

AGLC4 REFERENCING STYLE GUIDE

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REFERENCING

Referencing acknowledges the sources that you use to write your essay or assignment paper. Please see the section of this guide regarding intellectual honesty and plagiarism.

Citations are used throughout your writing to acknowledge the sources of your information. The full details of the citations are listed at the end of your assignment paper in a **Bibliography**. Note that bibliographies are not always required in law assignments. You should check the requirements for the particular assignment to see if a Bibliography is required.

It is important to first consult your learning guide, lecturer or tutor for the preferred citation style for each unit you undertake.

ACADEMIC HONESTY AND PLAGIARISM

At Western Sydney University plagiarism falls within the framework of the **Student Misconduct Rule** and its associated guidelines.

Further information about the importance of academic honesty is available on the Library **website**.

ABOUT THE AGLC4 STYLE

The ALGC4 citation style is used widely for academic legal writing. The AGLC4 uses a numerical system of footnotes or endnotes with a Bibliography (where required).

Examples of the most common types of citations used by students are included in this guide. It is based on *Australian Guide Legal Citation 4th edition*, which is available in print via the Library catalogue. If you are unable to find the referencing example, you require in this guide, more examples can be found **online**.

For further support, please contact the Library:

o Phone 02 9852 5353

o Email

o Online Librarian

REFERENCING SOURCES WITHIN THE TEXT OF THE PAPER

Throughout the text of your paper you must acknowledge the sources used in your writing. Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources.

The AGLC4 style is a numbered system whereby authorship is acknowledged using a number to represent the reference. The reader can follow this in-text number to the corresponding number in the footnote listed at the bottom of the page. Citation numbers should be inserted in superscript and be placed at the end of the portion of text to which corresponding footnotes refer.

When you summarise the general idea of a source in your own words, you must cite the author or body responsible for the work. A new number is used for each citation, even for a previously cited source.

Every time you wish to cite a source, place the number at the end of the sentence after punctuation. Sometimes, for clarity, you may need to place the footnote number directly after the relevant text (after any relevant punctuation).

She observed that 'the threshold for determining that an international organisation has 'effective control' over an operation ought to be high'.¹

If you directly provide **fewer than four lines** of a quote, enclose the quotation by single quotation marks.

As Dworkin observed, 'it is inconsistent in principle among the acts of the state personified that integrity condemns'.²

Note: Page number(s) for quotes should be provided in the footnote. If there are no page numbers, then paragraph numbers alone should be used. See examples throughout this guide.

Long quotations (**of four lines or more**) should appear indented from the left margin, in a smaller font size, and without quotations marks (Rule 1.5.1).

The Judge stated:

Thus elaborating, the first question is whether 'a first question is whether 'a financial benefit is given' within the meaning of s 229 of the Corporation Act (in relation to the prohibition on related party benefits without member approval). The second question is whether the exception ... in s 210 ... is made out ...³

FOOTNOTES

The first time a source is cited, the footnote must provide full bibliographic detail. Footnotes for subsequent references to the same source do not repeat all the details. Use 'Ibid' where the immediately preceding footnote refers to the same work.

Any other repeated source should be linked to a previous reference by using (n) followed by the appropriate footnote reference:

Author Surname (n Footnote Number) Pinpoint.

A pinpoint reference is a reference to a specific page, paragraph, footnote or other section of a source. A pinpoint should immediately follow the citation of the source. The pinpoint reference to a paragraph should appear as a number in square brackets. If both a page and a paragraph are referred to, both should be included in the pinpoint. A full stop should appear at the end of every footnote.

- 10 Alpana Roy, *Australian Domain Name Law* (Thomson Reuters, 2016) 232.
- 11 Ibid 236.
- 12 CCH Australia, *Australian Master Tax Guide* (Wolters Kluwer, 64th ed, 2019) 82.
- 13 *Dietrich v The Queen* (1992) 177 CLR 292, 323 [5].
- 14 Roy (n 10) 235.

To cite two or more references together place them in a footnote using only one number to represent them in text. Separate the references in the footnote using a semi-colon and place them in the order in which they appear in the text.

