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A GUIDE TO REFERENCING

Why do we Reference?

When you do an assignment, you will be using a lot of resources to help you find information. These resources can be websites, books, newspaper articles etc.

Since you haven't written this information yourself, you need to state where you found it. This is referencing.



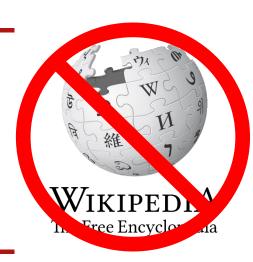
What do you need to reference?

While you need to reference most sources of information, there are some things you will not need to reference¹:

NEED TO REFERENCE	DON'T NEED TO REFERENCE	
Quotes	Personal experiences	
Idea/theories	Your own experimental results	
Specific information (e.g. data)	Common knowledge	
Anything you summarise	Well known facts	

Only use valid resources. For a resource to be valid you need to ask yourself a few questions²:

- Who published the work? Is it a reputable source?
- Is the information biased?
- Is the information well researched?
 Look at their references.
- Who published the work? Is it a reputable source?
- Is the information recent?



Avoid Plagiarism

When you copy another person's work and present it as your own, this is plagiarism. You have to reference your work properly to acknowledge the original author and avoid plagiarism. Examples of plagiarism include:

- Copying chunks of text from a source.
- Copying all or part of another student's work.
- Copying your previous work and presenting it as a new task.
- Having another person do your assignment for you, but you take the credit.

What are the consequences for plagiarism?

You are not gaining any skills or knowledge by cheating and it is unethical behaviour. There will be consequences for plagiarism that can greatly influence your results. For lower grades these consequences are determined by the school and can include getting zero for a task. However for the HSC, consequences are the same state-wide. Some of them include³:

- you receive zero marks for an assessment task
- you have an HSC course withheld
- you are deemed ineligible for the award of the HSC
- your school imposes additional sanctions, e.g. withholding your reference.

Types of Referencing Styles

There are many different styles of referencing that depend on the faculty, country or audience. Some common referencing styles and the faculty they are used in are⁴:

REFERENCING STYLE	FACULTY
APA	Psychology, Education, Social and Behavioural Sciences
Harvard	Natural Sciences, Business
Oxford	Arts, History, English Literature
ACS	Chemistry
AIP	Physics
MLA	Modern Languages

As you can see some are very specific and some are general. Some also require additional formatting that is specific to the style. It is important you look up the correct style guide for your references and that it is the most up-to-date edition.

What is the difference between a Bibliography and a Reference list?

You will be asked to provide either a bibliography or a reference list for your assignments. Both are lists containing references but why you use them is different⁵:



Bibliographies are a list of all the things (websites, books, articles etc.) you looked at. It includes sources you cited in your assignment <u>as well as</u> those you read but didn't cite.

1 — 2 — 3 —

Bibliographies are a list of all the Reference lists contain <u>only</u> what you things (websites, books, articles etc.) have cited in your assignment.

All necessary resources you used should be in your bibliography or reference list. It needs to also follow a referencing style which means it doesn't necessarily have to be in alphabetical order; though most of the time it will be.

Here's an example of a reference list in ACS style. It references as you write so it does not need to be in alphabetical order. The following reference list is for this document but it should be noted that all bibliographies and reference lists should be at the <u>end</u> of your assignment.

