email researchpublications@aiatsis.gov.au.

Part 1 ⬦ Style

Abbreviations

Abbreviations can be substituted for recurring lengthy terms provided that in the first instance the full name is used, followed by the abbreviation in parentheses; for example, Commonwealth Heads of Government Meeting (CHOGM) and thereafter CHOGM.

When the abbreviation is more recognisable than the formal name — for example, CSIRO for the Commonwealth Scientific and Industrial Research Organisation — provide the abbreviation even if the term is used only once.

'For example' and 'that is' should be abbreviated to 'e.g.' and 'i.e.' only in tables, illustrations, notes and captions, and within parentheses. Use full stops after the letters: 'e.g.' and i.e. *not* 'eg' and 'ie'.

For 'am' and 'pm' there is no need to use full stops but the space between the numeral and the abbreviation should be retained (e.g. 'from 9.15 am to 1 pm').

Note the difference between abbreviations and contractions:
- Abbreviations consist of the first letter of a word, usually some other letters but not the last letter (e.g. fig., Mon., ch., cont., Co.).
- Contractions consist of the first and last letters of a word and sometimes some other letters in between (e.g. Mr, Rd, Qld, Pty Ltd).

Abbreviations end in a full stop; contractions do not.

Shortened forms to be used in reference lists and footnotes/endnotes

c.	circa
cf	compare
ch.	chapter
ed. or eds	editor/s
edn	edition
fig. or figs	figure/s
n.d.	no date
n.p.	no place

p. or pp.	page/s
rev.	revised
vol. or vols	volume/s

Cross-references

Use an initial cap when referring to specific elements of the publication—Chapter 1, Section 2, Appendix A—but lower case for page references (e.g. 'see page 2'). Number tables, figures et cetera and avoid using 'above' and 'below', which can lead to errors if tables or graphics are repositioned. The figure or table number will be adequate (e.g. 'see Figure 2').

Spelling

Use the *Macquarie dictionary* for spelling decisions. Some general rules are:
- Use '-ise' *not* '-ize' endings, as in 'capitalise' *not* 'capitalize'.
- Use '-our' *not* '-or' endings, as in 'colour' *not* 'color'.
- Use '-re' *not* '-er' endings, as in 'centre' *not* 'center'.
- Use 'practice' for the noun and 'practise' for the verb.
- Indigenous proper nouns are not to be hyphenated unless there is a hyphen within the name; for example, Wurundjeri-william
- In general, italicise Indigenous words except for proper nouns. However, authors and editors may decide not to italicise words that are used frequently throughout a publication.

Words that commonly occur in our publications

Editors must ensure that authors have supplied correct spellings for unfamiliar Indigenous proper nouns.

A

Aboriginal (capped)

Aboriginal land councils *but* Northern Land Council, Central Land Council et cetera

Aborigines Protection Board also the Board

Aborigines Protection League

acknowledgment

adviser

am (not a.m.)

among *not* amongst

Anglo-Celtic

artefact

audiovisual

Australian Aborigines Progressive Association

Australian Aborigines' League

B

basketweaving

benefited

British Empire but empire

C

capitalise not capitalize (and the same for other words ending in ise/ize)

Central Australia

centre not center (and the same for other words ending in re/er)

Channel Island (off Darwin)

child care but childcare centre

church (for body politic, as per *Macquarie*)

clan-heads

clansmen

clanspeople

clapstick

coexist

Constitution (Australian) but constitutional

cooperation

co-worker

cross-cultural

crossover figure

Crown and Crown land

D

daytime

day-to-day

decision-making

process

didjeridu

dot-painting

down-to-earth (attributive)

E

e.g. (not eg)

elders

empire

ethno-historical

F

Federal Court / Federal Court of Australia / the court (when used both generically and specifically)

Federation

First World War rather than World War I (do not abbreviate to WWI)

firsthand

focused/focusing

food gathering but food-gathering roles

front line (n)/front-line (adj.)

G

goldfields

granddaughter

great-granddaughter

great-grandmother

guerilla

H

headdress

health worker

house worker

I

i.e. (not ie)

ill-health

Indigenous when referring to Aboriginal and Torres Strait Islander people but indigenous when used generically or for the original inhabitants of other countries

inquiry

intercultural

interethnic

interracial

intraracial

J

jail

Joe McGinness

judgment (legal spelling used in all instances)

K

kilometres (spell out in main text)

Koori (no 'e')

L

Land Council

left, the (political)

licence (noun), license (verb), licensed (adjective)

lifestyle

longstanding

M

multi-faceted

N

native title

National Native Title Tribunal

night-time

non-Indigenous

no one

Northern Australia

NSW in official titles but New South Wales when referring to the state/place; also, New South Wales Government

Nullarbor Plain

O

ongoing

P

people, not persons

per cent not percent

pm (not p.m.)

postcolonial

postdoctoral

postgraduate

postmodern

postwar

practice (n), practise (v)

Q, R

right, the (political)

S

saltwater

schoolroom

Second World War rather than World War II (do not abbreviate to WWII)

secret-sacred

self-management

settler colonial/settler colonialism

short-lived

skilful

sociocultural

socioeconomic

song titles: italics, not quotation marks

south-eastern

south-west but South West (of Western Australia)

spear thrower

state (both for state and territory and for the body politic, as per *Macquarie*)

stockcamp

stockwork/ers

Stolen Generations

T

terra nullius (roman)

the ANU (or spelt out)

Thursday Island, or T.I.

Top End

traditional owners

U, V, W

undersecretary

Western

while not whilst

White

worldview

X, Y, Z

years *not* years' when used in the possessive (for example, '45 years experience')

Foreign words

Commonly used Latin and French phrases such as terra nullius, sui generis, inter alia, vis-à-vis and prima facie should be in roman as per the *Macquarie dictionary*. Foreign phrases and words should only be italicised if they do not appear in the *Macquarie*.

Numbers

Presenting numbers consistently throughout a book or paper is one of the great editing challenges, mainly because of the many and varied ways they are expressed. The following section, based mainly on the practices of Commonwealth Hansard, gives some guidance.

One to nine

Express numbers one to nine in words except when accompanied by a fraction. Numbers 10 onwards should be rendered in figures:

> eight per cent
>
> 8½ per cent
>
> 50 people
>
> The cargo included 120 sheep, 72 goats, 18 cows, one ox and five horses.
>
> *but* a rating of 4, a 4 rating, a grade of 4, a 4 grade.

Ordinal numbers follow the same rule: first, second, ninth, 10th, 12th, 20th et cetera. The exception is edition numbers used in citations, where a figure is used.

Note also 'the eleventh hour' (*Macquarie dictionary*).

