



WESTERN AUSTRALIAN EXPLORATION

**Guidelines
for
Referencing**

Version

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15 January 2021

and supersedes all previous versions.

Acknowledgements

Dr Marion Hercock and Professor Alex George provided comments and advice that greatly assisted in the accuracy and usefulness of this Guideline.

Their input and assistance is appreciated.

Kim Epton



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Introduction

The *Western Australian Exploration* series is intended to serve as primary sources for a range of academics and general readers and therefore the style of referencing needs to be consistent with best practice. The style of referencing used in *Western Australian Exploration* and other WAEDP documentation is the Notes System.

It is accepted that in-text parenthetical referencing (author-date system) is an equally valid form of Referencing, particularly for the sciences, however, your cooperation in using the Notes System for WAEDP material is requested.

Contributions of contemporary writing for a volume are edited in accordance with the Notes System.

The Notes System

Footnotes

A superscript number is placed after an item to be annotated, and **after** any punctuation following that item. Place the superscript number at a natural break in the text. Insertion at the end of the sentence is generally less obtrusive.

Complete details of the source for the annotation appear in a Footnote that has the same superscript number, positioned in the page 'Footer'. These Footnotes are compiled into a List of References Cited at the end of the Main Pages.

The first Footnote reference to a work must provide the reader with all the bibliographic information needed to find the work.

References in the Foreword, Preface, Introduction, Synopses and Main Pages are incorporated into the main List of References Cited.

List of References Cited

Volumes in the *Western Australian Exploration* series use a List of References Cited rather than a Bibliography.

The List of References Cited contains a complete list of all the sources (books, journal articles, newspapers, websites and other material) directly cited in the Footnotes. For every unique Footnote there is a corresponding entry in the List of References Cited, and vice versa.

A Bibliography, on the other hand, contains all sources used to research a topic, whether they are directly cited in the Footnotes or not.

Should an Editor wish to include any of the other sources used to research the topic these would be listed under the heading 'Further Reading', directly after the List of References Cited.

The List of References Cited is the first item in the End Pages, directly after the Main Pages of the volume.

Variations

Application of the Notes System is varied slightly for:

- Appendixes;
- Biographical Information;
- Foreword, Preface, Introduction, and Main Page;
- Synopses.

Elements of a reference

The elements of a reference are:

- Author's name;
- Title of the work;
- Publisher;
- Location of the Publisher;
- Year of publication.

Author's name

First Name Last Name in Footnotes.

Last Name, First Name in List of References Cited.

Title of the work

This is rendered in italics. Cite the correct edition of a work by placing it immediately after the title, separated by a comma.

The Sub Title appears after the Title separated by a colon. Note that for reasons of aesthetics, Hesperian Press does not use a colon or any other mark to separate a Sub Title from the Title, however, it is inserted when citing the work in a reference.

If the work is part of a Series ensure the volume number is included to avoid confusion. For instance, the page numbers in the first four volumes of the Series are contiguous but for subsequent volumes they start at 1.

Publisher/Location of Publisher

Ensure that the location is correct (for example, Hesperian Press publishes from Carlisle, not Victoria Park where its Post Office box number is located.

Include the State.

Year of publication

If the year of publication cannot be established, insert n.d.

Page Number(s)

Reference to a single page number is written in the form:

p. 123.

Reference to a span of pages is written using as few figures as possible:

pp. 402–5.

pp. 410–16.

pp. 440–553 (full stop after 'p').

Use an en rule, not a hyphen, to link spans of page numbers. Do not use a space either side of the en rule.

Reprint

If the work is a reprint, after the above information, include:

Reprint of [year] edition published by [Name of Publisher][Place].

How to use the Notes System

Appendixes

An Appendix is treated as a discrete document in respect of the Notes System. Notes are inserted in accordance with the section Footnotes on page 2 of this Guideline.

The references in the Appendix Footnotes are incorporated into a List of References Cited at the end of the Appendix. The references in the Appendixes are **not** incorporated into the main List of References Cited.

Biographical Information

The Notes System is employed for Biographical Information except that the Footnotes appear after **each Entry** and the numbering is **restarted from 1** for the next Entry. Most Entries will have only one Footnote and rarely more than four.

The references in the Biographical Information are **not** incorporated into the main List of References Cited (but are likely to appear as a result of other referencing).

At the end of an Entry acknowledge the person who compiled it, as follows:

Compiled by First name Last name.

