THE UNIVERSITY OF MELBOURNE

STUDENT STYLE MANUAL

FOR WRITING ASSIGNMENTS AND RESEARCH REPORTS

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All written work submitted for assessment should comply with the guidelines in this document, unless instructions to the contrary have been given by the subject coordinator.

Students are advised in their own interests to study this manual very carefully and to use it constantly while writing assignments.

This style manual is an interim guide for use by students of Dookie Campus.
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1. INTRODUCTION

When the Institute of Land and Food Resources (ILFR) was first established in 1997, at least seven different guides to writing existed amongst its various disciplines and campuses across Victoria. This style manual draws heavily on earlier style guides. It is not intended to be a complete guide to writing style. The official Australian Government Style Manual (AGPS 1994) is the authority to be used for issues not covered here. The intention of this manual is to provide, for use by both staff and students of ILFR, standard format and style rules for all written documents that are submitted for assessment.

It should be noted that this manual could not be definitive for all cases. Certain situations and types of reports will require alternative approaches or modifications to the conventions recommended here. In such cases, supervisors or subject coordinators should be consulted.

In the various courses offered within the ILFR, students are required to produce assignments, project reports, technical papers, literature reviews, and other types of documents. The Institute aims to maintain a high standard of writing. This manual has been developed to help students to produce high quality written work that conforms to a particular style – across all campuses and schools of the Institute.

All reports and assignments must contain essential detail on the cover page, a declaration that clarifies authorship, and proper citing and referencing of information sources using the Harvard (author – date) system. Conventions are established for the use of scientific and common names, units and symbols, and the use of abbreviations and other shortened forms.

This manual summarises the requirements for presentation of text, use of figures and tables and referencing of information sources, with particular emphasis on scientific writing. Other texts that expand on these and many related topics are available in the libraries (Bailey 1984; Barrass 1978; Bate & Sharpe 1990; eds Emerson & Hampton 1996; ed. Hughes 1993; Li & Crane 1993; Lindsay 1995; McEvedy & Smith 1990; Packham, McEvedy & Smith. 1985; Purchase 1998; TAFE 1993; Young 1989; Zeiger 1991).

Information on writing principles, including spelling, choice of language, punctuation and editing is not included. Students seeking guidance on such topics should consult the Australian Government style manual (AGPS 1994, chs 2 – 8). Also excluded here, are requirements for the layout and structure of specific types of report (e.g. practical reports). Students seeking guidance on the structure of specific reports and assignments should consult relevant course handbooks and subject outlines. Although the format outlined here complies with that required for theses, post-graduate students are advised to refer to the latest AGPS style manual, and to the publications on *Practical Aspects of Producing a Thesis* produced by the University of Melbourne Postgraduate Association.

The referencing system conforms to AGPS (1994, ch. 9), and therefore differs slightly to the requirements for writing style demanded by CSIRO-produced research journals. Be aware that different journals demand very specific formats, and that in any document presented for assessment in ILFR **consistency in format** should be a major aim. The reference system for electronic sources including data-bases, internet and e-mail communications is at present not definitive, however every effort to present appropriate examples based on commonly used standards has been made.

2. GENERAL ISSUES

2.1. Tense

Knowledge is said to be established when it has been published in a reputable journal or book. Established knowledge is cited and/or discussed in the present tense:

'The cell membrane of ML05 contains 42% protein .....'

New information, knowledge, data and observations, as well as methods used in an experiment, are referred to in the past tense:

'... the cell membrane of this closely related species contained 27% protein ....' *'Protein content was measured by ....'*

The future tense may be used in 'planning' documents, and in statements of intention, aims and objectives. :

'..... opportunities to conduct a study of the effects of variation in the protein content of all cell membranes will be actively sought'.

2.2. Person

Reports should normally be written in the third person:

'The fluid was transferred .....' **not** *'I transferred the fluid .....'* **or** *'...you transfer the fluid...'*

It may be appropriate to use the first person in some non-scientific reports. You should check the instructions in the subject outline or see the subject convenor if you think that this is the case. Examples of reports that might be written in first person are personal planning documents or tour reports.

2.3. Shortened forms of words

There are four types of shortened forms of a word or words that may be used in a report. *'The shortened form of a word or words may be an abbreviation, a contraction, an acronym or a symbol '* (AGPS 1994, p. 106). Shortened forms are usually used to save space, particularly in tables and figures. They can also make reading easier by reducing unnecessary repetition, particularly with words or phrases that are very familiar. Shortened forms are fully explained in AGPS (1994, ch. 7).

Rules for the use of capitals (upper/lower case) in shortened forms are given by AGPS (1994, p.109). Normally, acronyms are in common use as words and do not need to be spelt out in full. Conventional abbreviations such as 'e.g.' and 'etc.' are generally so familiar that no explanation is necessary. Where abbreviations of organisations are used they must be spelt out in full, followed by the abbreviated form in brackets. Subsequent use can be the abbreviation only. As a general rule, ***if in doubt, spell it out***.

