

# ASSIGNMENT SKILLS

## AGLC 4th referencing guide

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AGLC 4th is a footnotes referencing style used in law. It is based on the *Australian Guide to Legal Citation, 4th edition*.

This guide is primarily for students completing assignments at Curtin University. If you are publishing (e.g. journal article, PhD), please consult the above publication as examples provided here may differ slightly from the requirements outlined in the official style guide.

<b>Guide Contents</b>	<b>Page</b>	<b>Footnote examples</b>	<b>Page</b>	<b>Footnote examples</b>	<b>Page</b>
<a href="#">Australian Guide to Legal Citation</a>	2	<b>Legislation (cont.)</b>		<b>Research papers and similar documents</b>	<b>16</b>
<a href="#">Footnotes</a>	2	<a href="#">Gazettes</a>	11	<a href="#">Theses and dissertations</a>	16
<a href="#">Examples of ibid and above n</a>	3	<a href="#">Taxation rulings</a>	11	<a href="#">Conference papers</a>	16
<a href="#">Pinpoint citations</a>	4	<a href="#">Treaties</a>	11		
<a href="#">Quotations within the body of your work</a>	4	<a href="#">US Codes</a>	11	<b>Internet sources</b>	17
<a href="#">Discursive text in footnotes</a>	5	<b>Journal articles</b>	<b>12</b>	<a href="#">Webpages</a>	17
<a href="#">Citing quoted material</a>	5	<a href="#">Journal articles</a>	12	<a href="#">Social media posts</a>	17
<a href="#">Bibliography</a>	6	<a href="#">Newspaper articles</a>	13		
<hr/>		<b>Books</b>	<b>13</b>	<b>Other sources</b>	<b>18</b>
<b>Footnote examples</b>		<a href="#">Book</a>	13	<a href="#">Film</a>	18
<b>Case Law</b>	<b>7</b>	<a href="#">Edited book</a>	13	<a href="#">TV series episode</a>	18
<a href="#">Reported cases</a>	7	<a href="#">Chapter in an edited book</a>	14	<a href="#">Radio or podcast segment</a>	18
<a href="#">Unreported decisions with a medium neutral citation</a>	8	<a href="#">Dictionaries</a>	14	<a href="#">Written correspondence</a>	19
<a href="#">Unreported decisions without a medium neutral citation</a>	8	<a href="#">Legal encyclopaedias</a>	14	<a href="#">Speeches &amp; lectures</a>	19
<a href="#">US cases</a>	8	<a href="#">Looseleaf services</a>	14	<a href="#">Interviews</a>	19
<b>Legislation</b>	<b>9</b>	<b>Reports and similar documents</b>	15		
<a href="#">Statutes (Act of Parliament)</a>	9	<a href="#">General rules for reports</a>	15		
<a href="#">Bills</a>	9	<a href="#">Parliamentary papers, committee reports, bills digests and other digests</a>	15		
<a href="#">Delegated legislation</a>	9	<a href="#">Royal Commission reports</a>	15		
<a href="#">Australian constitutions</a>	10	<a href="#">Law Reform Commission publications</a>	16		
<a href="#">Explanatory memoranda</a>	10	<a href="#">Australian Bureau of Statistics material</a>	16		
<a href="#">Parliamentary debates (Hansard) including second reading speeches</a>	10				

## Australian Guide to Legal Citation (AGLC)

This is a brief guide to help Curtin University students who are required to use the **Australian Guide to Legal Citation, 4<sup>th</sup> edition (AGLC4)**, produced by the Melbourne University Law Review Association in collaboration with the *Melbourne Journal of International Law*. It uses the footnotes style of referencing. You can access this manual either online or in hard copy:

- The online version is available at: <https://law.unimelb.edu.au/mulr/aglc/about>
- The hard copy version is available in Curtin Library at the shelf number: **808.06634 AUS**.  
To check availability and see locations go to the Curtin Library Catalogue.

It is a good idea to familiarise yourself with '**Part 1: General Rules**' as it outlines the essence of the referencing style and will give you a good foundation. It also gives you lots of useful examples. Whenever you see instruction to 'see rules ...' in this guide, it is referring to the rules within AGLC4.

### Footnotes (See rules 1.1 – 1.4.)

Footnotes are used to:

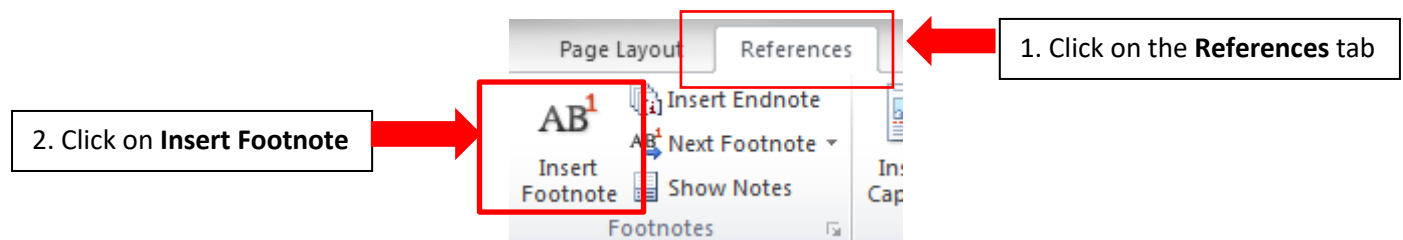
- Acknowledge sources of information you have used in your assignments, and
- Provide information that enables the reader to find the sources that you used.

Any direct quotes in your assignment must be immediately followed by a footnote (unless their source has been provided in full in the text, see rule 1.1.1). You must also always include a footnote when you have paraphrased from a source.

### To insert a footnote in Word (2007 and later):

Position your cursor at the appropriate place in your word document. The footnote should appear directly **after** the full stop in the text of your Word document (however a footnote number may appear directly after the relevant text if it is necessary for the sake of clarity, see rule 1.1.2).

