

A Quick Guide to Referencing using the Australian Guide to Legal Citation (3rd ed)

The *Australian Guide to Legal Citation* (3rd ed, 2010) ('AGLC3') is the standard for citation of sources for the purposes of assessment within the ACU Law School and for law units offered by the Business School.

This quick guide should be read in conjunction with the *AGLC3*. Where there is no rule for a particular source in the *AGLC3*, you should attempt to adapt the closest fitting rule and be guided by the principles on page xiii of the *AGLC3*. A full copy of the *AGLC3* is freely available for [download](#) or in print format in the ACU library (808.06634 AUS) for use in the library or short loan.

The *AGLC3* referencing style incorporates the use of footnotes and a bibliography. This table provides some examples of how to cite sources correctly in footnote format and in a bibliography.

1 General Rules [AGLC3 rules 1.1-1.15]		General bibliography examples [AGLC3 rule 1.16]
1.1 When to Footnote	<p>(a) You must, as a general rule, support statements of legal propositions with appropriate authority. When asserting that a particular proposition is settled law, you should use primary legal resources rather than secondary sources. Primary sources are cases and legislation, while secondary sources include journal articles, textbooks, and parliamentary second reading speeches. Where the law is unclear or in dispute, you may use secondary sources to support an argument in favour of one proposition or another.</p> <p>(b) Wherever your argument relies upon material in a primary or secondary source, you should make a footnote reference to the source [AGLC3 rule 1.1.1]. Some propositions of law are so well-established or so axiomatic that a reference to a source is not required.</p>	<p>Primary</p> <p>Case Example <i>Mabo v Queensland (No 2)</i> ("Mabo case") (1992) 175 CLR 1</p> <p>Legislation Example <i>Acts Interpretation Act 1901</i> (Cth)</p> <p>Secondary</p> <p>Journal Example Kamvounias, Patty and Sally Varnham, 'Doctoral Dreams Destroyed: Does <i>Griffith University v Tang</i> Spell the End of Judicial Review of Australian University Decisions?' (2005) 10(1) <i>Australia and New Zealand Journal of Law and Education</i> 5</p>

	<p>Example</p> <p>Promissory estoppel is equitable in nature (often called ‘equitable estoppel’) and operates when it would be inequitable for the promisor not to be held to the promise.</p> <p>(c) However, if you use another person’s ideas, opinions or theories you must cite the source. And, when an author’s manner of expression is unique or when their ideas or language are difficult to paraphrase or summarise, you must indicate which words from that source you have included in your text by the use of quotation marks, and cite the source in a footnote using a pinpoint reference [AGLC3 rule 1.1.5].</p> <p>(d) Where two or more sentences constitute what is, in effect, a single proposition and that proposition is drawn from or inspired by the same page (or paragraph) of the same source, it is sufficient to insert one footnote only at the end of the last sentence.</p>	<ul style="list-style-type: none"> • if there is more than one author, only the first listed author’s first name and surname are inverted
<p>1.2 How to Footnote</p>	<p>Example</p> <p>The most obvious exclusion from medical law is the role of health professional other than doctors.¹</p> <p>¹ Jonathan Montgomery, <i>Health Care Law</i> (Oxford University Press, 2nd ed, 2003).</p> <p>(a) The easiest way to format footnotes is to use the Microsoft Word referencing tool: click on the <i>References</i> tab, then click on <i>Insert Footnote</i>; or use the shortcut: ctrl + alt + f (for PC); command + alt + f (for Mac).</p> <p>(b) Number footnotes sequentially using Arabic numbers (ie, 1, 2, 3, ...).</p> <p>(c) A footnote number should immediately follow the portion of text to which it is relevant. It should appear directly after any relevant punctuation (usually a full stop or a comma) [AGLC3 rule 1.1.2].</p> <p>(d) Footnotes should contain sufficient information about the cited source to enable the reader to retrieve the source. It is also beneficial that the reader is able to form a preliminary judgement about the authority, currency, and relevance of the source. Therefore, footnote</p>	

