ANZCA referencing guide

2020
Referencing

ANZCA uses the Vancouver referencing style, adapted to suit the college’s needs.

- In-text citations are denoted by a superscript number (e.g.5)
- A numbered reference list at the end of the document provides the details of each source.

In text citations

- If a source is referred to more than once, the original number is reused each time.
- The citation number should be inserted in the most appropriate place in the sentence.
- Superscript numbers are generally inserted:
  - Outside/after full stops and commas.
  - Inside/before colons/semicolons.
- If page number(s) are included in a citation, the following format is used: text.4(p42)
- Citations referencing multiple sources:
  - Ranges of inclusive numbers should be separated by a hyphen with no spaces (e.g. 2-5).
  - Two consecutive numbers should be separated by a comma with no spaces (e.g. 1,2 not 1-2).
  - Non-inclusive numbers should be separated by a comma with no spaces (e.g. 7,10).
  - Both commas and hyphens should be used in a single citation if relevant (e.g. 2-5,7,10).

Reference list

- The reference list is sorted numerically in the order citations appear in the text.
- All references cited in the text should be included, and none that have not been cited.
- Authors’ names should include no more than two initials (with no space between initials).
- Multiple authors should be separated by a comma and space, in the order used by the original source.
- For up to six authors, all should be listed (e.g. Cook TM, Payne S, Skryabina E, Hurford D, Clow E, Georgiou A.)
- For more than six authors, the first six should be listed and ‘et al.’ added after the sixth (e.g. Costello A, Abbas M, Allen A, Ball S, Bell S, Bellamy R, et al.)
- For titles, capitalise only the first proper word and words that are normally capitalised.
- For the purposes of capitalisation, ignore non-indexed terms at the beginning of a title and capitalise the next word (e.g. An Audience with, or The Times of, or Bricker S. The Anaesthesia science viva book. 3rd ed. Cambridge: Cambridge University Press; 2017.)
- Italics should not be used in the reference list (except for legislation). Italics are only used when referring to a source by full name in the text.
- Page numbers should be preceded by ‘p.’ followed by a space. Do not repeat page numbers unless followed by a letter (e.g. p. 123 or p. 123-9 – not p. 123-129). (Note: this is not the case for journal articles – see examples below).
- Place of publication: US/Canadian cities should be followed with the two letter abbreviation for the state/province in brackets (e.g. Palm Springs (CA).) Australian place names should be followed with the two/three letter abbreviation for state/territory in brackets (e.g. Richmond (VIC).). Where there is potential for uncertainty, cities in other countries should be followed with the name of the country in brackets.
- Dates: Months should be abbreviated to three letters. The order should be: YYYY Mon DD.
**Electronic sources:**
- The word [Internet] in square brackets should be included after the title.
- The URL (web address) should be included at the end of the reference.
- A full stop should not be used after a URL unless it is followed by more information.
- Digital Object Identifiers (DOIs) are unique identifiers that direct users to the correct resource even if the URL attached to that resource changes – i.e. it moves pages. If available, the DOI should be included after the URL.
- URLs should not be 'proxied', as these are institution specific. For example:
- Citation date: the date the material was accessed. Required for all electronic sources.

**Examples of common source types**
See below for guidance on how to reference the following types of sources:
- ANZCA professional document
- Book (print/electronic)
- Chapter in a book (print/electronic)
- Chapter in an edited book (print/electronic)
- Conference paper (published – print, electronic/unpublished)
- Journal article (print/electronic)
- Legislation
- Case law
- Report (print/electronic)
- Tables/figures/images
- Webpage
### Examples

#### ANZCA Professional document

<table>
<thead>
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<th>Format</th>
<th>Table</th>
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#### Book (print)

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OR


#### Book (electronic)

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OR

### Chapter in a book (print)

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### Chapter in a book (electronic)

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### Chapter in an edited book (print)

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### Chapter in an edited book (electronic)

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### Conference paper – published (print)

**Format**

- Author name(s). Paper title. In: Editor(s) of proceedings including initials, editor(s). Conference title. Date of conference; Location of conference. Place of publication: Publisher; Publication year. Page numbers.

**Table**


### Conference paper – published (electronic)

**Format**

- Author name(s). Paper title. In: Editor(s) of proceedings including initials, editor(s). Conference title [Internet]; Date of conference; Location of conference. Place of publication: Publisher; Publication year [cited date]. Page numbers. Available from: URL

**Table**


### Conference paper - unpublished

**Format**

- Author name(s). Paper title. Paper presented at: Conference title; Date of conference; Location of conference.

**Table**


### Journal article (print)

**Format**

- Author name(s). Article title. Abbreviated journal title*. Date of publication YYYY Mon DD; Volume(Issue):Page numbers.

**Table**


*Abbreviated in accordance with the National Library of Medicine Catalog. (www.ncbi.nlm.nih.gov/nlmcatalog/journals)
### Journal article (electronic)

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<td>[Internet]. Date of publication YYYY Mon DD [cited date];</td>
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### Legislation

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<tr>
<td>Short title of the act or regulations (if no short title use long title)</td>
<td>Agricultural Chemicals Distribution Control Act 1966 (Qld) s 3.</td>
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<tr>
<td>Year (Jurisdiction abbreviated) Pinpoint reference to relevant section/subsection (if applicable).</td>
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### Case Law

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<tr>
<td>Case name (year)^ Volume Law Report Abbreviation Commencing page, Pinpoint page [if referring to specific statement in judgement], (Court) [if not obvious from citation]</td>
<td>Commonwealth v Tasmania (1983) 185 CLR 1.</td>
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<tr>
<td>Aldric v EM Investments (Qld) Pty Ltd [2000] 2 Qd R 346 (Court of Appeal).</td>
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^ Round brackets for reports with sequential volume numbers. Square brackets where the year is needed to locate the volume.

### Report (print)

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*If an organisation, use full name without 'the' followed by country in ( )s using two letter country code. ([https://www.ncbi.nlm.nih.gov/books/NBK7249/](https://www.ncbi.nlm.nih.gov/books/NBK7249/))
Report (electronic)

**Format**

Author name(s). Report title. [Internet]. Place of publication: Publisher; Date of publication YYYYY MMM DD [updated date; cited date]. Total number of pages. Report No. Available from: URL. DOI.

**Table**


Tables/figures/images

**Format**

Use the format of the source reference followed by: table/figure/image number from the source, title; p. page number.

**Table**


Webpage

**Format**

Author name(s). Title. [Internet]. Place of publication [or place unknown]: Publisher [or publisher unknown]; Date of publication [or date unknown] [updated date; cited date]. Available from: URL

**Table**


References


Referencing queries should be directed to:

ANZCA publications — library@anzca.edu.au
Professional documents — profdocs@anzca.edu.au