Ensure the volume number of any reference is included. For instance, age numbers for the first four volumes of the Bicentennial Dictionary of Western Australians are contiguous but for subsequent volumes they start at 1. Each volume of the printed Australian Dictionary of Biography starts at 1. The online ADB does not include a page number (but refers to the hardcopy volume of the dictionary) as each entry has an individual URL.

Foreword

In the unlikely event that a reference be encountered in the Foreword it would be footnoted and incorporated into the main List of References Cited. This means that it would be Footnote number 1.

Introduction

The Notes System is employed for the Introduction.

The references in the Introduction Footnotes are incorporated into the main List of References Cited.

Main Pages

The Notes System is employed for the Main Pages.

The references in the Main Pages Footnotes are incorporated into the main List of References Cited.

Preface

The Notes System is employed for the Preface. The references in the Preface Footnotes are incorporated into the main List of References Cited.

Should a Footnote appear in the Preface, it will be numbered 1 but see Foreword.

Synopses

Cite references used to compile information in the Synopsis alphabetically in the Reference section of the Synopsis table, with each reference separated by a semi colon. Use the List of References Cited style. Do not abbreviate the names of newspapers and journals. See *Guidelines for Synopses* for more information.

Incorporate the references in each Synopsis into the main List of References Cited.

Be aware that text in the Synopses is italic so text that would normally be italic (titles of books, for instance, in references) is set roman.

How to cite references

Footnotes

Published works

One author	G. Blackburn, <i>Calvert's Golden West</i> , Hesperian Press, Carlisle, 1997, p. 19.
	Alex S. George, <i>William Dampier in New Holland</i> , Bloomings Books, Hawthorn, Victoria, 1999, p. 18.
Two, three or more authors	M. Herccock, and S. Milentis with P. Bianchi, P. (eds), <i>Western Australian Exploration, 1836–1845</i> , Hesperian Press, Carlisle, Western Australia, 2011, p. 239.
	Phyllis Barnes, J.M.R. Cameron and H.A. Willis with Ian Berryman and Andrew Gill (ed.), <i>The Australind Journals of Marshall Waller Clifton 1840–1861</i> , Hesperian Press, Carlisle, Western Australia, 2010.
Page / Excerpt in published book	G.H. Lamond, <i>Tales of the Overland</i> , Hesperian Press, Carlisle, Western Australia, 1986, p. 49.
Author with an editor	Henry William Hill, <i>Desert, Drought, and Death: The Border Exploration Syndicate Expedition to the Rawlinson Range 1899–1900</i> , eds Mark Chambers and Peter J. Bridge, Hesperian Press, Carlisle, Western Australia, 2009, pp. vii-xix.
Introduction to published work	a J.M.R. Cameron, Introduction, <i>Evidences of an Inland Sea</i> , Hesperian Press, Carlisle, Western Australia, 2008.
Chapter/section by different author in published work	a L.A. Wells, Mr Wells' Journal, <i>Journal of the Elder Scientific Exploring Expedition 1891-1892</i> , Hesperian Press, Carlisle, Western Australia, 2018. Reprint of 1893 edition published by C.E. Bristow, S.A. Government Printer, Adelaide, South Australia.
Compiler(s)	Peter J. Bridge, Ian Elliot, Ian Murray, and Gail Dreezens (compilers), <i>Potjostler: The life of William Carr Boyd, Explorer, Prospector, and Raconteur</i> , Hesperian Press, Carlisle, Western Australia, 2021.
No author stated	<i>Shorter Oxford English Dictionary (2 Volume Set)</i> , Oxford University Press, New York, NY, 2002.
Reprint (typography reset)	Carnegie, David, <i>Spinifex and Sand; A narrative of five years' pioneering and exploration in Western Australia</i> , Hesperian Press, Carlisle, Western Australia, 1989. Reprint of 1898 edition published by C. A. Pearson, London.
Facsimile (exact reproduction of previous work)	Ernest Giles, <i>Australia Twice Traversed</i> , [Sampson Low, Marston, Searle & Rivington, London, 1889.], Facsimile, Hesperian Press, Carlisle, Western Australia, 1995, p. 281

Newspapers and journals

Newspaper Newspaper names are abbreviated in accordance with the *Guidelines for Shortened Forms*. Italicise the abbreviated name but do not use a comma after it.

PG 15 July 1848.

Inq 25 September 1854.

Article in a newspaper Bill Smith, 'Our Unexplored Territory – The Prince Regent River Country', *Murchison Times and Day Dawn Gazette*, 4 December 1900, p. 2.

