What is a ‘referencing’ style?
Referencing styles are established systems of referencing with consistent rules. Referencing style requirements cover the two elements of a referencing system:

a. **in-text citations** such as *author-date* citations or *footnotes*
b. **reference lists** or *bibliographies*.

What do I need to know about referencing styles?
There is a wide range of referencing styles, each with different origins and features. Some disciplines have developed their own style. For example, the American Psychological Association (APA style) was developed specifically for Psychology. Some disciplines have adopted a particular referencing style, while other disciplines may use a range of referencing styles. It is up to students to familiarise themselves with the referencing style requirements for each subject.

Consistency is most important. Do not mix referencing styles within one piece of writing.

Which referencing style should I use?
To find out which style to use:

- check your assignment instructions or Unit Guide
- ask your lecturer
- consult your faculty handbook and/or style guide (such as the *Q Manual* for BusEco)
- for information on referencing styles for Information Technology, Engineering, Science and Medicine and for preferred referencing style by faculty go to the Monash University Library citing and referencing website: <http://www.lib.monash.edu/tutorials/citing/styles-monash.html>
- look at samples of work from your department
- look at the table on the next page for general guidance.

How do I find out more about referencing styles?
There is a wide range of resources available on referencing styles. However, you should first consult the following Monash University resources:

- **Language and Learning Online**: <http://www.monash.edu.au/lls/llonline/>. Here you can access relevant tutorials and information on general aspects of academic study and writing skills in your subject areas. There are also QuickRef sheets available with explanations and examples of different referencing styles at <http://www.monash.edu.au/lls/llonline/quickrefs/>.
- the **Library** website contains tutorials on referencing styles with examples. Access these at <http://www.lib.monash.edu/tutorials/citing/>.

What if I still have problems?
If you still have problems with referencing styles consult:

- faculty staff
- Library staff: learning skills advisers and librarians
- style manuals and writing guides (see next page)
A quick guide to referencing styles

<table>
<thead>
<tr>
<th>Style name</th>
<th>Style features</th>
<th>Author organisation</th>
<th>General application</th>
<th>Reference manual or guide</th>
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</thead>
<tbody>
<tr>
<td><strong>Harvard</strong></td>
<td>Author and date in text</td>
<td>Harvard University</td>
<td>Natural Sciences, Social Sciences and Education, Business</td>
<td>Simplified version of the Chicago style, as documented in Anderson &amp; Poole, <em>Thesis and Assignment Writing</em>. Library citing and referencing website: <a href="http://www.lib.monash.edu/tutorials/citing/harvard.html">http://www.lib.monash.edu/tutorials/citing/harvard.html</a></td>
</tr>
<tr>
<td><strong>MLA</strong></td>
<td>Author and page number in text</td>
<td>Modern Languages Association of America</td>
<td>Humanities: Modern Languages, Literature, and other fields</td>
<td>Gibaldi, J 2003, <em>MLA handbook for writers of research papers</em>, 6th edn, MLA, New York.</td>
</tr>
</tbody>
</table>

* All texts referred to are available through the Monash Library.

**Other useful references on this topic:**


Style manual for authors, editors and printers 2001, 6th edn, Ausinfo, Canberra.