This guide is designed to be used in conjunction with the Author-Date Style: Print sources referencing guide for students.

AUDIOVISUAL SOURCES - including microforms, audio- and videocassettes, CDs, DVDs, etc.

- Follow the form of references for the appropriate format for example, Books in the: Author-date style: Print sources referencing guide for students and make the following additions:
- The type of format is given before publication details.

Basic format
Surname and initials of author (or composer, writer, performer, director, etc). Year. Title. Type of format. Place of publication: Name of publisher or recording company. Identifying number (where relevant).

Examples

**Audiocassettes**

**CD-ROMs**

**DVDs**

**Microforms** (microfilms and microfiche)

**Slides**

**Videocassettes**
ONLINE FULL-TEXT SOURCES

Basic format
• Follow the format of references for books, periodicals, interviews, etc. in the Author-Date Style: Print sources referencing guide for students and make the following additions:

• The URL (or file address in the case of full-text online sources) including the access mode identifier such as http; gopher, where applicable
  1. For database collections subscribed to by the library, for example EBSCOhost Research Databases, which have extremely long URLs or URLs that include lots of symbols and characters, URLs do not have to be cited. Simply put the name of the collection and if appropriate, the specific database
  2. For database collections where individual documents do not have URLs, such as Lexis-Nexis and Westlaw, use the URL of the site’s home page
  3. When proceeding from the home page to a document via a sequence of links, follow the URL with the word PATH: and specify the sequence of steps
• Day, month and year, in brackets, on which the source was accessed.
• For e-mail messages, sender and recipient’s address in addition to date and title of the communication.

Examples
• Books (including dictionaries, encyclopedias and reports)


• Government websites

• Full-text journal and newspaper articles
  Note that page numbers are often missing with online full text articles unless in PDF format.
  a) direct link to journal/newspaper


b) via a full-text database where there is only a site URL

c) via a database collection with an extremely long or complex URL such as EBSCOhost Research Databases - the URL may be omitted.

- **Weblogs**
  Author's name; nature (post or comment) and date of post/comment. Name of blog and date accessed. URL


- **Personal e-mail**
  Sender's name and email address; date email was sent. Subject matter of e-mail; name and address of recipient

  Jones, S. ([joness@yahoo.com](mailto:joness@yahoo.com)). 4 Apr 2003. Accounting tips. e-mail to L Sibisi ([sibisi@yahoo.com](mailto:sibisi@yahoo.com))

- **Listserv e-mail lists**
  Author’s name and date of e-mail; subject of message. Name of listserv; listserv URL and date accessed.

  Mathers, P. 2 May 2006. Computing short courses. *Lis-link*. [jiscmail@jiscmail.ac.uk](mailto:jiscmail@jiscmail.ac.uk) (Accessed 17 June 2006)

- **World wide web (for publications other than those listed above)**