	<p>references should, as a general rule, contain the following information (see below for examples of footnote formats for specific types of sources):</p> <ul style="list-style-type: none"> • the author’s name (whether author is a human or an institution, eg Australian Law Reform Commission) • the title of the source • the year in which the source was produced or published • the title of any larger work or publication in which the source was found, as appropriate • the place of publication, as appropriate <p>(e) A full stop (or other appropriate closing punctuation) should be placed at the end of every footnote [AGLC3 rule 1.1.4].</p> <p>If a series of sources is cited within one footnote, a semicolon should be used to separate the sources [AGLC3 rule 1.1.3].</p>
<p>1.3 Pinpoint References</p>	<p>A ‘pinpoint reference’ is a reference to a specific page, paragraph, footnote or other section of a source [AGLC3 rules 1.1.5-1.1.6].</p>
<p>1.4 Subsequent References</p>	<p>Ibid [AGLC3 rule 1.4.1]</p> <p>(a) Where references to the same source appear in consecutive footnotes, the second footnote should use the expression ‘ibid’ (meaning ‘the same’). If the pinpoint reference in the second footnote refers to the same page (or paragraph) as the first footnote, ‘ibid’ is sufficient. If the pinpoint reference in the second footnote refers to a different page (or paragraph) in the same source, the second footnote should refer to the new page (or paragraph) number.</p> <p>(b) ‘Ibid’ should be capitalised when it appears at the beginning of a footnote.</p> <p>(c) There is no need to italicise ‘ibid’ [AGLC3 rule 1.8.3].</p> <p>Above and Below [AGLC3 rule 1.4.2]</p> <p>(a) ‘Above n’ should be used where a source has been cited in a previous footnote other than the immediately preceding footnote, or in the immediately preceding footnote where it is not the only source in that footnote.</p> <p>(b) Where more than one work by the same author is referred to in the footnote in which the sources are first mentioned, the sources may be distinguished in subsequent footnotes by including an abbreviated version of the title in the reference.</p> <p>However, ‘above n’ should <i>not</i> be used for cases or legislation or some other specific materials [AGLC3 rule 1.4.2]. Subsequent references can use a shortened version of the case name [AGLC3 rule 2.14]; however, legislation should be cited in full in all subsequent references [AGLC3 rule 3.9].</p>

<p>1.5 Quotations</p>	<p>Short quotations</p> <p>(a) In the body of the text and in the footnotes, short quotations (of three lines or less) should be incorporated within single quotation marks [AGLC3 rule 1.5.1]. No specific punctuation is required to introduce a short quotation, but it may be introduced by a colon [AGLC3 rule 1.5.2]. Double quotation marks should be used for a quotation within the quoted text [AGLC3 rule 1.5.3].</p> <p>Long quotations</p> <p>(b) Long quotations (of more than three full lines) should appear indented from the left margin, in a smaller font size, and without quotations marks [AGLC3 rule 1.5.1]. A colon is typically the appropriate punctuation to introduce a long quotation [AGLC3 rule 1.5.2]. Single quotation marks should be used for a quotation within the quoted text [AGLC3 rule 1.5.3].</p> <p>If a quotation is altered, the alteration should be included within square brackets [AGLC3 rules 1.5.7 & 1.6.6]. Omissions from a quotation should be indicated by an ellipsis [AGLC3 rules 1.5.6-1.5.7].</p>	
<p>1.6 Punctuation, Spelling, Grammar</p>	<p>(a) Among other uses, commas should be used to separate items in a list of more than two (including the last two items where necessary to avoid ambiguity). Commas should appear on both sides of a subordinate clause within a sentence or not at all. They should not be used only before, or only after, a subordinate clause [AGLC3 rule 1.6.2].</p> <p>(b) Capitalisation should be consistent throughout a document. Generally, words should be capitalised only where they appear at the beginning of a sentence, title or heading, or are proper nouns. However, where it is important to expression or meaning, other words may be capitalised [AGLC3 rule 1.7].</p> <p>(c) Spelling should comply with the latest edition of the <i>Macquarie Dictionary</i> [AGLC3 rule 1.9].</p> <p>(d) Grammar should be guided by the latest edition of <i>Fowler's Modern English Usage</i> [AGLC3 rule 1.10].</p>	
<p>2 Primary Sources</p>		
<p>Source type</p>	<p>Footnote</p>	<p>Bibliography</p>
<p>2.1 Domestic and UK Cases [AGLC3 rule 2 and rule 23]</p>	<p>Format of key elements</p> <p><i>Case name</i> [(Year)] Volume Law Report Series Abbreviation Starting Page, Pinpoint.</p> <p><u>Case name</u></p>	<p>Format of key elements</p> <p><i>Case name</i> [(Year)] Volume Law Report Series Abbreviation Starting Page</p> <ul style="list-style-type: none"> list cases in section: B Cases

