This is a brief guide to help Curtin University students who are required to use the Australian Guide to Legal Citation, 3rd edition (AGLC3), produced by the Melbourne University Law Review Association in collaboration with the Melbourne Journal of International Law. It uses the footnotes style of referencing. You can access this manual either online or in hard copy:

- The online version is available at: http://www.law.unimelb.edu.au/mulr/aglc
- The hard copy version is available in Curtin Library at the shelf number: 808.06634 AUS. To check availability and see locations go to the Curtin Library Catalogue.

It is a good idea to familiarise yourself with 'Part 1: General Rules' as it outlines the essence of the referencing style and will give you a good foundation. It also gives you lots of useful examples.

**Footnotes** *(See AGLC rules 1.1 – 1.4.)*

Footnotes are used to:

- Acknowledge sources of information you have used in your assignments, and
- Provide information that enables the reader to find the sources that you used.

Any direct quotes in your assignment must be immediately followed by a footnote. You must also always include a footnote when you have paraphrased from a source.

**To insert a footnote in Word (2007 and later):**

Position your cursor at the appropriate place in your word document. The footnote should appear directly after the full stop in the text of your Word document.

1. Click on the References tab.
2. Click on Insert Footnote.
Once you have inserted a footnote in Word you can type in your reference following the guidelines in the table starting on page 4 of this guide. **You must put a full stop at the end of each footnote.**

If you wish to cite a second reference in the same footnote, **type a semicolon and a space.** For example:


For **repeated** footnotes you can follow these two rules:

- If a source immediately following a footnote is the same then you can use ‘Ibid’ (meaning ‘the same’). If the pinpoint reference is different than you can use ‘Ibid’ and the new pinpoint reference (with no comma in between). For example: Ibid 65-67 (See AGLC rule 1.4.1.)

- If a source has been referred to before in an earlier footnote but is not the same as the one directly above it then you can use the author’s surname and ‘above n’ to refer to that previous reference. For example: Jones, above n 3’. **However this must not be used for cases or legislation** (see AGLC rule 1.4.2.). For cases and legislation you must repeat the citation again in full or you may use an abbreviated or popular name if you wish.

**Examples of using ‘Ibid and ‘above n’**

\[2\] Ibid.
\[3\] Ibid 174-5.
\[5\] *Defamation Act 2005* (Vic) s 37.
\[6\] MacMillan, above n 4.

**Pinpoint Citations**

A pinpoint reference is a reference to a specific page or paragraph. A pinpoint reference to a **page** should appear as a number. A pinpoint reference to a **paragraph** should appear as a number in square brackets. It is placed at the end of the reference and should be preceded by a space. For example:


For **journal articles** and **cases** you are required to place a comma before the pinpoint citation. For example:

Quotations within the body of your work (see AGLC rule 1.5.1)

Short quotations (of three lines or less) should be incorporated within single quotation marks.

For example:

Priestley JA stated that ‘there is a close association of ideas between the terms unreasonableness, lack of good faith and unconscionability.’12

Long quotations (of more than three full lines) should appear indented from the left margin, in a smaller font size and without quotation marks. Legislative and treaty extracts, regardless of length, may also appear this way.

For example:

The Judge stated:

Thus elaborating, the first question is whether a financial benefit is given within the meaning of s 229 of the Corporations Act (in relation to the prohibition on related party benefits without member approval). The second question is whether the exception for arm’s length terms in s 210 of the Corporations Act is made out ...23

Emissions from a quotation should be indicated by an ellipsis (...). See rule 1.5.6 for more detail.

Bibliography (See AGLC rule 1.16)

The first step is to check with your lecturer whether they require you to produce a bibliography. It may be the case that footnotes are sufficient. A bibliography includes not only all the sources you have cited in your assignment (which is the role of footnotes) but also all the sources you have consulted and relied upon whilst researching your assignment.

If you are required to include a bibliography, you must list all sources you used to complete your assignment alphabetically under the following headings. These headings are centered on the page and printed in italics:

A Articles / Books / Reports
   B Cases
   C Legislation
   D Treaties
   E Other

References in your bibliography should be set out as in your footnotes with the following four exceptions:
1. The first author’s name (only) should be inverted and separated by a comma (e.g., Smith, John rather than John Smith).