Reference List

- 1. University, C, 2017. Referencing: Getting Started. http://libguides.library.curtin.edu.au/referencing.
- 2. Cruz, U. o. C. S., 2017. Evaluate the Quality and Credibility of Your Sources. http://library.ucsc.edu/help/research/evaluate-the-quality-and-credibility-of-your-sources.
- 3. BOSTES, 2017. Scholarship Principles and Practices: Page 6. http://amow.bostes.nsw.edu.au/module1/module1s6.html (accessed 01/03).
- 4. University, M, 2007. A Guide to Referencing Studies. http://www.monash.edu/lls/llonline/quickrefs/19-a-guide-to-referencing-styles.pdf.
- 5. University, M, 2003. What is the Difference Between a Reference List and a Bibliography? http://www.monash.edu.au/lls/OffCampus/Improve/11.5.html.
- 6. Paiz, J. M.; Angeli, E.; Wagner, J.; Lawrick, E.; Moore, K.; Anderson, M.; Soderlund, L.; Brizee, A.; Keck, R. 2013. APA Style. https://owl.english.purdue.edu/owl/section/2/10/.
- 7. University, M, 2017. An Introduction to Referencing. http://lgdata.s3-website-us-east-1.amazonaws.com/docs/451/1523461/ls_quickguide_referencing_updated_2016_07_01.pdf.
- 8. Victoria University. Library Guides: Oxford Referencing: Home http://libraryguides.vu.edu.au/oxford-referencing (accessed April 27, 2017).
- 9. University of New South Wales. The Footnote / Bibliography or 'Oxford' Referencing System https://student.unsw.edu.au/footnote-bibliography-or-oxford-referencing-system (accessed April 27, 2017).
- 10. Deakin University. Oxford http://www.deakin.edu.au/students/studying/study-support/referencing/oxford (accessed April 27, 2017).

How to write a Reference list.

There are many style guides to help you write a reference list if you get stuck. Some guides and programs to help you with referencing are:

https://owl.english.purdue.edu/	Has a style guide for APA and MLA as well as help with writing.
 http://guides.lib.monash.edu/citing-referencing/recommended https://web.library.uq.edu.au/research-tools-techniques/referencing/referencing-style-guides http://libguides.library.usyd.edu.au/citation 	Various university library websites have helpful style guides. Some examples are given here.
Citethisforme	You can use this website to make a reference list in any style you need. It also has style guides.
Endnote	Is a downloadable program that will make any reference in any style. It can be used as an Add-In in word to cite your document and make a reference list as you write.
https://elearningindustry.com/12-best-free- online-bibliography-and-citation-tools (Bibme, Citation Machine, Citavi, Citefast, Citelighter, Docear, Recipes4Success, OttoBib, RefDot, Zotero, Easy Bib)	Free, online citation makers. Some can integrate into Chrome and Word. See this website for different citation makers you can use and descriptions of how to use them.

On the few next pages is a guide to help you. The following style guide is for APA 6th Edition as it is a very common referencing system. The style guide will contain some common sources you will need to reference. Sometimes you will have a very specific resource that will not be in this booklet. You can refer to the style guides above for more help.

APA Referencing

APA is a common referencing style that has a very specific style format. The APA style should also include:

- Times New Roman font
- A font size of 12pt
- Margins of 2.5 cm all around
- Double spacing
- Section headings should be centred

The title of your reference list when using APA should be "References". Tips for your reference list include:

- Put the reference list on a new page with a centred heading.
- Continuing double spacing reference list entries.
- List your references in alphabetical order by the surname of the author.
- If there is no author, put the title of the source first.
- If a reference goes for longer than one line, use a hanging indent of 1 inch (1.2 cm). You can insert a hanging indent by using the "Paragraph" function in Word. Just right click and pick it from the list.

Here is a list of common abbreviations to be used in APA:

Word	Abbreviation
Etcetera	etc.
And others (Latin)	et al.
Number	No.
No date	n.d.
Part	Pt.
Page / pages	p. / pp.
Volume	vol.

On the next pages are some common types of references and examples of how to use them.

Examples of text type

Format⁶

Example⁶

Multiple authors

2 authors: Use an "&" not "and".

3 to 7 authors: Separate names by commas, last two authors separated by an "&".

Greater than 7 authors: List the first six authors as above then add "..." before the final name Smith, J. & Doe, J.

Smith, J., Doe, J., Burton, G., Joseph, M., Williams, B., Harrison, R. & Drake, S.

Smith, J., Doe, J., Burton, G., Joseph, M., Williams, B., Harrison, R., ... Dixon, B.

Authors

Unknown author

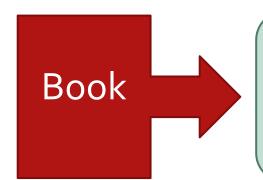
Either put the organisation that wrote the document as the author if they are reputable or just start with the title of the document American Psychological Association. (2003). *Etc.*

Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster.

2 or more works by the same author Use the author's name but list the entries by year with the earliest first. If the entries are from the same year label them a, b, etc.

