

Maps, graphs, images, etc

McMullan, J and Gautier, D. 1992, *Actors As Artists*, Journey Editions, Boston, USA

Note that the in-text reference goes below the item.

Audio or Videocassette

Australian Women's Heritage 1788 to 1901 [videocassette], Video Classroom, Melbourne, Victoria

CD-ROM

'Studies in marketing' 1996, *The Marketing Graduate Directory*, [CD ROM], University of South Australia, Adelaide, SA.

Online / Internet

Greenpeace at Work 1998 [Online, accessed 27 Jan. 2000] <http://www.greenpeace.org.au/>

Government Report or Publication

Victorian Committee on Catholic Education in Victoria 1993, *Report on special need funding* A.G.P.S., Melbourne.

Radio Program

'Solar powered cars' 1994, *The Science Show*, 3AR, September 12

Person communications

These are not usually part of a reference list.

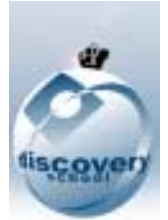
Further information

Not every example can be covered in this pamphlet. You will be able to find further information and examples on the school intranet. There are number of useful guides to referencing but the 'authority' is considered to be *Style Manual for Authors, Editors and Printers* 5th edition, 1995, Australian Government Printing Service, Canberra.

An excellent guide to creating print and other media products that both look good and are user friendly is; Whitbread, D. 2001, *The Design Manual*, UNSW Press, Sydney.

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A Referencing Guide

What is referencing and why use it?

Referencing is properly acknowledging the work of others. It shows you are an effective and ethical researcher and that you are information literate. Referencing can also improve the quality of your work. It shows that you are engaged in real learning. With a little practice you will find it becomes second nature.

In much of our study we look at the work of other people to gather ideas and information. We can do this using many sources including texts, newspapers, libraries, the internet, videos, CD ROMs, etc.

When we make use of these ideas or information it is very important to acknowledge the author. There are a number of good reasons to do this

- it shows that you are gathering information from a range of sources
- it demonstrates your ability to evaluate and synthesize information from many sources
- it can make your argument stronger
- it allows the reader to follow up interesting information and to check the facts
- you are giving credit where it is due.

When do you reference?

References must be provided whenever you use someone else's opinion, theories, or data. You need to reference information you use from: books, articles, videos, computers, other print or electronic sources, personal communications, etc.

We can use other peoples work in a number of ways including

- quoting (using someone else's *exact* words)
- copying (using their figures, tables or structure)
- paraphrasing (using their idea in your own words)
- summarizing (using a brief account of their ideas)
- or even the way they organize their material.

Each time you do this it is important to identify the other person's work by making reference to it. You do this by including a reference at that place in your text **and** include details of the publication in a list at the end.

What if you don't reference?

Plagiarism is taking someone else's work and presenting it as your own. This includes copying from another student's work or from books, magazines, etc. It includes cutting and pasting material from references such as *Encarta* or internet sites. It may only be a line or two or much more.

People who plagiarize are really losers. They may kid themselves that they have done real work or even that they are learning. In the end people who plagiarise only cheat themselves. It is very difficult for teachers to help students who merely copy other people's ideas.

Plagiarism is considered a serious offence in education and may result in you not getting any marks and having to begin again. It would automatically fail a WBLA piece for example. At TAFE or University level people have even been expelled.

Managing your information and other tips

In order to be able to reference correctly you need to ensure you have the right details. It is frustrating to have a wonderful quotation, diagram or important data if you forgot to write down where it came from! You will need to get into the habit of making sure you have the correct information on your notes, files, papers, articles, photocopies etc. as you do the research. It also includes dates you accessed internet sites as well as the site's location or URL. The reference list can be added to as you use the information and then sorted alphabetically as you tidy up at the end. Make sure each entry is on its own line, then select the whole list and choose <Sort> from the <Table> menu. While selected you could also give the list a hanging indent to improve readability.

How do you reference?

There are a number of referencing systems. The Harvard or author-date system is widely used in Universities and TAFE and has been adopted as the standard at Unley High School. You will be expected to use this system in all written work in all subject areas where you use information from other sources. It is important that you are consistent in applying it. This system places;

- a brief reference within the text (the in-text reference)
- the full details at the end of the work (the reference list).

