

Primary Referencing Guide

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About this document

This guide has been developed to assist staff with referencing according to Australian Government standards.

The Referencing Guide does not address every possible issue you may encounter. Please consult the [Commonwealth Style Manual](#) for further information.

Date updated	Person responsible	Edit/change made
12/10/2023	Tim Banks	Primary legislation
12/10/2023	Claudia Papandrea	Attachment A
5/7/2024	Claudia Papandrea	Submission referencing

Author-date system

Copyright requirements

You must properly attribute copyright material you cite or reference. This includes text, images, video and sounds.

Include all the details required by open access licences (read how to [attribute Creative Commons](#)).

Read the government copyright rules in the [Australian Government intellectual property manual](#).

For most referencing and attribution, use the author-date system. The authority uses a simplified version of the APA 6th edition referencing style and does not use footnotes for references.

The APA 6th referencing style is a citation style in which partial citations—for example (Smith, 2010)—are enclosed within parentheses and embedded in the text, either within or after a sentence.

The author-date referencing system includes details for author and date in text with a full citation in a list of references. This system is suitable for most Australian Government content.

The author–date system uses:

- in-text citations with the author’s name and the date of publication
- an alphabetical reference list with the full information about the source.

Refer to [Appendix A](#) for further instructions on how to use the APA referencing tool in Microsoft word and the Style Manual for further guidance on the author-date system.

Citation styles

The APS author-date style allows for several citation styles. The most appropriate style is a decision for drafters and editors.

In general, the author and date of the publication being referenced is the only required information in the citation. It can be included in the body of the sentence, in brackets at the end of the sentence, or a combination.

Example:

Famous researchers have recently discovered that coffee is life (Papandrea et al. 2023)

In 2023, Papandrea et al. have discovered that coffee is life.

Papandrea et al. have recently discovered that coffee is life (2023).

Papandrea et al. (2023) have recently discovered that coffee is life.

There is no need to repeat any information, add unnecessary punctuation or include any additional information (other than sometimes page numbers – see below).

Take care that verb conjugation and pronouns accurately reflect the nature of the author being cited (singular, plural or gendered). This can catch you out when using “et al.” or referring to an organisation.

Papandrea et al. has discovered that coffee is life (Papandrea et al., 2023).

The Papandrea Foundation (2023) has discovered that coffee is life.

Papandrea’s solo work also focuses on coffee cosmology, with her recent appearance on appearance on Jo Rogan’s podcast solidifying her reputation as a world expert.

Citing and referencing dates

For works without a date, write 'n.d.' (for 'no date') instead of the year of publication.

For example:

- White and Jones (n.d.) reported similar results.
- Other researchers reported similar results (White and Jones n.d.).

For works like newspaper articles and social media posts, include the full date – not just the year – in the reference list. It makes it easier for users to find this detail.

Multiple authors

For a work by 2 authors, include both names in the in-text citation.

Example: Black and Jones (2017) reported similar results.

For a work by 3 or more authors, use the first author's name plus the Latin term 'et al.' (meaning 'and others'). Don't use italics for 'et al.'. All authors' names are included in the reference list.

Example: Holmes et al. (2019) reported many changes.

Write this:

Other researchers reported similar results (Watson et al. 2017).

Not this:

Other researchers reported similar results (Watson, Black, Jones and Abaza 2017).

Quotes, statistics and page numbers

Quotes and statistics must include a page number in the citation when citing a source with page numbers (not a website or online article).

For example:

Canberra's City Stallions basketball team have been given 1:39 odds against Tuggeranong Vikings this weekend by the Canberra Times (p.2, 2023).

Note that the organisation Canberra Times is cited as the author.

Also note that the full date is not given in the citation, just the year. However, the reference in the list at the end of the document should contain the full publication date.

Shortened forms and abbreviations of names

Use shortened forms and abbreviations in in-text citations to save space.

Use the same shortened form in the reference list, followed by the spelt-out version. That way the user can easily find the reference but can also see the organisation's full name.

Write this:

Australian trade with India expanded significantly in the second half of the decade (DFAT 2018).

