AGLC Referencing

Australian Legal Guide to Citation (AGLC) uses a referencing style that consists of citations in the body of the text and a list of footnotes at the bottom of each page of all the citations or references on that page.
## When to Footnote

### Australian Guide to Legal Citation

**Part 1 – General Rules:**

### 1.1.1 When to Footnote

<table>
<thead>
<tr>
<th>Rule</th>
<th>Footnotes should be used to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• provide authority for a proposition;</td>
</tr>
<tr>
<td></td>
<td>• acknowledge a source that is relevant to an argument and indicate how it is relevant (e.g., to indicate that a source directly supports or is directly contrary to an argument);</td>
</tr>
<tr>
<td></td>
<td>• provide information that enables the retrieval of relevant sources and quotations that appear in the text; and</td>
</tr>
<tr>
<td></td>
<td>• provide other (often tangential or extraneous) information that is not appropriate to include in the text.</td>
</tr>
</tbody>
</table>

Direct quotations should always be followed by a footnote unless their source is provided in full in the text.

The first citation of a source should appear in full.
Format of Footnotes

Refer to Australian Guide to Legal Citation Part 1 – General Rules:

• Position of footnote numbers
• Multiple sources in footnotes
• Punctuation
• Subsequent references
Inserting Footnotes in Word Documents

Open a Word document and begin typing your assignment.

When you are ready to insert a footnote, select the References tab at the top of the page, then select Insert Footnote.

When you click on Insert Footnote a superscript number will appear next to your text as well as at the bottom of the page. Type your citation into the footnote at the bottom of the page.

Note: for other Word versions consult the Help function in Word for instructions.
The in-text reference numbers are consecutively numbered and correspond to the footnotes listed below.