1. Click on the References tab.
2. Click on Insert Footnote.



Once you have inserted a footnote in Word you can type in your reference following the guidelines in the table starting on page 4 of this guide. **You must put a full stop at the end of each footnote.**

If you wish to cite a second reference in the same footnote, **type a semicolon and a space** (see rule 1.1.3 for exceptions to this rule). For example:

<sup>1</sup> *Wong v Commonwealth* (2000) 236 CLR 573, 200; *Crimes Act 1958* (Vic) s 3.

For **repeated** footnotes you can follow these two rules regardless of material type:

- If a source immediately following a footnote is the same then you can use 'ibid' (meaning 'the same'). If the pinpoint reference is different than you can use 'ibid' and the new pinpoint reference (with no comma in between); For example: Ibid 65-67 (See rule 1.4.3.)
- If a source has been referred to before in an earlier footnote but is not the same as the one directly above it then you can use the author's surname and a cross reference in brackets to refer to that previous citation (see rule 1.4.1). For example: Jones (n 3). For cases and legislation you can use the short title or popular name rather than the author's name. For example: Tasmanian Dam Case (n 12). The short title should follow rule 1.4.4.

#### **Examples of using ibid and (n)**

<sup>1</sup> Eric Barendt, *Freedom of Speech* (Oxford University Press, 2<sup>nd</sup> ed, 2005) 163.

<sup>2</sup> Ibid.

<sup>3</sup> Ibid 174-5.

<sup>4</sup> Catharine MacMillan, *Mistakes in Contract Law* (Hart Publishing, 2010) 38.

<sup>5</sup> *Administrative Decisions (Judicial Review) Act 1977* (Cth) s 37 ('ADJR Act').

<sup>6</sup> *McGinty v Western Australia* (1996) 186 CLR 140, 183 ('McGinty').

<sup>7</sup> MacMillan (n 4).

<sup>8</sup> *ADJR Act* (n 5) s 81.

<sup>9</sup> Peter Berk (ed), *Concepts of Case Law* (Clarendon Press, 2016).

<sup>10</sup> *McGinty* (n 6) 56.

<sup>11</sup> Berk (ed) (n 9).

## Pinpoint Citations (see rule 1.1.6)

A pinpoint reference is a reference to a specific page or paragraph. A pinpoint reference to a **page** should appear as a number. A pinpoint reference to a **paragraph** should appear as a number in square brackets. It is placed at the end of the reference and for most resource types it should be preceded by a space. For example:

HLA Hart, *The Concept of Law* (Clarendon Press, 1970) 15.

For some resource types such as **journal articles** and **cases** you are required to place a comma before the pinpoint citation. For example:

Gordon Goldberg, 'Confusions Concerning Common Count' [2000] *Restitution Law Review* 189, 67.

### Common resource types which require a comma before the pinpoint:

- Cases
- Journal articles
- Chapter in an edited book
- Gazettes
- Parliamentary debates
- Written correspondence

Always check the examples provided for your resource type in the guide to see if a comma is required or not.

## Quotations within the body of your work (see rule 1.5.1)

Short quotations (of three lines or less) should be incorporated within single quotation marks.

### For example:

Priestley JA stated that 'there is a close association of ideas between the terms unreasonableness, lack of good faith and unconscionability.'<sup>12</sup>

Long quotations (of 4 full lines or more) should appear indented from the left margin, in a smaller font size and without quotation marks. Legislative and treaty extracts, regardless of length, may also appear this way.

### For example:

The Judge stated:

Thus elaborating, the first question is whether a financial benefit is given within the meaning of s 229 of the Corporations Act (in relation to the prohibition on related party benefits without member approval). The second question is whether the exception for arm's length terms in s 210 of the Corporations Act is made out ...<sup>23</sup>

### **Omissions, alterations and significant errors in quotes**

- Omissions from a quotation should be indicated by an ellipsis ( ... ) (See rule 1.5.3).
- If you need to alter a quotation in any way include the alteration in square brackets (see rule 1.5.4).
- If there is a significant error in the quotation you may use [sic] (see rule 1.5.5).

### **Discursive Text in Footnotes** (*See rule 1.1.5*)

Footnotes may contain text which is not a citation. Citations relating to discursive text in footnotes should appear after a colon at the end of the text (unless the full citation appears within the discursive text, including relevant pinpoints).

### **Citing quoted material** (*See rule 1.3*)

AGLC prefers you to cite the original text if you can get hold of it. If this is not possible then you should give as full a reference to the **original** text as you can and use the words 'quoted in' or 'cited in' or 'discussed in' and give a full reference to the secondary text. For example:

*Mason v Freedman* [1958] SCR 483, quoted in *Shelanu Inc v Print Three Franchising Corporation* (2003) 64 OR (3d) 533, 556.

## **Bibliography** (*See rule 1.13*)

**The first step is to check with your lecturer whether they require you to produce a bibliography.** It may be the case that footnotes are sufficient. A bibliography includes not only all the sources you have cited in your assignment (which is the role of footnotes) but also all the sources you have consulted and relied upon whilst researching your assignment.

If you are required to include a bibliography, you must list all sources you used to complete your assignment alphabetically under the following headings. These headings are centered on the page and printed in italics:

*A Articles / Books / Reports*

*B Cases*

*C Legislation*

*D Treaties*

*E Other*

References in your bibliography should be set out as in your footnotes with the following four exceptions:

1. The **first** author's name (only) should be inverted and separated by a comma (e.g. Smith, John rather than John Smith).
2. Do not include pinpoint references (these are for footnotes only).
3. Do not include a full stop at the end of each reference.
4. If there is no author, list the source alphabetically by title.