Page / Excerpt in a periodical H. Stockdale, Explorations in the Northern portion of West Australia, *Royal Geographical Society of Australia (N.S.W. Branch), Transactions and Proceedings*, vols 3 & 4, Sydney, 1888, p. 224.

NOTE 1

The publication in which the article appeared is italicised, not the article, nor the volumes.

NOTE 2

Abbreviate the name of the Periodical if it appears in the list of Abbreviations in the Preliminary Pages of the volume.

No Author Stated The *Geographical Journal*, Vol. 17, No. 2 (Feb., 1901), *The Royal Geographical Society (with the Institute of British Geographers)*, pp. 202-203.

Internet sources

Online document Reference the specific document rather than the home or menu pages. Do not include the date accessed unless the document is designed to change over time.

J.S. Crawford, *History of the State Vermin Barrier Fences*, http://archive.agric.wa.gov.au/objtwr/imported_assets/content/pw/vp/barrier_crawford.pdf.

Previously published hardcopy document Birman, Wendy, *Drake-Brockman, Frederick Slade (1857–1917)*, Australian Dictionary of Biography, National Centre of Biography, Australian National University, <https://adb.anu.edu.au/biography/drake-brockman-frederick-slade-6015/text10279>, Published first in hardcopy 1981.

Website Cheyne family website, <http://www.rootsweb.ancestry.com/~cheyne>, accessed 16 February 2013.

Maps

Maps (available online) David W. Carnegie, *Map shewing country north of Coolgardie: including all mining centres and Lake Darlot: compass traverse', and other maps of the area*, London, 1895. Online at National Library of Australia, <http://nla.gov.au/nla.obj-232384215>

Maps (hardcopy) *Map Showing Country Traversed*, Hesperian Press, Carlisle, Western Australia, 1989. Reprint of 1898 edition.

A comma is used to separate each group of three digits in the scale and a semi colon to separate each map.

1:250,000 Yampi SE 51-3; 1:100,000 Dixon 4562

Archives and manuscripts

Battye Library Printed Record/Ephemera Printed Record No. 1015/13, Battye Library.

CSO Record The State Records Office of Western Australia (SROWA) was previously known as State Archives of Western Australia (SAWA) and before that as Western Australian Archives (WAA). Referencing is by a system of accession numbers and/or consignment and item numbers, and should accord to their Information Sheet titled 'Referencing' available at the SROWA or online at:

<http://www.sro.wa.gov.au/sites/default/files/information-sheet-referencing.pdf>

SROWA, WAS 32, Cons 7468, Item ROEJ/1A.

SROWA, WAS 2117, Cons 5000, Item 324.

Exploration Plan N.W. Australia Chart Map 1864 with additions by R.J. Sholl 1865, Exploration Plan 9, SROWA, Cons 3423, Item 9.

Exploration Plan 93, SROWA, Cons 3423, Item 93.

Fieldbook Turner, G.R., Fieldbook 3, SROWA, WAS 2217, Cons 3401, Item TURG/03.

Government file DOLA File 00316/1959, SROWA, WAS 211, Cons 1843, Item 316/1959, ff. 11-13.

Journal / Diary Hann, F.H., Diary from 9 September 1897 to 5 September 1898, Battye Library, p. 57.

Published Government Report Archdeacon, W.E., Report on Anchorages in Beagle Bay and King's Sound 26.11.1880, *Government Gazette 21.12.1880*, Perth, Western Australia, p. 411.

Forrest, J., Report on the Kimberley District, 1883, Votes and Proceedings of the Legislative Council, Perth, Western Australia, 1883, p. 435.

Other

Personal communication Alex George, Adjunct Associate Professor, School of Veterinary and Life Sciences, Murdoch University, pers. comm., 2012.

NOTE

Personal communications are not listed in the List of References Cited.

Unpublished
memoirs/diaries

Pilmer, R.H., Unpublished Memoirs, Battye Library, p. 73.

Peltzer, V.J., Unpublished Sprigg family histories, held by the author, Melbourne, Victoria, March 1991.

Two References in the one Footnote Separate the References by a semi colon and a space.

Multiple instances of a reference / author in Footnotes

Solely citing an author may not provide the clarity being sought, particularly if they have numerous publications in the same field and/or year, as may occur in the *Western Australia Exploration* series.

First reference (one editor/author)

The first reference to the work must provide all the information necessary to enable a reader to locate it.

The author's first name or initials precede his or her surname; the title of the book or journal article, publisher; place of publication; and year of publication. Note the placement of the commas and full stops.

Geoff Blackburn, *Calvert's Golden West*, Hesperian Press, Carlisle, Western Australia, 1997.