When referring to a century, again follow the general rule: third century, 20th century. Note, however, that these terms are hyphenated in the attributive; for example, 20th-century practice.

Numbers beginning sentences

Numbers at the beginning of sentences should be spelled out. If the number is complex and would result in multiple words, try to reorganise the sentence to reposition the number.

Age

Follow the general rules for numbers:

He died at the age of 55.

He was aged 4½ years.

Her child is 16 years old.

He is under 18 (years of age).

They are aged 70-plus.

She has a three-year-old.

The baby is three months and 11 days old.

They had a nine-year-old son and a 15½-year-old daughter.

This involves six- to 10-year-olds.

This rule applies to people in their 40s and 50s.

Numbers following a noun

When a number follows a noun, use figures:

day 1, 2, 3 of the strike

grade 7, year 12

Kangaroo 92, Crocodile 99

page 9, Chapter 2

round 1, rounds 1 and 2

stage 1 of federalism

but certificate II, certificate III (vocational training); back to square one, from day one (concepts).

Combination numbers

When two numbers appear consecutively and one is used as an adjective, express one number in words and the other in figures. Try to show the larger number in figures:

seven 32-horsepower motors

two 10-minute tea-breaks

10 four-piece lounge suites

250 ten-foot poles

15,000- to 20,000-tonne range

but four two-month periods.

Percentages

Express whole percentages up to nine per cent in words; thereafter use figures. Do not use the % sign except in tables and figures:

one or two per cent

12 per cent

0.1 per cent

80 to 90 per cent

minus two per cent

one-half of one per cent

zero per cent

Clock time

Use figures when am or pm follow the time, otherwise follow general rules:

10 am

3 pm

3.05 pm *not* 3.5 pm

one o'clock

six o'clock

10 o'clock

half past six, half six

half past 11, half 11

12 minutes to seven

12 noon

nine to five

quarter to 12, quarter past four

six to 6.30

six to 6.30 pm.

Currency

As a general rule, use figures and symbols to express amounts in currency:

$0.25, $0.75, $3.05

but 'They did not donate one cent' ('one cent' used as a concept)

$1 million, $3.5 million, $3.03 billion, $2.5 trillion

but half a million dollars.

When distinguishing between Australian dollars and foreign currency, place the country abbreviation before the currency symbol:

Australia	A$5 A$50 A$5000
Canada	Can$5, $Can50, $Can5000
EU	€5, €50, €5000
Hong Kong	HK$5, HK$50, HK$5000
Japan	¥5, ¥50, ¥5000
Malaysia	M$5, M$50, M$5000
Switzerland	SwF5, SwF50, SwF5000
USA	US$5, US$50, US$5000.

Express the former Australian currency as follows: £9 8s 7d (no full stops) 5s 6d *not* 5/6 or £0 5s 6d

Fractions

Use hyphens to express fractions in words; for example, one-sixth, three-quarters. Fractions with a denominator up to and including a hundredth are expressed in words, except where this would entail two hyphens or where the numerator requires a hyphen:

1/200th (denominator more than a hundredth)

2½ thousand

24/122nds (denominator more than a hundredth)

27 thirty-seconds

41 hundredths

half-a-dozen

half-hour

nineteen-twentieths

one thirty-third (avoid two hyphens)

one-quarter of a million dollars

one-third

quarter-hour

two-hundredths

two-thirds of the members

year and a half

When a fraction is combined with a whole number, use figures: a performance lasting 2½ hours

I had a two- to 2½-hour appointment.

Place a zero before the decimal point for decimal numbers less than one: 0.25 *not* .25.

Spans of numbers

Use an en rule, not a hyphen, to link spans of numerals, and limit the number of digits in the second part of the span to those essential for clarity:

9–12, 40–1, 45–50, 402–5, 421–39, 440–553, 2533–4.

Note that an en rule can be typed in Word using the combinations **Ctrl+number pad hyphen** (PC) and **Alt+hyphen** (Mac). (On PCs an en rule can be inserted in programs other than Word by using **Alt+number pad 0150.**)

There are some exceptions with regard to the number of digits to include in number spans:
* spans involving teens: 11–12 (not 11–2), 115–17 (not 115–7)
* spans of years: 1976–77 not 1976–7; 1998–2001 *not* 1998–1 (*Note* 'in 1982–86' *but* 'from 1982 to 1986' *not* 'from 1982–86' and 'between 1982 and 1986' *not* 'between 1982–86')
* BC periods: 56–55 BC *not* 56–5 BC
* street addresses: 147–149 Market St *not* 147–9 Market St.

The full span is also traditionally used for birth and death dates; for example, Don Dunstan (1926–1996).

Years

Use the following examples as a guide when rendering years:

4½ years

AD 55 or 55 AD, 50 BC, 56–55 BC

mid-1980s, mid-eighties

post-1980s phenomenon

the 1914–18 war

the 1960s, the sixties

the Labor government of 1972–75

The Labor Party was in power post 1990

the roaring twenties

They were in their 70s in the seventies.

but the class of '83

the noughties.

Days and dates

Use the following examples as a guide when rendering dates:

1 April 1965 (not 1st April 1965, nor 1.4.65, nor April 1st, 1965)

the first of the month

the first day of the month

the 11th day of the 11th month

Monday, 8 June 1998 *but* Monday, the 8th

On 17 and 18 December he visited friends.

On the 22nd he left for overseas.

September 11, 9-11(the event, not the date)

1970s/seventies (not 1970's or'70s)

20th century *but* hyphenated when used in the attributive: 20th-century fashion.

Punctuating numbers

When two sets of numbers follow each other, separate them with a comma:

In 2002, 20 extra pairs of hands will be required to help make the sandwiches.

In text, render four-digit numbers without a comma; however, in tables it is necessary to include a comma so that the columns of figures align. Use commas to separate numbers as follows:

$100,000 (text and/or table)

$1000 (text)

$1,000 (table) but $1000 (text).

Punctuation

The following are some general tips on the approach to punctuation taken at AIATSIS Research Publications. For further and more detailed information on punctuation see the *Style manual for authors, editors and printers*, sixth edition.

Commas

AIATSIS advocates the use of commas to improve understanding and avoid ambiguity, but writers and editors should avoid overusing commas, which can impede the flow of text. Use the

Oxford comma (the comma before 'and' at the end of a list) only when there is ambiguity, as in the second of these examples:

> The debate is embedded within broader contexts that encompass the international politics of museums, archives and Indigenous peoples.
>
> These projects have fostered significant new collaborations across the fields of Indigenous studies, ethnomusicology, linguistics, anthropology, history, curatorial studies, and information and communication technology.