- do not use full stops in abbreviations
- do not include initials or individuals' first names
- only cite the first-named parties; do not use '& Anor' or '& Ors' [see *AGLC3* rule 2.1 for other case name rules eg, R, A-G, Re, Ex parte, ex rel]
- do not repeat the case name in the footnote if it is used in the text accompanying the footnote [*AGLC3* rule 2.1.15]

Example

According to the version of the facts in *R v Hallett*² most favourable to the defendant, he had fought with the deceased, rendered him unconscious and left him lying at the water's edge of a tidal beach.

² [1969] SASR 141 (Full Court).

- however, if the case name does not appear in full in the text (because it is a defined short title in accordance with *AGLC3* rule 2.1.14), then the full case name must be included in the footnote

Example

In *Cole*, the High Court held that an adult in Ms Cole's position knew the effects and risks of excessive drinking and that the club had done all that could be expected of it to ensure her safety.³

³ *Cole v Sth Tweed Heads Rugby Club* (2004) 217 CLR 469.

Year / Volume

- many reports are organised by volume number - use round brackets if the report series is organised by a unique volume number
 - use square brackets if the reports series is organised by year
- Note: some reports have changed from one system to the other - for example, for volumes of the Victorian Reports (VR) prior to the year 2000, put the year in square brackets;

	<p>from 2000 onwards use round brackets</p> <p><u>Law Report Series Abbreviation</u></p> <ul style="list-style-type: none"> • if it is reported in an authorised series, use the authorised reports (for example: Commonwealth Law Reports, New South Wales Law Reports) • use the abbreviation for the name of the report series, not the full title - the report itself should indicate the relevant abbreviation <p>Note: lists of report series and their abbreviations are to be found in the Appendix to the <i>AGLC3</i> and via the library's law subject guide</p> <ul style="list-style-type: none"> • do not refer to the database or website used to retrieve cases – cite the case as in print format • do not cite parallel citations for Australian cases - use the following preference: authorised report series, unauthorised report series, unreported decision • for CCH report series, the starting page may be a unique reference not a page number eg, ¶93-321 <p><u>Pinpoint</u></p> <ul style="list-style-type: none"> • only use this when you are referring to a specific page of the reported decision <p><u>Identifying Judicial Officers</u></p> <ul style="list-style-type: none"> • where appropriate, the judicial officer(s) whose judgment is being cited may be identified in parentheses after a pinpoint reference • do not include in a footnote citation if their identity is otherwise apparent 	
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	<ul style="list-style-type: none"> do not use 'per' judicial officer's names should appear in accordance with rule 1.14.4 	
2.1.1 Report Series with Unique Volume Numbers (Round Brackets)	<p>⁴ <i>R v Crabbe</i> (1985) 156 CLR 464, 472.</p>	<i>R v Crabbe</i> (1985) 156 CLR 464
2.1.2 Report Series Organised by Year [Square Brackets]	<p>⁵ <i>McKenzie v Lichter</i> [2005] VSC 61, 65.</p> <ul style="list-style-type: none"> Note: even where a law report series is organised by year, some years may have two or more volumes per year - for example, [1996] 2 VR is the second volume of the Victorian Reports for the year 1996 	<i>McKenzie v Lichter</i> [2005] VSC 61
2.1.3 CCH Report Series	<p>⁶ <i>Walker v Salomon Smith Barney Securities Pty Ltd</i> (2004) Aust Contract Reports ¶90183, 92563.</p>	<i>Walker v Salomon Smith Barney Securities Pty Ltd</i> (2004) Aust Contract Reports ¶90183
2.1.4 Unreported Decisions: Medium Neutral Citation	<p>Format of key elements</p> <p><i>Case name</i> [Year] Unique Court Identifier Judgment Number (Full Date) [Pinpoint].</p> <p>⁷ <i>Swaney, Vincent James v Austin Health and Department of Veterans' Affairs</i> [2013] VSC 654 (21 November 2013) [7].</p> <ul style="list-style-type: none"> only use medium neutral citation if it has been allocated by 	<p>Format of key elements</p> <p><i>Case name</i> [Year] Unique Court Identifier Judgment Number (Full Date)</p> <p><i>Swaney, Vincent James v Austin Health and Department of Veterans' Affairs</i> [2013] VSC 654 (21 November 2013)</p>