Not this:

Australian trade with India expanded significantly in the second half of the decade (Department of Foreign Affairs and Trade 2018).

If you have used the shortened form of an organisation's name in your content, use it in your references. Use the shortened form followed by the spelt-out version in parentheses.

Use the shortened form in subsequent references.

Common reference materials

The authority commonly uses journal articles, reports and websites as reference materials. Below are examples of the correct way to reference these materials.

Journal articles

For journal articles, include the DOI if possible. A DOI is a series of numbers and punctuation that identifies a document. Unlike a URL, a DOI always stays the same. DOIs are [internationally standardised](#).

Rule: Author A (Year) 'Title of article: subtitle of article', Name of Journal, volume(issue):page–page, doi:number.

Example:

Kelleher T (2009) 'Conversational voice', Journal of Communication, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.

Reports

For reports published online, hyperlink the title of the report and include an accessed date. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Sources with title pages will detail the author and publisher. Follow the authoring details on the title page of the document.

Report by an Australian government agency

Rule: Author A or Agency Name (Year) *Title of report: subtitle of report*, Name of Agency, Name of Government, accessed Day Month Year.

Example:

DHAC (Department of Health and Aged Care) (1999) Hepatitis C: a review of Australia's response, report prepared by D Lowe and R Cotton, DHAC, Australian Government.

Report known by a short title

Sometimes a report is better known by a short title or unofficial title. If you're citing a source like this, use the short title in text.

In the reference list, use the short title followed by a spaced en dash and the full source information. List the source where the first word of the short title would be alphabetically.

Example:

The Gonski report (2011) suggests that ... [In-text citation]

Gonski report – Gonski D, Boston K, Greiner K, Lawrence, C, Scales B and Tannock P (2011) Review of funding for schooling: final report, Department of Education, Employment and Workplace Relations, Australian Government, accessed 11 February 2020. [Reference list entry]

Online document

When citing a document hosted on a webpage, but not the webpage itself, don't include the word website in the citation.

Rule: Author A (Year) Title of document, Organisation Name or Name of Website, accessed Day Month Year.

Example:

Western Australian Government (n.d.) Island guide, Rottnest Island, accessed 31 December 2019.

Websites

Only cite an entire website if you cannot pinpoint the material to a specific webpage or webpage content.

For example, you might mention a website as a general resource in the body text. You would give users the full details and link to that website in the reference list.

However, if you refer to content only found on a particular webpage on the website, you need to pinpoint the relevant webpage or webpage content in the reference list.

Entire website	Websites and webpage content
<ul style="list-style-type: none"> • Hyperlink the name of the website. • Always include the date you accessed the site at the end of the reference. • Use the same capitalisation as the organisation uses for the name of a website. • Include the word 'website' after the name of the website in square brackets, unless you include the URL for the homepage. • It is optional to include the URL for the homepage – for example 'stylemanual.gov.au'. If you include the homepage URL, do not include the word 'website' in square brackets. 	<ul style="list-style-type: none"> • Hyperlink the title of the webpage. Don't link to PDFs or other downloadable documents. Instead link to the page that hosts the document. • Always include the date you accessed the site at the end of the reference. • Use the same capitalisation as the organisation uses for the name of a website. • Include the word 'website' after the name of the website, unless the name of the website is a URL, for example WA.gov.au.

Rule: Author A (Year) Name of website, URL [optional], accessed Day Month Year.

Examples:

APSC (Australian Public Service Commission) (2021) Australian Government Style Manual, stylemanual.gov.au, accessed 3 October 2021.

eSafety Commissioner (n.d.) eSafety [website], accessed 3 December 2020.

Websites and webpage content

Primary Legislation

Bills, Acts, Regulations and explanatory memoranda should be referred to in full in the text. They should also be included in your reference list, however, you do not need to use a referencing tool such as APA or hyperlink to the Federal Register of Legislation in the text body.

The authority has a legislative focus, you might need more detail. The Australian Government Style Manual contains guidance about [referencing legal material](#). If your work requires further legal referencing, contact the authority's General Counsel for advice.

