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6. If you use acronyms or abbreviations, use the full title the first time, followed by the acronym in brackets.
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9. Endnotes, which should be kept to a minimum, should be numbered serially and included at the end of the article.
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11. In-text references should include the author's name, year of publication and page: '**Chapman (1983: 230) has argued ...**'; or '**Many questioned the equality of working Japanese women (Sano 1983: 420)**'. Where an author has more than one publication in the same year, use alphabetical ordering to distinguish: for example, (**Dabscheck 1986b: 46**).
12. A references list should be included at the end of the text. This should cite all works referred to. The reference list should be arranged in alphabetical order by author.
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Examples

For Books

Hagan, J. (1981) *A History of the ACTU*, Longman Cheshire, Melbourne.

For Chapters within Books

Deery, S. (1989) 'Unions and technological change', in G.W. Woods and D.H. Plowman (eds.), *Australian Trade Unions: An Industrial Relations Perspective*, Macmillan, Melbourne, Second edition, pp. 269–287.

For Articles in Journals

Whitehead, T. (1987) 'Stocks and flows: Current policy issues in Australia', *Economics*, 22 (2), pp. 10–17.

Citing from Internet Sources

A web page with an author:

Winston, J. (1999) A look at referencing, available: <http://www.aaa.edu.au/aaa.html> [accessed 20 October 2000].

An unauthored web page:

(1999) Available: <http://www.aaa.edu.au/index.html> [accessed 20 October 2000].