The in-text reference

This is a brief reference that you place in the text at the point you are acknowledging another person's work. You need to include the author, the date, and perhaps a page number. This is enough information for a reader to get further details from the Reference list and the original material if they wish.

A direct quote and length of the quote

A direct quote is using the exact words from a book, website, person or other source. Include the quoted words for a short quote inside quotation marks. Single quotation marks should be used. Place the reference, enclosed in brackets, immediately after the quote. Do the same for diagrams, tables, etc.

... it is often felt that 'young people take up smoking to try and impress their friends that they are mature' (Verco 2002, p.47). The media does not ...

Quotes up to two full lines are included within the text as in the example above. Longer quotes are treated differently. The quote is introduced in the text but will start on a new line indented about 1 cm on both the left and right. Note that quote marks are not used. The author date reference follows the quote as in the following example.

... The person mentioned most often when discussing famous women scientists is Marie Curie who discovered two chemical elements and proved that atoms, once thought indivisible, could break down. She coined the term *radioactivity* to describe this process. Curie was the first woman to receive a Nobel Prize. (Yount 1999, p. 43)

This prize for Physics was shared with her husband, Pierre. After his death she won a second Nobel Prize in Chemistry ...

An indirect quote

An indirect quote is putting the person's idea in your own words, that is, paraphrasing or summarizing. Place the reference, enclosed in brackets, within or after the quote in such a way that it is clear who you are acknowledging, eg

A recent study (Phuong & Kosmos 2001, p.233) has shown that more students stay at school if unemployment increases.

OR

In their study of how long students stay in school, Phuong & Kosmos (2001, p.233) found they are more likely to continue in education if the unemployment level rises.

You will need a page number if the idea is a specific one or if you use a diagram, photo, table, etc. More general ideas don't need the page reference.

The reference list

The reference list is placed at the end of the assignment. It must include all the references you **use** in your writing. A bibliography, on the other hand, includes these references as well as any other relevant material you may have looked at, but do not refer to directly.

Order

The list should be alphabetical by author and must include the following details. You must also use this exact order for the details

- author's surname(s) and initials
- year of publication
- title of book (in italics or underlined)
- publisher
- place of publication.

Punctuation and style

- study the punctuation in the examples below and ensure your reference list follows suit
- commas are used to separate each of the items but are not necessary after a full stop
- italics are used to show the title of a book, newspaper, etc. Each word starts with a capital
- single quotation marks are used for the title of an article. Note that only the first letter of an article title has a capital
- underlining is not used
- round brackets are used to indicate an editor
- square brackets can be used to indicate the type of material, eg, [picture], [online]
- keep punctuation simple, eg, double quotes are only used for a quote within a longer quote.

Examples

Note that a book may have one or more authors, or it may have no author. Some books may include a number of articles gathered together by an editor. Books from other languages should include the translator's name.

One author

Yount, L. 1999, *A-Z of Women in Science and Math*, Facts on File, NY.

Two or more authors

Zayner, A. & Poindexter, B. 1994, *The Art of the Impressionists*, Viking Press, Melbourne.

Editor

Kable, J.(ed.) 1990, *Made in Australia: An Anthology of Writing*, OUP, Melbourne.

No author

Photoshop 4 For Macintosh, 1997, Peachpit Press, Berkley, CA.

Translator

De Saint-Exupéry, A. 1945, *The Little Prince*, translated by Katherine Woods, Piccolo, London.

Newspaper

Sheridan, G. 1999, 'Dreamtime in the 21st Century', Weekend Australian, 11 Dec., p7.

Encyclopedia: known author

Forest, I. C. 'Possum', in *World Book Encyclopedia*, 1990, World Book Inc., Chicago, v.8, p. 536.

Encyclopedia: unknown author

'Possum' in *The World Book Encyclopedia*, 1990, World Book Inc., Chicago, v.8, p. 536

Pamphlet (a booklet of up to 40 pages)

Adobe Premier 4.2 Getting Started, 1995, Adobe Systems Incorporated, USA