The following general rules should be followed:

- In first mention of Commonwealth primary legislation (Acts of Parliament) should be italicised and written in full, with the date—for example, *Renewable Energy (Electricity) Act 2001*. You should also consider specifying an acronym upon the first mention of Acts that will be frequently cited (eg, *Carbon Credits (Carbon Farming Initiative) Act 2011* (CFI Act)). This should then appear in your list of acronyms or glossary.
- If you have not defined any acronym upon the first mention, subsequent mentions of an Act should not be in the full form – you should state the name of the Act unitalicised and shortened to remove the date—for example, Renewable Energy (Electricity) Act.
- Primary Acts, not amending Acts, should be cited. This is because citations of an Act refer to that Act as amended. Regardless of when a particular provision was included, the year should be the original year of enactment.
- To reference a point in the legislation, the most specific pinpoint that is appropriate should be included. Pinpoint references usually comprise an abbreviation and a number, separated by a non-breaking space (such as 's 5'). Abbreviations are used except where the pinpoint begins a sentence.
- Legislative instruments should be cited in the same way as primary legislation.
- The jurisdiction should be cited for any legislation from jurisdictions other than the Commonwealth (eg, a state, territory or another country), by including a suitable abbreviation in parentheses, presented in non-italic font (eg, *Climate Change Act 2008* (UK)). This will distinguish that legislation from Commonwealth legislation, which will not mention the jurisdiction.
- Bills should be cited in the same manner as Acts, except the title and the year should not be italicised. 'Clause' and 'sub-clause' are usually the appropriate pinpoint designations—for example, Renewable Energy (Electricity) Bill 2010, clause 5.

You do not need to use the APA tool when citing legislation. Further, you do not need to hyperlink to a relevant legislation registers (eg, the Federal Register of Legislation (FRL)), but ideally your report would include a general pointer to FRL for Commonwealth legislation – for example, your reference list could include the statement: "All Commonwealth legislation mentioned in this report may be found on the Federal Register of Legislation at www.legislation.gov.au."

International Referencing

This section will include information about treaties, UNFCCC documents and international case law.

Treaties

A treaty is an international agreement that is binding under international law.

Treaties include conventions, international agreements, covenants, an exchange of letters, international instruments, charters or protocols.

Australian treaties are published in the Australian Treaty Series (ATS). Other series include the United Nations Treaty Series (UNTS), the United States Treaties and Other International Agreements (UST) and the United Kingdom Treaty Series (UKTS).

To search for the titles, short titles and series information for treaties that Australia has signed or taken other action on, use the [Australian Treaties Database](#). You can also use AustLII's [Australian Treaties Library](#).

Tip: Use the 'registered' year to search the database for the year a treaty entered into force in the [United Nations Treaty Collection](#).

You might need a detailed citation for an in-text citation, notes or a reference list.

Write the citation this way:

- title
- (place of making, date of making)
- [year treaty entered into force]
- treaty series and volume number
- page number in the series volume.

Don't use any punctuation between the elements.

The square brackets follow the style used in the Australian Treaties Database.

Examples

The advertised grants are funded Examples:

Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel, 22 March 1989) [1992] UNTS 1673 p 57.

Singapore–Australia Free Trade Agreement (Singapore, 17 February 2003) [2003] ATS 16.

South Pacific Nuclear Free Zone Treaty (Rarotonga, 6 August 1985) [1986] ATS 32, UNTS 1445 p 177; ILM 24 p 1440; NZTS 1986/7.

Treaty reference information				
Treaty title	Parties' names	Opened for signature/signed	Date of entry into force	Pinpoint
United Nations Framework Convention on Climate Change		opened for signature June 1992	(entered into force 21 March 1994)	art 4
Kyoto Protocol to the Convention on Climate Change		opened for signature 16 March 1998	(entered into force 15 February 2005)	art 5
Emissions Trading System Linking Treaty	China and Australia	signed 14 January 2018	(not yet in force)	
Paris Agreement				
Methane Pledge				

UNFCCC documents

UNFCCC documents rule: Title, UNFCCC number, date.