*Footnote examples & special notes in this guide taken with permission from Australian Legal Guide to Citation (Melbourne University Law Review Association Inc. in collaboration with Melbourne Journal of International Law Inc., 4th ed., 2018).*

Case law	Footnote example	Special notes
<p><b>Reported cases</b></p> <p>(rule 2)</p>	<p><sup>1</sup> <i>Johnson v Staskos</i> (2015) 48 WAR 349, 13.</p> <p><sup>2</sup> <i>Bakker v Stewart</i> [1980] VR 17, 22.</p>	<p><i>Case Name in Italics</i> (Year) Volume Law Report Series Starting Page, Pinpoint.</p> <ul style="list-style-type: none"> <li>• Cite only the first plaintiff and first defendant (see rule 2.1.1)</li> <li>• Case names may be abbreviated for subsequent footnotes (see rule 2.1.14). If the case name appears in full within the text it may be omitted in the footnote citation (see rule 2.1.15)</li> <li>• If the volumes of the law report are organised by year, put the relevant year in square brackets: [ ]. If the reports are organised by volume number, put the year the case was decided in round brackets: ( )</li> <li>• Where a law report series is organised by year, some years may have two or more volumes per year. For example, [2007] 1 Qd R is the first volume of the Queensland Reports for the year 2007</li> <li>• Use the abbreviation for the name of the law report series, not the full title. The report itself should indicate the relevant abbreviation. Lists of law report series abbreviations can found in the Law guide in the Cases tab. Always cite an authorised version if possible (see rule 2.2.2 for preferred order)</li> <li>• Put the page number the case report starts on. Some report series, such as CCH, often use a unique reference instead of a starting page number. Use this as the page number, e.g. ¶193-198.</li> <li>• For the pinpoint use the specific page number. The paragraph number may be added after the page number if desired. If identifying the particular judge being cited, put their name in round brackets after the pinpoint.</li> </ul>

<p><b>Unreported decisions with a medium neutral citation</b></p> <p>(rule 2.3.1)</p>	<p><sup>1</sup> <i>R v Landmeter</i> [2015] SASFC 3, [16].</p>	<p><i>Case Name in Italics</i> [Year] Court identifier Judgment number, [Pinpoint].</p> <ul style="list-style-type: none"> <li>• A case is unreported if it not published in a law report series. Always use a reported version if you can and always cite an authorised version if possible (see rule 2.2.2 for preferred order). To see if a case has been reported you can check a case citator such as CaseBase (LexisNexis) or FirstPoint (WestLaw). If it is reported in an authorised series, use the authorised reports (e.g. Commonwealth Law Reports, Federal Court Reports, Victorian Reports). If there is no reported version then use a medium neutral citation if one is available (this is a citation allocated by the court the case was heard in)</li> <li>• Cases in AustLii are unreported versions. Check a case citator to see if the case has been reported.</li> </ul>
<p><b>Unreported decisions without a medium neutral citation</b></p> <p>(rule 2.3.2)</p>	<p><sup>1</sup> <i>Barton v Chibber</i> (Supreme Court of Victoria, Hampel J, 29 June 1989) 3.</p>	<p><i>Case Name in Italics</i> (Court, Judge(s), Full judgment date) Pinpoint.</p>
<p><b>US cases</b></p> <p>(rule 25.1)</p>	<p><sup>1</sup> <i>Bush v Schiavo</i>, 885 So 2d 321, 336 (Fla, 2004).</p>	<p><i>Parties' Names in Italics</i>, Volume Report Series and Series Number Starting Page, Pinpoint (Jurisdiction and Court Name, Year).</p> <ul style="list-style-type: none"> <li>• See rule 25.1.5.2 for abbreviations for US states.</li> </ul>



Legislation	Footnote example	Special notes
<p><b>Statutes (Acts of Parliament)</b> (rule 3.1)</p> <p>See rule 3.1.3 for a table of jurisdiction abbreviations.</p>	<p><sup>1</sup> <i>National Health Act 1953</i> (Cth) s 87.</p>	<p><i>Title of Act Year in Italics (Jurisdiction abbreviated) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• Generally, a principal Act rather than an amending Act should be cited (see rule 3.8 for exceptions to this rule)</li> <li>• The pinpoint should identify the particular section, paragraph, part, schedule etc. (see rule 3.1.4 for the appropriate abbreviation)</li> <li>• In repeat citations you may use an abbreviated form of the title referred to as a short title (rule 3.5). This must be followed by a cross reference (n) in parentheses. The title should always be included in the footnote (even if the title appears in the sentence accompanying the footnote – rule 3.5) e.g. <sup>1</sup> <i>Criminal Investigation (Identifying People) Act 2002</i> (WA) s 9 (<i>'Identifying People Act'</i>). <sup>3</sup> <i>Identifying People Act</i> (n 1) s 6.</li> <li>• If you are citing an individual part of an Act i.e. Competition Code within the Trade Practices Act give a short title to this portion of the Act and use this short title for subsequent references (rule 3.1.7). You must also include a cross reference (n) e.g. <sup>1</sup> <i>Trade Practices Act 1974</i> (Cth) sch pt 1 (<i>'Competition Code'</i>). <sup>5</sup> <i>Competition Code</i> (n 1) s 45.</li> </ul>
<p><b>Bills</b> (rule 3.2)</p>	<p><sup>1</sup> Australian Border Force Bill 2015 (Cth) cl 26.</p>	<p><i>Title of Bill Year (Jurisdiction abbreviated) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• For pinpoint citations, 'clause' and 'sub-clause' are usually the appropriate classifiers.</li> </ul>
<p><b>Delegated legislation</b> (rule 3.4)</p>	<p><sup>1</sup> <i>Radiation Safety (General) Regulations 1983</i> (WA) reg 22.</p>	<p><i>Title Year in Italics (Jurisdiction) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• Delegated legislation (for example, regulations, rules and orders falling under primary legislation) follows the same rules as primary legislation. Only the pinpoint abbreviations differ (rule 3.4).</li> </ul>

