

Guide to Referencing an Assignment

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This guide will give you:

- useful Websites for essay and report writing
- examples for developing a Bibliography and a References List
- explanations of why authors and sources should be credited in your assignments.

Essay and report writing

These sites are recommended:

<http://www4.qu.edu.au/shr/sr05/mod5/sr05m05.htm>
Griffith University (Australia)

Covers entire research process, from identifying keywords to drafting your assignment

<http://www.wisc.edu/writing/Handbook/handbook.html>
Writing Center, University of Wisconsin-Madison (USA)

Covers essay writing, grammar, style, letter writing, writing applications

<http://hildegard.engl.uvic.ca/writers/resources.htm>
University of Victoria (Canada)

Covers essay writing, grammar, and use of Web sources

Giving credit

You give credit to your sources by:

- ✓ including short citations within the text of your assignment
- AND
- ✓ attaching to the end of your assignment,
- a **Bibliography** or list of all the books, Websites, etc. you consulted – WHETHER OR NOT you used them directly in your assignment
- OR
- a **References List** or list of all the books, Websites, etc. you consulted – AND used directly in your assignment.

You use a source 'directly in your assignment', when you:

- quote someone else's ideas or data word-for-word
- AND/OR
- paraphrase (put into your own words) someone else's ideas.

If you have any questions as to the type of credits list required, **ask your lecturer!**

Harvard System – examples

This is the referencing system preferred by SA TAFE for your assignments. Examples are on the previous pages of this handout.

Developing entries for a **Bibliography or a References List** can be a fill-in-the-blank type of exercise. If you're using a type of source which isn't exactly like the examples, select the closest match and then copy its layout.

You must include **Citations in Your Text** immediately after every quotation, graphic, statistic, etc. you take from someone else's work – even if you paraphrase (put into your own words) that material. Include:

- the author OR title (if author is unknown)
 - year of publication
- AND
- page number (if relevant).

Details, details ...

To save time and upset, collect all the publication details for every source **as you go**.

If you're using:

- ✓ **a Web source** – cut-and-paste details from the Web page straight into a Word document and then build your notes around that
- ✓ **a print source** – photocopy the pages which contain publication details and keep them with your notes
- ✓ **an LRC source** – copy publication details from the item's Full Record Screen in your library's catalogue.

These methods will avoid mistakes or omissions in collecting necessary details.

Why bother?

Give credit where credit is due, for these reasons:

- you acknowledge the original author or source of the information
- you enable your reader to evaluate the worth of the sources by reading your list
- you enable your reader to follow-up on those sources him/herself.

If you don't give credit where credit is due, you are guilty of a form of cheating called '**plagiarism**'. When caught, you may end up losing marks!

So – cite your sources. After all, a healthy Bibliography or References List shows that you've done a solid research job.

BIBLIOGRAPHY / REFERENCES LIST	CITATION IN YOUR TEXT	TYPE OF RESOURCE
'American apartheid' (1996). [video recording]. <i>Four Corners</i> . ABC Television. 25 March.	('American apartheid' 1996)	TV video recording
Anti-Cancer Foundation of South Australia (2001). 'Women's health' [online]. Available: http://www.cancersa.org.au/i-cms?page=1.3.25 [Accessed 14 January 2001].	(Anti-Cancer Foundation of SA 2001)	Website
Blantly, G. (1996). <i>The Distance Travelled</i> . Sun Books, Melbourne, Victoria.	(Blantly 1996, p. 12)	Book - author
Brown, M. S. (1999). 'Occupational diseases and disorders'. <i>Encyclopaedia Britannica</i> , vol 13, 15 th ed. Encyclopaedia Britannica Inc., Chicago, Illinois, pp. 98-102.	(Brown 1999, p. 98)	Encyclopedia article - author
'Computer industry blamed' (1997). <i>Sydney Morning Herald</i> , 7 July, pp. 3 & 5.	('Computer industry blamed' 1997, p. 5)	Periodical article (newspaper) – author unknown
'Genetic engineering' (1998). <i>Compton's Interactive Encyclopedia</i> , [CD-ROM], version 2.0. Compton's NewMedia, Carlsbad, California.	('Genetic engineering' 1998)	CD-ROM
Hellwich, B. (2002a). <i>Information Literacy Training</i> . Letter to S. Barnett (Adelaide, South Australia). 14 January.	(Hellwich 2002a)	Snail-mail / Letter (NOTE: 2 sources from same author in same year)
Hellwich, B. (2002b). <i>Schedule for LRC Training</i> . E-mail to S. Brunner (sbru@regency.tafe.sa.edu.au). 21 January.	(Hellwich 2002b)	E-mail (NOTE: 2 sources from same author in same year)
Hiatt, B. (1994). 'Woman and gatherer'. In Fay Gale (ed.), <i>Woman's Role in Aboriginal Society</i> . pp. 4-15. AIAS, Canberra, ACT.	(Hiatt 1994, p. 6)	Paper in edited volume – author & editor
Jones, T. (2002). <i>Website Cartoons</i> . Interview with T. Dean. 30 January.	(Jones 2002)	Personal interview
Lorson, H. (1996). 'Efficiency versus x-efficiency'. <i>American Economic Review</i> , vol 78, no 2, pp. 392-415 & 417.	(Lorson 1996, p. 412)	Periodical article (journal or magazine) - author
Mulhoney, D. J. & Gottson, J. (eds.) (1991). <i>Urban Man and Environmental Concerns in Australia</i> . ANU Press, Canberra, ACT.	(Mulhoney & Gottson 1991, p. 92)	Edited volume – editor(s)
Watson, E. (2002). 'Assignment #1', Women's Studies Forum [online]. Available: WOM-S@regency1.bitnet . 3 April.	(Watson 2002)	Discussion list [online]

NOTES:

1. A study of Websites and print material showed that there isn't total agreement on the placement of every bracket, dot, and comma in the Harvard System. Therefore, these examples are the LRC's best attempt (!)
 2. Alphabetise your Bibliography or References List – according to last name of **Author** (if known) or 1st word of the **Title**.
 3. Indent the 2nd & following lines of each entry so that the **Author's** last name or the **Title's** 1st word "stand out".
 4. If you have 2 or more sources from the same **Author** in the same year, then:
 - alphabetise them 1st according to the **Author's** last name & then according to the **Title's** 1st word
 - put a lower/smaller case letter behind the year so that those sources can be differentiated in the citations in your text (example: Hellwich, B. (2002a) & (2002b))
 4. If a **Title** begins with the words "A", "An", or "The", drop that word and alphabetise according to the 2nd word
- Use a smaller font size for the citations in your text (example: if your text is in 12-point, use 10-point for your citation)