- 2 *Muschinski v Dodds* (1985) 160 CLR 583; *Baumgartner v Baumgartner* (1987) 164 CLR 137; *Bryson v Bryant* (1992) 29 NSWLR 188.

BIBLIOGRAPHY

A Bibliography is a list of the full details of all the sources you cited in your paper. In the AGLC4 style the bibliography starts on a separate page at the end of your assignment paper and is titled **Bibliography**. The Bibliography contains details of the sources used in writing your paper and can include works not cited in your paper that you consulted in your research.

The Bibliography is divided into sections below, however a section may be omitted if not needed.

A Articles/Books/Reports

B Cases

C Legislation

D Treaties

E Others

All sources appearing in the Bibliography must be ordered **alphabetically by surname** of the first author or title if no author is identified. An author's first name and surname should be inverted and separated by a comma. For works by two or more authors, only the first author's name and surname should be inverted. Full stops should not follow the citation.

Example of a Bibliography:

BIBLIOGRAPHY

A Articles/Books/Reports

Azzi, John, 'Domestic Legislation and Australia's International Obligations' (2015) 131 *Law Quarterly Review* 525

Douglas, Roger and Michael Head, *Douglas and Jones's Administrative Law* (Federation Press, 7th ed, 2014)

Freeland, Steven 'A Delicate Balance: Regulating Micro Satellite Technology in a Big Satellite World' (2014) 18 *University of Western Sydney Law Review* 1

Head, Michael, Scott Mann and Ingrid Matthews, *Law in Perspective: Ethics, Critical Thinking and Research* (NewSouth Publishing, 3rd ed, 2015)

Horn, Laura, 'Reframing Human Rights in Sustainable Development' (2013) 6 *Journal of The Australasian Law Teachers Association* 1

Reynolds, Rocque, Natalie P Stoianoff and Alpana Roy, *Intellectual Property: Text and Essential Cases* (Federation Press, 5th ed, 2015)

Sangkuhl, Elfriede and Tenille Buttigieg, *Taxation Law* (LexisNexis Butterworths, 2016)

Sappideen, Carolyn, et al, *Macken's Law of Employment* (Thomson Reuters, 8th ed, 2016)

B Cases

Ashard v Secretary, Department of Social Services (2016) 68 AAR 510

Commissioner of State Revenue (Cth) v Kimiora (2016) 309 FLR 277

Daniel v Holroyd City Council [2016] NSWDC 239

Minister Administering the Crown Lands Act v New South Wales Aboriginal Land Council [2016] NSWCA 253

R v Beckett (2015) 256 CLR 305

Yazdani v R [2016] NSWCCA 194

C Legislation

Age Discrimination Act 2004 (Cth)

Corporations Act 2001 (Cth)

Criminal Assets Recovery Act 1990 (NSW)

Criminal Appeal Rules (NSW)

Criminal Code Act 1995 (Cth)

Interpretation Act 1987 (NSW)

Strata Schemes Management Act 1996 (NSW)

Work Health and Safety Bill 2011 (Cth)

D Treaties

Agreement for the Establishment of the Anti-Corruption Academy as an International Organization, Australia-Vienna, signed 2 September 2010, [2012] ATS 27 (entered into force 8 March 2011)

International Convention for the Suppression of the Financing of Terrorism, opened for signature 9 December 1999, [2002] ATS 23 (entered into force 10 April 2002)

E Other

Australian Human Rights Commission, *Free and Equal: Australian Conversation on Human Rights* (Web Page, 19 February 2019) <<https://www.humanrights.gov.au/our-work/rights-and-freedoms/publications/free-and-equal-australian-conversation-human-rights-2019>>

Law Reform Commission, *Review of the Family Law System* (Discussion Paper No 86, October 2018)

Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry (Final Report, February 2019) vol 1, 220

Sanguhl, Elfriede, 'Should Australians Follow the British Lead and Boycott Tax Avoiders?', *The Conversation* (online, 18 December 2012) <<http://theconversation.com/should-australians-follow-the-british-lead-and-boycott-tax-avoiders-11338>>

REFERENCING PRIMARY SOURCES

Primary sources are the laws created by Parliament and the Courts, they come from official bodies. This includes decisions of courts and tribunals, statutes and regulations.