2.3.1 Abbreviations

'An abbreviation is a shortened form - of a word or words – that consists only of the initial letter or of an initial letter and other letters but not the final letter' (AGPS 1994, p. 106).
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Table 1. Examples of common abbreviations

Abbreviation	Meaning
e.g.	for example (Latin: *exempli gratia*)
i.e.	that is (Latin: *id est*)
Jan.	January
Mon.	Monday
vol.	volume
p.	page
viz.	namely, or, that is to say (Latin *videlicet*)
ed.	editor
etc.	and so forth (Latin: *et cetera*)
ACT	Australian Capital Territory
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DNA	Deoxyribose nucleic acid
GRDC	Grains Research and Development Corporation
USA	United States of America

Abbreviations are followed by a full stop except where they include one or more capital letters after the first letter (table 1). Abbreviations of this latter type often refer to organisations (e.g. CSIRO; GRDC), and may be used in the abbreviated form in text and references (see section 5.1)

2.3.2 Contractions

The first and last letter of a contraction is the same as those of the original word. They are written without a full stop (e.g. Dept-Department; edn-edition; vols-volumes).

2.3.3 Acronyms

Acronyms are shortened forms that may be pronounced as words. They are often formed from the initial letters of the words they shorten, but sometimes with variations to make them pronounceable as a single word; e.g. *Laser* (**l**ight **a**mplification by **s**timulating **e**mission of **r**adiation), *Anzac* (**A**ustralian and **N**ew **Z**ealand **A**rmy **C**orps), *Qantas* (**Q**ueensland **a**nd **N**orthern **T**erritory **A**ir **S**ervice, *Sonar* (**So**und **n**avigation **a**nd **r**anging).

2.3.4 Symbols

'A symbol is an internationally recognised representation of a unit of measurement or a concept – not an abbreviation. For that reason, it is written without a full stop'. (AGPS 1994, p.107). Scientific symbols are discussed in Section 3.4.

2.4. Foreign phrases in common usage

The use of foreign phrases (table 2) is permissible, but these should always be italicised.

Table 2. Some common foreign phrases

Foreign phrase	Meaning
in toto	in total
in situ	on site
per se	in itself
in vivo	in a live organic environment
in vitro	outside organisms - in an artificial, non-organic environment

2.5. Page format and numbering

All submissions should be typed on one side of A-4 paper, using your word processor or the facilities of the Campus, and should conform to the format requirements (table 3).

Table 3 Format requirements for written reports

Format	Requirements
Margins	left, right, top: 2.5 cm bottom: 2 cm
Line spacing	X 1.5
Paragraph spacing	double spaced between paragraphs (one blank line)
Major Section (1, 2 etc.)	start new page
Minor Section (1.1, 1.2 etc.)	continue on same page, one blank line space
Indenting	indenting may be used in the contents page, reference lists, and lists inserted in text (see below). Do not indent paragraphs or section headings in the text, except in quotes (Section 5.2).
Font size	11 pt or 12 pt
Page numbering	bottom, centre

Lower case Roman numerals should be used for all preliminary pages except the cover, but including title pages, authorship declarations, lists of contents, and prefaces. All subsequent pages including appendixes should be sequentially numbered in lower case Arabic numerals

Headings and sub-headings that are included in the 'contents' page should follow the 'primary - secondary - tertiary' system shown in table 9 and used in this manual. Further extension to a 4th or higher level is rarely needed (see Section 4.3).

Where **lists** are given in text but are not appropriate to the 'contents' page, each listed item can be identified with either a **dot point** (•) or lower case **letters** or **figures** in parentheses. Dot points are preferred unless there is some order or ranking implied in the list (in which case figures, either Arabic or Roman - the latter is preferred - are used). If no ranking is implied but individual list items are to be referred to elsewhere in text, letters are preferred (see examples in tables 10 & 11). Note also that no full stops or commas are inserted, and that the first word of the list item is in lower case (AGPS 1994, pp.249-50, sections 14.42-4).

2.6. Plagiarism and collusion

While use of the writings, results, thoughts and ideas of others is important when writing scientific reports, doing so without acknowledgment is plagiarism. Plagiarism amounts to thieving the work of others, and is another form of cheating. Appropriate in-text citation and referencing must be used to distinguish the work and ideas of others from your own. **Copying one or more sentences or paragraphs from a reference is plagiarism, unless it is treated as a quote**. Quotes should be used sparingly, and always placed in single quotation marks and italics (see section 5.2). If a section of text is copied without being shown as a quote it is still plagiarism even if an in-text citation is given at the end of the copied text.

Collusion occurs when two or more people knowingly produce identical or near identical work but do not acknowledge it in the ‘authorship declaration’ (see section 4.2).

Simply changing a few words in what is otherwise a copy of part or the whole of a work written by someone else, or co-operatively with others, is still plagiarism or collusion. Plagiarism and collusion are viewed as serious academic offences, which under University Regulations, may result in penalties, varying from loss of marks to failure of a whole subject, or suspension or termination.

3. SCIENTIFIC WRITING

Contributions of scientific papers to recognised and internationally distributed journals form the basis of communication in science. Most biological journals adhere to an accepted convention on general style. Detailed editorial policy tends to differ between journals. It is necessary to consult the 'information for authors' of each journal before final preparation and submission of papers for publication. It should be emphasised that there are almost as many guidelines for authors as there are journals. It is not the intention of this publication to prescribe the 'right' method of presentation, but rather to present the 'one' method to be used for reports at this Institute. Scientific writing must be unambiguous, strictly relevant and non-repetitive. Conciseness, consistency of tense and non-emotive language are the hallmarks of good scientific writing.

3.1. Scientific and common names

Living organisms are identified and classified by scientific names, which should always be used in your writing. Scientific names have three components (table 4). The first name refers to the genus. The second name refers to the species and the third is an authority name (often abbreviated to one or more letters) of the person who has collected, described, classified or coined the scientific name. When names are revised, the most recent author is also added to the name as the owner of the most recent classification. Not all scientific names have authors. Animals rarely have an authority name. Common names must be followed by the scientific name when first mentioned.