2. Do not include pinpoint references (these are for footnotes only).

3. Do not include a full stop at the end of each reference.

4. If there is no author, list the source alphabetically by title.

Citing quoted material (See AGLC rule 1.3)

AGLC prefers you to cite the original text if you can get hold of it. If this is not possible then you should give as full a reference to the original text as you can and use the words ‘quoted in’ and give a full reference to the secondary text. For example:


Using AGLC3 with Endnote

Click here to view a detailed guide with instructions: Using EndNote with AGLC3

Footnote examples & special notes in this guide taken from The Australian Guide to Legal Citation. 2010. 3rd ed. Melbourne University Law Review Association; Melbourne Journal of International Law. Special notes also derived from “LaTrobe Law Short Guide to Citing the Law”:
<table>
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<tr>
<th>Case law</th>
<th>Footnote example</th>
<th>Special notes</th>
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</table>
| **Reported cases** *(AGLC rule 2)* | | *

- **Case name**: Cite only the first plaintiff and first defendant. Case names may be abbreviated for subsequent footnotes (see AGLC 2.1.14).
- **Year**: If the volumes of the law report are organised by year, put the relevant year in square brackets: [ ]. If the reports are organised by volume number, put the year the case was decided in round brackets: ( ).
- **Volume number**: Where a law report series is organised by year, some years may have two or more volumes per year. For example, [2007] 1 Qd R is the first volume of the Queensland Reports for the year 2007.
- **Law Report series**: Use the abbreviation for the name of the law report series, not the full title. The report itself should indicate the relevant abbreviation. Lists of law report series can found in the Law LibGuide in the Referencing tab.
- **Page**: Put the page number the case report starts on.
- **Pinpoint**: Use this to refer to a specific page number. The paragraph number may be added after the page number if desired. If identifying the particular judge being cited, put their name in round brackets after the pinpoint.
- **Court**: only use this when it is not obvious from the citation what the deciding court was.
| Unreported Cases - Medium Neutral Citations  | $^1$ *R v Landmeter* [2015] SASFC 3 (4 February 2015) [16]. | *Case Name* [Year] Court identifier Judgment number (Full Date) [Pinpoint]. A case is unreported if it not published in a law report series. Always use a reported version if you can. To see if a case has been reported you can check a case citator such as CaseBase (LexisNexis) or FirstPoint (WestLaw). If it is reported in an authorised series, use the authorised reports (for example: Commonwealth Law Reports, Federal Court Reports, Victorian Reports). If there is no reported version then use a medium neutral citation if one is available.

Please note: cases in AustLii are unreported versions. Check a case citator to see if the case has been reported. |
| US Cases | $^1$ *Barton v Chibber* (Unreported, Supreme Court of Victoria, Hampel J, 29 June 1989) 3. | *Case Name* (Unreported, Court, Judge(s), full judgment date) [Pinpoint]. |
| Legislation | Footnote example | Special notes |

If you accessed legislation online, always reference it as print.

In repeat citations you may use an abbreviated form of the title (see AGLC 3.9.1).