<p><b>Australian Constitutions</b></p> <p>(rule 3.6)</p>	<p><sup>1</sup> <i>Australian Constitution</i> s 51(ii).</p> <p><sup>2</sup> <i>Commonwealth of Australia Constitution Act 1900</i> (Imp) 63 &amp; 64 Vict, c 12, s 9.</p> <p><sup>3</sup> <i>Constitution Act 1889</i> (WA) s 2(1).</p>	<ul style="list-style-type: none"> <li>• The <i>Constitution of the Commonwealth of Australia</i> may be cited as the <i>Australian Constitution</i>, the <i>Commonwealth Constitution</i>, or simply as the <i>Constitution</i> as long as there is no chance that your reader will mistake it for a different constitution</li> <li>• It may also be referred to within its enacting legislation (see second example)</li> <li>• Constitutions of the Australian states should be cited as normal statutes (see third example).</li> </ul>
<p><b>Explanatory memoranda</b></p> <p>(rule 3.7)</p>	<p><sup>1</sup> Explanatory Memoranda, Health Legislation Amendment Bill (No 1) 2003 (Cth).</p>	<p><a href="#">Explanatory Memoranda, Title of Bill Year (Jurisdiction abbreviated) Pinpoint.</a></p> <ul style="list-style-type: none"> <li>• Explanatory Memoranda are sometimes known as Explanatory Statements or Explanatory Notes. Where your reference is titled with one of these terms, the appropriate term should be used in lieu of ‘Explanatory Memoranda’.</li> </ul>
<p><b>Parliamentary debates (Hansard) including second reading speeches</b></p> <p>(rule 7.5.1)</p>	<p><sup>1</sup> Commonwealth, <i>Parliamentary Debates</i>, Senate, 3 May 2016, 3322 (Penny Wong).</p>	<p><a href="#">Jurisdiction not abbreviated, <i>Parliamentary Debates in Italics</i>, Chamber of the House, Full date of Debate, Pinpoint (Name of Speaker, Position of Speaker).</a></p> <ul style="list-style-type: none"> <li>• If it is relevant, the position of the speaker may be included after their name, preceded by a comma.</li> <li>• AGLC states (in rule 3.7) that second reading speeches are sections of parliamentary debates and should be cited in accordance with rule 7.5.1 .</li> </ul>

<p><b>Gazettes</b></p> <p>(rule 3.9.1)</p>	<p><sup>1</sup> Commonwealth, <i>Gazette: Special</i>, No S 489, 1 December 2004.</p> <p><sup>2</sup> Minister for Lands (WA), ‘Land Acquisition and Public Works Act 1902 – Native Title Act 1993 (Commonwealth) – Notice of Intention to Take Land for a Public Work’ in Western Australia, <i>Western Australian Government Gazette</i>, No 27, 18 February 1997, 1142, 1143.</p>	<p><i>Jurisdiction, Gazette Title in Italics, No Gazette Number, Full Date, Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• Where multiple notices appear in the same gazette or on the same page, the author and title of the notice (if available) should also be included as follows: Author, ‘Title of Notice’ in Jurisdiction, <i>Gazette Title</i>, No Gazette Number, Full Date, Starting Page, Pinpoint.</li> <li>• If there is no author you may omit this</li> <li>• Australian Government gazettes are considered quasi-legislative materials and contain a range of information about legislation, including proclamations and notices from government departments and courts.</li> </ul>
<p><b>Taxation rulings</b></p> <p>(rule 3.9.2)</p>	<p><sup>1</sup> Australian Taxation Office, <i>Income Tax: Business Related Capital Expenditure – Section 40-880 of the Income Tax Act 1997 Core Issues</i>, (TR 2011/6, 30 November 2011).</p>	<p><i>Instrumentality/Officer, Instrument Title in Italics, (Document Number, Full Date) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• If you are using Officer only use their title (not their name) and include the jurisdiction in brackets after the name of the department or officer</li> <li>• A document number should be included only if it appears on the instrument. Reproduce this exactly as it appears</li> <li>• The full date is the date from which the instrument takes effect. You’ll find a reference to it in the contents page of the document.</li> </ul>
<p><b>Treaties</b></p> <p>(rule 8)</p>	<p><sup>1</sup> <i>The Antarctic Treaty</i>, signed 1 December 1959, 402 UNTS 71 (entered into force 23 June 1961) art I.</p>	<p><i>Treaty Title in Italics, Parties’ Names (where applicable), Date Opened for Signature or Signed, Treaty Series (date of entry into force) Pinpoint.</i></p>
<p><b>US Codes</b></p> <p>(rule 25.2)</p>	<p><sup>1</sup> <i>Trade Act of 2002</i>, 19 USC §§ 3803-5 42 (2006).</p>	<p><i>Statute Title in Italics, Title Chapter or Volume Number Abbreviated Code Name Pinpoint (Publisher’s Name, Year of Code and Supplement).</i></p> <ul style="list-style-type: none"> <li>• Not all elements will appear in every citation</li> <li>• See rule 25.2.3 for abbreviated code names.</li> </ul>