Commas should also be used when coordinate clauses are connected with *and*, *but*, *yet*, *or* and *nor*, and each clause has its own subject; for example:

> With the convergence of media and ICTs and increased government support, new opportunities and challenges are opening up, yet we know little about the implications of these changes for Indigenous people in remote Australian communities.

Commas should be used:
- to avoid ambiguity

> 'A short time after, the waters began to recede.'

- around non-defining clauses

> The passengers, who are now safe on the ground, are relieved the ordeal is over.
>
> *versus*
>
> The passengers who are now safe on the ground are relieved the ordeal is over.

- after introductory adjectival clauses and phrases, though a comma is unnecessary when the meaning is clear

> Twenty years later, 400 kilometres of fibre optic cable was rolled out across the remote Ngaanyatjarra Lands of Western Australia.
>
> In 2012 I was able to add a thousand photos and link to some Warlpiri songs and stories.

- to bracket information

> Gough Whitlam and Malcolm Fraser, former prime ministers, now find they have ideas in common.

- and between adjectives of the same type.

> The shrub has large, serrated, shiny, heart-shaped leaves.

See also §Square brackets and §Dashes.

Full stops

Also called a period or full point, this is the most common form of sentence punctuation. Full stops should be followed by a single space only.

Full stops are also used in numbers and currency, in numbering subsections and paragraphs in a document, in email and web addresses, and with some shortened forms. Note the following:

> Use e.g. and i.e. *not* eg and ie.
> Abbreviations (fig., ch., cont.) require a full stop but contractions (Dr, Mrs, Qld) do not.
> Do not use full stops between personal initials (JM Brown), acronyms and initialisms (TAFE, Qantas, NSW).

Semicolons

Semicolons are used:
- to separate clauses when a stronger break than a comma is required, but the parts are too closely related to be broken into separate sentences

    The photographers in regional Australia work in a different space and light; they do things differently there.
- in parallel clauses with no connecting conjunction ('and', 'but')

    Having design ideas is easy; being a designer is difficult.
- to avoid misreading phrases or clauses already containing commas.

    The practice of writing is a skill, not an art; a vocation, not a trade.
- to separate items in a series

    The results were surprising: adult males, 35 per cent; adult females, 52 per cent; and children, 13 per cent.
- and before conjunctive adverbs.

    Rain is forecast; however, right now there is not a cloud in the sky.

Colons

Colons are used to:
- introduce or amplify a word, phrase or clause

    There was only one word for the program's budget blow-out: catastrophic.
- introduce lists, both run-on and display

    The photographer's portfolio will be of interest to a wide range of people: librarians, journalists, editors, teachers.

    The digital technician's report writing included:
    - planning
    - researching
    - writing
    - editing/rewriting
    - proofreading.

- introduce block quotes

  > The photographer's portfolio was developed as a result of the photographer's readings in the Xanadu Library, particularly:
  >
  > > Photographs form such an important aspect of cultural representation and memory construction that many within the community guard their photos like one might a stack of money under your bed.

- when formally introducing a quotation or reported speech.

  > She then quoted Churchill's famous words: 'This was their finest hour.'

Hyphens

Use hyphens with compound words for clarity of meaning. Check the *Macquarie dictionary* for words that are hyphenated.

Use hyphens in adjectival compounds before a noun ('high-quality research'); however, not when the compound is modified ('very high quality research').

Do not use hyphens with a compound word modified by an adverb ending in 'ly' ('a highly regarded minister' *not* 'a highly-regarded minister').

Dashes

Typesetting allows the use of two styles of dash (slightly longer than a hyphen). Called en rules and em rules, they each have specific uses.

En rules are used between spans of numbers and dates:

> 3–6 pm, 1970–72.

They can be used in compounds where each word is in series or parallel — nouns with nouns, adjectives with adjectives:

> US–UK trade relations.

They can also be used for prefixes that attach to more than one word and for compound adjectives when the hyphenation relates to more than one word:

> a hepatitis C–positive person ('hepatitis C' is one unit, which modifies 'positive')
>
> non–English speaking countries ('non' modifies 'English speaking' as a unit).

An en rule can be typed in Word using the combinations Ctrl+number pad hyphen (PCs) and Option+hyphen (Macs). (In programs other than Word, an en rule can be inserted by using Alt+numberpad0150 (PC only).)

Em rules (with a space on either side) are used to show an abrupt change:

> The main cause of the housing shortage is inadequate labour — but this is not what we are here to discuss.

> Needless to say we were game enough — some might call it mad enough — to stand up and take part in the discussion.

Use an unspaced two-em rule (——) to indicate a repeated name in a bibliography.

An em rule can be typed in Word using the combinations Ctrl+Alt+number pad hyphen (PCs) and Shift+Option+number pad hyphen (Macs).

Ellipses

Use ellipses to show an omission of text or a trailing off or uncertainty in dialogue or quoted speech.

Where the quote begins mid-sentence, use ellipses to begin the quote:

> The most frequently cited statement of the law on 'appropriateness' is the following passage from Emmett J's judgment in Munn:

> > …the Court must have regard to the question of whether or not the parties to the proceeding, namely, those who are likely to be affected by an order, have had independent and competent legal representation.

Whether or not the omitted text follows a full stop or other punctuation mark, insert the ellipsis without space on either side. For example:

> Festivals offer Indigenous communities an opportunity to share and showcase their culture in a managed manner for a limited period. This can result in communities experiencing some of the benefits of tourism without significant social impacts…Indigenous festivals are also very important in increasing…understanding between [the] host community and other Territory residents.

Note, however, that it is sometimes necessary to include the punctuation mark (followed by a space and then the ellipsis) to avoid ambiguity.

If the omitted text is followed by a new paragraph, resume the quote on a new line and indented.

> Festivals offer Indigenous communities an opportunity to share and showcase their culture in a managed manner for a limited period. This can result in communities experiencing some of the benefits of tourism without significant social impacts…

> > Indigenous festivals are also very important in increasing…understanding between [the] host community and other Territory residents.

If the omission is more than a paragraph, place the ellipsis on a line of its own.

> Festivals offer Indigenous communities an opportunity to share and showcase their culture in a managed manner for a limited period. This can result in communities experiencing some of the benefits of tourism without significant social impacts.
>
> …
>
> Indigenous festivals are also very important in increasing…understanding between [the] host community and other Territory residents.

The Word keyboard shortcut for ellipses is Ctrl+Alt+full stop (PCs) or Option+semicolon (Macs). Word also has an Autocorrect function that will automatically change three sequential full stops into ellipses.

See also §Quotations.

