

What is referencing?

When you are doing an assignment you may need to do some research to find out about your topic. You can get information from different sources including books and websites to support your work.

Referencing is a way of showing what sources you have used and gives credit to the original authors.

Why do we reference?

You must reference:

- To avoid plagiarism (presenting the words and ideas of someone else as your own without giving credit to the original author)
- To respect and acknowledge the work of others
- To support your own work with authoritative work of another author (work that can be trusted as being accurate or true)
- To show that you have researched your assignment
- To help readers to find the sources of information you have used

What do we reference?

- Any text that is quoted (using quotation marks) directly from someone else's words
- Any idea or information paraphrased or summarised from a source which is not common knowledge

How do we reference?

You need to collect specific information from the sources you use to create your reference.

- For books: author, title, place of publication, date of publication
- For websites: author (if available), date, title of source and retrieval information: date of access and URL

Referencing styles

There are many different referencing styles, they include the same basic information but organise it slightly differently. The examples used here are a basic version of APA (American Psychological Association) Referencing.



Referencing examples

Books

All of the information you need to reference a book is generally found on the title page and verso (back of the title page). This is how you lay it out, note the spacing, italics, punctuation and hanging indent if a reference goes over one line:

Author last name, Initial. (date). *Title: Subtitle*. Place of publication:
Publisher.

Example:

Melville, R. (2014). *A harbour from a creek: A history of the Port of Newcastle*. Newcastle: Newcastle Port Corporation.

Hints:

- If more than one author, separate by commas and use an ampersand (&) between the last two authors
- If you cannot find the date use n.d. in the brackets to indicate 'no date' found
- References must have a hanging indent
- Remember to capitalise all proper nouns
- Write it as it's printed on the title page or verso, e.g. if '&' is used instead of the word 'and'
- Your reference list must be in alphabetical order

Other examples:

Hattstein, M. (n.d.). *World religions*. Cologne, Germany: Konemann.

Ley, J., Hughes, S. & Fuller, M. (2014). *Oxford insight mathematics: Australian curriculum for NSW: Stage 4*. South Melbourne, Vic.: Oxford University Press.

Truss, L. (2003). *Eats, shoots & leaves: The zero tolerance approach to punctuation*. London: Profile Books.

Websites

To find the information you need to reference a webpage sometimes you will need to dig around the website. Most of the information will be found in the header or footer of the website. This is how you lay it out, note the spacing, italics, punctuation and hanging indent if a reference goes over one line:

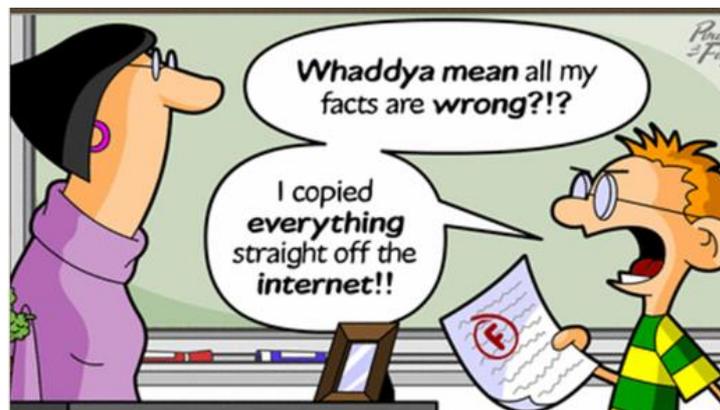
Author last name, Initial. (date). *Title: Subtitle*. Retrieved day month year, from URL

Example:

Charlotte Mecklenburg Library. (2010). *StoryPlace: The children's digital library*. Retrieved 15 June 2015, from <http://www.storyplace.org/storyplace.asp>

Hints:

- The author may not be an individual; it could be an organisation, educational institution, company, etc.
- If you cannot find the date use n.d. in the brackets to indicate 'no date' found
- You must include the day you accessed the information after 'retrieved'
- The URL is not hyperlinked (underlined), it is just text
- No full stop after the URL
- References must have a hanging indent
- Remember to capitalise all proper nouns
- Your reference list must be in alphabetical order



Other examples:

Australian Bureau of Statistics. (2013). *2011 census quickstats*. Retrieved 23 October 2014, from http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/quickstat/11103?opendocument&navpos=220#employment

Central Intelligence Agency. (2015). *The world factbook*. Retrieved 14 June 2015, from <https://www.cia.gov/library/publications/the-world-factbook/>

Ranson, A. (2013). 50 activities for playing and learning with insects!. Retrieved 14 January 2014, from <http://theimaginationtree.com/2012/10/50-activities-for-playing-and-learning.html>

Website evaluation

Unlike most books, which have had their facts checked before being published, you will need to evaluate websites before using them for your own research. The following criteria can be useful:

- WHO? Accuracy – who wrote the page? Are they qualified?
- WHERE? Authority – where did the information come from? Are the authors credentials listed? Check URL for preferred domains, e.g. .edu, .gov
- WHAT? Objectivity – why was this written and for whom? What is the goal of this page? How detailed is the information? What opinions are expressed by the author? Is it biased? Is it really advertising something?
- WHEN? Currency – when was it written? Is it regularly updated? Is the content outdated? Are the links up-to-date?
- WHY? Should I use this site? What makes it a good source for this assignment?