Table 4. Some conventions applying to the use of scientific names of organisms

Convention	Example
Genus starts with capital, species starts with lower case. Both are italicised. Author's name is not italicised, but is often abbreviated.	*Eucalyptus camaldulensis* Dehuh.
After the first reference, the Genus may be abbreviated	*E. camaldulensis*
After the first reference, other members of the same genus may be abbreviated	*E.polyanthemos* Schauer
The abbreviation of genus must apply to one genus only.	*E.camaldulensis* is not related to the quandong (*Elaeocarpus grandis* F.Muell). This is despite the fact that *Elaeocarpus grandis* is a similar height to *E.camaldulensis.*
If referring to a number of species of the same genus, then the term spp. (un-italicised) is used (sp. means one species).	*Eucalyptus* spp.

Agricultural chemicals usually have a standard, commonly used scientific name. These should always be used in preference to the Trade or Brand name. Hence use 'metalaxyl' in preference to ‘Ridomil’. If it is necessary to refer also to the Trade or Brand name write as ‘metalaxyl (RIDOMIL ®)’.

3.2. Numbers and dates

Use words for whole numbers one to nine and for all whole numbers at the beginning of a sentence, otherwise, figures are used (e.g. 10, 21, 32). Write dates in text as **26 January, 1997** but in tables use abbreviations, (e.g. **26 Jan. 97** or **26.1.97**). Detailed rules for the use of numbers are given by AGPS (1994, ch.10).

3.3. Capital letters

Use lower case letters for seasons (e.g. spring), compass points (e.g. northeast), common names of organisms (e.g. wheat), chemicals (e.g. sodium chloride), unless you are starting a new sentence or the name contains a proper noun (e.g. Colorado beetle). However, in formulas, tables and figures appropriate shortened forms (section 2.3) and case, such as NE, NaCl, should be used. When compass points are used in names of areas or cities, upper case is used (e.g. North Eastern Victoria).

3.4. International System of Units (SI), and symbols

The International Conference on Weights and Measures has accepted a system of basic metric units known as the International System of Units (SI) (table 5). Only SI units and symbols can be used in written work. There are various conventions for the writing of units in scientific text. table 6 sets out the recommended convention. Further information is available in AGPS (1994, pp. 200 - 207). Multiple units should be written in the format g m^{-2} day $^{-1}$, rather than g/m^2/day although both formats are allowable in the SI system.

Except in special circumstances, all references to units must be in the metric system; e.g. hectares (ha) not acres (ac). The main exception to this is when you are quoting from historical documents, in which case the metric equivalent should be included in brackets but not in italics (e.g. *‘.......One acre* (0.4 ha) *was sown ...*’). Conversions from imperial to metric units are given in AGPS (1994, Appendix IV).

Table 5. Some basic and derived SI units

Physical Quantity	Name of Unit	Symbol
Basic Units		
Length	millimetre centimetre metre kilometre	mm cm m km
Mass	gram kilogram tonne	g kg t
Time	second hour day week year	s h d wk yr
Electric current	ampere	A
Thermodynamic temperature	kelvin (not “degrees kelvin”)	K
Temperature	degree Celsius	^{O}C
Amount of substance	mole	mol
Derived units		
Area	hectare square metre	ha m^2
Volume	cubic metre litre millilitre	m^3 L mL
Density	-	$kg\ m^{-3}$
Energy (heat)	joule kilojoule megajoule	J kJ MJ
Power	watt	W
Force	newton	N
Pressure	pascal	$N\ m^{-2}$
Heat capacity		$J\ K^{-1}$
Entropy		$J\ K^{-1}$
Specific heat capacity		$J\ kg^{-1}\ K^{-1}$
Concentration		$mol\ m^{-3}$

Source: TAFE 1993, pp. 68-70

When referring to multiples such as thousands (k) and millions (M) (table 7), in relation to other units, you can use the appropriate symbols from tables 5 and 7; for example, $54 M ($54 million) or 55 kt (55 thousand tonnes).

Common abbreviations need no explanation, e.g. h (hour), min (minute), m (metre), n.s. (not significant), and s.e. (standard error). Less common abbreviations should be named on the first occasion they are used, e.g. ‘a force of 10 N (Newtons) .... ‘. Subsequently only the symbol need be used. A comprehensive list of abbreviations can also be found in TAFE (1993, pp. 70-72).

Table 6. Conventions applying to the use of units and symbols

Convention	Example
The singular and plural forms of the symbols are the same	".... weighed 40 kg ...." ***not*** ".... weighed 40 kgs ..."
Use a unit symbol when it is preceded by a numeral otherwise write out unit name	"Eight millimetres long by 15 mm diameter gels were used..."
Full stops are not used with units because they are symbols, not abbreviations	" .... at 25^{O} C for 24 h in a ..." ***not*** ".... at 25^{O} C. for 24 h. in a ..."
Never start a sentence with a numeral or an abbreviated symbol	"Eight millimetre long by 15 mm diameter gels were used ...." not "8 millimetres long by ..."
Derived units should be written with a negative index rather than the "/" sign	kg d^{-1} , km h^{-1}

Multiples of units in powers of 10 are indicated by means of the prefixes and symbols shown in table 7.