Smith, J. (2014) ... Smith, J. (2016) ...

Smith, J. (2014a) ... Smith, J. (2014b) ...



- Fiction
- Non-fiction
- Encyclopaedias
- Sections of books

Author, A. A. (Year of publication). *Title of work:*Capital letter also for subtitle.

Location: Publisher.

Taber, K. S. (2007). *Science* education for gifted learners.
London, UK: Routledge.



Newspaper article – p. or pp. before page numbers. Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. http://dx.doi.org/xx.xxx/yyyy

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Online article

Author, A. A. (Year,
Month Day). Title of
article. *Title of Newspaper*.
Retrieved from
http://www.someaddress.
com/full/url/

Parker-Pope, T. (2008, May 6).
Psychiatry handbook linked to
drug industry. *The New York Times*. Retrieved
from http://well.blogs.nytimes.c
om/2008/05/06/psychiatryhandbook-linked-to-drugindustry/?_r=0



Find as much information as possible from the page. If you used multiple pages from a site, list its homepage.

Author, A. A., & Author, B.
B. (Date of publication). *Title of document*. Retrieved from http://Web address

Faculty of Arts & Social
Science UNSW. (2015,
January 28). *GERRIC student*programs scholarships.



- Youtube
- Vimeo
- Etc

Author, A. A. [Screen name]. (Year, Month Day). *Title of video* [Video file]. Retrieved from http://webaddress

Vox [Screen name].
(2016, July 8). Why no
aquarium has a great
white shark [Video file].
Retrieved from
https://youtu.be/QMbH



For written blog posts. There is a different format for video blogs. Author screen-name.
(Year, Month Day).
Article title. [Web log comment]. Retrieved from http://webaddress

J Dean. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from http://www.spring.org.uk/the 1sttransport

Oxford Referencing

Unlike APA, Oxford referencing uses footnotes instead of in-text citations. It is still necessary to reference both direct and indirect quotes and to use a reference list. Also unlike APA, there are no set rules for style presentation. You can use whatever font is easiest to read and whatever size you like. As a good rule of thumb, however, stick with fonts such as Times New Roman, Calibri or Arial. Also, try to use size 12 font for the body of the text and size 10 for the footnotes.

The title of your references should be "Reference List" and should: 8

- Be written in alphabetical order, based on the author's surnames
- Number each entry, starting at one
- Initials of authors come after the surnames
- Use a hanging indent when entries are longer than one line (see APA referencing for more details)
- Sometimes you can separate your references under the headings:
 - o "Primary sources" for sources that are a first-hand account
 - o "Secondary sources" for sources that talk about the primary source

Abbreviations

There are more specific abbreviations to be used for Oxford referencing. These abbreviations are always lower case, even if they are at the beginning of a footnote. These include: 9

Abbreviation	Meaning	Usage
ibid	same as last entry	to be used when two references in the row are from the same source
op. cit	as previously cited	to be used when you've previously given a full citation in an earlier footnote. You still need to give information like the author etc. to make the source distinct.

On the next pages are some common types of references and examples of how to use them.

Examples of text type

Format⁸

Example⁸

One author

Surname, Initial.

Smith, J.

2-3 authors

Use "and" to separate two authors. Use a comma after each author's name

Smith, J., Doe, J., and Williams, P.

Greater than 3 authors

Use "et al." after the first author. The separating comma comes after this

Smith, J. et al,

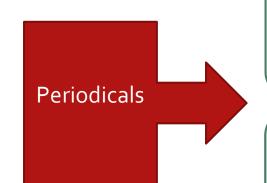
Book

Authors

- Fiction
- Non-fiction
- Encyclopaedias
- Sections of books

Author, A. A., Title of work: Capital letter also for subtitle., Location, State of Location, Publisher, Year of publication.

Flannery, T., Now or Never: A Sustainable Future for Australia?, Melbourne, VIC, Black Inc., 2008.



Newspaper article – p. before page numbers. A. Author, 'Title of article', *Title of Newspaper*, day month year, Section of Newspaper if applicable, page number.