CASES

In referencing cases, the authorised law report should be cited if available. That is a case that has been published in a law report series. For example, the Commonwealth Law Report (CLR) and New South Wales Law Reports (NSWLR).

REPORTED JUDGMENT

Bibliography	<i>Attorney General for New South Wales v Gatsby</i> (2018) 99 NSWLR 1
Footnote (Rule 2.1.7 and 2.2)	1 <i>A-G (NSW) v Gatsby</i> (2018) 99 NSWLR 1. <i>Note: When the volumes of a law report series is arranged by volume number, provide the year in parentheses.</i> <i>‘Attorney-General’ should be used in the text and ‘A-G’ in any footnote citations.</i>

REPORTED JUDGMENT AND PINPOINT

Bibliography	<i>Dietrich v The Queen</i> (1992) 177 CLR 292
Footnote	2 <i>Dietrich v The Queen</i> (1992) 177 CLR 292, 295.

REPORTED JUDGMENT, PINPOINT AND PARAGRAPH

Bibliography	<i>Ipikos v Trayans</i> (2018) 359 ALR 210
Footnote	3 <i>Ipikos v Trayans</i> (2018) 359 ALR 210, 213 [7]. <i>Note: Pinpoint paragraph in square brackets.</i>

UNREPORTED DECISIONS WITH A MEDIUM NEUTRAL CITATION

Bibliography	<i>State of New South Wales v Haidar</i> [2020] NSWSC 38
Footnote	4 <i>State of New South Wales v Haidar</i> [2020] NSWSC 38.
(Rule 2.3.1)	<i>Note: Year is in square brackets as judgment has not yet been reported. Pinpoint references should appear as paragraph numbers and adhere to rules 1.1.6-1.1.7.</i>

UNREPORTED DECISIONS WITHOUT A MEDIUM NEUTRAL CITATION

Bibliography	<i>Ross v Chambers</i> (Supreme Court of the Northern Territory, Kriewaldt J, 5 April 1956) 77-8
Footnote	5 <i>Ross v Chambers</i> (Supreme Court of the Northern Territory, Kriewaldt J, 5 April 1956) 77-8.

LEGISLATION MATERIALS

Legislation are rules and laws made by the government. You need to cite the short title of the Act, not the long title (see Rule 1.4.4).

STATUTES (ACTS OF PARLIAMENT)

Bibliography	<i>Civil Liability Act 2002</i> (NSW)
Footnote (Rule 3.1)	6 <i>Civil Liability Act 2002</i> (NSW).

STATUTES (ACTS OF PARLIAMENT) AND PINPOINT

Bibliography	<i>Crimes Act 1900</i> (NSW)
Footnote (Rule 3.1.4)	7 <i>Crimes Act 1900</i> (NSW) s 98.

BILLS

Bibliography	Digital Restart Fund Bill 2019 (NSW)
Footnote (Rule 3.2)	8 Digital Restart Fund Bill 2019 (NSW).

DELEGATED LEGISLATION (REGULATION)

Bibliography	<i>Home Building Regulation 2014</i> (NSW)
Footnote (Rule 3.4)	9 <i>Home Building Regulation 2014</i> (NSW) reg 37(2).

EXPLANATORY MEMORANDUM

Bibliography	Explanatory Memorandum, Digital Restart Fund Bill 2019 (NSW)
Footnote (Rule 3.7)	10 Explanatory Memorandum, Digital Restart Fund Bill 2019 (NSW).

REFERENCING SECONDARY SOURCES

Secondary sources provide explanations or descriptions of primary sources, and comprise of books, digests, encyclopedias, journal articles, reports, commentary written by practitioners, academics and reform bodies.

JOURNAL ARTICLES

Cite online journal articles as you would a print journal article. The format for more than one author is the same for all sources including journal articles, therefore, refer to the examples for books in this guide.

JOURNAL ARTICLE, ONE AUTHOR, NO ISSUE NUMBER

Bibliography	Cody, Anna, 'Clinical Program in Community Legal Centres, the Australian Approach' (2011) 4 <i>Education and Law Review</i> 1
Footnote (Rule 5.1, 5.4 and 5.10)	11 Anna Cody, 'Clinical Program in Community Legal Centres, the Australian Approach' (2011) 4 <i>Education and Law Review</i> 1, 16.