For example:

Compilation of economy-wide emission reduction targets to be implemented by Parties included in Annex I to the Convention. Revised note by the secretariat, FCCC/SB/2011/INF.1/Rev.1, 6-16 June 2011.

UNFCCC decisions rule: UNFCCC, Dec [decision number].

For example:

UNFCCC Dec 9/CMP.1

Submissions to the UNFCCC rule: Author, 'Document title' to the [treaty body name], UNFCCC reference number, date.

For example:

Australia, 'Submission under the Kyoto Protocol: Quantified Emission Limitation or Reduction Objective (QELRO), November 2012' to the AWG-KP, FCCC/KP/AWG/2012/MISC.1/Add.2, 27 November 2012.

International case law

Case law from international law courts should be cited as: Case Name (Parties) (Phrase) [Year] Report Series (Series Letter) Starting Page or Case Number. Internet address, if applicable.

For example:

Fisheries Jurisdiction (United Kingdom v Iceland) (Judgment) [1973] ICJ Rep 3.

Case law from foreign courts should be cited in accordance with the Australian Guide to Legal Citation (4th Edition) Pt V (+ Internet address, if applicable).

For example:

Bush v Gore, 531 US 98 (2000).

Referencing submissions to the authority

When referring to or quoting submissions received by the authority through its consultation activities, consideration must be given to whether the submission being referred to:

- is from an individual or a corporate entity.
- has declared one of the following conditions for disclosure purposes: public; public-but-anonymous; private.

Note both quoting and citing refer to repeating someone's ideas in our own writing or speech, but 'cite' is used when we paraphrase that particular person's ideas or comments, whereas we use 'quote' when we use that person's exact words in our text.

The authority's preference is always to quote both individuals and corporate entities wherever possible and not cite, to reduce the chance of misrepresenting the submission's content.

Public submissions

If the submission/s has been made by an individual or a corporate entity that has declared their submission can be made public, make the in-text reference standalone, and do not include it as a source in the reference list.

Example:

When referring content in declared public submissions, the sentence should read "quoted text" (X submission 2024) or 'Investors have a legal obligation to protect the retirement savings of millions of Australians (IGCC 2024).

Public-but-anonymous submissions

If the submission/s has been made by an individual or corporate entity who has declared their submissions should be made public-but-anonymous, quote the specific part of the submission in the text, do not include it as a source in the reference list and de-identify the information.

These submissions will be published by the authority online but the identity of who made the submissions will be removed.

Example:

In case of anonymous submission (ensuring quote or paraphrase is deidentified): (Anonymous submission 2024).

Private submissions

Private submissions are not to be referenced.

What we learn from private submissions can be used in reports through text such as "Through its consultation processes, the authority heard..." followed by careful paraphrasing (ideally covering an issue or position addressed in multiple submissions) so that there is no risk that the private submitter would consider that the content of their submission is being directly quoted, and the relevant text does not say anything that might identify the private submitter.

Using submissions to support report recommendations, position or research

Unless specified, refrain from quantifying the exact number of submissions, or other consultation input received when supporting recommendations, on an authority position or research in a report.

For example:

'a number/ a large number of submissions to the authority's Issues Paper were from individuals' is preferred, rather than '186/56% of submissions to the Issues Paper were from individual stakeholders [out of 332 submissions for example]'.

If using submissions/consultation input to support report recommendations, a particular position by the authority or research included in reports, please use specific quotes from the relevant submissions and reference as per the above. Citing (also called paraphrasing) the submission is not preferred.

Ensuring consistency in reflecting submissions and other consultation input

It is the responsibility of project contributors to ensure they have consulted with and reflected on consultation input and submissions that have been used and referenced by the authority in its reports, past and present.

This is to ensure there is consistency across recommendations of similar subject matter in different reports, that stakeholder input is reflected appropriately and to minimise the risk of contradictory recommendations or positions over time, without accounting for or explaining the change in the earlier position or recommendation.