Journal articles	Footnote example	Special notes
<p><b>One author</b></p> <p><b>Three authors</b></p> <p><b>Four or more authors</b></p> <p>(rule 5)</p>	<p><sup>1</sup> Scott Grattan, 'Revisiting Restraints on Alienation: Public and Private Dimensions' (2015) 41(3) <i>Monash University Law Review</i> 67, 84 &lt;<a href="https://heinonline.org/HOL/P?h=hein.journals/monash41&amp;i=75">https://heinonline.org/HOL/P?h=hein.journals/monash41&amp;i=75</a>&gt;.</p> <p><sup>2</sup> Bronwyn Naylor, Julie Debeljak and Anita Mackay, 'Introduction: Implementing Human Rights in Closed Environments' (2015) 31(1) <i>Law in Context</i> 1, 6 &lt;<a href="https://heinonline.org/HOL/P?h=hein.journals/lwincntx31&amp;i=9">https://heinonline.org/HOL/P?h=hein.journals/lwincntx31&amp;i=9</a>&gt;.</p> <p><sup>3</sup> Martin Dockray et al, 'Why Do We Need Adverse Possession?' [1985] (Spring) <i>Conveyancer and Property Lawyer</i> 272, 275.</p> <p><sup>4</sup> Anusha Pirani, 'Cryptocurrency: A Magical Bubble or the Future of Currency' (2018) 5(8) <i>Court Uncourt</i> 29: 29-31, 30 &lt;<a href="https://heinonline.org/HOL/P?h=hein.journals/council5&amp;i=325">https://heinonline.org/HOL/P?h=hein.journals/council5&amp;i=325</a>&gt;.</p> <p><sup>5</sup> Andrew Sherrill et al, 'Understanding How Grammatical Aspect Influences Legal Judgment' (2015) 10(10) <i>PLOS One</i> e0141181: 1-19, 15 &lt;<a href="https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0141181">https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0141181</a>&gt;.</p>	<p>Author, 'Title of Article' (Year) Volume number(Issue number) <i>Full Journal Title in Italics</i> First Page of Article, Pinpoint &lt;URL&gt;.</p> <ul style="list-style-type: none"> <li>• List the author's first name and then the family name. If the first name is not given on the publication, then give initial(s) with no spaces in between</li> <li>• If there are 4 or more authors, list only the first author followed by 'et al'. See rule 4.1 for more details such as how to include honorific/peerage titles</li> <li>• If the name of a case or statute is included as part of the title, you must italicise the case or statute name as per rule 1.8.2 (see rule 4.2 for more detail)</li> <li>• Year, volume number, issue number (rule 5.3 and 5.4): <ul style="list-style-type: none"> <li>○ If the journal is organised by year put the year of publication in square brackets and include the issue number in round brackets preceded by a space [2019] (1). There will be no volume number</li> <li>○ If the journal is organised by volume number, put the year of publication in round brackets and include the volume and issue number in round brackets (2018) 40(1)</li> <li>○ If the issue identifier is not a number present as follows: [2019] (Summer) or (2019) 31 (Winter)</li> <li>○ For newsletters or magazines where the issue is defined by a month or season rather than a volume, issue or year (see rule 7.11.3)</li> </ul> </li> <li>• Omit 'The' if it occurs at the beginning of the journal title. Subtitles should be omitted where this does not cause ambiguity (rule 5.5)</li> <li>• If the article appears as a PDF include the page range of the article after the starting page number and before the pinpoint (see fourth footnote example)</li> <li>• If an article has an article number or some other identifier, use in place of the starting page number (see the fifth footnote example)</li> <li>• The pinpoint is used to cite the exact page referred to. It should be preceded by a comma and a space (rule 5.7). Where the pinpoint reference is to the starting page of an article, the page number should be repeated</li> <li>• A URL may be included to aid in retrieval. It should appear at the end of the citation after the pinpoint but before a short title.</li> </ul>

<p><b>Newspaper articles</b> (rule 7.11)</p>	<p><sup>1</sup>Tomio Geron, 'As Market Softens, Startups Work Harder to Compete for Talent', <i>Wall Street Journal</i> (New York, 20 June 2016) 12.</p> <p><sup>2</sup>Jacob Greber and Andrew Tillett, 'Donald Trump Nominates Australian Ambassador', <i>Financial Review</i> (online, 6 November 2018) &lt;<a href="https://www.afr.com/news/politics/donald-trump-nominates-australian-ambassador-20181106-h17kx5">https://www.afr.com/news/politics/donald-trump-nominates-australian-ambassador-20181106-h17kx5</a>&gt;.</p>	<p><i>Author, 'Title of Article', Newspaper Title in Italics (Place of publication, Full Date) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• Include 'The' at the beginning of the newspaper title if it appears in the masthead e.g. <i>The West Australian</i></li> <li>• If the article appears in a separately paginated section and the section has its own title, the title of the section should precede the title of the newspaper, e.g. <i>Saturday Extra, The Age</i> (rule 7.11.1)</li> <li>• The place of publication is the place of the newspaper's headquarters and should be given as a city. Include a state or country if this is ambiguous (e.g. London, Ontario)</li> <li>• A pinpoint should only be included where the article has pages or paragraphs</li> <li>• If accessing online, omit the place of publication and precede the date with the word 'online' (see second footnote example). Add the &lt;URL&gt; in pointy brackets following the full date (or any pinpoint references).</li> </ul>
<p><b>Books</b></p>	<p><b>Footnote example</b></p>	<p><b>Special notes</b></p>
<p><b>One author</b></p> <p><b>Two authors</b></p> <p><b>Three authors</b></p> <p><b>Four or more authors</b></p> <p><b>Edited book</b> (rule 6)</p>	<p><sup>1</sup> Paul Latimer, <i>Australian Business Law</i> (Oxford University Press, 35<sup>th</sup> ed, 2016) 36.</p> <p><sup>2</sup> Ronald Dworkin and Ross Redford, <i>Law's Empire</i> (Harvard University Press, 1968) 18.</p> <p><sup>3</sup> Sarah Joseph, Jenny Schultz and Melissa Castan, <i>The International Covenant on Civil and Political Rights: Cases, Materials and Commentary</i> (Oxford University Press, 2<sup>nd</sup> ed, 2004).</p> <p><sup>4</sup> Paul Rishworth et al, <i>The New Zealand Bill of Rights</i> (Oxford University Press, 2003).</p> <p><sup>5</sup> John Bowers et al (eds), <i>Blackstone's Employment Law Practice 2009</i> (Oxford University Press, 2009).</p>	<p><i>Author, Title of Book in Italics (Publication details) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• List the author's first name and then the family name. If first is name not given on the publication, then give initial(s) (see rule 4.1)</li> <li>• If there are four or more authors, list only the first author followed by 'et al'</li> <li>• If it is an edited book, put (ed) or (eds) after the names. See rule 4.1.4 for publications authored by a body</li> <li>• 'The' at the start of a publisher's name should be omitted. Omit abbreviations such as 'Ltd', 'Co'. Include edition number if there is one. Use 'rev ed' for a revised edition</li> <li>• If the author's name is the same as the publisher's name then omit this part. See rule 6.3.1 for more detail</li> <li>• The pinpoint is to cite the exact page referred to. If you wish to cite the exact paragraph you can put in square brackets or if you wish to cite the exact chapter you can abbreviate as 'ch'.</li> </ul>

