Student Guide to Referencing

Why reference?

Most of the work you produce requires referencing to demonstrate that you have researched and considered the ideas of others in researching your topic or presenting your argument.

Referencing is also necessary because it prevents you from ‘plagiarising’ which can lead to an automatic fail result. Plagiarism is using someone else’s thoughts, words or ideas and writing them as if they were your own. It is technically stealing and is a breach of ethics.

Referencing tells the reader where the original idea can be found.

Chevalier College students should always act honestly when presenting work. The College’s policies and procedures are based on those proposed by the BOSTES in their All My Own Work program (http://amow.boardofstudies.nsw.edu.au).

The BOSTES’s Principles and Practices of Good Scholarship¹ are:

- **Being honest and ethical**
  
  You must be honest about what is your own work and what is not, and you must be honest about where you obtained your information.

- **Listing all your sources**
  
  Research using different sources of information is an important part of HSC work. Being an ethical researcher and a good scholar means listing all your sources and correctly citing each source.

- **Using your own words**
  
  Communicate what you have learnt in your own words. This isn't always easy to do but it is very important and really worth the effort.
  
  Remember, you deserve credit for your own work.

- **Key attributes of good scholarship:**
  
  Being an effective researcher.
  
  Applying effective study habits.

1 What should be referenced?

Throughout your text, you need to acknowledge the sources that you used by referencing. Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources.

Students should reference anything they have read or heard that has influenced their writing, such as:

- a concept or idea
- a paraphrased quote
- a direct quote
- personal communication
- class notes
- script or screenplay
- a contestable argument

General knowledge does not need to be referenced, for example:

*Canberra is the capital of Australia.*

But, if you read that:

*‘The Yass – Canberra plains were chosen because of the snow in Dalgety ...’*

and that statement influenced your writing, then you need to acknowledge that by referencing. Note that referencing your class teacher based on notes will not normally be considered sufficient evidence of research or scholarship.

### 2 Referencing Styles

The style of referencing will depend on the course. There are two styles of referencing used at the college. Ask your teacher for their preferred referencing style. In general, they are as follows:

<table>
<thead>
<tr>
<th>Style 1: Author-date (also known as APA or Harvard)</th>
<th>Style 2: Oxford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studies of Religion</td>
<td>English</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>History</td>
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<tr>
<td>Sciences</td>
<td>Languages</td>
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<tr>
<td>PDHPE</td>
<td>Performing Arts</td>
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<tr>
<td>Mathematics</td>
<td>Visual Art</td>
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<tr>
<td>Technology courses</td>
<td></td>
</tr>
</tbody>
</table>

These two styles are explained below.

#### 2.1 Style 1: Author-date referencing

If you use the name of the author in your writing, place the year of publication of the work in parentheses (brackets) after the author’s name, for example:

*Mullane (2006) conducted research into the effect of...*

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If you refer to a work in the text of your paper, place the author's last name and the year of publication of the work in parentheses (brackets) at the end of the sentence, for example:

The research conclusively proved a correlation between the results (Mullane, 2006).

Note: When you summarise the general idea of a source in your own words, you must cite the author and year of publication of the work as shown below. Author-date referencing APA does not require you to provide the page number unless you use a direct quote; however, if you paraphrase or summarise a specific paragraph or section of published text you should consider including the page number.

If you directly quote fewer than 40 words, enclose the quotation by double quotation marks within the text. The year of publication of the work along with the page number(s)* of the quote should be provided in parentheses, for example:

Mullane (2006) referred to this correlation as a “statistical anomaly” (p. 118), contributing...

Or

It was found that the correlation was a “statistical anomaly” (Mullane, 2006, p. 118).

If the quotation is greater than 40 words it should be displayed in a double-spaced, indented block (1.3 cm) without quotation marks, for example:

Mullane (2006) stated that:
If any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processed (p. 66).

The Reference List

A reference list includes details of the sources cited in your paper. It starts on a separate page at the end of your assignment paper and is titled ‘References’. Each item cited in the reference list must have been cited in your paper. All sources appearing in the reference list must be ordered alphabetically by surname.

In contrast to the reference list, a bibliography also includes details of sources not cited in your paper that were used to support your research. While the Author-date style does not use bibliographies you may sometimes be required to include one in addition to a reference list. Bibliography items should also be listed in alphabetical order.

The reference list should be double spaced (no line spaces between references) with hanging indents used for the second and subsequent lines of each entry. A hanging indent is where the left line starts at the left margin and subsequent lines are indented (approx. 1.3 cm or five spaces). You can use your word processor to automatically format the double-spacing and hanging indents.