Table 7. Multiples of units and their prefix and symbol

Multiple	Prefix	Symbol
10^{-12}	pico	p
10^{-9}	nano	n
10^{-6}	micro	µ*
10^{-3}	milli	m
10^{-2}	centi	c
10^{-1}	deci	d
10^{1}	deca	da
10^{2}	hecto	h
10^{3}	kilo	k
10^{6}	mega	M
10^{9}	giga	G
10^{12}	tera	T

Source: AGPS 1994; pp. 202

* the letter "u" may be used instead of µ if this symbol is not available on your word processor.

3.5. Other abbreviations and symbols

Except for the units and abbreviations described in the previous section or in AGPS (1994), symbols should not be used in general text:

Common symbols such as +,-, *, x,=,<,>,@ and elemental symbols should only be used in formulas, tables and figures.

4. PRELIMINARY SECTIONS AND APPENDIXES

4.1. Title and title page

Every report should have a title page that provides the title of the project, the author's name and details of the submission requirements (table 8). The title must be short and must be a clear statement of the report topic. It should contain "key words" that are required for referencing the document into a library. A separate title page must be provided (Appendix I). Where possible, avoid the use of titles like "Assignment 1" or "Third Report for Natural Resource Management". Use titles that are descriptive of the actual content.

Table 8. Information to be provided on title page of a student report

Report title and author
Date of submission
Institution
Course
Subject
Assignment or report number or name (or barcode)
Word limit
Word count
Student number or assignment barcode
(IF RELEVANT) Return address e.g. Box number (if on campus) or address (if off campus)

4.2. Authorship declaration

The authorship is a statement that clarifies the author (s) of the document and indicates that appropriate credit has been given to your information sources. This statement must be signed by the author(s). A suitable statement might read:

This text was prepared and submitted by *Harry Hardworker.* Any material written by others (published or unpublished) or sourced by personal communication has been appropriately referenced or quoted. Signed: ....

4.3. Table of contents, numbering and headings

Major reports should have a ‘contents’ page(s). On this page, all headings will be listed in correct sequence and with the respective page numbers, as shown in the ‘Contents’ page of this publication. Headings in the contents page should be the same as those in the text. The sequence of numbers and the use of case and font should be consistent (table 9). Indenting of headings is permitted in the contents page, but not in the text

Table 9. Example of sections, illustrating sequence and formatting (page numbers omitted)

1	**INTRODUCTION**	
2	**GENERAL ISSUES**	
	2.1	**Spelling, grammar and composition**
		2.1.1 Tense
	2.2	**Person**
3	**SCIENTIFIC WRITING**	
	3.1	**Scientific and common names**
4	**DISCUSSION**	
5	**ACKNOWLEDGMENTS**	
6	**REFERENCES**	
7	**APPENDIXES**	
	Appendix 1 A sample title page format	

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4.4 Appendixes

Care should be taken when choosing to use appendixes. In project reports, appendixes may be appropriate for detailed data that are collated and summarised in the text. It is rarely appropriate to use photocopies of pages from references as appendixes. If the information is important, it should be in a table or a figure in the main report. If the important information is complicated and detailed, prepare a relevant and simple table or figure to place in the text, and give the reference to the source. In-text references to tiny details in appendixes are almost impossible for the reader to use effectively. The information most commonly placed in appendixes is raw data, experimental plans and layouts and details of statistical analysis. Appendixes should be clearly numbered in Roman capital numerals (I, II, III, IV etc.) with page numbering continuing consecutively from the text.

5. REFERENCING

This manual uses the Harvard system of referencing (author-date sequence). In a reference list you need to provide the information that is essential if a library or reader is to be able to locate the original source document or source of information. The essential information is:

(a)	WHO?	name of author(s);
(b)	WHEN?	date of publication (or communication);
(c)	WHAT?	title;
(d)	WHERE?	publisher details (name, location, edition, pages ,etc); Journal (name, volume, page number(s)); or internet address.

There are two elements to the referencing system, firstly an **in-text citation** giving basic publication details, and secondly an equivalent and matching entry in a **reference list** giving the full details that are needed for a reader to locate the original source. The main purpose of the in-text citation is to acknowledge the source of the information given in your text, and to allow quick and accurate identification of the source in your reference list. For in-text citations, initials or given names are used only when it is necessary to distinguish between two authors with the same surname. **It is most important that for every in-text citation there must be a corresponding entry in the reference list, and vice-versa.** The only exceptions to this rule are **Acts of Parliament**, which only require in-text citations, as these give enough detail to locate the original documentation.

Where there are multiple authors use the ampersand symbol '&' rather than the word 'and'. This applies to both in-text citations and reference lists. Only surnames are generally needed in in-text citation, but full initials of given names (but not actual given names even if stated in the publication) must be given in the reference list. For a detailed account of referencing see AGPS (1994, ch. 9).

5.1. Citing of references in the text

There are two approaches (table 10) to referring to a publication or source of information in the text **(in-text citation)**. If the citation is simply to identify the source of the given information, the basic detail of the author's surname(s) and year of publication is included within brackets. However the author's name may be integrated into the text, in which case only the year of publication, and page numbers, if included, are bracketed (see examples (a) and (b), table 10). Note that the ampersand '&' is not used when authors name(s) are integrated into the text.

Citations should include the same author name(s) and dates that are used at the start of each reference in the reference list. If there are four of more authors, *et al.* (‘and others’) should be used after the first author. Where there is more than one reference for the same information, they should be listed alphabetically and then in chronological order (example (d), table 10 and table 12). All in-text citations must be included within a sentence and not written after the full stop.

Table 10. Citation in text

(a) One author	White clover (*Trifolium repens* L.) is an important component of dairy pastures in northern Victoria (Jason 1996). **or** Jason (1996) surveyed dairy pastures of northern Victoria and found ....
(b) Two authors (or editors)	The response to molybdenum has been demonstrated in similar soils (eds Gilbert & Sullivan 1995). **or** Hanna and Dickins (1991) demonstrated that .....
(c)Three or more authors (for example for authors - Emerson, Lake, Palmer & Young)	Growth rate is reduced at temperatures above 35^{O}C (Emerson *et al.* 1987) ... **Or** Emerson *et al.* (1987) studied growth ...
(d) More than one reference	.... this response has been demonstrated in a range of environments (Jackson 1994; Jones 1992; Jones 1994; Julian & Alston 1992). (See table 12 for order.)
(e) Unread reference (where Williams & Pascoe is the source containing the unread reference by Martin)	... (Martin 1982, in Williams & Pascoe 1994, pp. 20-25)...
(f) Personal communication	.... there is little published information on reproductive behaviour in this species (Butler, pers. comm. 1996).
(g)Texts, author unknown : • government business and industry organisation documents • newspapers, and periodicals • other	...funding levels have increased by more than 25% (Dairy Research and Development Corporation 1993, p. 10). *or* .... (DRDC 1993, p. 10). ….Howard was reported (*Financial Review* 19 May 1998, p.45)... ...Anon. (1994) claimed that ....
(h) Undated article (no date)	... (Jones n.d.) .. or ... Jones (n.d.) said...
(i) Acts of Parliament	The *Clean Water Act 1970* (NSW) was enacted to ...... (NB Acts are not entered in the reference list)
(j) Direct Quote	As stated by Campbell (1994, p. 279): “*a definition of sustainability remains elusive”.*
(k) Internet	As for other citations - author(s) and year.

While it is generally adequate to cite only author(s) and year in an in-text citation, it will be appropriate in some circumstances to insert the **exact page numbers or other specific identifier such as item, table or figure numbers** (see examples (e) and (g), table 10). Page numbers are needed when giving direct quotes or using copies of tables or figures, when referring to a brief section of a relatively long text such as a report or a book, or when making repeated references to different sections of the same publication. Using chapter numbers is rarely appropriate for identifiers as they are usually too general, covering sections of text and information, which is too large.

In scientific literature, publications are classified as either **'primary'** or **'secondary'** sources. Primary sources are those written by the authors who personally conducted the initial research or knowledge development. Secondary sources are those in which an author does not conduct research or original knowledge development, but relies on material published by other authors. **Most textbooks and reviews are in the 'secondary' source category.** You should try to read every paper you reference and make your own interpretation. Relying on abstracts or someone else's interpretation can be misleading. If you have no alternative but to refer to an **abstract**, you must indicate this in the reference list by the inclusion of 'Abstract' details in the reference list (see example (d), table 11). You must give enough detail for a reader to be able to locate the abstract from a database (e.g. title and time period of a CD-ROM).

As a writer, you must make all reasonable efforts to obtain original (primary) documents. If you are using material cited in another reference (secondary source) you should cite both the primary and secondary source. In example (e) in table 10, you are relying on your interpretation of Williams and Pascoe's interpretation of Martin. **It is usually unacceptable to have more than a few of these references to secondary sources.**

"Personal communication" is a form of citation that should be avoided. It may be used when there is no published information on a particular topic, or to substantiate a claim that there is no published information on the topic (example (f), table 10). The abbreviation **'pers. comm**.' can be used in the in-text citation**.** Personal communications should also be included in the reference list, even though this is not normally required in the Harvard System (AGPS 1994, p. 150). The entry in the reference list must include the full name, year, position title if known, exact date (day and month), and contact address (mail, email, phone or fax) of the person providing the information (example (g), table 10). **It is usually unacceptable to have more than a few of these references.**

Many documents are not attributable to specific authors. Where a government body or industry corporation has published the work, the reference should be cited as the body or corporation. **Acronyms** or **abbreviations** are acceptable, but the name must be fully spelt out in the body of the reference listing (example (a), table 11). Where specific author(s) or a government/corporate source cannot be determined, the title of the publication, in italics, should be used for the in-text citation. Full details should also be given in the reference list. An example of this is an article published in a newspaper or magazine for which no author is given. This should be cited as shown in example (g), table 10, and referenced as shown in example (h), table 11. However as also shown in table 11, the author's name, when known, should preferably be used in the in-text citation. In example (h) in table 11, the in-text citation should be written as: '....Aldridge (1995) claimed...'.

The terms **Anonymous** and **Anon.** should only be used if there is no alternative, which is very rare.

Edited publications require special care. In most cases named authors or organisations contribute individual chapters. In such cases the chapter author, and not the editor, should be given in the in-text citation. For example F. Douglas edited the 5th edition of 'Australian Agriculture' published by Morescope Publishing Pty Ltd in 1995. V. Kite wrote the unnumbered chapter on the Poultry Industry. For this, the correct in-text citation is: (Kite 1995, pp. 179-184). The listing in the reference list should be:

> White, B 1981, 'Population, involution and employment in rural Java', in GE Hansen (ed.), *Agricultural and rural development in Indonesia,* Westview Press, Boulder, Colorado, pp 130-146.

When the role of the editor is paramount; for example, when there is no chapter author given, the in-text citation should acknowledge the editor(s) (example (b), table 10)

Acts of parliament should be referred to in the text by title and the date (in italics) followed by an abbreviation of the relevant state in brackets. The abbreviation for Commonwealth is (Cth). Do not list Acts in the reference section.

5.2. Using and referencing quotes in text

Direct quotes should be used sparingly if at all. It is best to summarise and/or paraphrase information obtained from references, with proper in-text citation and referencing. You should never present direct quotes as your own work but clearly indicate the text that is a direct quote. '*Spelling and capitalisation should not be changed'* (Purchase 1998, p85). Failure to acknowledge direct quotes is plagiarism even if a reference is cited. **Short quotes** (less than 30 words) should be set within the text, italicised and enclosed by single quotation marks (' '). Double quotation marks (" ") are used only for marking a quotation within a quotation. **Large quotes** should be indented, italicised and placed in single quotation marks. In-text citations with direct quotes should always indicate the page number(s) from which the quote was taken (table 10).

5.3. Reference lists

All references cited in the report, except Acts of Parliament, must be compiled into a list of full references at the end of the document. No other references should be included. Few people, if any, enjoy referencing, and time can be saved if you compile your list as you write.

The **title of an article, book or report** should be spelt and worded as it appears on the inside title page, and not necessarily as it appears on the front cover. Minimal capitalisation should be used. Notice that *'minimal capitalisation involves capitalising the first letter of the first word of the title and of those words that normally bear an initial capital.'* (AGPS 1994, p. 61, item 4.79). The use of italics, quotation marks, punctuation and capitals follows the guidelines below (table 11). Italics may be replaced by underlining, but both should not be used in the one reference list. For **books**, the year is recorded as the year of publication of the actual edition (revision) cited, even if it is not the most recent. You should alway include the edition number in the reference, except if it is the first edition. Do not quote 'reprint' number or year. The name of the publisher is added at the end, along with the place and country of publication. In some cases, there are different authors for each **chapter of a book**. In these cases both the chapter author and the editor of the book are given (example (b), table 11). Titles of book chapters should be in plain (roman) fonts and single quotation marks. **Yearbooks and annual reports** should be treated as books.

The name of a **journal or periodical** has the same status as a book title. Hence it is printed in italics. However the first letter of each of the main words of the periodical's name is capitalised ('maximal capitalisation', see AGPS 1994 items 4.78 and 9.106). References to journal and periodical articles contain the full list of authors, the year of publication, the title of the article in plain (roman) font and included in single quotation marks, the journal name in italics, without quotation marks, the volume (number) and page numbers. Periodical names may be abbreviated, but only in the form used by the publication itself. The volume number should be written as vol. 1, vol. 2 etc. Issue numbers and other identifiers e.g. Month of publication, should only be given if volume and page numbers are inadequate to accurately identify the article. This is most likely to occur when issues of a journal or periodical are paginated separately rather the consecutively within the same volume.

Papers in **published conference proceedings** should be referenced in the same way as books with different sections or chapters by different authors. The paper title should be in plain font and single quotation marks, followed by the full proceedings title in italics but without quotation marks (as for the title of a book – e.g. P*roceedings of the 6th Australian agronomy conference*), followed by the name and location of the publisher, which is usually the name of the body which organized the conference (e.g. Australian Society of Agronomy).

Reports should be referenced in the same way as books, and not as periodicals. Reports have no predetermined publication dates and they often have an issue number, rather than a volume number (see example (a), table 11).

Internet and other electronic media references usually give the full on-line address, and date of the most recent revision. There are several forms of electronic material available. These include: internet articles based on a printed source, articles in an internet-only journal, articles in an internet-only news letter, stand alone Web pages with no author or date and documents available from university or organisational Web sites. Each of these variations requires a slightly different referencing technique.

Electronic versions of printed material are referenced in the same way as the printed material, except that the URL of the electronic source and the retrieval date are added to the reference (example (j), table 11). It should be referenced as such:

> Perre', P. & Turner, I. W. 1999, 'The use of numerical simulation as a cognitive tool for studying the microwave drying of softwood in an over-sized waveguide', *Wood Science and Technology*, vol. 33, No. 6, pp. 445-464, viewed 5 February, 2004, from <http://buffy.lib.unimelb.edu.au:2291/media/ecxxyhqrmk756by3rpfm/Contributions/W/W/J/8/WWJ80QPQD6VF8YRQ.pdf>

When referencing articles from an Internet-only journal or news letter it is important to include a precise description of the source. Therefore use the complete publication date given on the article. Note that there are often no page numbers. Similarly, in an Internet periodical, volume and issue numbers are often not relevant. If they are not used, the name of the periodical is all that can be provided in the reference. Whenever possible, the URL should link directly to the article. Break a URL that goes to another line after a slash or before a full stop character. Do not insert (or allow your word-processing program to insert) a hyphen at the break as this will confuse any attempts by your own referees to access the full article for further reading.

Article in an Internet-only journal

> Fredrickson, B. L. (2000, March 7), 'Cultivating positive emotions to optimize health and well-being', *Prevention & Treatment, 3, Article 0001a*, accessed 20 November, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Article in an Internet-only newsletter

> Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., & Hudson, M., (1998, July), Videocounseling for families of rural teens with epilepsy -- Project update, *Telehealth News*, Vol. 2 No. 2, accessed 20 November, 2000, from <http://www.telehealth.net/subscribe/newslettr4a.html>

If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself (example (j), table 11).