J.M. Cameron, 'Prelude to Colonisation: James Stirling's examination of Swan River, March 1827', *The Australian Geographer*, vol. 12, no. 4, pp. 309-27.

First reference (more than one editor/author)

The first reference to the volume must provide all the information necessary to enable a reader to locate it. Cite all authors.

Peter J. Bridge, Kim Epton, Marion Hercock and Sheryl Milentis (eds), *The Finest Goldfields in the World*, Hesperian Press, Carlisle, Western Australia, 2009.

Ian Murray with Marion Hercock, *Where on the Coast is That?*, Hesperian Press, Carlisle, Western Australia, 2008.

Further references

Blackburn, *Calvert's Golden West*, p. 67.

Bridge, *The Finest Goldfields in the World*, p. 123.

List of References Cited

Typically, volumes in the *Western Australian Exploration* series contain many references and for convenience, these may be divided into:

- Published Works;
- Newspapers and Journals;
- Databases and Internet Sources;
- Archives and Manuscripts.

Published works

List the author/editor by Last Name, First Name as opposed to Footnotes where the style is First Name Last Name. Do not include page numbers.

Newspapers and journals

List all newspapers and journals cited in the Footnotes but not the individual articles. Do not abbreviate the names of the newspapers and journals.

Databases and Internet sources

List the author; title of the database, publisher; place of publication; and year of publication.

Geoscience Australia, NATMAP Raster Premium 1:250,000 scale topographic maps of Australia, Geoscience Australia, Canberra, 2005.

Landgate, *Geonoma*, Western Australian Land Information Authority, Midland, undated, c. 1997.

Use the full title of an Internet source, even if it is in the list of Abbreviations. Include the URL in square brackets.

Oxford Dictionary of National Biography: from the earliest times to the year 2000, Oxford University Press, online edition 2004 [<http://www.oxforddnb.com>].

List the author/editor by Last Name, First Name as opposed to Footnotes where the style is First Name, Last Name.

Crawford, J.S., *History of the State Vermin Barrier Fences*, http://archive.agric.wa.gov.au/objtwr/imported_assets/content/pw/vp/barrier_crawford.pdf [accessed 12 January 2015].

Archives and manuscripts

For SROWA references list only the name of the Series and its number. Do not list all the Consignments and Items that were used from the Series.

Colonial Secretary's Office, WA, Correspondence Inwards [CSR] 1828–1878, State Records Office of Western Australia, WAS 2941.

Department of Lands and Surveys (and Survey Office), WA, Exploration Journals 1827–1944, State Records Office of Western Australia, WAS 2117.

Department of Lands and Surveys (and Survey Office), WA, Field Book Registers 1829–1924, State Records Office of Western Australia, WAS 32.

Abbreviations used in Footnotes, List of References Cited and Bibliographies

&	Do not in place of 'and' when listing two or more authors of a publication to be cited. Use in the publisher's name if that is their house style.
app.	appendix.
art.	article.
c.	approximately, about; Latin <i>circa</i> . For example, c.1865.
cf.	compare. Latin <i>confer</i> .
ch.	chapter.
comp., comps	compiler, compilers.
ed., eds	editor(s).
edn	edition.
et al.	and others. Latin <i>et alia</i> .
f, ff	folio(s).
fig., figs	figure(s).
fn., fnn.	footnote(s).
ibid.	in the same work. Latin <i>ibidem</i> . Used to signify the same work as the one cited immediately before, but a different page. See also ' <i>op. cit.</i> '.
ms, mss	manuscript(s).
n.d.	no date.
no., nos	number(s).
<i>op. cit.</i>	in the work cited. Latin <i>opere citato</i> . Used to refer back to a previously cited work but to a different page. See ' <i>ibid</i> '.
p., pp.	page, pages.
para., paras	paragraph, paragraphs.
<i>passim</i>	here and there, throughout (it is a word, not an abbreviation). Latin <i>passim</i> .
pl.	plate.
pt, pts	part, parts.
q.v.	which see. Latin <i>Quod vide</i> . Used to indicate a cross reference to something within the same book or article.
rev.	revised.
ser.	series.
supp.	supplement.
trans.	translator.
<i>vide</i>	see, consult (it is a word, not an abbreviation). Latin <i>vide</i> . Consider 'see' or 'refer to'.
vol., vols	volume, volumes.