Apostrophes

Apostrophes are used to show possession or indicate missing letters a contraction; for example, 'can't' or 'don't'. Note the following uses of apostrophes:

> The Council member's flight to Canberra arrived late [one member].
> The NTRBs' plans for future meetings were also revealed [several NTRBs].
> drivers licence, girls school (no apostrophe when the word is descriptive rather than possessive)
> 20 years experience (no apostrophe in plural expressions of time)

Capitalisation

AIATSIS Research Publications prefers minimal use of capitals. The following are some general rules:

Headings: capitalise only the first word and any proper nouns.

Use lower case for 'the' in the titles of newspapers, journals, institutions et cetera; for example, the *Sydney Morning Herald*, the *Age*, the University of Melbourne. (Note that this is at odds with the recommendations of the *Style manual*, 6th edition, but in keeping with the preceding edition and much easier to adopt that trying to ascertain the correct form from a newspaper's masthead.)

Use lower case when part of a title is repeated generically; for example, Canberra University…the university.

Indigenous: capitalise 'Indigenous' when referring to Australian peoples and cultures but use a lower case 'i' when referring to indigenous peoples around the world.

Government references: as per the *Style Manual for authors, editors and printers*, sixth edition, capitalise Parliament, Commonwealth, Act(s), Bill(s), Regulation(s) and Ordinance(s), but not 'federal'.

Titles in citations: minimal capitalisation for the titles of books and reports but maximal capitalisation for the names of newspapers and journals.

Quotation marks

In general, single quotation marks should be used. Double quotation marks are only used to distinguish a quote within a quote.

> In defending the accuracy of the song, Ms Doe allowed that 'McDonald's animals were not housed "in a farm", as such, but rather in a free range paddock.'

When a quotation within a sentence is itself a complete sentence, put the full stop inside the closing quotation mark (note that this practice is *not* in accord with the *Style manual*). This also applies to punctuation other than full stops (such as question marks and exclamation marks).

> Dennis Foley argues that 'the process of questioning identity is an assimilation mechanism.'
>
> *or*
>
> Dennis Foley said, 'The process of questioning identity is an assimilation mechanism.'

Note: when the quote runs on from the introductory clause it does not require an initial capital letter.

When a quotation within a sentence is only a fragment, put the full stop outside the closing quotation mark:

> Dennis Foley argues that the process of questioning identity is 'an assimilation mechanism'.

Colons, rather than commas, should be used before quotations when the purpose is to introduce what follows—for example:

> Mae West had one golden rule for handling men: 'Tell the pretty ones they're smart, and tell the smart ones they're pretty.'

(For further examples and explanation, see RL Trask 1997, *Penguin guide to punctuation*, Penguin Books, London.)

Square brackets

Use square brackets to show your insertion when quoting someone else's words — for example, 'The new report was *well received* [emphasis added] by the team.'

Also use square brackets around the word '*sic*' to draw attention to the fact that something was cited in a particular way in the original. (Note that '[*sic*]' should be used judiciously, as it can appear condescending.)

Angle brackets / chevrons

Use angle brackets, or chevrons, to demarcate URLs, in keeping with the format produced by Zotero bibliographic software.

Formatting

Formatting can be used to distinguish between different types of information and aid understanding.

Italics

Use italics:
- for emphasis, but remembering that italic font often looks lighter on the page than normal type, so it's not always effective

- for newspaper, journal or book titles (the *Canberra Times*, *Aboriginal History*), noting that articles within journals take single quotation marks:

  > The article 'Rapid decrease in real funds for communities', by J Clark, published in *Public Sector Accountability Monthly*, was the one most likely to interest readers.

Bold

Use bold only for headings.

Headings

Headings should have minimal capitalisation (initial cap only except for proper nouns) and should always be followed by text. Avoid following headings with other headings.

Quotations

Short quotations from another source (less than 50 words, or about four typed lines) should be included in the body of the text. Enclose the quote within single quotation marks. Use double quotation marks for any quotation within the first quote.

Longer quotations should be indented from the left margin as block quotations. Don't use quotation marks around the block quote, but use single quotation marks for any quotes within this displayed material. In manuscripts, use a hard return space above and below the quotation.

It is not necessary to indent block quotations that begin with a new paragraph; however, new paragraphs within the block quotation should begin on a new line and be indented.

If the main text following a block quotation is a continuation of the main text paragraph that precedes the quotation, begin it flush left. If the resuming text begins a new paragraph, it should have a paragraph indent.

Initial capital or lowercase in block quotations

Block quotes that begin with a whole sentence should retain the capital letter of the original. Authors should not make the initial letter lower case in order to run the quote on to the previous paragraph after the word 'that'.

> In discussing the reasons for political disturbances, Aristotle makes the following observations:
>
> > Revolutions also break out when opposite parties, e.g. the rich and the people, are equally balanced, and there is little or no middle class…

It is acceptable to run on a block quotation that begins mid-sentence, but insert an ellipsis at the beginning to indicate the missing text (see §Ellipses).

> Reeves J said in Nelson that
>
> > …the central issue in an application for a consent determination under s 87 is whether there exists a free and informed agreement between the parties. In this respect, the process followed by the State party respondent, particularly how it goes about assessing the underlying evidence as to the existence of native title, is critical.

Although it is sometimes the practice in legal texts, we do not recommend adding brackets to the first letter of a block quotation to indicate change of capitalisation (for example, [T]here).

In all quotations, retain the spelling and punctuation of the original. You can acknowledge your awareness of errors in the original by inserting '[*sic*]' (meaning 'thus'). Use this judiciously, though, as it can appear condescending.

See also §

Quotation marks and §Ellipses.

Lists

Bulleted or numbered lists allow detailed information to be compacted into easy-to-read snippets for readers. Bullets are preferable to numbers or letters, unless you are showing priority or chronology.

Ensure each bullet point is grammatically consistent with others in the list. For lists where the bullet points do not form whole sentences use the punctuation style in the following example. Each point should begin with a lower-case letter, and only the last point should have a closing full stop.

Options for lists are as follows:

• bulleted points
• numbered points
• break-out boxes
• short paragraphs
• simple sentences
• captions to graphics.

If any of the bullet points are full sentences, convert all points to full sentences, beginning each with a capital letter and closing each with a full stop.

If bullet points are a mix of fragments and full sentences, punctuate as for fragments:

The government addressed this through various measures:

• tax deductions. These applied to all categories
• rebates
• grants.

Note, however, that it is preferable to rewrite to avoid a mixture of fragments and full sentences.

Part 2 ◇ Referencing

References are included in publications to:

• acknowledge the source of ideas and arguments that are not the author's own — for example, when quoting, summarising or paraphrasing
• clarify information that may not be common knowledge
• provide ancillary information that is tangential to the main text
• offer a clear and reliable path to source material.

