



Law Referencing Guide

Just like other sources, acts, bills, case law and other legal resources will need to be referenced.

In Australia, the *Australian Guide to Legal Citation*, 4th edition (AGLC4) is the main source for legal referencing.

Canterbury Institute of Management (CIM) and other universities each have adapted this style to complement the American Psychological Association Referencing Style, 7th edition (APA7) referencing style. This allows legal citations to be seamlessly integrated into your assessments, especially as in-text citations and into the APA-styled reference list.

CIM's modified version is similar to the version by the University of Technology, Sydney (UTS). Their referencing guide can be viewed and download from their library website:

<https://www.lib.uts.edu.au/referencing/apa>

AGLC4 can also be found on the University of Melbourne, Melbourne Law school website:

<https://law.unimelb.edu.au/mulr/aglc/about>

The UTS and AGLC4 guides can also be found on the Learning Support Hub.

APA Referencing Guide

For books, journal articles, websites and other non-law resources, use APA7.

For more information, refer to the Referencing Guides and resources found in the Learning Support Hub, on the Library website and in your Campus Library.

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Canterbury Institute of Management (CIM)

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Formatting Conventions

Pinpoints

Pinpoints are only to be used in the in-text citation.

Pinpoints are used to refer to a specific page, paragraph or part of a legislation or report. They should not be preceded by 'p', 'pg', 'para' etc. Acts and bills are exempted.

Pinpoint references to paragraphs should be enclosed in separate square brackets.

..., [3]–[7].

When the pinpoint is a range, separate numbers with a non-spaced en dash (–), not a hyphen.

To create an en dash, either:

- Use the shortcuts:
 - Macs: **option + hyphen (-)**
 - Windows: **ctrl + minus sign (-)** or **alt + 0150** (only on numpad)
- Copy and paste the following symbol –

For more methods, visit the article: How to insert an em or en dash in Word

<https://www.avantixlearning.ca/microsoft-word/how-to-insert-an-em-dash-or-en-dash-in-a-word-document-4-ways/>

See *AGLC4* Rules 1.1.6 and 1.1.7 for further information on pinpoints.

Full stops

Entries in the reference list must end with a full stop.

Referencing Legal Resources

Act and Bill of Parliament

Acts and Bills are referenced similarly.

The short title is used, only use long title if there is no short title. The short title can usually be found in Section 1 of the Acts and Bills.

Acts - Title and Year are in italics. Year refers to the year it was granted Royal Assent/passed.

Bills - Title and Year are not in italics. Year refers to the year the bill was introduced into Parliament.

Jurisdiction refers to the geographical area the Act or Bill applies to. Jurisdiction abbreviations: Cth, ACT, NSW, NT, Qld, SA, Tas, Vic, WA.

Use pinpoints only when referring to a specific part of the legislation. These can include chapters (ch/chs), parts (pt/pts) divisions (div/divs), sections (s/ss), subsections (sub-s/sub-ss), paragraphs (para/paras), clauses (cl/cls) etc.

See AGLC4 Rule 3.1 and 3.2 for further information.

<i>Short title</i> Year (Jurisdiction) Pinpoint

In-text Citation

Parenthetical

(Crimes Act 1900 (NSW) ss 322–324, 518, 525)

(Orange Bounty Act 1936 (Cth) s 9(2))

(State Taxation Acts and Other Acts Amendment Bill 2023 (Vic) cl 32)

Narrative

...as legislated in ss 322–324, 518, 525 of the *Crimes Act 1900 (NSW)*

Subsection 9(2) of the *Orange Bounty Act 1936 (Cth)*...

Clause 32 of the *State Taxation Acts and Other Acts Amendment Bill 2023 (Vic)* was debated vigorously.

Reference List

Crimes Act 1900 (NSW).

Orange Bounty Act 1936 (Cth).

State Taxation Acts and Other Acts Amendment Bill 2023 (Vic).

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Reported case law

Reported cases are final version of a decision by a court and are published in a law report series—*Commonwealth Law Reports*, *NSW Law Reports*, etc.

Law reports is organised by year or volume number. If organised by volume number, use brackets (). If organised by year, use square brackets []; if there are two volumes in the same year, add the volume number after year.

Not all cases have a volume number. If they don't, this can be left out.

Law Report series is an abbreviation of the full Law Report Series title. The current and mostly commonly cited authorised report series abbreviations can be found under “Law Reports” at the end of this section. If the name of the report series does not appear in this list, it should be written out in full and not italicised.

See *AGLC4* Rule 2.2 for further information.

Case name (Year) Volume number Law report series abbreviation Starting page number
Pinpoint

In-text Citation

Parenthetical

(Patterson v Paterson (1953) 89 CLR 212, 216)

(King v King [1974] Qd R 253)

(Rowe v McCartney [1976] 2 NSWLR 72)

Narrative

...per Dixon CJ and Kitto J in *Patterson v Paterson (1953) 89 CLR 212, 216*.

It was expressly set out in *King v King [1974] Qd R 253, 255, 257–258*.

In *Rowe v McCartney [1976] 2 NSWLR 72*, the appellant...

Reference List

King v King [1974] Qd R 253.

Patterson v Paterson (1953) 89 CLR 212.

Rowe v McCartney [1976] 2 NSWLR 72.