Unpublished material (AGPS 1994, p. 164) includes undocumented personal communications (e.g. conversations; interviews) and documented material that is not available in the public domain (e.g. confidential reports; theses; working papers for presentations at conferences, seminars, or meetings; personal letters). It also includes material that is in the process of publication, such as a research journal article that has been formally accepted but not yet published, which may be referenced as a journal article but with the words 'in press' instead of the year. The titles of **unpublished documents** are not italicised nor are those of a thesis, which is, technically, an unpublished document (example (e), table 11). The abbreviation 'unpub.' may be used in the in-text citation if the date is unknown, and also in the reference list (example (e), table 11). The reference for a **thesis** is treated as an unpublished document but should always include the qualification for which it was written (e.g. PhD) and the institution where the qualification was conferred see (example (f), table 11). The full address, and title if known, of sources of **personal communications** should be given (example (g), table 11).

Table 11. Examples of reference listings

(a) Books, reports and conference proceedings	Rogers, E.M. 1983, *Diffusion of innovations*, 3rd edn, The Free Press, New York, USA. Malcolm, B, Sale, P & Egan, A 1996, *Agriculture in Australia: an introduction,* Oxford University Press, Melbourne. **Or if author unknown** National Farmers' Federation 1989, *Australian agriculture: the complete reference on rural industry*, 2nd edn, ed. J Cribb, Morescope Pty Ltd, Melbourne.
(b) Chapters of book	White, B 1981, 'Population, involution and employment in rural Java', in GE Hansen (ed.), *Agricultural and rural development in Indonesia*, Westview Press, Boulder, Colorado, pp 130-146.
(c) Periodicals (articles in journals and technical magazines)	Butterworth, M.H., Diaz, J.A. & Hoystead, E. 1974, 'Use of carcass measurements to predict total edible meat in Mexican commercial cattle', *Journal of Agricultural Science,* vol. 85*,* pp. 15-17. Knight, A, Blott, A, Portelli, M & Highett, C 2002, 'Use of tree and shrub belts to control leakage in three dryland cropping environments', *Australian Journal of Agricultural Research,* vol. 53, no. 5, pp 571-577.
(d) Abstracts	Kirkegaard, J.A. 1995, Abstract in ABOA, CD-ROM, 1975 - July 1997, A review of trends in wheat yield responses to conservation cropping in Australia, *Australian Journal of Experimental Agriculture,* vol. 35, pp. 835 – 848.
(e) Unpublished documents	Callaghan, Sir A. R. 1972, The wheat industry and stabilization, Report to the Minister for Primary Industry, Canberra.
(f) Theses	Williams, B.L. 1990, The biology, epidemiology and management of paspalum leaf blight, PhD Thesis, La Trobe University, Melbourne.
(g) Personal communications	Laird C. 1998, email, 25 August, c.laird@unimelb.edu.au.
(h) Newspaper articles	Aldridge, J. 1995, Country air for Triple J, *Shepparton News,* 10 January, p.4.
(i) Audio-visuals	*Managing the farm,* 1988, video recording, TSU Publications, Burwood.

Table 11. Examples of reference listings (cont.)

(j) Computer sourced material	Perre', P. & Turner, I. W. 1999, 'The use of numerical simulation as a cognitive tool for studying the microwave drying of softwood in an over-sized waveguide', *Wood Science and Technology*, vol. 33, No. 6, pp. 445-464, viewed 5 February, 2004, from <http://buffy.lib.unimelb.edu.au:2291/media/ecxxyhqrmk756by3rpfm/Contributions/W/W/J/8/WWJ80QPQD6VF8YRQ.pdf> Gilbert, H., 2003, 'Introduction to PC Hardware', in *PC Lube and Tune*, accessed 28 November, 2003, from <http://www.yale.edu/pclt/PCHW/PLATYPUS.HTM> Australian Wheat Board, (n.d.), *Summary*, accessed 2 March, 2003 from <http://www.awb.com.au/AWBL/Launch/Site/AboutAWB/Content/AboutAWB/Summary/>
(k) Maps	*Bogong Sheet ,I8324,* 1983, Natmap, Canberra.

Page numbers need not be included in the reference list if they have already been given in the in-text citation (see section 5.1). However they should be included in the reference list when they are necessary to identify the complete article or section written by the cited author (s).

REFERENCE LISTS must be written in alphabetical order. The second and subsequent lines (if any) should be indented to highlight the alphabetical order. When the same author has produced several references they should be cited in chronological order. References by the same author in the same year may be indexed using lower-case letters (a,b,c etc.) after the year. A single author reference takes precedence over a reference from the same author publishing jointly with others (table 12).

Table 12. Example of sequence of publications in a reference list

Cramer, H. 1996, ...
Jones, J. 1992, ...
Jones, J. 1993a, ...
Jones, J. 1993b, ...
Jones, J. 1994, ...
Jones, J. and Crawford, R.L. 1993, ...
Jones, J., Crawford, R.L. and Lee, S. 1993,
Levine, J.J., Petty, R. and Pollock, T.J. 1987, ...