AIATSIS Research Publications employs two referencing styles: the author–date, or Harvard, system and the documentary note system. These guidelines, which deal

with both, are based on the *Style manual for authors, editors and printers* (Commonwealth Department of Finance and Administration 2002) and the *Australian guide to legal citation* (Melbourne University Law Review Association 2010).

Indigenous authors may also wish to consult the ASP *Information kit for Indigenous authors*.

Author–date (Harvard) system

Author–date, or Harvard, referencing is preferred by AIATSIS Research Publications for all publications except for those in the series Land, Rights, Laws: Issues of Native Title. In this system the citation is given in parentheses in the body of the text, usually at the end of the sentence, and the full citation is included in the reference list at the end of the publication.

The following section provides examples of author–date referencing. Tutorials on citing and referencing and an explanation of various systems are available at http://www.lib.monash.edu.au/tutorials/citing/harvard-print.html.

In-text citations

The in-text citation should include the name of the author or authors and the year of publication. Use 'forthcoming' rather than a date for publications that are planned but not in production and 'in press' for those that are in production. When referring to multiple publications by the same author, separate the years of publication with a comma. When referring to multiple publications by different authors, separate the entries with a semicolon.

Page numbers should come after the date.

Note that the author's surname does not need to be in the citation if already used in the preceding sentence.

It is important that in-text citations correspond accurately to the entries in the reference list.

> The work had a timeless quality (Adorno 1999).
> The work had a timeless quality (see, for example, Adorno 1999).
> According to Adorno (1999), the work had a timeless quality.
> We are witnessing the decline of Western civilization (Spengler 1918, p. 11; Ferguson 2004).
> (Malinowski, Miller & Gupta 1995)

When the citation relates to a direct quotation, place the citation in parentheses after the closing quotation mark but before the full stop.

> 'Health is one of the most highly politicised domains of Indigenous Affairs in Australia' (Sutton 2009, p. 115).

Works by the same author and published in the same year should be distinguished from one another by adding 'a', 'b' et cetera after the date in both the in-text citation and the reference list.

> (Ritter 2009a, 2009b)

When a publication has more than three authors, put 'et al.' after the first author's surname in the in-text citation. The reference list should contain all authors' names.

> (Malinowski et al. 1999)

Citations of films and television and radio programs should contain the name of the title of the film and the year of production.

Reference list

The reference list is an alphabetical list, by author, of the works cited throughout the publication. Entries therefore need to be arranged by author's surname. In the case of a corporate author the ordering is based on the first word. Where there is no identifiable author, the first word of the title should be used. Items should be arranged chronologically according to date of publication (<u>oldest date first</u>) in instances where multiple works by the same author are cited. Single-authored works should appear before edited and co-authored works.

In contrast to the documentary note system, the year of publication comes after the author's name in a reference list, as entries sometimes need to be ordered chronologically as well as alphabetically.

Reference lists do not include page numbers (these should be in the in-text citation) or other locating information of books but should include the page span of journals.

As per the *Style manual*, enter all authors' names with surname followed by initial and use an ampersand rather than 'and' for two or more authors.

> Malinowski, W, Larsen, AA, Ngu, B & Fairweather, S 1999, …

Names containing articles (e.g. de, von, van, le) can be alphabetised in two ways, as set out below.

- letter-by-letter approach; for example, De Rijke after Delanty (ignore the space and treat De Rijke as 'der' for sequencing)
- word-by-word approach; for example, De Rijke before Delanty (don't ignore the space; for sequencing the two names are 'de' versus 'del'

AIATSIS Research Publications follows the letter-by-letter approach. Capitalisation of the first letter of the article is author-specific.

Books

The names of all authors, not just the lead author, are listed by surname then initial. In the title, only the first word and any proper nouns should be capitalised. Use commas to separate the different elements of the reference except between the author/s and year of publication. Use an ampersand rather than 'and' for two or more authors. When referencing an edited book, the lead editor is listed surname, initial and any following editors are listed initial, surname.

Begon, M, Harper, JL & Townsend, CR 1988, *Ecology: individuals, populations and communities*, Blackwell Scientific Publications.

Bowern, C & H Koch (eds) 2004, *Australian languages: classification and the comparative method*, John Benjamins, Amsterdam.

Merry, G 1997, *Food poisoning prevention,* 2nd edn, Macmillan Education Australia, Melbourne.

Ritter, D 2009a, *Contesting native title: from controversy to consensus in the struggle over Aboriginal land rights*, Allen & Unwin, Sydney.

Ritter, D 2009b, *The native title market*, UWA Press, Perth.

Sutton, P 2009, *Native title in Australia: an ethnographic perspective,* Cambridge University Press, Melbourne.

Book chapters

When referencing book chapters, the editors are listed initial, surname, as set out below.

Black, P 2004, 'The failure of the evidence of shared innovations in Cape York Peninsula', in C Bowern & H Koch (eds), *Australian languages: classification and the comparative method*, John Benjamins, Amsterdam, pp. 241–68.

Journal articles

Journal articles should appear in single quotation marks and the title of the journal in italics. Note that, unlike the titles of books and reports, the journal title has maximal capitalisation (all words capped except for articles, prepositions and conjunctions). Note also in the examples below the style for volume, issue and page numbers.

Ritter, DL 2010, 'The ideological foundations of arguments about native title', *Australian Journal of Political Science*, vol. 45, no. 2, pp. 191–207.

Marchelier, PM & Hughes, RG 1997, 'New problems with foodborne diseases', *Medical Journal of Australia*, vol. 275, pp. 771–5.

Theses

After the title, include the type of thesis (PhD, DPhil, BAppSc et cetera) and include the name of the institution awarding the qualification:

> Burke, P 2005, 'Law's anthropology: from ethnography to expert testimony in three native title claims', PhD thesis, Australian National University, 2005.

Films, and television and radio programs

The reference list should contain title, date of recording/production, format, publisher and place of recording.

> *Sunday too far away* 1975, motion picture, South Australian Film Corporation, Adelaide.
>
> *What are we going to do with the money?* 1997, television program, SBS Television, Sydney.
>
> *The search for meaning* 1998, radio program, ABC Radio, Sydney, 24 March.

Legal material

The first time an Act, Bill or case is cited, the full citation details must be used. Subsequent citations can use abbreviated forms. Acts, Bills and cases do not need to be included in the reference list unless it is considered important to an understanding of the text. In such cases, they should be listed under a separate heading. See also §Acts of Parliament.

Reprints and subsequent editions of publications

Where a work is reprinted in a different form, add the original publication date in parentheses after that of the new edition.