JOURNAL ARTICLE, TWO OR THREE AUTHORS

Bibliography	Lennon, Lisa, Lauren Eade and Anna Smyth, '3D Printing: Design Revolution or Intellectual Property Nightmare?' (2013) 51(9) <i>Law Society Journal</i> 60, 62-3
Footnote (Rule 4.1.2, 5.4 and 5.7)	12 Lisa Lennon, Lauren Eade and Anna Smyth, '3D Printing: Design Revolution or Intellectual Property Nightmare?' (2013) 51(9) <i>Law Society Journal</i> 60, 62-3.

JOURNAL ARTICLE, MORE THAN THREE AUTHORS

Bibliography	Douglas, Michael et al, 'The HCCH Judgments Convention in Australian Law' (2019) 47(3) <i>Federal Law Review</i> 420
Footnote (Rule 4.1.2, 5.4 and 5.7)	13 Michael Douglas et al, 'The HCCH Judgments Convention in Australian Law' (2019) 47(3) <i>Federal Law Review</i> 420, 13.

BOOKS AND BOOK CHAPTERS

SINGLE AUTHOR

Bibliography	Roy, Alpana, <i>Australian Domain Name Law</i> (Thomson Reuters, 2016)
Footnote (Rule 4.1.1 and 6.1)	14 Alpana Roy, <i>Australian Domain Name Law</i> (Thomson Reuters, 2016).

TWO OR THREE AUTHORS

Bibliography	Head, Michael, Scott Mann and Simon Kozlina, <i>Transnational Governance: Emerging Models of Global Legal Regulation</i> (Ashgate, 2012) <i>Note: Invert only the first author's name e.g. surname, first name.</i>
Footnote (Rule 4.1.2 and 6.1)	15 Michael Head, Scott Mann and Simon Kozlina, <i>Transnational Governance: Emerging Models of Global Legal Regulation</i> (Ashgate, 2012) 93.

FOUR OR MORE AUTHORS

Bibliography	Juriansz, John, et al, <i>Equity and Trusts: Law Principles and Practice</i> (Palgrave Macmillan, 2011)
Footnote (Rule 4.1.2 and 6.1)	16 John Juriansz et al, <i>Equity and Trusts: Law Principles and Practice</i> (Palgrave Macmillan, 2011) 237-8.

NO AUTHOR (INCL. DICTIONARY OR ENCYCLOPEDIA)

Bibliography	<i>Australian Law Dictionary</i> (Oxford University Press, 2 nd ed, 2015)
Footnote (Rule 4.1.4 and 6.1)	17 <i>Australian Law Dictionary</i> (Oxford University Press, 2 nd ed, 2015).

EDITED BOOK

Bibliography	Gutwirth, Paul, Ronald Leenes and Paul Hert (eds), <i>Reforming European Data Protection Laws</i> (Springer, 2015)
Footnote (Rule 4.1.3 and 6.6)	18 Paul Gutwirth, Ronald Leenes and Paul Hert (eds), <i>Reforming European Data Protection Laws</i> (Springer, 2015).

CHAPTER IN A BOOK

Bibliography	Oliveira, Garcia, <i>The Amazon from an International Law Perspective</i> (Cambridge University Press, 2011) ch 2
Footnote (Rule 6.4 and 6.6.1)	19 Garcia Oliveira, <i>The Amazon from an International Law Perspective</i> (Cambridge University Press, 2011) ch 2.

CHAPTER IN AN EDITED BOOK

Bibliography	Hassan, Daud and Beatriz Garcia, 'Contemporary Marine Environmental Disputes' in Hassan Daud and Saiful Karim (eds), <i>International Marine Environmental Law and Policy</i> (Routledge, 2019)
Footnote (Rule 6.6.1)	20 Daud Hassan and Beatriz Garcia, 'Contemporary Marine Environmental Disputes' in Daud Hassan and Saiful Karim (eds), <i>International Marine Environmental Law and Policy</i> (Routledge, 2019) 225.