S. Crafti, 'Winning design moored in Spain', *The Age*, 25 August 2010, Business Day, p. 16.

Online article

A. Author, 'Title of article', *Title of Newspaper*, day month year, http://website, (accessed day month year).

Bredow, S., 'Powder to the People', *Sydney Morning Herald*, 7 June 2008, http://www.smh.com.au/news/sk i/powder-to-the-people.html, (accessed 3 July 2008).



Find as much information as possible from the page. If you used multiple pages from a site, list its homepage.

A. Author, 'Title of Document', *Name of Website in Italics*, Place of Publication, Name of Publisher, year, page number, http://url, (accessed day month year).

Wilderness Society Australia,
 'Greenhouse Gases Choking the Planet', The
 Wilderness Society, Hobart,
 TAS, Author, 2011, p. 6,
 http://www.wilderness.org.a
 u/2011campaigns/climate,
 (accessed 25 January 2012).



For a variety of images you find online

Author, A. A. 'Image title' [online photograph], http://webaddress, (accessed day month year).

Leighton, R., 'Surf Sirens, Manly Beach, New South Wales, 1938-46' [online photograph], http://nla.gov.au/nla.pic -an1405454-2, (accessed 12 June 2010).



For written blog posts.

Author/screen-name,
'Article title.', Blog
Name, [web log], day
month year,
http://webaddress,
(accessed day month
year).

Woodbury, E., 'Manga Circulation in Japan', *Ooburoshiki* [web blog], 1 February 2010, http://eugenewoodbu ry.blogsopt.com/2010/02/m anga-circulation-in-japan, (accessed 19 February 2010).

In-text Referencing

When you make a reference in a block of text and not in your reference list, you still need to acknowledge from where it came. There are different ways to make an in-text reference depending on whether you are directly quoting or paraphrasing from a source.

How to cite a direct quote.

A direct quote is when you copy from a source word-for-word. For direct quotes7:

- Use double quotation marks ("")
- Include the author, date and page number
- If the quote is longer than 40 words, indent the paragraph a ½ inch from the margin
- Use p. for page numbers

There are two styles for referencing a quote:

1. Using the author's name:

Author's name in the sentence

Date of publication follows

If students are to be taken as what Cruickshank (2004) describes as "literacy mediators" (p. 467) for themselves, parents and siblings within their homes, then they should be entrusted with being able to transfer their abilities to the school

Direct quote is in double quotation marks

Page number comes directly after quote

Continue by linking quote to your idea

2. Author is not directly mentioned:

Starts with quotation marks, not author's name

Working memory (WM) is the "human-information-processing system" (Cierniak, Scheiter and Gerjets, 2009, p. 38) of the brain, collecting and sorting stimuli via the visual and pictorial channels of which it is comprised.

Name of author comes after quotation in parentheses

Date is also in brackets

Page number is last in the parentheses

How to paraphrase.

Paraphrasing is when you use the concepts / ideas from a source but rewrite them in your own words. It is good to paraphrase when you're trying to show the big idea of a text or summarise because it gives more information than quotes. When paraphrasing you don't need to use quotation marks but you still need to acknowledge the idea.

Again, there are the same two styles for referencing when paraphrasing:

1. Using the author's name:

Author's name in the sentence

Date of publication follows

The study by Cruickshank (2004) followed four Lebanese-Australian students over a period of six years from 1994 as they developed through their education, the technological shift of the new millennium and their own expanding literacy.

No quote in the rest of the sentence. This example is a summary of the study.

2. Author is not directly mentioned:

No quotes; a summary sentence of the study

From birth, children take on attributes and values that are instilled upon them by their family, reflecting their culture and customs (Cook-Cottone, 2004). This includes language acquisition in the first and arry subsequent languages.

Author's name in parentheses at the end of what you have paraphrased

Date is also in brackets, last and after author

Punctuation after parentheses

Next sentence
elaborates your
paraphrase and
launches into
discussion of topic

Using footnotes.

Footnotes are used in the Oxford Referencing system where the citations are put as notes at the bottom of your page. They are separated from the text by a small line.⁹ Whenever you are quoting or paraphrasing, a superscript number goes at the end of your sentence and the reference for the number is put in the footnote:^{9.10}

Number of reference in superscript at the end of the

Quote or paraphrase

sentence

Kostof notes, 'Ggantija is a wholly manmade form, which is to say it is, thought out and reproduceable'.¹

edn, Oxford University Press, New York, 1995, p. 35.