Name suffixes

Name suffixes include generational suffixes (Sr, Jr, III, VI), qualifications (MD), offices (QC, SC, JP), and awards (VC, AC, AO). When names are inverted for the reference list, these suffixes are placed after the given name/initial, preceded by a comma.

> Roosevelt, Theodore, Jr
> Stevenson, Adlai E., III
> Robertson, Geoffrey, QC
> Kiernan, Ian Bruce Carrick, AO

Sample reference list

> Bennett, B & Zubrzycki, J 2003, 'Hearing the stories of Australian Aboriginal and Torres Strait Islander social workers: challenging and educating the system', *Australian Social Work*, vol. 56, no. 1.
>
> Blundell, R 2000, *Forest trees of south-western Tasmania*, ed. JB Kirkpatrick, Melbourne University Press, Melbourne.

Bryant, SL 1989, 'Growth, development and breeding patterns of the long-nosed potoru', in G Grigg, P Jarman and I Hume (eds), *Kangaroos, wallabies and rat kangaroos*, Surrey Beatty & Sons, Sydney.

D Cronin, Smallacombe, S & Bin-Sallik, M 2009, submission to the inquiry of the House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs into capacity building in Indigenous communities, Faculty of Aboriginal and Torres Strait Islander Studies and Centre for Indigenous Natural and Cultural Resource Management, Northern Territory University, Darwin, 13 September 2002, <http://www.aph.gov.au/binaries/house/committee/atsia/indigenouscommunities/subs/sub027.pdf>.

Doll, R 1997, 'One for the heart', *British Medical Journal*, vol. 315.

Gershuny, J 1986, 'Time use, technology and the future of work', *Journal of the Market Research Society*, vol. 28, no. 4.

Herbert, KA 1995, 'Parallel knowledge: farmers and scientists and land classification', BAppSc thesis, University of Canberra.

Light, D 2000, 'A tax of the jitters', *Bulletin*, 18 January.

Tooker, E 1979, *Native North American spirituality of the eastern woodlands: sacred myths, dreams, visions, speeches, healing formulas, rituals, and ceremonials*, Paulist Press, New York.

Watersmith, C 2000, *BHP enters new era*, media release, BHP Limited, Melbourne, 1 March.

References within table captions

In general, captions for tables and figures should include an appropriate reference, which does not need to be repeated in the reference list.

Documentary note system

The documentary note system of referencing employs a superscript number or symbol in the text — a note identifier — and a corresponding note at either the bottom of the page (footnote) or the end of the section/chapter/book (endnote) (see the *Style manual* for further information).

Note identifiers should be placed at the end of the sentence or clause, and outside the punctuation. AIATSIS prefers Arabic numerals (1, 2, 3…) to other styles of note identifier (a, b, c *or* i, ii, iii).

The assumption was first raised by Baker and Smith,[1] and convincingly refuted in 2005 by researchers gathering data in field testing.[2]

When using footnotes:
- Avoid using superscript numbers in headings.
- Use only one superscript number per reference.

- For books, number notes by chapters, not consecutively throughout the manuscript.

Personal communications, such as conversations and emails, can be referred to using a note identifier, with the details provided in the note (see §Unpublished material for how to set these out). These sources are generally not listed in a bibliography.

Explanatory footnotes provide clarifying or contextualising information without interrupting the flow of the text. For example, if a technical term is used the author may prefer to explain the meaning in a footnote.

The following section provides examples of footnotes/endnotes for different types of publications.

Books

Information for books should be provided in the following order:
- author or editor (initials first)
- title (italics and initial cap only)
- (if applicable) series title; description of work; edition; editor, translator, reviser or compiler; volume number or number of volumes
- publisher
- place of publication
- year of publication
- page number(s), if applicable.

> P Sutton, *Native title in Australia: an ethnographic perspective,* Cambridge University Press, Melbourne, 2009.

> F Merlan & A Rumsey, *Ku Waru: language and segmentary politics in the Western Nebilyer Valley, Papua New Guinea*, Cambridge University Press, Cambridge, 1991.

> L Strelein (ed.), *Dialogue about land justice: papers from the National Native Title Conference*, Aboriginal Studies Press, Canberra, 2010.

Note that an ampersand is used for 'and'. Also note that the short form for multiple editors is 'eds' (a contraction).

Book chapters

> S Babidge, 'The truth of native title connection in absentia', in T Bauman and G Macdonald (eds), *Unsettling anthropology: the demands of native title on worn concepts and changing lives*, Australian Institute of Aboriginal and Torres Strait Islander Studies, Canberra, 2011, pp. 82–99.

> P Black, 'The failure of the evidence of shared innovations in Cape York Peninsula', in C Bowern & H Koch (eds), *Australian languages: classification and the comparative method*, John Benjamins, Amsterdam, 2004, pp. 241–68.

Note:
- Chapter title is in single quotation marks; page span for chapter is included.
- Editor details are introduced by 'in' (lower case) following the chapter title.
- Elements are separated by commas.
- Book title comes after editor details.
- Page ranges are given right at end, and should follow the general style preference for number spans (see §Spans of numbers); that is, 82–7, not 82–87.

Edition number

L Strelein, *Compromised jurisprudence: native title cases since Mabo*, 2nd edn, Aboriginal Studies Press, Canberra, 2009.

Note: Use roman, not superscript, for ordinal numbers.

Journal articles

DL Ritter, 'The ideological foundations of arguments about native title', *Australian Journal of Political Science*, vol. 45, no. 2, pp. 191–207, May 2010.

Note:
- Article title appears in single quotation marks.
- Journal title is capped and in italics.
- No publisher or place of publication is included.
- Month of publication is included (optional).

Submissions

D Cronin, S Smallacombe & M Bin-Sallik, Faculty of Aboriginal and Torres Strait Islander Studies and Centre for Indigenous Natural and Cultural Resource Management, Northern Territory University, Darwin, submission to the inquiry of the House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs into capacity building in Indigenous communities, 13 September 2002,
<http://www.aph.gov.au/binaries/house/committee/atsia/indigenouscommunities/subs/sub027.pdf>.

M Dodson, submission to the Parliament of the Commonwealth of Australia on the Social Justice Package, office of the Aboriginal and Torres Strait Islander Social Justice Commissioner, August 1999.

Reviews

RA Williams Jnr, review of *Indigenous peoples, the United Nations, and human rights*, ed. S Pritchard, *European Journal of International Law*, vol. 10, no. 1, 1999.

Published proceedings

T Bauman & F Kingham, 'Native title mediation: issues identified, lessons learnt', *Proceedings and findings of IFaMP workshops with native title mediators, February and March 2005*, Australian Institute of Aboriginal and Torres Strait Islander Studies, Canberra, 2006.