TRANSLATED BOOK

Bibliography	Dostoevsky, Fyodor, <i>Crime and Punishment</i> , tr Constance Garnett (The Modern Library, 1932)
Footnote (Rule 6.7)	21 Fyodor Dostoevsky, <i>Crime and Punishment</i> , tr Constance Garnett (The Modern Library, 1932).

E-BOOK

Bibliography	Head, Michael and Kristen Boehringer, <i>The Legal Power to Declare War: Who Decides?</i> (Routledge, 2019)
Footnote	22 Michael Head and Kristen Boehringer, <i>The Legal Power to Declare War: Who Decides?</i> (Routledge, 2019). <i>Note: Cite an e-book as you would a print book.</i>

LOOSELEAF SERVICES (ONLINE)

Bibliography	Carter, JW, LexisNexis, <i>Carter on Contract</i> (Online at 1 February 2020) [02-001]
Footnote (Rule 7.8)	23 JW Carter, LexisNexis, <i>Carter on Contract</i> (Online at 1 February 2020) [02-001]. <i>Note: If accessed online, omit the volume number and include date accessed.</i>

OTHER SECONDARY SOURCES

LAW REFORM COMMISSION REPORTS

Bibliography	New South Wales Reform Commission, <i>Bail</i> (Report No 133, April 2012)
Footnote (Rule 7.1.4)	24 New South Wales Reform Commission, <i>Bail</i> (Report No 133, April 2012) 59 [4.33].

CONFERENCE PAPERS

Bibliography	Roy, Alpana, 'Decoding Domain Name Law' (Conference Paper, The College of Law's Continuing Professional Development Seminar, 10 October 2013)
Footnote (Rule 7.2.4)	25 Alpana Roy, 'Decoding Domain Name Law' (Conference Paper, The College of Law's Continuing Professional Development Seminar, 10 October 2013).

THESES AND DISSERTATIONS

Bibliography	Head, Michael, 'Marxism, Revolution and Law: The Experience of Early Soviet Russia' (PhD Thesis, University of Western Sydney, 2004)
Footnote (Rule 7.2.5)	26 Michael Head, 'Marxism, Revolution and Law: The Experience of Early Soviet Russia' (PhD Thesis, University of Western Sydney, 2004).

LECTURES

Bibliography	Borsellino, Grace, 'Laws of Associations' (LAWS200018 Lecture, Western Sydney University Law School, 19 September 2019)
Footnote	27 Grace Borsellino, 'Laws of Associations' (LAWS200018 Lecture, Western Sydney University Law School, 19 September 2019). <i>Note: It's recommended to cite lectures as speeches (AGLC Rule 7.3)</i>

DICTIONARIES AND LEGAL ENCYCLOPEDIAS

ENTRY DICTIONARIES (PRINT, INCLUDES LEGAL DICTIONARIES)

Bibliography	<i>Australian Law Dictionary</i> (2 nd ed, 2015)
Footnote (Rule 7.6)	28 <i>Australian Law Dictionary</i> (2 nd ed, 2015) 'detention' (def 1).

ENTRY DICTIONARIES (ONLINE, INCLUDES LEGAL DICTIONARIES)

Bibliography	<i>Macquarie Dictionary</i> (online at 16 December 2019)
Footnote (Rule 7.6)	29 <i>Macquarie Dictionary</i> (online at 16 December 2019) 'punctilious'.

LEGAL ENCYCLOPEDIAS (PRINT)

Bibliography	LexisNexis, <i>Halsbury's Laws of Australia</i> , vol 15 (at 25 May 2009) 235 Insurance, '2 General Principles'
Footnote (Rule 7.7)	30 LexisNexis, <i>Halsbury's Laws of Australia</i> , vol 15 (at 25 May 2009) 235 Insurance, '2 General Principles' [235-270]. <i>Note: Where a legal encyclopedia indicated the date of last update of a chapter, the full date should be included in the reference entry.</i>

LEGAL ENCYCLOPEDIAS (ONLINE)

Bibliography	Westlaw AU, <i>The Laws of Australia</i> (online at 10 November 2019) 17 Family Law, '17.4 Divorce'
Footnote (Rule 7.7)	31 Westlaw AU, <i>The Laws of Australia</i> (online at 10 November 2019) 17 Family Law, '17.4 Divorce' [17.4.10].