	<p>the court [AGLC3 rule 2.8.1]</p> <ul style="list-style-type: none"> • this format has a judgment number, rather than a commencing page number • pinpoint references are paragraph numbers in square brackets 	
2.1.5 Unreported Decisions: without Medium Neutral Citation	<p>Format of key elements</p> <p><i>Case name</i> (Unreported, Court, Judge(s), Full Date) Pinpoint.</p> <p>⁸ <i>Victorian WorkCover Authority v AAA Auscart's Imports</i> (Unreported, County Court of Victoria, Judge Allen, 12 May 2009) 8</p>	<p>Format of key elements</p> <p><i>Case name</i> (Unreported, Court, Judge(s), Full Date)</p> <p><i>Victorian WorkCover Authority v AAA Auscart's Imports</i> (Unreported, County Court of Victoria, Judge Allen, 12 May 2009)</p>
2.1.6 UK cases	United Kingdom case law is generally cited in the same format as Australian cases [see AGLC3 rule 23.1.3 for exceptions relating to cases from the nominate reports published 1537-1865]	
2.2 Domestic Legislation (ie, Acts / Statutes and Delegated / Subordinate) [AGLC3 rules 3.1-3.3]	<p>Format of key elements</p> <p><i>Short Title of the Act / Regulation Year</i> (Jurisdiction) Pinpoint.</p> <p>⁹ <i>Therapeutic Goods Act 1989</i> (Cth) ss 10-10A, 13.</p> <p>¹⁰ <i>Coroners Court Rules 2009</i> (Vic) reg 39(1)(b).</p> <ul style="list-style-type: none"> • only refer to the amending Act if it is relevant to a particular point; otherwise refer to the principal Act as it is assumed this refers to it as amended • jurisdiction should be abbreviated as stated in AGLC3 rule 3.1.3 • pinpoints should be abbreviated as stated in AGLC3 rule 3.1.4 • the pinpoint abbreviation and number must be separated by a space, however do not add a space in between a 	<p>Format of key elements</p> <p><i>Short Title of the Act / Regulation Year</i> (Jurisdiction)</p> <p><i>Therapeutic Goods Act 1989</i> (Cth)</p> <p><i>Coroners Court Rules 2009</i> (Vic)</p> <ul style="list-style-type: none"> • list in section: <i>C Legislation</i>