Annual reports

Attorney-General's Department, *Annual report 2009–10*, AGD, Canberra, 2010, <http://www.ag.gov.au/Publications/AnnualReports/Annualreport200910/Pages/default.aspx>.

Working papers

W Sanders, *Alice Springs unrepresentative council: cause for intervention?*, CAEPR Working Paper series, no. 76, Centre for Aboriginal Economic Policy Research, Australian National University, 2011, http://caepr.anu.edu.au/sites/default/files/Publications/WP/WP76.pdf.

Media releases

G McLean, *NLC and NAB working side by side on Blue Mud Bay,* media release, Northern Land Council, Darwin, 17 August 2011.

Secondary sources

Citations from secondary sources are discouraged. If the original is unavailable, however, both the secondary and original source should be cited.

DB Rose, *Nourishing terrains: Australian Aboriginal views of landscape and wilderness*, Australian Heritage Commission, Canberra, 1996, cited in K Muir, *"This earth has an Aboriginal culture inside": recognising the cultural value of county*, Land, Rights, Laws: Issues of Native Title, vol. 1, no. 23, p. 1.

Unpublished material

Place titles of unpublished material in single quotation marks rather than italics.

Theses

Apply the same style as in the author–date system except place the year of publication at the end of the entry.

B Baker, 'Word structure in Ngalakgan', PhD thesis, University of Sydney, 2009.

Conferences presentations

Use 'paper presented at' or equivalent, the name of the conference, the conference convenor and the location of conference. Dates should correspond to the dates of the conference rather than the date of presentation:

PA Keane, 'Opportunity and responsibility', keynote address presented at the National Native Title Conference, convened by the Australian Institute of Aboriginal and Torres Strait Islander Studies, Brisbane, 1–3 June 2011.

Lectures

P Sutton, 'Norman Tindale and native title: his appearance in the Yulara Case', Norman B Tindale Memorial Lecture, South Australian Museum, Adelaide, 2 December 2006.

Speeches

P Dodson, speech to the National Reconciliation Planning Workshop, Old Parliament House, Canberra, 31 May 2005.

Personal communication

The author must ensure they have obtained the relevant permissions before referencing any form of personal communication.

G Kazbegi, pers. comm, 1 October 2011.

K Wiltshire, email, 23 December 2008.

M Ibrahim, interview with the author, Darwin, 8 April 2011.

Electronic, audio and visual work

Include the following information when citing a website:

- author (the person or organisation responsible for the site)
- the date the site or page was created or last revised, if available
- date viewed
- URL

Editors checking and updating URLs should leave the access date unchanged, as webpage content can change over time. In the examples below the use of the word 'viewed' rather than 'accessed' and the placement of this information before the URL is in keeping with the AIATSIS style in Zotero bibliographic software and for consistency should be used in all AIATSIS Research Publications.

Australian Institute of Aboriginal and Torres Strait Islander Studies, website, viewed 20 September 2012, <http://www.aiatsis.gov.au/index.html>.

Australian Institute of Aboriginal and Torres Strait Islander Studies, Native Title Research Unit, 'Land tenure' webpage, viewed 18 May 2013, <http://www.aiatsis.gov.au/ntru/tenure.html>.

Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS), *Guidelines for ethical research in Australian Indigenous studies 2011*, 2nd edn, AIATSIS, 2011, viewed 10 October 2012, <http://www.aiatsis.gov.au/research/docs/GERAISjune2011.pdf>.

Electronic databases

Include the access date, the name of the database and, if available, the item number.

Agreements, Treaties and Negotiated Settlements Project database, Indigenous Studies Program, University of Melbourne, viewed 10 June 2007, <http://www.atns.net.au/agreement.asp?EntityID=3638>.

R Tonkinson, review of 'Vision and reality in Pacific religion: essays in honour of Niel Gunson', *The Contemporary Pacific* 19(1): 327, Expanded Academic ASAP database, item A155476119, viewed 8 October 2011.

Radio, CD-ROMs and film

The citation should include the format after the date. Films should include the length of the film, the director, producer or other details.

> M Dodson, interview on *The World Today*, ABC Radio, 6 December 2004.

> *Black chat with Paulette Whitton*, Koori Radio, Strawberry Hills NSW, 12 October 2006.

> Aboriginal and Torres Strait Islander Social Justice Commission, Native title report 2006, CD-ROM, Human Rights and Equal Opportunity Commission, Sydney.

> *Mining and native title*, DVD, National Native Title Tribunal, c. 2009, 15 min.

> *After Mabo*, VHS, Mirimbiak Nations Aboriginal Corporation, c. 1997, 84 min.

Maps

> National Native Title Tribunal, *Gulf of Carpentaria region: native title applications and determination areas as per the Federal Court (30 June 2011)*, Queensland Regional Maps, National Native Title Tribunal, 2011, <http://www.nntt.gov.au/Publications-And-Research/Maps-and-Spatial Reports/Documents/Quarterly%20Maps/QLD_Carpentaria_NTDA_Schedule.pdf>.

Artwork

> J Watson, *Sacred ground beating heart 1989*, painting, Queensland Art Gallery, Brisbane.

> E Mabo, *Self portrait of Eddie Mabo*, painting, exhibited 'Treasures Gallery', National Library of Australia, 7 October 2011 – 15 December 2012.

> J Beckett, 'Eddie Mabo and others at his house in Townsville', photograph, Australian Institute of Aboriginal and Torres Strait Islander Studies Pictorial Collection, Townsville, 1983.

Government publications

Citation of government publications can pose challenges. There may not be a single author or single entity responsible for the publication's production, which can make identifying the proper reference authority difficult. Many government publications may be the product of either a single department, a committee within a department, an intra-agency commission, or private sector consultants that contributed to the outcome.

The following list of examples is not exhaustive and authors should consult the *Style manual for authors, editors and printers*, pp. 220–3.

Documents produced by government departments and agencies

If there is no author listed, the sponsoring government agency should be cited.

> *Australian Institute of Health and Welfare, Homelessness in Indigenous Australia 2000–01, Australian Institute of Health and Welfare, Canberra, 2001.*

A document prepared by a branch or other division of a government agency, and published by that agency, should usually be listed under the agency's name, with the branch or other division acknowledged after the title.

> *Department of Conservation, Hydrogen-powered cars: progress to date, Sustainable Energy Branch, Department of Conservation, Darwin, 2000.*

If there is an author and agency listed, the sponsoring government agency should be cited first and the individuals following the title.

