**Referencing**

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When writing an assignment you need to acknowledge other people’s work that you use. This is called referencing. Simply acknowledge where you found the quote or idea you used by including it in your paragraph. This is easier to use for the writer and enables the reader’s eyes to continue with the natural flow from left to right.

**Remember:** When you quote something in your assignment, you **must** always include the information about the source in your bibliography.

**How do I correctly quote from others or refer to others’ ideas?**

1. **To quote a large piece of text from another author.**

**Quotations of 25 words or more** must be indented, and inverted commas are unnecessary in this case. The quotation must be introduced properly, not just placed in your writing isolated from the rest if your text.

**Example:**

At the time of the European colonisation the Australian landscape was portrayed as untouched wilderness. In fact, Indigenous Australians were using various techniques, particularly fire, to manage the land:

*…the explorers were not pushing out into wilderness; they were trekking through country that had been in human occupation for hundreds of generations. It was land that had been skilfully managed and shaped by continuous and creative use of fire. (Reynolds 2000, p.20)*

Leave a line above and below the quote.

Indent from the margin

Identify author, year of publication and page number at the end of the quote

1. **To quote a few words from an author**

**Quotations of less than 25 words** are to be placed in the body of the text and inverted commas must be used:

**Example:**

Computers, data communications and electronic control devices have had a large impact on society. “The widespread use of computers has been described as the second industrial revolution.” (Bishop 1985, p. 213)

**Or**

Reynolds (2000) argues that the Australian landscape was ‘skilfully managed and shaped’ (p. 20) by the Aboriginal people through the use of fire.

Use single quotation marks around the quoted words.

Add page number after the quote plus author and year of publication if referred to earlier in the sentence.

Generally, small units of quotations are more effective. Try to weave at least some short quotations (under 25 words) into your text, rather than always using longer block quotations. This makes your writing more fluent and tends to give it added depth.

1. **To acknowledge another author’s ideas without quoting the exact words is called paraphrasing.**

Follow with year of publication and page.

**Example:**

Refer to the author in your sentence.

More recent studies, including those by Ward and Foot (1999, p.6) note increasing dissatisfaction with how the taxation system handles superannuation.

**Or**

One of the worst problems which affected Europe and Australia after World War 1 was the influenza epidemic in the 1920s. About 20 million people (Bereson 2000, p. 18) around the world died as well as 11,000 Australians (Australian Encyclopaedia 1996, p. 45). Many people panicked at the thought of infection.

**How should I set out my bibliography?**

When you take notes from another source, it is a good idea to make a note of the bibliographic details at the time. This makes it easier to complete the bibliography at the end of the assignment. Bibliographies should always be in alphabetical order. When doing this you need to take note of the following:

1. **BOOKS with no author:**

*Macroeconomics, prices and quantities: essays in memory of Arthur M. Okun* 1983, Blackwell, Oxford

Date

Title of book *Italicised*

Place of publication

Publisher

1. **BOOKS with one author:**

Reynolds, H 2000, *Black Pioneers*, Penguin, Melbourne.

Place of publication

Publisher

Title of book *Italicised*

Year

Author surname, initial

1. **BOOKS with two or more authors:**

Stanley, RJ, Reynolds, S, Joyce, DE & Holloway, RB 2002, *Discovering Chemistry 2*, Enterprise Press, Adelaide.

1. **BOOKS with an editor:**

Tranter, J & Mead, P (eds) 1991, *The Penguin Book of Australian Poetry*, Penguin, Melbourne.

1. **WORLD WIDE WEB: A web page with an author:**

Author(s)/ year (either a last update or copyright date)/ Title of the page (from the browser’s title bar) in *italics*/viewing date (Day, month, year), <URL>

Date: last updates, copyright date, or n.d. if no date is available.

Author, or person/organisation responsible for the website

Title of the page (from the browser’s title bar)

Florence Nightingale Museum Trust 1999, Florence Nightingale Museum Website, viewed 10 July 2011, <http://www.florence-nightingale.co.uk/>

Date of viewing

URL – found in the address bar of your browser, in angle brackets < >

1. **WORLD WIDE WEB: A webpage with no author:**

When you can’t determine the author(s) of a webpage, set out your reference as follows:

*SSABSA Online home* 2004, viewed 17 February 2011, <http://www.ssabsa.sa.edu.au/>

Date: last update, copyright, or n.d. if no date is available

URL – found in the address bar of your browser, in angle brackets < >

Date of viewing

Title of the page (from the browser title bar)

*Italicised*

1. **Newspaper or magazine articles/ journal**

Oaten, C 2011, ‘Open Your House to the Sun’, *Herald Sun*, 6 September, p.31

Page number (s)

Year

Title of paper/magazine

*Italicised*

Author surname, initial

Day and month of publication

Article title in single quotation marks

1. **Video and Film/ Television and radio**

The text type (television, radio, video, motion picture) is indicated after the year.

*Now Voyager* 1942, motion picture, Warner, New York. Directed by Irving Rapper.

Place of production

Year

Title

*Italicised*

Publisher or name of Production Company

Format: video recording or motion picture

Special credits if applicable e.g. director, producer

**Note:** For television and radio programs, recorded off air, use a similar format to video and film, but include date of transmission (in full) instead of date of production. Also include the name of the channel airing the program.

*No Quick Fix* 2004, television program, ABC Television, Sydney, 10 August. Executive producer J. Finlay.

Format: television/radio, etc

Channel

Broadcast date

**EXAMPLE OF A BIBLIOGRAPHY SCAFFOLD**

**For BOOKS:**

**Author** (Surname, First name) **Year of Publication, Title** (*Use italics),* **Publisher, Place of Publication**

**Example:**

Stanley, RJ, Reynolds, S, Joyce, DE & Holloway, RB, 2002, *Discovering Chemistry 2*, Enterprise Press, Adelaide

**For ENCYCLOPEDIAS, CD ROMS, DICTIONARIES, ATLASES, AND YEARBOOKS:**

**Title** (*Use italics),* **Volume Number, Year of Publication, Publisher, Place of Publication, Pages**

**Example:**

*World Book Encylcopedia,* vol. 3, 2002, World Book, Chicago, pg 126

**For: WEBSITES, INTERNET, DATABASES**

**Author** (Person or organisation), **Title of page** *(Use italics),* **Site Date (last updated), Date viewed, URL or Database**

**Example:**

Florence Nightingale Museum, *Florence Nightingale Museum Trust Website,* 1999, 10 July 2011,http://www.florence-night