Referencing Check List

Australian Guide to Legal Citation 4th ed

Use this list to check your work before you submit.

Before using the Australian Guide to Legal Citation (‘AGLC’), check:

- Is AGLC the style that you need for your assessment? ☐
- Do you need a bibliography? (check your unit information) ☐

### Footnotes

1. Are your in-text footnote numbers in a logical position in your work? For example, after the full stop or other relevant punctuation mark. (Rule 1.1.2)

2. Do your footnotes appear at the bottom of each page?

3. Are your footnote numbers cumulative, starting from the number one? For example: 1, 2, 3, 4.

4. Do all your footnotes end with a full stop or relevant punctuation mark? (Rule 1.1.4)

5. Are your quotes in single quotation marks for short quotes (three lines or less)? Are long quotes (more than three lines) have in the correct format in the AGLC? Have you provided a pinpoint for a quote, if possible? (Rule 1.5)

6. Are your short titles or abbreviations in the correct format? For example, (‘Pape’). (Rule 1.4.4)

7. Does each case have one citation; is it to the preferred version in the AGLC? (Rule 2.2.2)

8. Is your legislation in the correct format? For example: Crimes Act 1958 (Vic) s 3 (Rule 3)

9. For secondary sources, like journal articles, where there are more than three authors have you used et al? (Rule 4.1.2)
10. If using subsequent references, have you used the right format? For example, ibid or Macmillan (n 48) 41.
(Rule 1.4)

11. Have you referred to judicial officers in the correct way? For example, Hon Mary Gaudron or (Dixon J)
(Rule 4.1.5)

Bibliography (Rule 1.13)

12. Does your bibliography start on a new page at the end of your assignment?
Does it have a title that is in upper-case letters and centred? For example:
BIBLIOGRAPHY

13. Have you cited all the sources that you have relied upon?

14. Is there a line between each reference and is your reference list justified to the left?

15. If you are using section headings, are they appropriate for the sources that you have used and in the right format?
For example, A Books, B Cases, C Legislation

16. Are your sources listed in alphabetical order?

17. For secondary sources, such as books and journals, is the first author’s given name and surname inverted and separated by a comma?
For example: Hathaway, James C

18. Have all the pinpoints been removed?

19. Have all full stops been removed from the end of the citation?