> *Department of Education, Training and Youth Affairs, Indigenous youth literacy in Australian schools, research report prepared by D Walt, M Meirheimer and L Residual, Department of Education, Training and Youth Affairs, Canberra, 2000.*

Parliamentary paper series

Parliamentary papers are documents tabled in the Commonwealth Parliament that either the House of Representatives or the Senate has ordered to be printed. They include:

- annual reports of government agencies
- reports of commissions of inquiry, committees of review or similar bodies
- reports of standing and select parliamentary committees
- budget papers
- white papers.

Parliamentary papers are numbered, and the number should be included in the citation.

> Australian Parliament, Joint Committee on Native Title, *Native Title Tribunal report for 1993–94*, Parl. Paper 43, Canberra, 1995.

Not all documents tabled in parliament are ordered to be printed. They are, however, listed in the House of Representatives *Votes and proceedings* or the *Journals of the Senate* on the day they are tabled. They are made available, under the provisions of the *Copyright Act 1968*, to the National Library of Australia and state libraries through the Library Deposit Scheme.

Parliamentary committee reports

> House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs, *Our land, our languages: language learning in Indigenous communities*, HRSCATSIA, Canberra, September 2013.

> Senate Standing Committee on Legal and Constitutional Affairs, *Report of the inquiry into the Native Title Amendment Bill 2009*, Legal and Constitutional Affairs Legislation Committee, Canberra, 2009.

Committee evidence

N Duff, evidence to the inquiry of the Australian Parliamentary Joint Select Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples into the *Aboriginal and Torres Strait Islander Peoples Recognition Bill 2012*, 22 January 2013, *Committee Hansard*, p. 14.

Hansard

Hansard is a record of what was said in parliament. It is provided as a proof document at the end of each sitting day and later as the official version following proofreading any corrections from members and senators. Proof *Hansard*s are paginated individually. Official *Hansard*s are paginated contiguously through any one year.

Australia, House of Representatives, *Parliamentary debates*, 11 February 2013, p. 579.

Australia, Senate, *Parliamentary debates*, 11 February 2013, p. 646.

Bills Digests

Bills Digests are produced by the Parliamentary Library and provide detailed information on legislation to be introduced in parliament.

> D Spooner, Bills Digest no. 178, 2011–12, Access to Justice (Federal Jurisdiction) Amendment Bill 2011, Law and Bills Digest Section, Australian Parliamentary Library, 29 June 2012.

Acts of Parliament

The first reference to an Act should cite its short formal title and jurisdiction. Subsequent references can be shown in roman type and with the date omitted.

> *Native Title Act 1993* (Cth) / Native Title Act (alternatively, *Native Title Act 1993* (Cth) (NTA) / NTA)
> *Maralinga Tjarutja Land Rights Act 1984* (SA)
> *Native Title Act 1993* (Cth), Preamble
> *Native Title Act 1993* (Cth), div. 6
> *Native Title Act 1993* (Cth), ss. 66, 190C

If only one Act is referred to in the paper, or the Act is a central focus of the paper, it can be abbreviated as 'the Act'. Sections should be 'Section 223' at the start of the sentence, or 's. 223' within a sentence. Plurals appear as 'Sections 223–4' or 'ss 223–4'.

Abbreviations for Australian jurisdictions		Abbreviations citing part of an Act	
Commonwealth	Cth	section	s.
New South Wales	NSW	sections	ss
Queensland	Qld	paragraph	para.
Tasmania	Tas.	paragraphs	paras
Victoria	Vic.	schedule	sch.
Western Australia	WA	schedules	schs
Australian Capital Territory	ACT	division	div.
Northern Territory	NT	part	pt

The titles of Acts of the parliaments of other nations should be presented in roman type, with the jurisdiction in parentheses if it is not already obvious from the text.

> Sale of Foods Act 2000 (UK)

Bills

Bills have the same format as Acts except they are not in italics.

> Aboriginal Land Bill 1993 (WA)
> Native Title Amendment (Reform) Bill 2011 (Cth)

Regulations and other forms of delegated legislation

Regulations and other forms of delegated legislation (such as rules and bylaws) should be presented in roman type. For example:

>the Native Title (Prescribed Bodies Corporate) Regulations 1999

Explanatory memoranda

>Explanatory Memorandum, Native Title Amendment Bill (No. 2) 2009, p. 5.

Cases

Consistent with the *Style manual* and punctuation rules elsewhere in this guide, AIATSIS uses full stops after abbreviations; for example, 'no.', not 'no', for 'number'; 'Vic.', not 'Vic', for 'Victoria'. For all other considerations in citing case law, including the use of pinpoint references, refer to the *Australian guide to legal citation*, third edition.

Repeat citations and shortened forms

Where a footnote refers to a source cited in a previous footnote, it is usually not necessary to repeat the full citation.

As some readers may be unfamiliar with the Latin abbreviations 'ibid.' (*ibidem* — in the same place), 'loc cit.' (*loco citato* — in the place cited) and 'op cit.' (*opera citato* — in the work cited), we recommend using an abbreviated version or the original entry as in the examples below. While this is the recommended style it may not be appropriate for all publications.

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[1] C Bracknell, 'Wal-walang-al ngardanginy: hunting the songs (of the Australian south-west)', *Australian Aboriginal Studies*, no. 2014/1, 2014, pp. 3–15.

[2] R Farrell, J Catlin & T Bauman, *Getting outcomes sooner: report on a native title connection workshop, Barossa Valley, 2007*, Australian Aboriginal and Torres Strait Islander Studies and the National Native Title Tribunal, Canberra, 2007, viewed 28 June 2015, <http://aiatsis.gov.au/publications/products/getting-outcomes-sooner-report-native-title-connection-workshop>.

[3] Farrell et al., *Getting outcomes sooner: report on a native title connection workshop, Barossa Valley, 2007*.

[4] Bracknell, 'Wal-walang-al ngardanginy: hunting the songs (of the Australian south-west)'.

[5] A Podger & D Trewin (eds), *Measuring and promoting wellbeing*, Australian National University, 2014, viewed 19 June 2014, <http://press.anu.edu.au/titles/australia-and-new-zealand-school-of-government-anzsog-2/measuring-and-promoting-wellbeing/>.

See §Abbreviations for a table of abbreviated terms and their format conventions.

References

Commonwealth Department of Finance and Administration 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Sydney.

Department of Parliamentary Services 2005, *Hansard style guide*, Australian Government, Canberra.

Melbourne University Law Review Association 2010, *Australian guide to legal citation*, 3rd edn, Melbourne University Law Review Association in collaboration with the Melbourne Journal of International Law Inc., <http://www.law.unimelb.edu.au/files/dmfile/FinalOnlinePDF-2012Reprint.pdf>.

University of Chicago 2010, *Chicago manual of style online*, <http://www.chicagomanualofstyle.org/home.html>.