



TSS Referencing Conventions



Helping you to succeed in your assignments

What is Referencing



As a student at school, and perhaps later at University, you will have to complete a number of assignments based on academic research. You will be gathering information from books, websites, journals and other sources to answer the set research questions. You are allowed to borrow other people's ideas and even copy some of their words, but, when you paraphrase or directly quote someone else, you have to be honest by acknowledging your sources. If you pretend all the ideas and words are original, you are guilty of *plagiarism*, and this is a serious breach of academic ethics for which there can be strong penalties. We encourage you to read widely, borrow ideas and gather evidence from many sources, but be sure to note from where you got your information. That is, be sure to reference or *acknowledge your sources*.

You can acknowledge your sources of facts, evidence and ideas in two main ways:

1. Citing the sources within the body of your assignment – this process is called *in-text referencing*, and
2. Listing the sources in a *bibliography* at the end of the assignment.

Why reference

It is important to use referencing because it shows that:

- you have done the required reading in a subject area
- your work has a solid factual basis
- any conclusions you have drawn are based on quality research
- you have supported your own ideas with evidence

By acknowledging your sources, you:

- provide reference information for readers who wish to follow up on the work
- place your work within an intellectual context
- demonstrate your research abilities and expertise
- safeguard yourself against charges of plagiarism or copying

What must be referenced

Other writers' words, ideas and information:

- Specific information – for example, statistics (to show they are from a reputable source and therefore believable)
- Direct quotations - exact words
- Paraphrased information – other people's ideas you have summarised in your own words

What need **not** be referenced:

- General knowledge
- Common knowledge in a field of study
- Ideas that are your own
- Findings or insights from your own Research, for example, from an experiment you conducted

How to reference

Good referencing means **systematically** showing what information, ideas or words you are **quoting** or **paraphrasing** and where they have come from.

Hint: You should be aiming to weave references throughout your assignment, then show all the sources you've made mention of in your bibliography at the end.

There are a variety of accepted conventions for systematically referencing material but whichever system you use, the references must be **correct, complete** and **consistently formatted**.

The Southport School requires you to use the **Harvard System**.

Hint: Harvard is a generic 'author-date system' that can have many variations in the areas of punctuation and capitalisation. Academic institutions format the punctuation and capitalisation system to their specific requirements as has TSS.

1. In-text Referencing

(a) General conventions

When quoting either directly or indirectly, the author's surname and date of publication is added in brackets at the end of the quote or the paraphrased section with a colon separating these details and the page/s from which information was extracted. Note there is no comma between the surname and date and no spaces either side of the colon. For example:

.....and this was "found to be the case in several schools" (Burgess 2007:86).

If you start your sentence with the name of the author, only put the date and page number in brackets. For example:

Burgess (2007:86) found evidence in support of...

If there are more than two authors listed, then 'et al.' may be used after the first author's surname. The reference list or bibliography will provide details of the names of the other authors. For example:

However, Burgess et al. (2007:86) believes that this is not the case.

If you are referring to a body of research or an idea that has emerged from your reading of a number of sources, you can include more than one reference within your text. Write the authors in alphabetical order. Note that you do not need to refer to specific pages. For example:

Much research in recent years (Burgess 2007; Price 2006; Wilson & Johnson 2007) has sought to understand the relationship between students' academic success and the teaching of research skills.

Contemporary leadership research has seen the emergence of 'transformational leadership' as the preferred leadership style (Abrahams, 2003; Jones et al. 2006; Young 2007).

Sometimes, you may want to acknowledge the ideas of an author who is mentioned by another author whose work you are reading. For example, in a paper by Young on transformational leadership published in 2007, