

OXFORD

A BRIEF GUIDE

REFERENCING IS NECESSARY TO AVOID PLAGIARISM, TO VERIFY QUOTATIONS, AND TO ENABLE READERS TO IDENTIFY AND CONSULT ANY ITEM TO FOLLOW - UP A CITED AUTHOR'S ARGUMENTS

Oxford is an author-title style as opposed to author-date styles like Harvard AGPS and APA 5th. This is a brief description of the style described in:

RM Ritter, *The Oxford Style Manual*, (Oxford, Oxford University Press, 2003).

PLEASE NOTE

Before you write your reference list or bibliography, check with your lecturer/tutor which style they prefer you to use and refer to the instructions included with your assignment.

The information in this guide is intended to provide you with guidance on using the Oxford referencing style, for more detailed information please refer to the style manual mentioned above.

USEFUL TIPS

- In this system each citation is given a unique number in the order in which it appears in the text. The number is superscripted. The details of the source are given either at the bottom of each page (called footnotes), or end of a chapter/section (called endnotes).
- In the Oxford system, the list of references is arranged in alphabetical order by the author's family name at the end of the paper.
- The most important principle in referencing is to be consistent.
- All sources used in assignments, essays, reports and theses must be acknowledged in your document through endnotes or footnotes.
- The terms 'bibliography' and 'reference list' are often used interchangeably, however a reference list only includes items you have referenced in your assignment whereas, a bibliography also includes items used to prepare your assignment (check with your lecturer/tutor which they require).

REFERENCES IN THE TEXT OF YOUR ESSAY

The Oxford system requires citations to be numbered and then listed either as footnotes or endnotes. A reference requires the name of the author/s, publication details and specific page/s (if appropriate). Full details of the citation are included in the Reference List or Bibliography.

- Use a FOOTNOTE at the bottom of the page, or ENDNOTES at end of the chapter/section. These are numbered in the order in which they are cited in the text. A direct quotation may include some or all the words of the writer, so may be used within a sentence with quotation marks to highlight the citation. The name of the author may also be referred to in the text. When quoting directly include the specific page number(s) in the footnote/endnote. The first time you use a citation use the following format 259-338 at 332.

For example: ... and, Hughson has claimed that 'soccer has long been associated with hooliganism'.¹

- An indirect quote is when the ideas of another writer are presented in other words. It is important to indicate the source of information when rewriting (that is, paraphrasing) someone else's work.

For example: ... as one writer has argued football is a sociological need.²

- With the author's name, it's recommended to use the details as they are presented in the source cited. For example, you can use given names if they are presented in the reference or use the initials if that's all the information that is provided. The Oxford style does not require uniformity in the presentation of the author's name.

FOOTNOTES AND ENDNOTES

The footnote or endnote number refers to a list at the end of the page or chapter/section respectively indicating the full details of the source of the information. A parallel line separates the footnotes/endnotes from the body of the text. Footnotes and endnotes have the same format.

	FOOTNOTE / ENDNOTE EXAMPLE	BIBLIOGRAPHY EXAMPLE
BOOKS		
SINGLE AUTHOR	<p>1. W. Easter, <i>The Elusive Quest for Growth</i> (Cambridge, MA: MIT Press, 2002), 21.</p> <p>Alternately, the following format is also acceptable:</p> <p>2. Michael Crotty, <i>The Foundations of Social Research: Meaning and Perspective in the Research Process</i> (St Leonards, NSW: Allen & Unwin, 1998).</p>	<p>EASTER, W., <i>The Elusive Quest for Growth</i> (Cambridge, MA: MIT Press, 2002).</p> <p>Alternately, the following format is also acceptable:</p> <p>CROTTY, MICHAEL, <i>The foundations of social research: meaning and perspective in the research process</i> (St Leonards, NSW: Allen & Unwin, 1998).</p>
MULTIPLE AUTHORS	<p>3. R. Y. Cavana, Uma Sekaran, and Brian L. Delahaye, <i>Applied Business Research: Qualitative and Quantitative Methods</i> (Milton, Qld.: John Wiley & Sons Australia, 2001).</p>	<p>CAVANA, R. Y., SEKARAN, UMA, and DELAHAYE, BRIAN L., <i>Applied business research: qualitative and quantitative methods</i> (Milton, Qld.: John Wiley & Sons Australia, 2001).</p>
MORE THAN 3 AUTHORS	<p>4. Peter E. Murphy et al., <i>Tourism: A Community Approach</i> (New York: Routledge, 1985).</p> <p>You use et al. and the one published first is listed first.</p>	<p>MURPHY, PETER E., et al., <i>Tourism: A Community Approach</i> (New York: Routledge, 1985).</p> <p>You use et al. and the one published first is listed first.</p>
NO AUTHOR	<p><i>Doing Business in Thailand</i> (3rd edn.; Bangkok: Bangkok Legal Consultant, 1995), 16.</p> <p>You use the title of the publication.</p>	<p><i>Doing business in Thailand</i> (3rd edn.; Bangkok: Bangkok Legal Consultant, 1995).</p> <p>You use the title of the publication.</p>
EDITED BOOK	<p>5. Paul Ashwin (ed.), <i>Changing Higher Education: The Development of Learning and Teaching</i> (1st edn., London: Routledge, 2006).</p> <p>Should be cited both in the bibliography and footnote/endnotes followed by (ed.) or (eds.).</p>	<p>ASHWIN, PAUL (ed.), <i>Changing higher education: the development of learning and teaching</i> (1st edn., London: Routledge, 2006).</p> <p>Should be cited both in the bibliography and footnote/endnotes followed by (ed.) or (eds.).</p>
CORPORATE AUTHOR	<p>6. Victoria University of Technology, <i>Applying for Research Grants</i> (Melbourne: Victoria University of Technology, 1994).</p>	<p>VICTORIA UNIVERSITY OF TECHNOLOGY, <i>Applying for research grants</i> (Melbourne: Victoria University of Technology, 1994).</p>
BOOK SECTION / CHAPTER	<p>7. Lawrence A. Crosby, 'Building and Maintaining Quality in the Service Relationship', in Stephen W. Brown et al. (eds.), <i>Service Quality: Multidisciplinary and Multinational Perspectives</i> (Lexington, Mass.: Lexington Books, 1991), 185-240 at 199.</p>	<p>CROSBY, LAWRENCE A., 'Building and maintaining Quality in the service relationship', in Stephen W. Brown, et al. (eds.), <i>Service quality: multidisciplinary and multinational perspectives</i> (Lexington, Mass.: Lexington Books, 1991), 185-240.</p>
REFERENCE BOOK	<p>8. <i>New Oxford Dictionary for Scientific Writers and Editors</i> (2nd edn.; Oxford: Oxford University Press, 2009).</p> <p>These are generally more likely to be known by their title. In the absence of any editor information use the title first.</p>	<p><i>New Oxford dictionary for scientific writers and editors</i> (2nd edn.; Oxford: Oxford University Press, 2009).</p> <p>These are generally more likely to be known by their title. In the absence of any editor information use the title first.</p>
E-BOOK	<p>9. Steven M. Bragg, <i>Management Accounting Best Practices: A Guide for the Professional Accountant</i>, [online text] (Hoboken: John Wiley & Sons, Inc., 2007), in E-Book Library, accessed 4 Aug. 2009.</p>	<p>BRAGG, STEVEN M., <i>Management Accounting Best Practices: A Guide for the Professional Accountant</i> [online text], (Hoboken: John Wiley & Sons, Inc., 2007), in E-Book Library, accessed 4 Aug 2009.</p>
THESIS	<p>10. Mary A. Burston, 'Looking for Home in All the Wrong Places: Nineteenth-Century Australian-Irish Women Writers and the Problem of Home-Making', PhD Thesis (Victoria University, 2009).</p> <p>"Citations of theses and dissertations should include the degree for which they were submitted, and the full name of the institution as indicated on the title page" (The Oxford style manual p.531)</p>	<p>BURSTON, MARY A., 'Looking for home in all the wrong places: nineteenth-century Australian-Irish women writers and the problem of home-making', PhD Thesis (Victoria University, 2009).</p> <p>"Citations of theses and dissertations should include the degree for which they were submitted, and the full name of the institution as indicated on the title page" (The Oxford style manual p.531)</p>

PRINT JOURNALS		
JOURNAL ARTICLE	11. Ka-Shing Woo and Christine T. Ennew, 'Business-to-Business Relationship Quality: An Imp Interaction-Based Conceptualization and Measurement', <i>European journal of marketing</i> , 38/9 (2004), 1252-71. These generally fit the following structure: Author, 'Article Title', Periodical Title, volume/issue (year), page extent.	WOO, KA-SHING and ENNEW, CHRISTINE T., 'Business-to-Business Relationship Quality: An IMP Interaction-Based Conceptualization and Measurement', <i>European journal of marketing</i> , 38/9 (2004), 1252-71. These generally fit the following structure: Author, 'Article Title', Periodical Title, volume/issue (year), page extent.
PRINT NEWSPAPERS		
NEWSPAPER ARTICLE - WITH AUTHOR	12. Mark Steyn, 'Climate Change Myth', <i>The Australian</i> , 11 Jan. 2006, 23.	STEYN, MARK, 'Climate change myth', <i>The Australian</i> , 11 Jan. 2006, 23.
NEWSPAPER ARTICLE - WITHOUT AUTHOR	13. 'Who's Excellent Now?', <i>Business Week</i> , 5 Nov. 1984, 76-86.	'Who's Excellent Now?', <i>Business Week</i> , 5 Nov. 1984, 76-86.
ELECTRONIC JOURNALS / NEWSPAPERS		
	"A number of approaches exist to citing sources held as electronic data ... fundamentally any sensible and consistent approach is admissible if it offers enough information about the source to access or retrieve it" (The Oxford style manual p. 545).	"A number of approaches exist to citing sources held as electronic data ... fundamentally any sensible and consistent approach is admissible if it offers enough information about the source to access or retrieve it" (The Oxford style manual p. 545).
ELECTRONIC JOURNAL (accessed on the web)	14. Hsiu Ju Rebecca Yen and Kevin P. Gwinner, 'Internet Retail Customer Loyalty: The Mediating Role of Relational Benefits.', <i>International Journal of Service Industry Management</i> [online journal], 14/5 (2003), 483-500 < http://search.epnet.com/login.aspx?direct=true&db=buh&an=12103682 >, accessed 17 April 2009.	YEN, HSIU JU REBECCA and GWINNER, KEVIN P., 'Internet retail customer loyalty: the mediating role of relational benefits.', <i>International Journal of Service Industry Management</i> , 14/5 (2003), 483-500 < http://search.epnet.com/login.aspx?direct=true&db=buh&an=12103682 >, accessed 17 April 2009.
ELECTRONIC JOURNAL (accessed from library database)	15. Marcelo Bucheli and Erica Salvaj, 'Embrace Your Enemy', <i>Harvard Business Review</i> , 87/5 (2009), 22-23, in Business Source Complete [online database] accessed 22 Aug. 2009.	BUCHELI, MARCELO and SALVAJ, ERICA, 'Embrace Your Enemy', <i>Harvard Business Review</i> , 87/5 (2009), 22-23, in Business Source Complete [online database] accessed 22 Aug. 2009.