	<p>section and sub-section number</p> <ul style="list-style-type: none"> consecutive pinpoints should be separated by an en-dash “–” [use ctrl + minus key (for PC); command + minus key (for Mac)] and non-consecutive pinpoints by a comma and a space where you are referring to a legislative provision in the text of your work, you should write as you would speak <p>Example <u>Incorrect:</u> <i>Cemeteries and Crematoria Act 2003</i> (Vic) s 10 states that ... <u>Correct:</u> Section 10 of the <i>Cemeteries and Crematoria Act 2003</i> (Vic) states that ...</p>	
2.3 Bill	<p>Format of key elements</p> <p>Short Title of the Bill Year (Jurisdiction) Pinpoint.</p> <p>¹¹ Work Health and Safety Bill 2011 (Cth) cl 18.</p> <ul style="list-style-type: none"> pinpoints are usually clauses / sub-clauses 	<p>Format of key elements</p> <p>Short Title of the Bill Year (Jurisdiction) Work Health and Safety Bill 2011 (Cth)</p>
3 Secondary Sources		
Source type	Footnote	Bibliography
3.1 Journal Articles [AGLC3 rule 4]	<p>Format of key elements</p> <p>Author’s First Name Surname, ‘Title of article’ ([Year]) Volume (Issue) <i>Journal Name</i> Starting page, Pinpoint.</p> <ul style="list-style-type: none"> use the author’s name as it appears at the beginning of the article [AGLC3 rule 4.1.1] use the full title of the journal but omit <i>the</i> at the start of 	<p>Format of key elements</p> <p>Author’s Surname, First Name, ‘Title of article’ ([Year]) Volume (Issue) <i>Journal Name</i> Starting page</p> <ul style="list-style-type: none"> list in section: A <i>Articles/Books/Reports</i>

	<p>titles</p> <ul style="list-style-type: none"> • if the journal is organised by year, use square brackets around the year and omit the volume number; if organised by volume, use round brackets around the year • only include issue numbers when pagination is not continuous across issues ie, each issue starts at page 1 • pinpoint references should be to page numbers 	
3.1.1 Journal Organised by Volume Number	<p>With consecutive pagination:</p> <p>¹² Michael Kirby, 'Judicial Stress and Judicial Bullying' (2013) 87 <i>Australian Law Journal</i> 516, 521.</p> <p>Without consecutive pagination:</p> <p>¹³ Peter Parsons, Ian Shepherd and Matt d'Abbs, 'What Shall We Do with the Drunken Sailor?' (2014) 88(12) <i>Law Institute Journal</i> 32, 34.</p>	<p>With consecutive pagination:</p> <p>Kirby, Michael, 'Judicial Stress and Judicial Bullying' (2013) 87 <i>Australian Law Journal</i> 516</p> <p>Without consecutive pagination:</p> <p>Parsons, Peter, Ian Shepherd and Matt d'Abbs, 'What Shall We Do with the Drunken Sailor?' (2014) 88(12) <i>Law Institute Journal</i> 32</p>
3.1.2 Journal Organised by Year	<p>With consecutive pagination:</p> <p>¹⁴ Helen Anderson, Veil Piercing and Corporate Groups: An Australian Perspective, [2010] <i>New Zealand Law Review</i> 1, 8.</p> <p>Without consecutive pagination:</p> <p>¹⁵ John Kleinig, 'Paternalism and Personal Integrity' [1983] (3) <i>Bulletin of the Australian Society of Legal Philosophy</i> 27, 31.</p>	<p>With consecutive pagination:</p> <p>Anderson, Helen, Veil Piercing and Corporate Groups: An Australian Perspective, [2010] <i>New Zealand Law Review</i> 1</p> <p>Without consecutive pagination:</p> <p>Kleinig, John, 'Paternalism and Personal Integrity' [1983] (3) <i>Bulletin of the Australian Society of Legal Philosophy</i> 27</p>
3.1.3 Electronic Journal Article from Library Database	<p>Note: Most articles accessible electronically via the library's databases are also published in print format, therefore they should be cited as print journal articles as shown above. Do not include the web address or database name.</p>	