<p><b>Chapter in an edited book</b> (rule 6.6.1)</p>	<p><sup>1</sup> Frederick Hendrik Kistenkas, ‘Sustainable Development: New Thoughts’ in Volker Mauerhofer (ed), <i>Legal Aspects of Sustainable Development</i> (Springer International Publishing, 2016) 535, 540.</p>	<p>Author, ‘Chapter Title’ in Editor (ed), <i>Book Title in Italics</i> (Publication details) Starting page, Pinpoint.</p>
<p><b>Dictionaries</b> (rule 7.6)</p>	<p><sup>1</sup> <i>Macquarie Dictionary</i> (5<sup>th</sup> ed, 2009) ‘demise’ (def 4). <sup>2</sup> <i>Encyclopaedic Australian Legal Dictionary</i> (online at 20 February 2018) ‘default judgment’ (def 1).</p>	<p>Print: <i>Dictionary Title in Italics</i> (Edition Number ed, Publication Year) ‘Entry Title’ (def Definition Number).  Online: <i>Dictionary Title in Italics</i> (Online at Date of Retrieval) ‘Entry Title’ (def Definition Number).</p>
<p><b>Legal encyclopaedias</b> (rule 7.7)</p>	<p><sup>1</sup> LexisNexis, <i>Halsbury’s Laws of Australia</i>, vol 15 (at 25 May 2009) 235 Insurance, ‘2 General Principles’ [235-270]. <sup>2</sup> WestLaw AU, <i>The Laws of Australia</i> (online at 15 February 2018) 2 Administrative Law, ‘2.3 Access to Information’ [2.3.10].</p>	<p>Print: Publisher, <i>Title of Encyclopedia in Italics</i>, vol Volume Number (at Full Date) Title Number Name of Title, ‘Chapter Number Name of Chapter’ [Paragraph].  Online: Publisher, <i>Title of Encyclopedia in Italics</i>, (online at Date of Retrieval) Title Number Name of Title, ‘Chapter Number Name of Chapter’ [Paragraph].</p>
<p><b>Looseleaf services</b> (rule 7.8)</p>	<p><sup>1</sup> Niel J Williams, LexisNexis Butterworths, <i>Civil Procedure: Victoria</i>, vol 1 (at Service 231) [21.01.1]. <sup>2</sup> CCH Australia, <i>Australian Intellectual Property Commentary</i> (online at 20 February 2018) ¶7-000.</p>	<p>Print: Publisher, <i>Title in Italics</i>, Vol Volume Number (at Most Recent Service Number for Pinpoint or Date of Last Update) [Pinpoint].  Online: <i>Publisher, Title in Italics</i> (online at Date of Retrieval) [Pinpoint].</p> <ul style="list-style-type: none"> <li>• Where an author of a looseleaf service is clearly identified, the author’s name should be included before the publisher, followed by a comma</li> <li>• Pinpoints should be to paragraphs and therefore appear in square brackets ([ ]), unless the ¶ symbol is used, in which case square brackets are omitted.</li> </ul>

Reports and similar documents	Footnote example	Special notes
<b>General rules for reports</b>  (rule 7.1.1)	<sup>1</sup> Community Law Australia, <i>Unaffordable and Out of Reach: The Problem of Access to the Australian Legal System</i> (Report, July 2012).  <sup>2</sup> Qantas Airways, <i>Qantas Annual report 2017: Positioning for Sustainability and Growth</i> (Report, 2017) 12.	<p><i>Author, Title in Italics</i> (Document Type/Series No Document Number, Full Date) Pinpoint &lt;URL&gt;.</p> <ul style="list-style-type: none"> <li>• If a report does not prominently indicate an author then do not include an author</li> <li>• If the report is not part of a numbered series, the document number should be omitted</li> <li>• Where there is no full date on the source, include as much as you can (e.g. ‘September 2018’ or ‘2018’)</li> <li>• A URL may be included to aid in retrieval.</li> </ul>
<b>Parliamentary papers, committee reports, bills digests and other digests</b>  (rule 7.1.2)	<sup>1</sup> Environment and Natural Resources Committee, Parliament of Victoria, <i>Inquiry into the Environment Effects Statement Process in Victoria</i> (Parliamentary Paper No 59, September 2011).  <sup>2</sup> Senate Legal and Constitutional References Committee, Parliament of Australia, <i>Inquiry into Alternative Dispute Resolution and Restorative Justice</i> (Final report, May 2009) 26.  <sup>3</sup> Department of Parliamentary Services (Cth), <i>Bills Digest</i> (Digest No 75 of 2008-09, 27 January 2009) 8.	<p><i>Committee, Legislature, Title in Italics</i> (Document Type/Series No Document Number, Full Date) Pinpoint.</p>
<b>Royal Commission reports</b>  (rule 7.1.3)	<sup>1</sup> <i>Royal Commission into Trade Union Governance and Corruption</i> (Final Report, December 2015) vol 2.	<ul style="list-style-type: none"> <li>• If a royal commission report does not prominently indicate an author then do not include an author.</li> <li>• Do not include a jurisdiction</li> <li>• For submissions to royal commissions see rule 7.5.2.</li> </ul>