Nationally Determined Contributions

Nationally Determined Contributions (NDCs) are climate pledges and action plans that each country is required to develop in line with the Paris Agreement goal of limiting global warming to 1.5°

C. [NDCs](#) represent short to medium-term plans that are updated every five years with higher ambition on climate.

NDCs outline mitigation and adaptation priorities a country will pursue to reduce greenhouse gas emissions, build resilience, and adapt to climate change, as well as financing strategies and monitoring and verification approaches. In 2023, the first in a series of global "stock takes" will assess progress on the implementation of NDCs and Paris Agreement goals.

Rule: Party, Nationally Determined Contributions (NDC) Database (if applicable), version [number], accessed on [DD/MM/YYYY]. Source: URL

Attachment A - Microsoft Word APA referencing system guide

What is the purpose of this appendix?

This appendix is a guide to using the APA referencing style (CCA preferred referencing style). It is to be used consistently for referencing sources across all of the authority's reports.

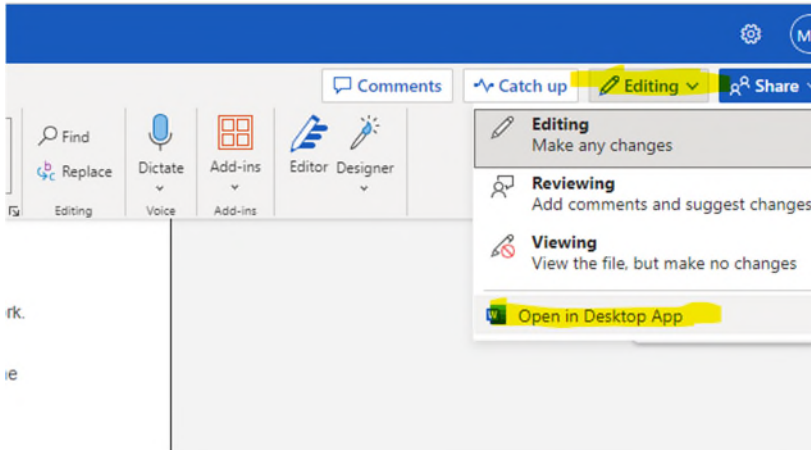
Summary of referencing approach for the authority

1. Include and record the source, completely, every time you write.
2. Check if the source is already in the bibliography, and if so, use the existing source to avoid duplicate entries.
3. Enter new sources as one of the following types:
 - a. Peer reviewed research articles (see below)
 - b. Consultation/Submissions (see below)
 - c. Rare Sources: In rare cases, primary legislation, international treaties, UNFCCC documents, or international case law will be referenced. Please refer to the [CCA reference guide](#) and ensure to add a URL
 - d. Websites: Any other source, including reports, newspaper articles, media-release, web-hosted pdfs are to be recorded as *websites* (see below)
4. Record all other sources as "Type of source - Website" regardless of the actual type record the following information only:
 - a. *Corporate Author (use acronyms)*
 - b. *Name of Web Page*: Use this one to enter the Title of Document
 - c. *Year (with letter as applicable, e.g., IPCC 2022a, IPCC 2022b etc)*
 - d. *URL*
5. Always add a URL for ALL sources you enter
6. Also add the page number (or graph/table/figure number) every time you do this work.

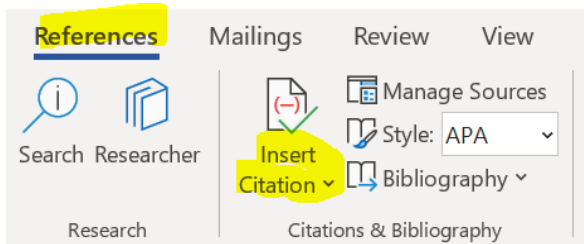
Always use correct and complete references for every statement you write. Always make the corresponding entries to the bibliography the first time you write a draft.