3.1.4 Electronic Journal Article from Internet-only Journal	¹⁶ John H Farrar, 'Fighting Identity Crime' (2011) 23(1) <i>Bond Law Review</i> 5 < http://www.austlii.edu.au/au/journals/BondLawRw/2011/5.html >	Farrar, John H, 'Fighting Identity Crime' (2011) 23(1) <i>Bond Law Review</i> 5 < http://www.austlii.edu.au/au/journals/BondLawRw/2011/5.html >
3.2 Book	Format of key elements Author's First Name or Initial(s) Surname, Title of book (Publisher, Edition, Year) Pinpoint. <ul style="list-style-type: none"> • authors' initials are separated by a space • edition number is only included for 2nd or later editions • if the book has page numbers, the pinpoint must be to a page number(s); if the book has page numbers and paragraphs, pinpoint references <i>may</i> be to page numbers <i>and</i> numbered paragraph(s) – the latter enclosed in square brackets; if the book has only numbered paragraphs, a pinpoint reference should be to a paragraph • when referring to a numbered chapter of a book, 'chapter' should be abbreviated 'ch' 	Format of key elements Author's Surname, First Name or Initial(s), Title of book (Publisher, Edition, Year) <ul style="list-style-type: none"> • list in section: <i>A Articles/Books/Reports</i>
3.2.1 1 Author	¹⁷ Cormack E Dunn, <i>Annotated Australian Work Health and Safety Legislation</i> (CCH, 2012) 98.	Dunn, Cormack E, <i>Annotated Australian Work Health and Safety Legislation</i> (CCH, 2012)
3.2.2 2 or 3 Authors	¹⁸ Charles Mitchell and Stephen Watterson, <i>Subrogation: Law and Practice</i> (Oxford University Press, 2007) 9 [2.02].	Mitchell, Charles and Stephen Watterson, <i>Subrogation: Law and Practice</i> (Oxford University Press, 2007)
3.2.3 4 or More Authors	¹⁹ Catriona Cook et al, <i>Laying Down the Law</i> (LexisNexis Butterworths, 8 th ed, 2012) 58.	Cook, Catriona et al, <i>Laying Down the Law</i> (LexisNexis Butterworths, 8 th ed, 2012)
3.2.4 Book	²⁰ Richard Johnstone, Elizabeth Bluff and Alan Clayton, <i>Work Health</i>	Johnstone, Richard, Elizabeth Bluff and Alan Clayton, <i>Work Health</i>

Chapter	<i>and Safety Law and Policy</i> (Lawbook, 2012) ch 3.	<i>and Safety Law and Policy</i> (Lawbook, 2012)
3.2.5 Book Chapter in an Edited Book	²¹ Thérèse McCarthy, 'A Perspective on the Work of the Victorian Sentencing Advisory Council and its Potential to Promote Respect and Equality for Women' in Arie Freiberg and Karen Gelb (eds), <i>Penal Populism, Sentencing Councils and Sentencing Policy</i> (Hawkins Press, 2008) 171173.	McCarthy, Thérèse, 'A Perspective on the Work of the Victorian Sentencing Advisory Council and its Potential to Promote Respect and Equality for Women' in Arie Freiberg and Karen Gelb (eds), <i>Penal Populism, Sentencing Councils and Sentencing Policy</i> (Hawkins Press, 2008)
3.2.6 Electronic Book (eBook)	Note: if available in print <i>and</i> electronic format, cite as print format Note: if available only in electronic format, use the Internet materials format ²² Peter Barton Hutt (ed), <i>Food and Drug Law: An Electronic Book of Student Papers</i> (10 January 2013) Harvard Law School < http://www.law.harvard.edu/faculty/hutt/book_index.html >.	Hutt, Peter Barton (ed), <i>Food and Drug Law: An Electronic Book of Student Papers</i> (10 January 2013) Harvard Law School < http://www.law.harvard.edu/faculty/hutt/book_index.html >
3.3 Newspaper Articles	Format of key elements Author's First Name or Initial(s) Surname, 'Article Title', <i>Newspaper</i> (Place of publication), Full date, Pinpoint. • see AGLC3 rule 6.5.2 for citing unsigned & untitled articles	Format of key elements Author's First Name or Initial(s) Surname, 'Article Title', <i>Newspaper</i> (Place of publication), Full date • list in section: A <i>Articles/Books/Reports</i>
3.3.1 Print	²³ Sarah Elks, 'Jury Told to Weigh Morality of Patel', <i>The Australian</i> (Sydney), 23 June 2010, 11.	Elks, Sarah, 'Jury Told to Weigh Morality of Patel', <i>The Australian</i> (Sydney), 23 June 2010
3.3.2 Electronic	Format of key elements Author's First Name or Initial(s) Surname, 'Article Title', <i>Newspaper</i> (online), Full date, Pinpoint <URL>. ²⁴ Virginia Harrison and Chris Merritt, 'Women Sidelined in Partnership Race in Legal Firms', <i>The Australian</i> (online), 22 June	Format of key elements Author's First Name or Initial(s) Surname, 'Article Title', <i>Newspaper</i> (online), Full date <URL> Harrison, Virginia and Chris Merritt, 'Women Sidelined in Partnership Race in Legal Firms', <i>The Australian</i> (online), 22 June 2010