<p><b>Law Reform Commission publications</b></p> <p>(rule 7.1.4)</p>	<p><sup>1</sup> Australian Law Reform Commission, <i>Elder Abuse</i> (Discussion paper No 83, December 2016).</p> <p><sup>2</sup> Victorian Law Reform Commission, <i>Civil Justice Review</i> (Report No 14, March 2008) 4.</p>	<ul style="list-style-type: none"> <li>The type of publication (e.g. 'Report', 'Discussion Paper', 'Issues Paper', 'Consultation Paper', 'Interim Report') should be included as the document type.</li> </ul>
<p><b>Australian Bureau of Statistics (ABS) material</b></p> <p>(rule 7.1.5)</p>	<p><sup>1</sup> Australian Bureau of Statistics, <i>Statistics of the Colony of Victoria, 1860</i> (Catalogue No 1309.2, 1 October 1861).</p> <p><sup>2</sup> Australian Bureau of Statistics, <i>Year Book Queensland, 1901</i> (Catalogue No 1301.3, 23 December 1901).</p>	<ul style="list-style-type: none"> <li>The document type/series number should be referred to as its Catalogue number.</li> </ul>
<p><b>Research papers and similar documents</b></p>	<p><b>Footnote example</b></p>	<p><b>Special notes</b></p>
<p><b>Theses and dissertations</b></p> <p>(rule 7.2.5)</p>	<p><sup>1</sup> Michelle Evans, 'The Use of the Principle of Subsidiarity in the Reformation of Australia's Federal System of Government' (PhD Thesis, Curtin University, 2012) 17.</p>	<p><a href="#">Author, 'Title' (Type of Thesis, Institution, Year) Pinpoint &lt;URL&gt;</a>.</p> <ul style="list-style-type: none"> <li>A URL may be included to aid in retrieval.</li> </ul>
<p><b>Conference papers</b></p> <p>(rule 7.2.4)</p>	<p><sup>1</sup> Jessica Almqvist, 'Global Judicial Governance of Cultural Diversity: The Role of the European Judge' (Conference Paper, European Society of International Law Annual Conference, 31 December 2015).</p>	<p><a href="#">Author, 'Title' (Conference Paper, Name of Conference, Full Date) Pinpoint &lt;URL&gt;</a>.</p> <ul style="list-style-type: none"> <li>Ordinal numbers (e.g. 5<sup>th</sup>) of conferences should not be included.</li> <li>A URL may be included to aid in retrieval</li> <li>Where a conference paper has been published in a journal or a book, it should be cited in accordance with the guidelines provided for book or journal article.</li> </ul>



Internet Sources	Footnote example	Special notes
<p><b>Webpages</b> (rule 7.15)</p> <p>Use this for webpages, blog posts and online forums.</p>	<p><sup>1</sup> Peter Ryan, 'Global Bank HSBC owns up to Potential Anti-Money Laundering Law Breaches', <i>ABCNews</i> (Web Page, 8 April 2020) &lt;<a href="https://www.abc.net.au/news/2020-04-08/banking-giant-hsbc-flags-potential-money-laundering-breaches/12132454">https://www.abc.net.au/news/2020-04-08/banking-giant-hsbc-flags-potential-money-laundering-breaches/12132454</a>&gt;.</p> <p><sup>2</sup> Jeremy Gans, 'News: Five New Special Leave Grants Bring the Yearly Total to 35', <i>Opinions on High</i> (Blog Post, 15 December 2018) &lt;<a href="http://blogs.unimelb.edu.au/opinionsonhigh/2018/12/15/news-five-new-special-leave-grants-bring-the-yearly-total-to-35/">http://blogs.unimelb.edu.au/opinionsonhigh/2018/12/15/news-five-new-special-leave-grants-bring-the-yearly-total-to-35/</a>&gt;.</p>	<p><i>Author, 'Document Title', Web Page Title in Italics (Document Type, Full Date) Pinpoint &lt;URL&gt;</i>.</p> <ul style="list-style-type: none"> <li>• Only include an author if they are listed on the webpage</li> <li>• If the author and web page title are the same, the author should be omitted</li> <li>• Document Type: this can include 'Blog Post' or 'Forum Post'. Where the document type is not clear, 'Web Page' should be used.</li> <li>• Cite the full update date of the webpage. If not available cite the date the document was created. If there is no full date available, include as much of the date as appears. If there is no date listed at all, omit this part. You are not required to cite the date you accessed the material.</li> <li>• Pinpoint: If the material is a PDF document then you can include the page number. If the material is a webpage in HTML format then you can include the paragraph number or section number in square brackets.</li> <li>• If URL is very lengthy and the document can be easily located from the homepage, you may enter this instead.</li> <li>• You may provide permalinks to archived sources (rule 4.5).</li> </ul>
<p><b>Social media posts</b> (rule 7.16)</p> <p>Use this for Twitter, FaceBook, Instagram, YouTube etc.</p>	<p><sup>1</sup> @AustLii, (Twitter, 10 December 2018, 8.26pm) &lt;<a href="https://twitter.com/austlii/status/1072333780755591169">https://twitter.com/austlii/status/1072333780755591169</a>&gt;.</p> <p><sup>2</sup> VictoriaLegalAid, 'Australia's Legal System – What's the Law? Australian Law for New Arrivals' (YouTube, 24 October 2011) 00:00:10-00:01:50 &lt;<a href="https://www.youtube.com/watch?v=RO5bBEuIP68">https://www.youtube.com/watch?v=RO5bBEuIP68</a>&gt;.</p>	<p><i>Username, 'Title' (Social Media Platform, Full Date, Time) &lt;URL&gt;</i>.</p> <ul style="list-style-type: none"> <li>• The username should appear as it does on the social media platform (i.e. capitalisation should not be altered). For Twitter accounts, '@' should be included in the username. If the name of the author is not clear from the username, you may include the author's name in brackets after the username, preceded by a space.</li> <li>• If the social media post has no title you may omit this part</li> <li>• When citing videos, any pinpoint references should be to a point in time or to a time span in the recording in the format – Hours: Minutes: Seconds.</li> </ul>