NEWSPAPER ARTICLE (accessed from library database)	16. Mark Steyn, 'Climate Change Myth', <i>The Australian</i> , 11 Jan. 2006, 12, in Factiva [online database] accessed 22 Aug. 2009.	STEYN, MARK, 'Climate Change Myth', <i>The Australian</i> , 11 Jan. 2006, 12, in Factiva [online database] accessed 22 Aug. 2009.
OTHER ELECTRONIC RESOURCES		
	A basic template for many electronic references might include the following classes of information: Author or editor name, 'Title of article or section used', Title of complete work [type of medium], (date created, published or posted) <address of electronic source> pagination or online equivalent, date accessed (The Oxford style manual p.546)	
WEBSITE	17. Wilderness Society, 'Greenhouse Gases - Choking the Planet', (Wilderness Society 2005) < http://www.wilderness.org.au/campaigns/climate >, accessed 25 Jan. 2005.	WILDERNESS SOCIETY, 'Greenhouse Gases - Choking the Planet', (Wilderness Society 2005) < http://www.wilderness.org.au/campaigns/climate >, accessed 25 Jan. 2005.
WEB DOCUMENT	18. B. McLennan and S. Keating, 'Making the Links to Student Learning', (Citeseer, 2005), < http://tls.vu.edu.au/PEC/PEC_docs/making%20the%20links%20to%20student%20learning.pdf >, accessed 17 April 2009.	CHRISTINE T., MCLENNAN, B, VICE-CHANCELLOR, P, and KEATING, S, 'Making the links to student learning', (Citeseer, 2005), < http://tls.vu.edu.au/PEC/PEC_docs/Making%20the%20links%20to%20student%20learning.pdf >, accessed 17 April 2009.
WEB VIDEO	19. Barkha Dutt, Death Debate: Should Euthanasia be legalised?, [online video] (2007) < http://www.youtube.com/watch?v=Y_F0wXChggIc > accessed 20 Aug. 2009.	DUTT, BARKHA, 'Death Debate: Should Euthanasia be legalised?', [online video] (2007) < http://www.youtube.com/watch?v=Y_F0wXChggIc > accessed 20 Aug. 2009.
PODCAST	20. 'Adult ADHD', <i>The Health Report</i> , (ABC Radio National 2005) < http://www.abc.net.au/m/talks/8.30/helthrpt >, accessed 29 Aug. 2009.	'Adult ADHD', <i>The Health Report</i> , (ABC Radio National 2005) < http://www.abc.net.au/m/talks/8.30/helthrpt >, accessed 29 Aug. 2009.
LECTURE NOTES	21. D. Clancy, 'Education in Australia: Week 3 Lecture Notes', (Melbourne: Victoria University 2006) < https://ce6.vu.edu.au/webct/urw/lc9140001.tp0/cobaltMainFrame.dowebct >, accessed 16 Oct. 2006.	CLANCY, D., 'Education in Australia: Week 3 lecture notes', (Melbourne: Victoria University 2006) < https://ce6.vu.edu.au/webct/urw/lc9140001.tp0/cobaltMainFrame.dowebct >, accessed 16 Oct. 2006.

