

# Mitchell High School

## Referencing Guide

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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 reference<sup>1</sup>:

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 questions<sup>2</sup>:

- 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 include<sup>3</sup>:

- 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 are<sup>4</sup>:

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 different<sup>5</sup>:



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

- 1 —
- 2 —
- 3 —

Reference lists contain only what you 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 end 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/lis/lionline/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/lis/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/lis\\_quickguide\\_referencing\\_updated\\_2016\\_07\\_01.pdf](http://lgdata.s3-website-us-east-1.amazonaws.com/docs/451/1523461/lis_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:

<a href="https://owl.english.purdue.edu/">https://owl.english.purdue.edu/</a>	Has a style guide for APA and MLA as well as help with writing.
<ul style="list-style-type: none"><li>• <a href="http://guides.lib.monash.edu/citing-referencing/recommended">http://guides.lib.monash.edu/citing-referencing/recommended</a></li><li>• <a href="https://web.library.uq.edu.au/research-tools-techniques/referencing/referencing-style-guides">https://web.library.uq.edu.au/research-tools-techniques/referencing/referencing-style-guides</a></li><li>• <a href="http://libguides.library.usyd.edu.au/citation">http://libguides.library.usyd.edu.au/citation</a></li></ul>	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.
<a href="https://elearningindustry.com/12-best-free-online-bibliography-and-citation-tools">(Bibme, Citation Machine, Citavi, Citefast, Citelighter, Docear, Recipes4Success, OttoBib, RefDot, Zotero, Easy Bib)</a>	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 6<sup>th</sup> 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
<b>Etcetera</b>	etc.
<b>And others (Latin)</b>	et al.
<b>Number</b>	No.
<b>No date</b>	n.d.
<b>Part</b>	Pt.
<b>Page / pages</b>	p. / pp.
<b>Volume</b>	vol.

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

Examples of text type	Format <sup>6</sup>	Example <sup>6</sup>
Multiple authors	<p>2 authors: Use an “&amp;” not “and”.</p> <p>3 to 7 authors: Separate names by commas, last two authors separated by an “&amp;”.</p> <p>Greater than 7 authors: List the first six authors as above then add “...” before the final name</p>	<p>Smith, J. &amp; Doe, J.</p> <p>Smith, J., Doe, J., Burton, G., Joseph, M., Williams, B., Harrison, R. &amp; Drake, S.</p> <p>Smith, J., Doe, J., Burton, G., Joseph, M., Williams, B., Harrison, R., ... Dixon, B.</p>
Unknown author	<p>Either put the organisation that wrote the document as the author if they are reputable or just start with the title of the document</p>	<p>American Psychological Association. (2003). <i>Etc.</i></p> <p>Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster.</p>
2 or more works by the same author	<p>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.</p>	<p>Smith, J. (2014) ... Smith, J. (2016) ...</p> <p>Smith, J. (2014a) ... Smith, J. (2014b) ...</p>

# Book

- 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.

# Periodicals

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.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/?\\_r=0](http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/?_r=0)

## Website

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*.

## Online video

- 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>

## Blog Post

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/the1sttransport>

# 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.<sup>10</sup> 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:<sup>8</sup>

- 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:
  - "Primary sources" – for sources that are a first-hand account
  - "Secondary sources" – for sources that talk about the primary source

## Abbreviations

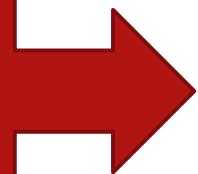
There are more specific abbreviations to be used for Oxford referencing. These abbreviations are always lower case, even if they are at the beginning of a footnote. These include:<sup>9</sup>

Abbreviation	Meaning	Usage
<b>ibid</b>	same as last entry	to be used when two references in the row are from the same source
<b>op. cit</b>	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	Format <sup>8</sup>	Example <sup>8</sup>
Authors	<p>One author</p> <p>2-3 authors</p> <p>Greater than 3 authors</p>	<p>Surname, Initial.</p> <p>Use “and” to separate two authors. Use a comma after each author’s name</p> <p>Use “et al.” after the first author. The separating comma comes after this</p>	<p>Smith, J.</p> <p>Smith, J., Doe, J., and Williams, P.</p> <p>Smith, J. et al,</p>
Book	<ul style="list-style-type: none"> <li>• Fiction</li> <li>• Non-fiction</li> <li>• Encyclopaedias</li> <li>• Sections of books</li> </ul>	<p>Author, A. A., <i>Title of work: Capital letter also for subtitle.</i>, Location, State of Location, Publisher, Year of publication.</p>	<p>Flannery, T., <i>Now or Never: A Sustainable Future for Australia?</i>, Melbourne, VIC, Black Inc., 2008.</p>

Periodicals



Newspaper article –  
p. before page  
numbers.

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

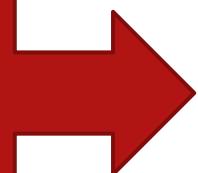
S. Crafti, 'Winning design  
moored in Spain', *The Age*,  
25 August 2010, Business  
Day, p. 16.

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/ski/powder-to-the-people.html>,  
(accessed 3 July 2008).

Website



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.au/2011campaigns/climate>,  
(accessed 25 January 2012).

Digital  
images

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).

Blog  
Post

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://eugenewoodbury.blogspot.com/2010/02/manga-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 quotes<sup>7</sup>:

- 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:

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

The annotations for the first style of referencing a quote are as follows:

- Author's name in the sentence**: An orange arrow points to the name "Cruickshank" in the sentence.
- Date of publication follows**: A red arrow points to the year "2004" at the end of the sentence.
- Direct quote is in double quotation marks**: A green arrow points to the opening quotation mark at the beginning of the quoted text.
- Page number comes directly after quote**: A purple arrow points to the page number "p. 467" immediately following the quote.
- Continue by linking quote to your idea**: A blue arrow points to the end of the sentence, indicating where the quote should be linked back to the writer's own ideas.

### 2. Author is not directly mentioned:

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.

The annotations for the second style of referencing a quote are as follows:

- Starts with quotation marks, not author's name**: An orange arrow points to the opening quotation mark at the beginning of the quoted text.
- Name of author comes after quotation in parentheses**: A red arrow points to the parentheses containing the author's name at the end of the sentence.
- Date is also in brackets**: A green arrow points to the parentheses containing the date at the end of the sentence.
- Page number is last in the parentheses**: A purple arrow points to the page number "p. 38" at the very end of the sentence.

## 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 any 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.<sup>9</sup> 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:<sup>9,10</sup>

**Number of reference in  
superscript at the end of the  
sentence**

**Quote or paraphrase**

Kostof notes, 'Ggantija is a wholly manmade form, which is to say it is thought out and reproducible'.<sup>1</sup>

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<sup>1</sup>. S. Kostof, *A history of architecture: settings and rituals*, 2nd 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:<sup>8,10</sup>

<b>Reference List:</b>	<i>Surname, First Letter.</i>	Smith, J.
<b>Footnote:</b>	<i>First Letter. Surname</i>	J. Smith