*Note: The page number(s) are only included if you use a direct quote.
Italics is the preferred format for titles of books, journals and videos. Article and chapter titles are not italicised or put in quotation marks. Volume numbers are italicised but issue numbers are not.

**Examples of Reference List items in Author-Date style**


**For ebooks:**


*Note: When available, add a DOI to the end of the reference instead of URL as per format shown in 'Journal Article (full text from electronic database)' example below.*

**Journal articles**


For electronic journals (which is most of them, these days):

Newspapers


For different works by exactly the same author(s), published in the same year, you should differentiate the works by including ‘a’, ‘b’ or ‘c’ etc. after the year when citing in-text and in the reference list e.g.

2.2 Style 2: Oxford Referencing

The Oxford style consists of the following elements:

- Citations in the body of the paper refer to footnotes at the bottom of the paper. They consist of a superscript (raised) number, generally at the end of a sentence.

- Footnotes provide the bibliographic details of a source and appear at the bottom of the page. Footnotes are known as endnotes if they appear at the end of a chapter or section. Footnotes are numbered consecutively throughout a chapter or paper.

A bibliography is a full list of sources cited in the text, sources consulted in preparing a paper and other sources thought to be of interest to the reader. It is ordered alphabetically according to the family name of the first-listed author.

The first time a source is cited, the footnote must provide full bibliographic details.

Sources need to be cited in a footnote whenever ideas from those sources are discussed, summarised, paraphrased or quoted.

A superscript number appears that refers to a footnote at the bottom of the page. The footnote provides information about the author, title and other publication details.

For quotes and paraphrases, provide a page number (or equivalent reference) in the footnote. For summaries or general references to works, you do not have to provide a page number but you may wish to provide one in order to direct the reader to a specific passage in the text.

Kostof notes, 'Ggantija is a wholly manmade form, which is to say it is thought out and reproducible'.


**Footnotes for subsequent references to the same source do not repeat all the details but use a shortened form.**

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Footnotes usually provide information about the author, title, other publication details, and a page (or equivalent) reference. Each form of text has its particular form of reference.


When sources are referred to more than once in the footnotes, full bibliographic details do not need to be given after the initial footnote.

'ibid.'

Use 'ibid.' in a footnote where the immediately preceding footnote refers to the same source.


2. ibid.

If it is the same source, but a different page, add the page number.


2. ibid., p. 45.

'op. cit.' and 'loc. cit.'

While 'ibid.' is used for citing an immediately preceding footnote, 'op. cit' and 'loc. cit' are used for citing all other previously cited sources.

- Use 'op. cit.' to refer to a work previously cited that has a different page number.
- Use 'loc. cit' to refer to the same page of a previously cited work.


4. Tansey & Kleiner, loc. cit.
Quotation style

In the body of the text, use single quotation marks for short quotes of less than 30 words.

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For quotes longer than 30 words, do not use quotation marks. Start the quote on a new line, indented and in a smaller font size.

Morley-Warner suggests that students should focus on how journal articles in their subject are written and structured. She describes another benefit of this process:

You will also gain a sense of the complexity of being an apprentice writer in an academic culture, or rather cultures, where expectations may vary from discipline to discipline, even subject to subject and where you can build a repertoire of critical thinking and writing skills that enable you to enter the academic debates, even to challenge.

A bibliography is an alphabetically ordered list of all the sources cited, as well as sources consulted in preparing a paper and other sources thought to be of interest to the reader. There is no need to divide a bibliography into subsections, unless you have been instructed to do so, for example, into Primary and Secondary Sources.

It is important to note that the term 'bibliography' is sometimes used for what would more accurately be called a 'reference list' (which consists only of sources cited in a paper).

Titles

- Titles of books, journals and websites are formatted in italics
- Titles of articles, chapters are placed within single quote marks.

For students of English, the guidelines from the University of Sydney recommends that:

The title of a book, play, film or periodical is put in italics; the title of a chapter, article or (in most cases) a poem is put in quotation marks. Hence,

*The Wild Swans at Coole* (the book of verse published by W. B. Yeats in 1919)

“The Wild Swans at Coole” (the first poem in the book)

the wild swans at Coole (the fifty-nine waterfowl that are the nominal subject of the poem).

The title of a poem is italicised if:

- it was originally published separately as a book (Paradise Lost; The Waste Land);
- it is divided into books, cantos, etc. (The Rape of the Lock).

Note that bibliography entries follow the same order of elements, punctuation and capitalisation as footnotes, with the following exceptions:

In the bibliography:

- the initials of all authors come after family names
- entries are arranged alphabetically
- page numbers identifying the beginning and end of chapters in books or journal articles are included.
- the hanging indent style paragraph is used.

**Sample Bibliography**