Detailed how-to tutorial: creating references

Note: the following functionality is only available in the “Desktop App” version of MS-Word and not in the browser. To open this version from the browser, click Editing and then “Open in Desktop App”:

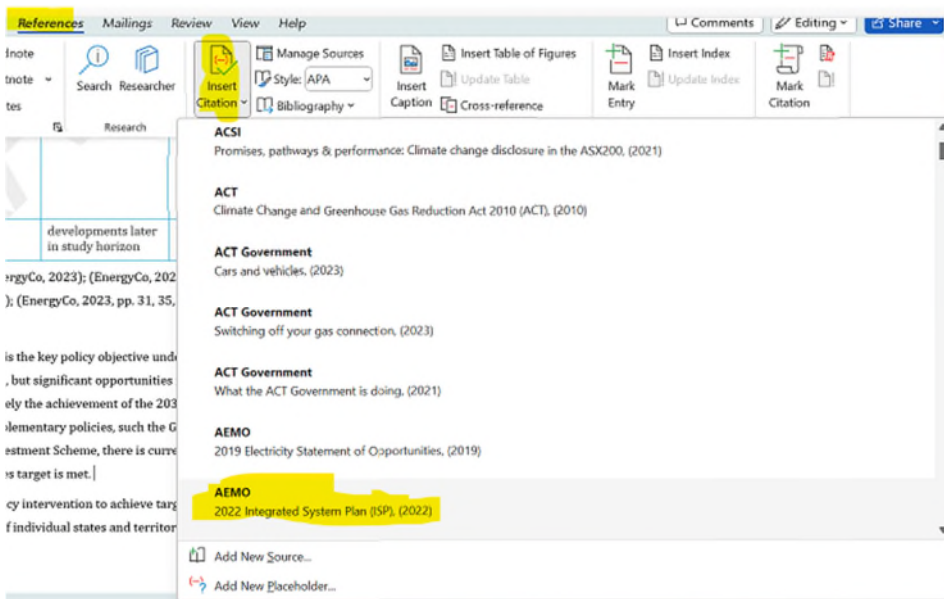


To apply correct referencing in Word, open the “References” tab & click “Insert Citation,” then “Add new source”:



Always check the bibliography before adding a new source to make sure the same source is not already listed; checking avoids multiple entries.

Check for existing source – in this case we want to see if the AMEO Integrated System Plan 2022 (ISP) already exists as an entry or not:



In the above screenshot, the AEMO's ISP already exists as a source. Do not make a new entry (it will only create additional work later on to remove the duplicate), but instead click on the highlighted “**AEMO 2022 Integrated System Plan (ISP), (2022)**” to insert the existing source in the text.

Suppose you do not find the source you are looking for. If the source is not contained in the reference list, click “Add New Source” (at the bottom of the above screenshot), and record the following information:

Use the format “website” irrespective of the actual type of source (report, book, media releases etc) **except** for the ones listed previous under **3.a, 3.b. & 3.c:**

3. a. Peer reviewed research articles (see below)
3. b. Consultation/submission (does not require bibliographic entry)
3. c. Rare Sources (see below)

For all other information use the format website as per the above screenshot and record the highlighted information. This approach displays the hyperlink immediately when fact-checking and enables greater consistency by dispensing other information (such as City, month etc).

- **Corporate author:** use this section to record the author, for example IPCC. We typically use sources with corporate authors, however if none is available at all, such as in peer-reviewed research articles, we use individual names. Do not spell out acronyms – write IEA, IPCC, UNFCCC. These will be spelled out in the referencing list during final editing as a separate step.
- **Name of Web Page:** Use this section to record the Title of the document/source
- **Year of publication:** Always add a letter next to the year, starting with “a,” unless there is no entry for the same author and year (for example: DCCEEW 2023a) - always doing so will minimise clean-up work during the final stage of the document.
 - If you cannot find the year, try using circumstantial evidence before leaving blank.
- **URL:** ideally use the link that opens the pdf version of the source (see below note for more details).
- **Page number** or table/graph number: see below section: “Practical example”

3.a.: For *peer reviewed research articles* (listed above: 3.a), record the following:

The screenshot shows the 'Create Source' dialog box with the following fields and options:

- Type of Source: Journal Article
- Bibliography Fields for APA:
 - Author
 - Corporate Author (checkbox)
 - Title
 - Journal Name
 - Year
 - Pages
- Show All Bibliography Fields (button)
- Tag name: Placeholder1
- Buttons: OK, Cancel

Click on “All Bibliography Fields” in the bottom left corner, and open an extended list of options to record the DOI and URL:

The screenshot shows the 'Create Source' dialog box with the following fields and options:

- Type of Source: Journal Article
- Bibliography Fields for APA:
 - Publisher
 - Volume
 - Issue
 - Short Title
 - Standard Number
 - Comments
 - Medium
 - Year Accessed
 - Month Accessed
 - Day Accessed
 - URL
 - DOI
- Show All Bibliography Fields (checked)
- Tag name: Placeholder1
- Buttons: OK, Cancel

For any other information on referencing peer reviewed research articles, refer to the [CCA referencing guide](#).