NEWSPAPER ARTICLES

NEWSPAPER ARTICLE (PRINT)

Bibliography	Keane, Anthony, 'Gift Card Laws Help Shoppers', <i>Parramatta Advertiser</i> (Sydney, 20 December 2019) 5
Footnote (Rule 7.11.1)	32 Anthony Keane, 'Gift Card Laws Help Shoppers', <i>Parramatta Advertiser</i> (Sydney, 20 December 2019) 5.

NEWSPAPER ARTICLE, NO AUTHOR FROM A NAMED SECTION (PRINT)

Bibliography	'MPs Seek to Visit Assange in UK Jail', <i>News, The Sydney Morning Herald</i> (Sydney, 4 December 2019)
Footnote (Rule 7.11.1 and 7.11.4)	33 'MPs Seek to Visit Assange in UK Jail', <i>News, The Sydney Morning Herald</i> (Sydney, 4 December 2019).

NEWSPAPER ARTICLE (ELECTRONIC)

Bibliography	Pearson, Erin, 'Brawl in Court After Teen Jailed for Laa Chol's Senseless Murder', <i>The Age</i> (online, 20 December 2019) < https://www.theage.com.au/national/victoria/laa-chol-s-teen-killer-gets-20-years-for-senseless-and-vicious-murder-20191220-p53lsv.html >
Footnote (Rule 7.11.2)	34 Erin Pearson, 'Brawl in Court After Teen Jailed for Laa Chol's Senseless Murder', <i>The Age</i> (online, 20 December 2019) < https://www.theage.com.au/national/victoria/laa-chol-s-teen-killer-gets-20-years-for-senseless-and-vicious-murder-20191220-p53lsv.html >.

INTERNET MATERIALS

WEBSITE

Bibliography	Australian Human Rights Commission, <i>Free and Equal: Australian Conversation on Human Rights</i> (Web Page, 19 February 2019) < https://www.humanrights.gov.au/our-work/rights-and-freedoms/publications/free-and-equal-australian-conversation-human-rights-2019 >
Footnote (Rule 7.15)	35 Australian Human Rights Commission, <i>Free and Equal: Australian Conversation on Human Rights</i> (Web Page, 19 February 2019) < https://www.humanrights.gov.au/our-work/rights-and-freedoms/publications/free-and-equal-australian-conversation-human-rights-2019 >.

BLOG POST

Bibliography	Barnett, Katy, 'Glencore International AG v Commissioner of Taxation', <i>Opinions on High</i> (Blog Post, 29 November 2019) < https://blogs.unimelb.edu.au/opinionsonhigh/2019/11/29/glencore-international-ag-v-commissioner-of-taxation/ >
Footnote (Rule 7.15)	36 Katy Barnett, 'Glencore International AG v Commissioner of Taxation', <i>Opinions on High</i> (Blog Post, 29 November 2019) < https://blogs.unimelb.edu.au/opinionsonhigh/2019/11/29/glencore-international-ag-v-commissioner-of-taxation/ >.

SOCIAL MEDIA POST (FACEBOOK)

Bibliography	Khan Academy, 'Welcome to the Khan Academy' (Facebook, 1 February 2020, 3:45am AEST) < https://www.facebook.com/khanacademy/posts/10152674247853442 >
Footnote (Rule 7.16)	37 Khan Academy, 'Welcome to the Khan Academy' (Facebook, 1 February 2020, 3:45am AEST) < https://www.facebook.com/khanacademy/posts/10152674247853442 >.

SOCIAL MEDIA POST (TWITTER)

Bibliography	@FederalReview (Federal Law Review) (Twitter, 2 December 2019, 12:08pm AEST) < https://twitter.com/FederalReview/status/1201307214889095169 >
Footnote (Rule 7.16)	38 @FederalReview (Federal Law Review) (Twitter, 2 December 2019, 12:08pm AEST) < https://twitter.com/FederalReview/status/1201307214889095169 >.