Other Sources	Footnote example	Special notes
<b>Films</b>  (rule 7.14.2)	<sup>1</sup> <i>Legally Blonde</i> (Metro Goldwyn Mayer, 2001) 1:12:00.  <sup>2</sup> <i>To Kill a Mockingbird</i> (Brentwood Productions, 1962) 0:30:05.	<p><i>Film Title in Italics (Version Details, Studio/Production Company/Producer, Year) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• A brief version of the Studio or Production Company’s name should be included. Exclude ‘the’ if it appears at the start of the name, as well as any information relating to corporate status, e.g. ‘Pty’ and geographical location. Where there are multiple studios, only the first listed should be included.</li> <li>• If the version being cited is the standard version, the version details may be omitted.</li> <li>• Where a pinpoint is given it should follow the format – Hours: Minutes: Seconds.</li> </ul>
<b>TV series episode</b>  (rule 7.14.3)	<sup>1</sup> ‘Episode Three’, <i>When They See Us</i> (Netflix, 2019).  <sup>2</sup> ‘Accounts Payable’, <i>Suits</i> (Open 4 Business Productions, 2016) 0:29:03.	<p><i>‘Episode Title’, Series Title in Italics (Studio/Production Company/Producer, Year) Pinpoint.</i></p> <ul style="list-style-type: none"> <li>• If the episode has no title and is numbered consecutively, include Episode Number in place of the title (see first footnote example). If numbered by season, include Season Number before the Episode Number e.g. ‘Season 9, Episode 7’</li> <li>• Where a pinpoint is given it should follow the format – Hours: Minutes: Seconds.</li> </ul>
<b>Radio or podcast segment</b>  (rule 7.14.4)	<sup>1</sup> ‘Family Violence Killing Found to be a Workplace Death’, <i>The Law Report</i> (ABC National Radio, 21 July 2020) <a href="https://www.abc.net.au/radionational/programs/lawreport/family-violence-killing-found-to-be-a-workplace-death/12448338">https://www.abc.net.au/radionational/programs/lawreport/family-violence-killing-found-to-be-a-workplace-death/12448338</a> >.	<p><i>‘Episode Title’, Series Title in Italics (Studio/Production Company/Producer, Full Date of Broadcast) Pinpoint &lt;URL&gt;.</i></p> <ul style="list-style-type: none"> <li>• For radio segments, the Studio will usually be the radio station where it aired</li> <li>• For podcasts, the title that should be used is the title that appears on the podcast listening platform</li> <li>• Where a pinpoint is given it should follow the format – Hours: Minutes: Seconds.</li> </ul>

<p><b>Written correspondence</b></p> <p>(rule 7.12)</p> <p>Use for letters, faxes, emails or email attachments.</p>	<p><sup>1</sup> Email from Vanessa Li to Samantha Jones, 4 November 2015.</p> <p><sup>2</sup> Letter from Sir Peter Cosgrove to Malcolm Turnbull, 3 July 2016 &lt;<a href="http://gg.gov.au/sites/default/files/files/gg/2016/Election%20Letters%20PM%20GG.pdf">http://gg.gov.au/sites/default/files/files/gg/2016/Election%20Letters%20PM%20GG.pdf</a>&gt;, archived at &lt;<a href="https://perm.cc/59PC-V4YW">https://perm.cc/59PC-V4YW</a>&gt;.</p>	<p><b>Type of Correspondence from Author to Recipient, Full Date, Pinpoint.</b></p> <ul style="list-style-type: none"> <li>• The position of the correspondents may be included after their names.</li> <li>• If the correspondence is contained in an archive, the details of the archive should be included in brackets after the date.</li> <li>• If the correspondence is reproduced within another hard copy or online source, cite this source after the full date or any pinpoint and precede it with a comma, followed by the phrase ‘reproduced in’. Alternatively you may provide a URL.</li> </ul>
<p><b>Speeches and lectures</b></p> <p>(rule 7.3)</p> <p>For second reading speeches use rule 7.5.1</p>	<p><sup>1</sup> Chief Justice Robert French, ‘Legal Change – The Role of Advocates’ (JD Lecture Series, Melbourne Law School, 22 June 2016).</p> <p><sup>2</sup> Justice Dyson Heydon, ‘Threats to Judicial Independence: The Enemy Within’ (Speech, Inner Temple, 23 January 2012).</p>	<p><b>Author, ‘Title’ (Speech, Institution/Forum, Full Date) Pinpoint.</b></p> <ul style="list-style-type: none"> <li>• If the speech is a named lecture, the lecture name should be included in the place of ‘Speech’. If the name starts with ‘The’ do not include this</li> <li>• If the speech is part of a lecture series, do not include its ordinal number.</li> <li>• If no specific forum is indicated, the city or town in which the speech was delivered should be included</li> <li>• A URL may be included</li> <li>• If a speech has been published in a journal or book it should be cited as this.</li> </ul>
<p><b>Interviews</b></p> <p>(rule 7.13)</p>	<p><sup>1</sup> Conversation with Chief Justice John G Roberts Jr, Chief Justice of the Supreme Court of the United States (Carolyn Evans, Melbourne Law School, The University of Melbourne, 20 July 2017).</p>	<p><b>Interview with Name of Interviewee (Name of Interviewer, Forum of Form of Interview, Full Date).</b></p> <ul style="list-style-type: none"> <li>• ‘Interview’ may be replaced with the appropriate format of the source being cited e.g. ‘Conversation’.</li> <li>• The position of the interviewee may be included after their name, preceded by a comma.</li> <li>• A URL may be included.</li> <li>• If an interview has been published in a journal or book it should be cited as this. If it has been televised it should be cited as an audio-visual recording.</li> </ul>