3.b.: For *Consultations/submissions* (listed above: 3.b.), do not make a bibliographical entry, but refer to the guidance in the [CCA referencing guide](#).

3.c.: For *Rare Sources* (listed above: 3c) record a URL and use the “Type of Source: Miscellaneous. For all other information refer to the [CCA referencing guide](#).

Downloadable Pdfs: Be careful not to cite links to downloadable documents because the link will not work for other users. Instead cite the link to the webpage hosting the downloadable pdf.

Practical Example: making an entry to the referencing system

Suppose we want to write the following statement:

For a 50 per cent chance to keep temperature rises within 1.5 degrees, global emissions must be reduced by 60 per cent from 2019 levels by 2035.

After writing the above statement, we record the following source information into our bibliography:

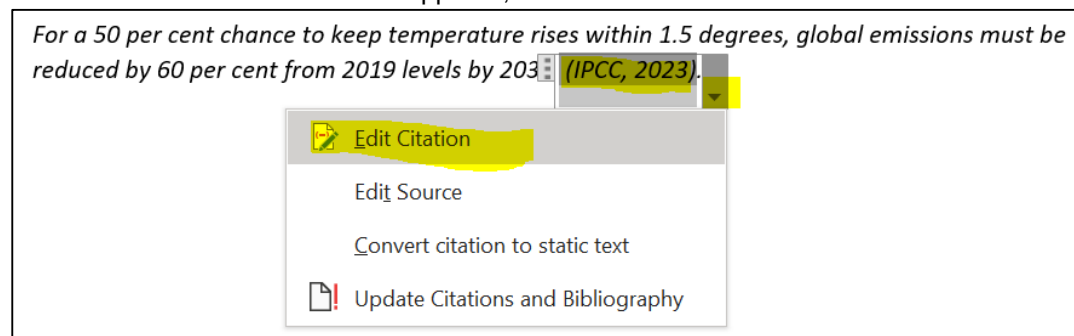
The statement now looks as follows:

For a 50 per cent chance to keep temperature rises within 1.5 degrees, global emissions must be reduced by 60 per cent from 2019 levels by 2035 (IPCC, 2023).

Page numbers

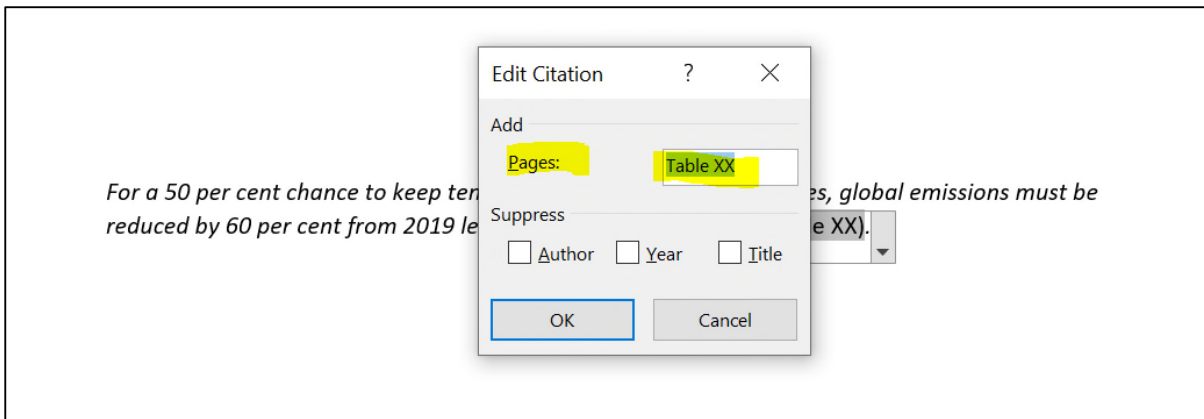
When drafting a statement, we must also record the page number or table number or graph/figure number (as applicable). This level of detail has two benefits: it helps the writer to optimise their own accuracy and it enormously helps the fact checkers to save considerable amounts of very precious time during the fact-checking stage by enabling them to quickly verify a given piece of information. Following the fact-checking, editors will remove page numbers and table/graph numbers for the published version - but not before!