Same number for reference at the beginning of footnote

Whole reference used in footnote

Footnotes separated by a line at bottom of page

For Oxford referencing, the footnote entry is the same as the one in your reference list, except for one important detail. For in-text citations in your footnotes, the author's name is written with the surname second, not first:^{8,10}

Reference List:	Surname, First Letter.	Smith, J.
Footnote:	First Letter. Surname	J. Smith

<u>Year 12 Assessment Handbook Information – regarding "Referencing" (Extra)</u>

What is referencing?

It is a way to acknowledge the work/writing/ideas of others that you use within your writing. Using references shows how widely you have researched and tells the reader the evidence you have found which supports what you are writing. By acknowledging other people's research, you are also avoiding plagiarism, which is the theft of ideas.

How do you reference?

There are two main types of referencing systems that you are likely to use at Mitchell High School:

- Author, Date system, otherwise known as the Harvard system.
- **Footnoting**, otherwise known as the Oxford system.

Each system will achieve the same result to show who's work you have used in constructing your own piece of work. Both systems generally require two elements which are:

- an annotation in your body text (either the author's name and date or a number) to acknowledge exactly where you used someone else's idea.
- a full reference presented as detailed information about the source you are referring to such as dates, names of books or websites, URLs or publisher names.

Why should I reference?

You must reference the work of others, so you do not get accused of cheating. It is always expected that you would borrow other people's ideas or even words (in a quote) as long as you acknowledge them through a reference.

You do not need to reference ideas that are common knowledge. For example, you do not need to reference the idea that the sky is blue. You would need to reference where you found the information about Raleigh scattering, the process which causes the sky to be blue through scattering light. You need to reference this as it is specialised knowledge that was researched and not commonly known.

Examples of how to reference

Following are brief summaries on how to use each system and links to websites that have further examples for different types of information sources. You may want to double check with your teacher for each subject exactly what their expectations are likely to be. They may require more information than what is presented here.

Some further information can be found on the school's Library Website and you can always ask the help of the Librarian as well.

AUTHOR - DATE (Harvard)

How to do an in-text reference (citation)

You need to show in the body of your text exactly where you used the ideas of other people. This is easy to show with a quote, but when you paraphrase or talk about an idea, you need to acknowledge the source by using a citation. This is usually in the form of the author's last name and the date. This is enough information for the reader of your work to find the full reference in the list at the end of your writing.

In text citation example (from a body paragraph):

It is best practice for school staff to be anonymously surveyed about the school's approach to curriculum and assessment (Turner 2016).

OR

Turner (2016) argues that curriculum and assessment policies of a school are best analysed through anonymous staff surveys.

How to complete a reference list

Your reference list contains as much information that you can find on the source you have used, so that the reader could find it themselves.

You should list your references in alphabetical order by the author's last name.

Please remember that if you have been allowed to use **Generative AI** you must include a reference and other supporting material including original script, prompts and the modifications used. This may form part of your reference or as an additional appendix.

For a website you should include:

Organisation (day month year) *Title of web page*, Website/Organisation, accessed date. Example (below):

Al Jazeera English, (7 March 2019), Mass grave discovered in Iraq's northern Kirkuk province, YouTube, accessed 15 May 2019.

https://www.youtube.com/watch?v=SsZ6jtiWFEk

For a book you should include:

Author (year) *Title of book:* subtitle of book, edition, volume, (Editor/Reviser/Translator/Compiler), Publisher, Place of publication

Example (below):

Friedman M (2005), Trying is not good enough, FPSI Publishing, San Bernadino.

For Generative Al you should include:

Owner, year Name of Generative AI tool (version), [Large language model], Retrieval Month, Day, Year, from Generative AI tool website.

Example:

OpenAI, 2024, ChatGPT (Version 4.0), [Large language model], Retrieved June 16, 2024, from https://openai.com/chatgpt/.

