

A guide to referencing styles

Quick study guide



What is a 'referencing' style?

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

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



What do I need to know about referencing styles?

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

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

Which referencing style should I use?

To find out which style to use:

- check your assignment instructions or Unit Guide
- ask your lecturer
- consult your faculty handbook and/or style guide (such as the *Q Manual* for BusEco)
- look at samples of work from your department
- look at the table on the next page for general guidance.



How do I find out more about referencing styles?

There is a wide range of resources available on referencing styles. However, you should consult the Monash University Library website, which contains tutorials on referencing styles with examples. Access these at: monash.edu/library/skills/resources/tutorials

What if I still have problems?

If you still have problems with referencing styles, consult:

- faculty staff
- Library staff: learning skills advisers and librarians
- style manuals and writing guides.



A quick guide to referencing styles

Style name	Style features	Author organisation	General application
ACS		American Chemical Society	Chemistry
AIP		American Institute of Physics	Physics
APA	Author and date in-text	American Psychological Association	Psychology, Education, Anthropology, and other Social and Behavioural Sciences
Chicago	Author-date and/or note system	University of Chicago Press	Humanities, Social, Biological and Physical Sciences
Harvard	Author and date in-text	Harvard University	Natural Sciences, Social Sciences and Education, Business
IEEE		Institute of Electrical and Electronics Engineers	Electronics, Electrical Engineering
MLA	Author and page number in-text	Modern Languages Association of America	Humanities: Modern Languages, Literature, and other fields
Oxford or footnoting system	Number in-text, details in notes for each entry		Arts, History, English, Literature
Vancouver	Number in-text for each source	Developed at a meeting in Vancouver, 1988	Medicine, Humanities

Online tutorials and guides are available at: monash.edu/library/skills/resources/tutorials



MONASH University

Brought to you by Monash University Library