	<p>2010 <http://www.theaustralian.com.au/business/legal-affairs/women-sidelined-in-partnership-race-in-legal-firms/story-e6frg97x-1225882954318>.</p> <ul style="list-style-type: none"> • only include a pinpoint if the article has a page or paragraph numbers • only cite in electronic format if an equivalent print version does not exist [see <i>AGLC3</i> 6.5.3] 	<p><http://www.theaustralian.com.au/business/legal-affairs/women-sidelined-in-partnership-race-in-legal-firms/story-e6frg97x-1225882954318></p>
4 Other		
Source type	Footnote	Bibliography
4.1 Internet Material	<p>Format of key elements</p> <p>Author's First Name Surname, <i>Document Title</i> (Full Date) Website name <URL>.</p> <p>²⁵ Department of Indigenous Affairs, <i>Native Title Access Policy</i> (3 May 2010) <http://www.dia.wa.gov.au/Documents/HeritageCulture/Resources/NativeTitleAccessPolicy.doc>.</p> <p>²⁶ Australian Human Rights Commission, <i>The Right to Vote is Not Enjoyed Equally by all Australians</i> (February 2010) <http://www.hreoc.gov.au/human_rights/vote/index.html>.</p> <ul style="list-style-type: none"> • only cite as a web page if the information is not published in print format • use the date of last update if provided, otherwise date of creation; if a full date is not provided, use as much of the date as appears; omit this element if no date is given • the website name can be omitted if it is the same as the author 	<p>Format of key elements</p> <p>Author's Surname, First Name, <i>Document Title</i> (Full Date) Website name <URL></p> <p>Department of Indigenous Affairs, <i>Native Title Access Policy</i> (3 May 2010) <http://www.dia.wa.gov.au/Documents/HeritageCulture/Resources/NativeTitleAccessPolicy.doc></p> <p>Australian Human Rights Commission, <i>The Right to Vote is Not Enjoyed Equally by all Australians</i> (February 2010) <http://www.hreoc.gov.au/human_rights/vote/index.html></p> <ul style="list-style-type: none"> • list in section: E <i>Other</i> (unless document is a report or article)

	<ul style="list-style-type: none"> a pinpoint reference may be included before the URL where appropriate 	
4.2 Secondary Citation	<p>Note: Always endeavour to read the original source when using a quote or argument cited in another author’s work. There may be times when this is not possible, particularly at undergraduate level. In this case, use either quoting, quoted in, citing or cited in as outlined in the rules in <i>AGLC3</i> rule 1.3. Only cite the source that you have accessed in the bibliography, not the secondary citation.</p>	
	<p>²⁷ <i>Carlill v Carbolic Smoke Ball Co</i> [1893] 1 QB 256 quoted in Jeannie Paterson, Andrew Robertson and Peter Heffey, <i>Contract: Cases and Materials</i> (Lawbook, 10th ed, 2005) 46.</p>	<p>Paterson, Jeannie, Andrew Robertson and Peter Heffey, <i>Contract: Cases and Materials</i> (Lawbook, 10th ed, 2005) 46</p>
	<p>²⁸ Heather Douglas, ‘Customary Law, Sentencing and the Limits of the State’ (2005) 20 <i>Canadian Journal of Law and Society</i> 141 cited in Catriona Cook et al, <i>Laying Down the Law</i> (LexisNexis Butterworths, 7th ed, 2009) 47.</p>	<p>Cook, Catriona et al, <i>Laying Down the Law</i> (LexisNexis Butterworths, 7th ed, 2009)</p>