Further information:

https://www.deakin.edu.au/students/studying/study-support/referencing#tab harvard-harvard-explained

FOOTNOTING (Oxford)

Footnoting operates in a similar way by acknowledging the use of other author's ideas in your text. This is done through a numbered system where superscript (small) numbers are used within the text instead of breaking the flow of your writing with the authors name and date, like the Harvard system.

There will be a list of these references at the bottom of the page, along with a full reference list at the end of your writing to fully acknowledge and give information about the sources.

In text citation example (from a body paragraph):

It is best practice for school staff to be anonymously surveyed about the school's approach to curriculum and assessment¹. It is also the school's responsibility to ensure that teachers understand and enact existing policies². All schools will survey staff differently and this is not a new idea³.

(footnotes at the bottom of the page will look like this for a book)

¹ M. Friedman, Trying is not good enough, (San Bernadino: FPSI Publishing, 2005).

(footnotes at the bottom of the page will look like this for a website)

² Queensland Curriculum and Assessment Authority, '8.4 Developing a school assessment policy', Queensland Curriculum and Assessment Authority (12 Dec 2021), https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications, accessed 18 Oct 2022.

(footnotes at the bottom of the page will look like this for AI)

³ OpenAI, ChatGPT (Version 4.0), (2024), https://openai.com/chatgpt/, retrieved 16 June 2024

How to complete a reference list

Your reference list contains as much information that you can find on the source you have used, so that the reader could find it themselves.

You should list your references in alphabetical order by the author's last name.

Please remember that if you have been allowed to use Generative AI you must include a reference and other supporting material including original script, prompts and the modifications used. This may form part of your reference or as an additional appendix.

For a website you should include:

Author, 'Title of Web Page', Title of Website (Day Month year), URL, accessed date.

example:

Al Jazeera English, Mass grave discovered in Iraq's northern Kirkuk province, YouTube (7 March 2019), https://www.youtube.com/watch?v=SsZ6jtiWFEk, accessed 15 May 2019.

For a book you should include:

Author, A., Title of Book (Place: Publisher, year), page.

example:

Friedman, F., Trying is not good enough, (San Bernadino: FPSI Publishing, 2005).

For Generative AI you should include:

Owner, Name of Generative AI tool (version), date, [Large language model], URL, Retrieved Day Month Year

Example:

OpenAI, ChatGPT (version 4.0), 2024, [Large language model], https://openai.com/chatgpt/, retrieved 16 June 2024.

Further information:

https://www.deakin.edu.au/students/studying/study-support/referencing#tab oxford-oxford-explained

Use AI-generated content

The most up-to-date way to reference AI-generated content in Australian universities depends on each institution's specific referencing guidelines and the academic style (e.g., APA, MLA, Harvard). However, the increasing use of AI tools like ChatGPT has prompted many academic institutions to issue new guidelines. Here's a general approach you can follow, with a focus on Australian universities:

1. General Considerations for AI Use in Academia

- **Transparency**: Always disclose the use of AI tools in your work, especially if they have helped generate content, ideas, or assisted in writing.
- Attribution: Some universities may require students to specify exactly how the AI
 was used and attribute it as a source.
- Permission: Ensure your School/University allows AI assistance for the specific assignment or task you are working on, as different subjects and assessments might have restrictions.
- Plagiarism Checks: Be careful with AI-generated content. Since AI models like ChatGPT do not provide sources for the data they output, you should check for plagiarism.

2. Referencing Al-Generated Content in Different Styles

Here's how you might cite Al-generated content in different referencing styles.

APA 7th Edition

APA has not yet provided formal guidelines, but a suggested format could be:

In-text citation: (OpenAI, 2024)

Reference list: OpenAI. (2024). ChatGPT (October 2024 version) [Large language model].

OpenAI. https://chat.openai.com

Harvard Style

Since AI is a newer medium, institutions might follow Harvard's standard format for referencing software or online tools.

In-text citation: (OpenAl 2024)

Reference list: OpenAl 2024, *ChatGPT (October 2024 version)*, OpenAl, viewed 20 October 2024, https://chat.openai.com.

MLA Style

MLA style focuses on the creator and date of access.

In-text citation: (OpenAl)

Works Cited: OpenAI. ChatGPT (October 2024 version). OpenAI, 2024,

https://chat.openai.com. Accessed 20 October 2024.