DIGITAL IMAGES	22. N.J. Caire, <i>Western Entrance to Melbourne International Exhibition</i> , [online photograph] (1880) < http://catalogue.slv.vic.gov.au/vwebv/holdingsInfo?bibld=1719334 >, accessed 20 Oct. 2009.	CAIRE, JOHN NICHOLAS, 'Western Entrance to Melbourne International Exhibition', [online photograph] (1880) < http://catalogue.slv.vic.gov.au/vwebv/holdingsInfo?bibld=1719334 >
	23. <i>Stanford Prison Experiment</i> , [online image] (2007) < http://www.flickr.com/photos/futursimple/2435590398/ >, accessed 20 Oct. 2009.	<i>Stanford Prison Experiment</i> , [online image] (2007) < http://www.flickr.com/photos/futursimple/2435590398/ >, accessed 20 Oct. 2009.
SECONDARY SOURCES		
	When you are referring to the ideas or words of an author who has been cited in another author's work.	
	24. Tapscott, E., cited in Susan El-Shamy, <i>How to Design and Deliver Training for the New and Emerging Generations</i> (San Francisco: Wiley, 2004).	EL-SHAMY, SUSAN, <i>How to design and deliver training for the new and emerging generations</i> (San Francisco: Wiley, 2004).

ABBREVIATIONS FOR CITATIONS

Once an item has been cited, there are Latin abbreviations which can be used to refer to the item if citing it again. With page numbers the abbreviations p. or pp. should be omitted – see above for examples. The Oxford Style Manual suggests using these abbreviations when you believe your readers are familiar with the terms. The Oxford Style Manual discusses this on pages 555-557.

Always provide a full citation the first time you refer to a source in a footnote.

1. J Smith, *We're Livin'*, Cambridge University Press, London, 1992, 186.

If the very next reference is to a different page in the same source, use the *ibid.* shortcut.

2. *Ibid.*, p.107.

To refer to a work cited in a previous footnote that isn't immediately preceding, use the *op. cit.* shortcut.

3. Smith, *Op. Cit.* p.255.

To refer to the same page of a work cited in a previous footnote, use the *loc. cit.* shortcut.

4. Smith, *Loc. Cit.*

BIBLIOGRAPHY

The bibliography should be sorted alphabetically by the author's surname. In the case of titles these are listed above the list of authors and are also in alphabetical order – see below for example of a bibliography list. In regards to formatting the Oxford Style Manual says: "within a other reference or bibliography section, entries typically begin full left, with turn lines indented one cm, and end in a full point. Author's names are presented surname first, followed by a comma and the given names or initials, in full and small capitals. (p.559)

Reference List

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'Adult ADHD', *The Health Report* <<http://www.abc.net.au/m/talks/8.30/helthrt>>, accessed 29 August 2009.

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BRAGG, STEVEN M., *Management Accounting Best Practices: A Guide for the Professional Accountant* [online text] (Hoboken: John Wiley & Sons, Inc., 2007), in E-Book Library, accessed 4 Aug 2009.

BUCHELI, MARCELO and SALVAJ, ERICA, 'Embrace Your Enemy', *Harvard Business Review*, 87/5 (2009), 22-23, in Business Source Complete [online database] accessed 22 Aug. 2009.

BURSTON, MARY A., 'Looking for home in all the wrong places: nineteenth-century Australian-Irish women writers and the problem of home-making', Ph D Thesis (Victoria University of Technology, 2009).

CAIRE, JOHN NICHOLAS, 'Western Entrance to Melbourne International Exhibition', [online photograph] (1880)
<<http://catalogue.slv.vic.gov.au/vwebv/holdingsInfo?bibld=1719334>>

CAVANA, R. Y., SEKARAN, UMA, and DELAHAYE, BRIAN L., *Applied business research: qualitative and quantitative methods* (Milton, Qld.: John Wiley & Sons Australia, 2001).

CLANCY, D., 'Education in Australia: Week 3 lecture notes', (Melbourne: Victoria University 2006)

<<https://ce6.vu.edu.au/webct/urw/lc9140001.tp0/cobaltMainFrame.dowebct>>, accessed 16 October 2006.

CROSBY, LAWRENCE A., 'Building and maintaining Quality in the service relationship', in Stephen W. Brown, et al. (eds.), *Service quality : multidisciplinary and multinational perspectives* (Lexington, Mass.: Lexington Books, 1991).

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DUTT, BARKHA, 'Death Debate: Should Euthanasia be legalised?', [online video] (2007) <http://www.youtube.com/watch?v=Y_FOwXChggI>, accessed 20 Aug. 2009.

EASTER, W., *The Elusive Quest for Growth* (Cambridge, MA: MIT Press, 2002).

EL-SHAMY, SUSAN, *How to design and deliver training for the new and emerging generations* (San Francisco: Wiley, 2004).