In this particular example, the information came from Table XX (on page 22) of the IPCC's seventh Synthesis Report (summary for policy makers).¹ To record this information, click on the entry in the text ("IPCC, 2023"), and then on the little arrow which appears, and then click "Edit Citation":



¹ Although we generally prefer the technical summary to the summary for policy makers, in this case Malte Meinshausen has highlighted Table XX as a beneficial addition to the summary for policy makers from a technical summary perspective. ANU: ICEDS Seminar on the *IPCC Synthesis Report: Key findings from this 7-year cycle*, 27/3/2023.

Another window will open where you can record the table number:



The statement now looks as follows:

For a 50 per cent chance to keep temperature rises within 1.5 degrees, global emissions must be reduced by 60 per cent from 2019 levels by 2035 (IPCC, 2023, p. Table XX).

The little p. looks unwieldy (it refers to a page number which is not there). However, remember that the table number and/or page number will be removed by the editors and this information is for internal purposes only - for which it suffices in spite of its imperfection.

After the fact checkers are satisfied that the given information can be found in table XX (on page 22), the published version will look like the following again:

For a 50 per cent chance to keep temperature rises within 1.5 degrees, global emissions must be reduced by 60 per cent from 2019 levels by 2035 (IPCC, 2023).

Note: If the fact-checker does their job with a high degree of rigour, they might conclude that the information about “50 per cent” is not very well explained in Table XX itself. In fact, the “50 per cent” qualifier is spelled out in more detail in the text which accompanies Table XX and which we will find on page 21; it explains (and I quote here directly from the report):

“Global modelled pathways that limit warming to 1.5°C (>50%) with no or limited overshoot or limit warming to 2°C (>67%) are characterized by deep, rapid and, in most cases, immediate GHG emissions reductions.” (IPCC, 2023, p. 21)

Therefore, in order to avoid an outcome where a rigorous factchecker will get back to you as the writer and ask you for more information or worse, amidst the rush of things qualify your statement as less than accurate, the reference could in fact be written as follows, thus referring *both* to the table *and* the text on page 21:

For a 50 per cent chance to keep temperature rises within 1.5 degrees, global emissions must be reduced by 60 per cent from 2019 levels by 2035 (IPCC, 2023, pp. 21, Table XX).

That way, we can expect everything to go well with drafting, fact-checking and potential re-drafting of this statement.

Recap

1. Include and record the source, completely, every time you write.
2. Check if the source is already in the bibliography, and if so, use the existing source to avoid duplicate entries.
3. Enter new sources as one of the following types:
 - a. Peer reviewed research articles (see below)
 - b. Consultation/Submissions (see below)

- c. Rare Sources: In rare cases, primary legislation, international treaties, UNFCCC documents, or international case law will be referenced. Please refer to the [CCA reference guide](#) and ensure to add a URL
 - d. Websites: Any other source, including reports, newspaper articles, media-release, web-hosted pdfs are to be recorded as *websites* (see below)
4. Record all other sources as “Type of source - Website” regardless of the actual type record the following only:
 - a. *Corporate Author (use acronyms)*
 - b. *Name of Web Page*: Use this one to enter the Title of Document
 - c. *Year (with letter as applicable, e.g., IPCC 2022a, IPCC 2022b etc)*
 - d. *URL*
5. Always add a URL for ALL sources you enter
6. Also add the page number (or graph/table/figure number) every time you do this work.

Always use correct and complete references for every statement you write. Always make the corresponding entries to the bibliography the first time you write a draft.