Select Bibliography

- The Australian Oxford Dictionary*, Oxford University Press, South Melbourne, Victoria, 1999.
- Epton, K., *Get it Write*, Hesperian Press, Carlisle, Western Australia, 2003.
- Flann, E. and Hill, B., *The Australian Editing Handbook*, Second Edition, John Wiley & Sons Australia Ltd, Milton, Qld.
- Fowler, H.W., *A Dictionary of Modern English Usage*, Second Edition, Revised by Sir Ernest Gowers, Oxford University Press, Oxford, 1966.
- Harvey, P.D.A., *Editing Historical Records*, The British Library, London, 2001.
- Hunnisett, R.F., *Editing Records for Publication*, British Records Association, London, 1977.
- Hudson, N., *Modern Australian Usage*, Revised Edition, Oxford University Press, South Melbourne, Victoria, 1997.
- Orwell, G., 'Politics and the English Language', from *Collected Essays*, Secker and Warburg, London, 1961.
- Purchase, S. (ed.), *Australian Writers' Dictionary*, Oxford University Press, Melbourne, Victoria, 1997.
- Ramson, W.S. (ed.), *The Australian National Dictionary*, Oxford University Press, Melbourne, Victoria, 1988.
- SROWA, *Referencing*, Information Sheet, Government of Western Australia, Perth, Western Australia, n.d.
- Strunk, W., Jr and White, E.B., *The Elements of Style*, Macmillan, New York, New York, 1979.
- Style Manual for Authors, Editors and Printers*, Fifth Edition (1998 Reprint), AusInfo, Canberra, ACT, 1994.

Volumes in the *Western Australian Exploration* series

Bridge, Peter J. (ed.), *Due North. The Exploration of the North West of Western Australia*, Hesperian Press, Carlisle, Western Australia, 2020.

Bridge, Peter J. (ed.), *To The Golden Land : Exploration to the Eastwards 1869-1896*, Hesperian Press, Carlisle, Western Australia, 2019.

Bridge, Peter J. and Epton, Kim (eds), *Exploration Eastwards 1860-1869*, Hesperian Press, Carlisle, Western Australia, 2018.

Peake, Andrew Guy (ed), *Samuel Grau Hubbe and the South Australia to Western Australia Stock Route Expedition 1895-1896*, Hesperian Press, Carlisle, Western Australia, 2018.

Dahl, Knut, *In Savage Australia*, Hesperian Press, Carlisle, Western Australia, 2016.

Bridge, Peter J., Bridge, Calliope and Bridge, Celene (eds), *The Elder Scientific Exploring Expedition 1891-1892*, Hesperian Press, Carlisle, Western Australia, 2018.

HercocK, M. (ed.), *The Western Australian Explorations of John Septimus Roe 1829–1849*, Hesperian Press, Carlisle, Western Australia, 2014.

Bianchi, Phil, *Work Completed, Canning: A comprehensive history of the Canning Stock Route*, Hesperian Press, Carlisle, 2013.

Mjöberg, Eric, *Among Wild Animals and People in Australia (Bland Vilda Djur och Folk I Australien)*, trans. Margareta Luotsinen and Kim Akerman, Hesperian Press, Carlisle, Western Australia, 2012.

HercocK, Marion and Milentis, Sheryl with Phil Bianchi (eds), *Western Australian Exploration, 1836–1845: The Letters, Reports & Journals of Exploration and Discovery in Western Australia*, Hesperian Press, Carlisle, Western Australia, 2011.

Bridge, Peter J., Epton, Kim, HercocK, Marion and Milentis, Sheryl (eds), *'The Finest Goldfields in the World': The Austin Expedition to the Murchison in 1854*, Hesperian Press, Carlisle, Western Australia, 2009.

Basedow, Herbert, *Narrative of an Expedition of Exploration in North-West Australia*, Hesperian Press, Carlisle, Western Australia, 2009.

Hill, Henry William, *Desert, Drought, and Death: The Border Exploration Syndicate Expedition to the Rawlinson Range 1899–1900*, eds Mark Chambers and Peter J. Bridge, Hesperian Press, Carlisle, Western Australia, 2009.

Moore, George Fletcher, *Evidences of an Inland Sea*, Hesperian Press, Carlisle, Western Australia, 2008.

Broad, Nan with Bridge, Peter (eds), *The Journal of the Brockman Droving Expedition of 1874–75 to the North West of Western Australia*, Hesperian Press, Carlisle, Western Australia, 2006.

J. Shoobert, (ed.), *Western Australian Exploration Volume One December 1826–December 1835: The Letters, Reports & Journals of Exploration and Discovery in Western Australia*, Hesperian Press, Carlisle, Western Australia, 2005.