Unreported case with the medium neutral citation

Unreported cases are cases that have not been published into a law report series. These are only available online.

Unreported cases usually have a citation that the court has given it. This can be found on the front page or at the top of the judgment.

Pinpoints should point to a paragraph number.

See AGLC4 Rule 2.3.1 for further information.

Case name [Year] Unique court identifier Judgment number, [Pinpoint]
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In-text Citation

Parenthetical

(*Qantas Airways Limited v Transport Workers Union of Australia* [2023] HCA 27)

(*In the Estate of Frederick Allwood* [2023] NTSC 72, [3]–[5])

Narrative

... per the majority in *Qantas Airways Limited v Transport Workers Union of Australia* [2023] HCA 27

In [3]–[5] of *In the Estate of Frederick Allwood* [2023] NTSC 72...

Reference List

In the Estate of Frederick Allwood [2023] NTSC 72.

Qantas Airways Limited v Transport Workers Union of Australia [2023] HCA 27.




Law Reports

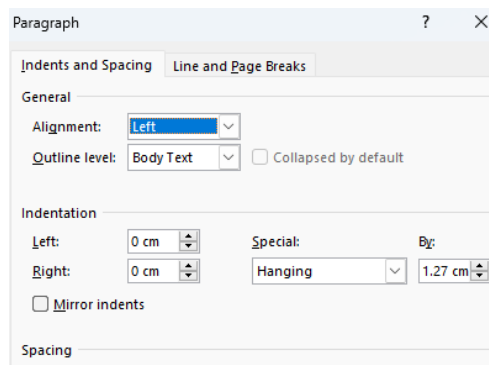
Court	Current Authorised Law Reports	Abbreviations
High Court of Australia	Commonwealth Law Reports	CLR
Federal Court of Australia (including Full Court judgments and federal tribunals)	Federal Court Reports	FCR
Supreme Court of New South Wales	New South Wales Law Reports	NSWLR
Supreme Court of the Northern Territory	Northern Territory Law Reports	NTLR
Supreme Court of Victoria	Victorian Reports	VR
Supreme Court of South Australia	South Australian State Reports	SASR
Supreme Court of Tasmania	Tasmanian Reports	Tas R
Supreme Court of Western Australia	Western Australian Reports	WAR
Supreme Court of the Australian Capital Territory	Australian Capital Territory Law Reports	ACTLR
Supreme Court of Queensland	Queensland Reports	QR
Supreme Court of the United Kingdom, House of Lords judgments, Judicial Committee of the Privy Council	Appeals Cases	AC

Formatting Reference List

Law references are integrated into your reference list, in alphabetic order by name of the Act, Bill, Case, etc.

Format your reference list as follows:

- Start your reference list on a new page in your document.
- The heading 'References' must be in bold and centred.
- Arrange all citations alphabetically by author, regardless of whether the author is an individual or group, followed by the date.
- All DOIs and URLs must be active links.
- Avoid adding extra blank lines between each reference.
- Align text to the left . Do not centre or justify the text.
- Use 'hanging indent' to separate each reference.
 - Either:
 - In the Word app, go to paragraph settings , under indentation, use the drop-down menu under 'special' and select hanging.
 - For Word Online, paragraph settings can be found under the meatball menu  on the left of the styles menu.
 - Highlight the reference list, right click on the mouse, select paragraph, under indentation, use the drop-down menu under 'special' and select hanging.



- Activate ruler (under View tab menu), slide the bottom triangle until around 1.27 cm (0.5 in).



- In the Word app, highlight the text and use the shortcut
 - Macs: **command + T**
 - Windows: **ctrl + T**

Reference list example:

References

- Bhimani, A., Datar, S., Horngren, C., & Rajan, M. (2023). *Management and cost accounting* (8th ed.). Pearson Education, Limited.
- Bretag, T., Harper, R., Burton, M., Ellis, C., Newton, P., Rozenberg, P., Saddiqui, S., & van Haeringen, K. (2019). Contract cheating: a survey of Australian university students. *Studies in Higher Education*, 44(11). <https://doi.org/10.1080/03075079.2018.1462788>
- Canterbury Institute of Management. (2025). *Module 6: Study skills and exam preparation* [PowerPoint slides]. eLearning. <https://elearn.ciom.edu.au/>
- Cherkash. (2021). *US Trade Balance from 1960* [Graph]. Wikimedia Commons. https://commons.wikimedia.org/wiki/File:US_Trade_Balance_from_1960.svg
- Crimes Act 1900* (NSW).
- Department of Health and Aged Care. (2025, March 13). *Getting vaccinated*. Australian Government. <https://www.health.gov.au/topics/covid-19/getting-vaccinated>
- Earth's oldest asteroid impact 'may have ended ice age'*. (2020, January 22). BBC News. <https://www.bbc.com/news/world-australia-51201168>
- In the Estate of Frederick Allwood* [2023] NTSC 72.
- Microsoft. (2024). *Copilot* (Preview version) [Large language model]. <https://copilot.microsoft.com/>
- Qantas Airways Limited v Transport Workers Union of Australia* [2023] HCA 27.
- Rowe v McCartney* [1976] 2 NSWLR 72.
- State Taxation Acts and Other Acts Amendment Bill 2023* (Vic).