The pinpoint should identify the particular section, paragraph, part, schedule etc. (see rule 3.1.4 for the appropriate abbreviation). |
| Delegated Legislation  (AGLC rule 3.3) | ¹*Radiation Safety (General) Regulations 1983 (WA)* reg. 22. | Title Year (Jurisdiction) Pinpoint.  
Delegated legislation (for example, regulations, rules and orders falling under primary legislation) follows the same rules as primary legislation. Only the pinpoint abbreviations differ (see AGLC 3.3.2). |
|---|---|---|
| Australian Constitutions  (AGLC rule 3.2) | ¹*Australian Constitution* s 51(ii). | The *Constitution of the Commonwealth of Australia* may be cited as the *Australian Constitution*, the *Commonwealth Constitution*, or simply as the *Constitution* as long as there is no chance that your reader will mistake it for a different constitution.  
It may also be referred to within its enacting legislation:  
¹*Commonwealth of Australia Constitution Act 1900 (Imp) 63 & 64 Vict, c 12, s 9.*  
Constitutions of the Australian states should be cited as normal statues. |
| Gazettes  (AGLC rule 3.4.1) | ¹‘Energy Operators (Electricity Generation and Retail Corporation)(Charges) Amendment By-Laws 2016’ in Western Australia, *Western Australian Government Gazette*, No 114, 28 June 2016, 2623, 2629. | ‘Title of Notice’ in Jurisdiction, Gazette Title, Gazette Number, Full Date, Starting Page, Pinpoint.  
Australian Government gazettes are considered quasi-legislative materials and contain a range of information about legislation, including proclamations and notices from government departments and courts. |
| Bills  (AGLC rule 3.5) | ¹*Australian Border Force Bill 2015 (Cth) cl 26.* | Title of Bill Year (Jurisdiction abbreviated) Pinpoint.  
Bills are cited in the same way as Acts, except the title and year of a bill should not be italicised. For pinpoint citations, ‘clause’ and ‘sub-clause’ are usually the appropriate classifiers. |
<p>| Explanatory Memoranda  | ¹Explanatory Memoranda, Health Legislation Amendment Bill (No 1) 2003 (Cth). | Explanatory Memoranda, Title of Bill Year (Jurisdiction abbreviated) Pinpoint. |</p>
<table>
<thead>
<tr>
<th>(AGLC rule 3.6)</th>
<th>Explanatory Memoranda are sometimes known as Explanatory Statements or Explanatory Notes. Where your reference is titled with one of these terms, the appropriate term should be used in lieu of ‘Explanatory Memoranda’.</th>
</tr>
</thead>
</table>
| **Taxation Ruling**  
Instrumentality, *Instrument Title*, Document Number, Full Date, Pinpoint.  
Get the full date for a taxation ruling by identifying the date of effect. You’ll find a reference to it in the contents page of the document. |
| **US Codes**  
*Statute Title*, Title Chapter or Volume Number Abbreviated Code Name Pinpoint (Publisher's Name, Year).  
Note – not all elements will appear in every citation. |
| **Journal articles** | **Footnote example**  
| **Special notes**  
Author, ‘Title of article’ (Year) Volume number(Issue number) *Journal Title* First page of article, Pinpoint.  
- **Author**: List the first name and then the family name. If first name is not given on the publication, then give initial(s). If there are 4 or more authors, list only the first author followed by ‘et al’. Include ‘Sir’, ‘Dame’, peerage titles and judicial titles if given (see AGLC 1.14.1, 1.14.4).  
- **Title of article**: Put in single quotation marks. Capitalise the first letter of each word except a, an, the, and, on etc. If the name of a case or statute is included as part of the title, you must italicise the case or statute name.  
- **Year, volume number, issue number**: |
| **Four or more authors**  
(AGLC rule 4) | ³ Martin Dockray et al, ‘Why Do We Need Adverse Possession?’ [1985] *Conveyancer and Property Lawyer* 272, 275.  
<p>|</p>
<table>
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<tr>
<th>Journal article (online)</th>
<th>1Liz Curran, ‘Making Connections: The Benefits of Working Holistically to Resolve People’s Legal Problems’ (2005) 12 (1) <em>eLaw Journal: Murdoch University Electronic Journal of Law</em>, 21 <a href="http://www.austlii.edu.au/au/journals/MurUEJL/2005/5.html">http://www.austlii.edu.au/au/journals/MurUEJL/2005/5.html</a>.</th>
<th>If the journal you are citing is available in both print (hard copy) AND online (electronically) then reference it as a print journal REGARDLESS of which version you used. If the journal you are citing is ONLY available online (electronically) then reference it as you would a print journal article and include the URL at the end, enclosed in pointy brackets (&lt;&gt;). AGLC does not require you cite a date of retrieval.</th>
</tr>
</thead>
</table>
| Newspaper Article (AGLC rule 6.5) | 1 Tomio Geron, ‘As Market Softens, Startups Work Harder to Compete for Talent’, *Wall Street Journal* (New York), 20 June 2016, 12. | Author, ‘Title’, *Newspaper* (Place of publication), Full Date, Pinpoint. **If you accessed a newspaper article online, always reference it as print.**  
- **Title**: Include the word ‘The’ if it appears in the masthead. Capitalise all significant words. If the article appears in a separately paginated section and the section has its own title, the title of the section should precede the title of the newspaper, e.g.: Saturday Extra, The Age (AGLC 6.5.1). |
<table>
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<tr>
<th>Books</th>
<th>Footnote example</th>
<th>Special notes</th>
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<tbody>
<tr>
<td><strong>One author</strong></td>
<td></td>
<td>Author, Title (Publication details) Pinpoint.</td>
</tr>
<tr>
<td>Two authors</td>
<td></td>
<td>Author: List the first name and then the family name. If first name not given on the publication, then give initial(s). If there are 4 or more authors, list only the first author followed by ‘et al’. If it is an edited book, put (ed) or (eds) after the names. Include ‘Sir’, ‘Dame’, peerage titles and judicial titles if given (see AGLC 1.14.1, 1.14.4).</td>
</tr>
<tr>
<td>Three authors</td>
<td></td>
<td>Title of article: Put in italics. Capitalise the first letter of each word except a, an, the, and, on etc.</td>
</tr>
<tr>
<td>Four or more authors</td>
<td></td>
<td>Publications details: Put in round brackets. Include edition number if there is one. Do not include the place of publication. Use a brief version of the publisher’s name (AGLC 5.3.1). If the author’s name is the same as the publisher’s name then omit this part.</td>
</tr>
<tr>
<td>Edited book (AGLC rule 5)</td>
<td></td>
<td>Pinpoint: This is to cite the exact page referred to. If you wish to cite the exact paragraph you can put in square brackets or if you wish to cite the exact chapter you can abbreviate as ‘ch’.</td>
</tr>
<tr>
<td>Legal Encyclopaedia (AGLC rule 6.3)</td>
<td>1 Lexis Nexis, Halsbury’s Laws of Australia, vol 15 (at 25 May 2009) 235 Insurance, ‘2 General Principles’ [235-270].</td>
<td>Publisher, Title of Encyclopedia, vol Volume Number (at Full Date) Title Number Name of Title, ‘Chapter Number Name of Chapter’ [Paragraph].</td>
</tr>
<tr>
<td>Treaties</td>
<td>Footnote Example</td>
<td>Special notes</td>
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<td>Treaty</td>
<td>Treaty for the Non-Proliferation of Nuclear Weapons, opened for signature 1 July 1968, 729 UNTS 161 (entered into force 5 March 1970) art 3.</td>
<td>Treaty Title, Parties’ Names (where applicable), Date Opened for Signature, Treaty Series (date of entry into force) pinpoint. Parties’ names are only included for bilateral treaties or multilateral treaties where there are only three signatories. Omit this element if more than three. For treaties not yet in force (not yet in force) replaces the date of entry into force. See AGLC 7.4 for Treaty Series abbreviations.</td>
</tr>
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<tr>
<th>Other</th>
<th>Footnote example</th>
<th>Special notes</th>
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</table>
| Webpage  | Government of Western Australia, Department of the Attorney General, Justice of the Peace (10 November 2015) [2] <http://www.courts.dotag.wa.gov.au/J/justices_of_the_peace>. | Author, Document Title (Full date) Website Name Pinpoint <URL>. If material obtained via the Internet is available in a print form then always reference the print equivalent regardless of whether you used the online version or not. **Only reference the online version if this is the only version available.**  
  - Author: the same as for journal articles and books. If there is no specified author use the name of the organisation whose website it is.  
  - Document title: put in italics.  
  - Date: Cite the full update date of the webpage. If not available cite the date the document was created. If not available cite the copyright date. Enclose in round brackets. You are not required to cite the date you accessed the material.  
  - Website name: Give the name of the website or the name of the organisation whose website the document appears on. If the author’s name is the same as the website name then omit this part. |
| **Blogs & Online Forums**  
| (AGLC rule 6.15.7) | **1** Nick Dowse, ‘6 Tips for Doing Well at Law School’ on LegalHatchling (June 8 2016) <legalhatchling.wordpress.com>.  