Further information on referencing can be found at the Institute of Land and Food Resources' referencing examples on the Web Page at:

http://www.lib.unimelb.edu.au/cite/harvard_lfr/index.html or by referring to AGPS (1994, pp.155-168, sections 9.57- 132) on the following categories of publications:

(i) Books	9.57-99
(ii) Journals and periodicals	9.100-13
(iii) Newspapers	9.114-16
(iv) Published proceedings	9.117
(v) Unpublished material	9.118-23
(vi) Indirect quotations	9.124
(vii) Government publications	9.125-8
(viii) Parliamentary publications	9.129-132

5.4. Bibliographies

A bibliography (AGPS 1994 p. 171) usually consists of a list of references that are relevant to the assignment or report, but have not all been cited in the final draft. Constructing a bibliography is often a preliminary step in preparing to undertake a research project, or to the writing of a report or review. Bibliographies are not usually required in assignments, but where required they should be arranged in the same order as reference list.

6. TABLES AND FIGURES

Tables (rows and columns of data) or figures (graphs, maps, charts, photographs, illustrations) must be simple, easy to understand and not illusory.

Tables and figures are numbered in two separate series using Arabic numerals (1,2,3 etc.) in order of appearance in the text. They must have a **caption** that describes the data, photograph or other graphical representation. **Captions for tables should be above the data, while those for figures, should be below the data presented**. Captions for both should be left-aligned.

All notes should be placed below tables and figures. Any abbreviations, units, calculations, treatments or statistics used should be described in footnotes (see table 7 for an example). Symbols such as **#, *,!**; and superscripts such as **¹** and **²**, can be used to identify these footnotes. Use bold type to make these obvious.

All tables and figures should be referred to in the text and they should appear as close to, but after, the text that refers to them (the same pages if possible). This in-text reference should not be a repeat of the caption (e.g. 'table 10 shows "Citation in Text" '). It should either draw attention to key features (e.g. 'table 10 shows how different types of references can be cited in text') or it may be used like a reference to indicate the source of a statement (e.g. 'Where there is more than one reference to the same information, they should be listed (table 10, item (d), and table 12) alphabetically and then in chronological order').

Tables that have been photocopied from another source often contain irrelevant information. In most cases, you should create your own table and include only that information in the table that is relevant to your report. The source of the table, figure or other information must be cited and listed in the reference list. Where a table or figure has been copied from a reference, the exact page number must be given with the in-text citation, or in the caption or footnote. Photocopied material must be legible. Reproductions of photographs are of little use if they cannot be interpreted.

If you extract or modify figures or tables from another's work, you should refer to this at the end of the caption or by footnote giving the appropriate page numbers (e.g. Source: Smith & Turner 1988, pp. 34-35).

7. DOCUMENT STRUCTURE

Most of the documents written by students in undergraduate courses will either be Literature Reviews or Experimental Reports. While many of the basic sections of these reports have similar headings, their content and structure are somewhat different from one another. Literature reviews, as the name implies, require a presentation and discussion of the work of others. Experimental reports will certainly cite the work of others, but the primary focus of this type of document is to report the procedure and findings of an original piece of research or experimentation. Therefore it is essential to clearly describe the method used in experimental procedures, the results obtained from these procedures and to present a thorough discussion of the results in the context of the current body of knowledge in this field including any implications for the industry. Consequently, the structure for a literature review will follow that shown in table 13 while the structure of an experimental report will follow that laid out in table 14.

Table 13. The general structure of a literature review

Abstract	This is a succinct summary of the entire document providing an overview of each section. This is not an introduction to the report.
Introduction	This section clearly identifies the subject and defines the scope and significance of the topic. It also introduces the main points associated with the literature review.
Literature Review	This section develops the main points using appropriate references to highlight the key facts. It is often good practice to include subheadings in order to develop the review in a logical structure.
Conclusion	This section summarises the main points and comments on any implications for future work.
References	This contains a comprehensive list of the reference material cited within the review.

Table 14. The general structure of an experimental report

Abstract	This is a succinct summary of the entire document providing an overview of each section, including the results and discussion. This is not an introduction to the report.
Introduction	This section clearly identifies the subject and defines the problem being addressed. It provides a succinct review of previous research into the problem being investigated with sufficient background to allow the reader to understand and evaluate the results of the present study without having to refer to previous publications. It also clearly explains the general approach, objectives and hypotheses of the study.
Method	This section describes the experimental procedure in sufficient detail so the competent, but inexpert reader could reproduce the experiment. All details of equipment and consumables used during the experiment, including appropriate scientific classification of all plants and animals, should be included. Methods of collecting and analysing the data should also be included.
Results	This should be a concise presentation of the experimental results. Appropriate tables and figures should be presented. Figures and tables should be complete, informative, have appropriate captions which succinctly describe their contents and not duplicate data unnecessarily.
Discussion	This should clearly relate the data presented in the results section with the original objectives of the investigation. It should review the results in the light of previous work, identifying points of agreement and disagreement, presenting insight into the key principles illustrated in the data.
Conclusion	This should provide a clear summary of the main findings of the investigation which can be clearly supported by the evidence presented in the results and discussion. It should not introduce any new information and should be clearly linked to the objectives and hypotheses stated in the introduction.
References	This contains a comprehensive list of the reference material cited within the report.

8. REFERENCES

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9. APPENDIXES

Appendix I. A sample "Title Page" format

THE EFFECT OF FUEL REDUCTION BURNING ON A GRASSY WOODLAND ECOSYSTEM

Bernie Quick

Dookie Campus
Faculty of Land and Food Resources
The University of Melbourne
10 February, 2006

Advanced Certificate in Resource Management
Terrestrial Ecosystems 1
Assignment 1

Word limit	1500	
Word count	1522	
Student Number	90000	
Mail box number (campus)	860	*(or return mail address if off-campus)*

10. INDEX.