**Quick Guide to Referencing**

All sources of information or any material which is used in a report that is not your own original work must be acknowledged in the report. This includes text whether it is a direct quotation or paraphrased and whether it is used in whole or part as well as any other material such as a table of information or some form of illustration. The referencing system has two parts with the author(s) and year of publication cited in the body of the report next to where the material is used (Hagan and Mort, 2011). The in-text author-date citation links to the full publication details of the reference source contained in the References section of the report. Refer to the Report Writing Guide for Mining Engineers for further explanation and examples.

*The type of information that needs to be provided for a hardcopy reference source includes:*
- Editor’s surname
- Author surname
- Author initials
- Year published
- Conference title
- Journal title
- The pages used
- City of Publisher
- Published or not
- Title of contact
- Title
- The Publisher
- The Publisher
- Page URL
- Company name
- Author surname
- Author initials
- Year last updated
- Conference title
- Online book info
- Journal title
- Name of page
- The pages used
- Source type
- Date accessed

### Examples of referencing popular information sources

**Book**


**Information from a website**

**Article or paper on a website**

**Personal communication**
Clark, I, 2011. Personal communication, 10 November. Superintendent -Technical Services, ABC Mine, Bluevale Mining Ltd.

**Thesis**

**Online image used as figure**

**Electronic book**

**A paper in conference proceeding**
### Examples of referencing popular information sources

<table>
<thead>
<tr>
<th><strong>Article in a journal, newspaper or other periodical</strong></th>
<th><strong>Lecture/presentation note</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Printed material with restricted circulation</strong></th>
<th><strong>An article in a book compiled by others</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Online video</strong></th>
<th><strong>Notes on a film, video, television or radio program</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Multiple authors</strong></th>
<th><strong>Online newspaper article</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>An author with two publications in the same year</strong></th>
<th><strong>JORC Code</strong></th>
</tr>
</thead>
</table>

**Notes:**

1. Generally only the Uniform Resource Locator (URL) for the site home page of the reference source needs to be included. If the page URL of the information being cited is reasonably short, that is less than one line, then the full URL may be included.
2. An author of a website can include an individual, a group of individuals, a company, an organisation, a department, an institution etc.
3. If a website does not state when it was created or last updated then the abbreviation n.d. (no date) can be substituted for the year of publication.
4. If there is no obvious author for the reference source then use the title of the document or webpage in place of the author followed by the year and other publication details as per the standard syntax.