

Reference documents

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Reference documents

The following information is applicable to all metadata items except value domains and classification schemes

Definition

Significant documents that contributed to the development of the metadata item which were not the direct source for the metadata content.

Obligation

Conditional completion: complete for metadata items that were developed in consultation with a document outside of METEOR.

Development rules

Conclude and separate each reference with a new line (without a full-stop).

References should comply with the following referencing guidelines:

In-text references

In-text citations should follow one of the following formats:

- [Left bracket+] Author [+space +] year of publication [+right bracket + page number(s) if applicable]
- Author [+space + left bracket +] year of publication [+right bracket+ page number(s) if applicable]

When citing a classification scheme or other document which is better known by a short title, use the short title for the in-text citation e.g. *ICD-10-AM 3rd edition*.

The short, formal title of a piece of legislation should be cited exactly, in full, and in italics, followed by the jurisdiction (abbreviated and enclosed in parentheses) e.g. *Health Insurance Act 1973* (Cwlth).

Reference list

If more than one publication is cited that was published in a given year and written by the same author, append the date with a lower case letter to the date in the in-text reference e.g. '(Rose 1984a)' and in the full reference e.g. 'Rose G 1984a...'.

If a reference has two authors, join the names with an ampersand (&) in the in-text reference e.g. '(Rose & Smith 1984)' and in the full reference e.g. 'Rose G & Smith A 1984...'.

Append the first author with the term 'et al.' in an in-text reference which has three or more authors e.g. '(Rose et al. 1984)' or 'Rose et al. (1984)'. In the full reference, append the first author with the term 'et al.' only if there are more than six authors e.g. 'Rose G et al. 1984...'.

Acronyms may be used for organisation names: in an in-text reference, the acronym is the author e.g. '(AIHW 1997)', in the full reference, list the acronym, followed by the full name of the organisation enclosed in brackets e.g. 'AIHW (Australian Institute of Health and Welfare) 2001...'.

Provide page numbers only when it is deemed necessary to guide readers to the quoted material e.g. when quoting from a long document or when summarising an entire publication.

In-text references to legislation are sufficient – do not reference legislation in full in either the Origin or Reference document attribute.

- Journals

Author [space +] year of publication [full stop + space] title [full stop + space] journal name [space] volume number [space + colon] page numbers [full stop]

For example:

Rose G 1984. International trends in cardiovascular disease: implications for prevention and treatment. Australia New Zealand Journal of Medicine 14:375–80

- Books

Author [space +] year of publication [full stop + space] title [full stop + space] place of publication [colon + space] publisher [comma + space] page numbers

For example:

Brennan D 1994. The politics of Australian child care: from philanthropy to feminism. Melbourne: Cambridge University Press

National Centre for Classification in Health 2002. The International statistical classification of diseases and related health problems, tenth revision, Australian modification (3rd edn). Sydney: National Centre for Classification in Health, Faculty of Health Sciences, The University of Sydney

Electronic

- Website

Author [space +] year the site was created or last revised [full stop + space] the name of the sponsor of the source [comma + space] place of the sponsor of the source [full stop + space + Viewed] day, month and year viewed [+ comma + space] URL

For example:

Department of Finance and Administration 2001. Department of Finance and Administration, Canberra. Viewed 7 August 2001, <http://finance.gov.au>

- Document within a Website

Author [space] year the most recent version of the document was created [full stop + space] the title of document (comma + space + version number if applicable) [full stop + space +] sponsor of the source [+ comma +] place of the sponsor of the source [full stop + space] description of document if applicable [full stop + space + Viewed] day, month and year viewed [+ comma + space] URL

For example:

International Narcotics Control Board 1998. International Narcotics Control Board report for 1998. United Nations, Vienna. Viewed 1 October 1999, <http://www.incb.org/e/index.htm>

- Electronic email list, Usenet group and bulletin board

A. Author [space +] author email address [space +] year of posting [full stop + space] title of posting [full stop + space +] description of posting [comma + space] day, month and year viewed [+ comma + space] URL

For example:

Murphy L murphy@rockets.com.au 2000. News for old hacks. List server, 20 January 2000. National Journalists Association. Viewed 7 February, <http://www.nja.net.au/listserv/>