**Author of Post, ‘Title of Post’ on Author of Blog/Forum, Blog/Forum Name (Full Date of Post) <URL of post>.**  

The structure of a citation for a blog post closely mirrors that of a webpage. If the author of the post and the author of the blog is the same, the author of blog element can be omitted.  

When referencing a blog or online forum, only the elements which appear on the page need form your footnote. Basically, you should use what is provided and do not be concerned with missing elements. |
| **Conference papers**  

**Author, ‘Title’ (Paper presented at Name of Conference, Location, Full Date) Pinpoint <URL>.**  

If the inclusion of a URL will aid in the retrieval of this paper then you may include it. |
| **Films & AV Recordings**  
| (AGLC rule 6.7) | **1** Legally Blonde (Directed by Robert Luketic, MGM, 2001) 1:12:00  

**Title (Directed by Name of Director, Studio/Production Company, Year) Pinpoint.**  

A brief version of the studio or production company’s name should be included (which excludes ‘the’ if it appears at the start of the name, as well as any information relating to corporate status, e.g. ‘Pty’ and geographical location). Where there are multiple studios or companies, only the first listed should be included.  

Where a pinpoint is given it should follow the format – Hours: Minutes: Seconds. |
| Looseleaf Services (AGLC rule 6.4) | 1 LexisNexis Butterworths, *Civil Procedure: Victoria*, vol 1 (at Service 231) [21.01.1].  
Pinpoints should be to paragraphs and therefore appear in square brackets ([ ]). However, if the looseleaf service you are referring to uses a paragraph symbol (¶), this should immediately precede the pinpoint and therefore the square brackets should be excluded (as shown in citation 2). |
See AGLC rule 6.1.2 – 6.1.9 for other government documents. |
| Speeches (AGLC rule 6.12) | 1 Chief Justice Robert French, ‘Legal Change – The Role of Advocates’ (Speech delivered at the Sir Maurice Byers Lecture, Sydney, 22 June 2016). | Speaker, ‘Title’ (Speech delivered at the Name of the Forum, Location, Full Date). |
A URL may be included after the first reference, where its inclusion will help your reader locate the item. The URL should be enclosed in triangular brackets (< >). |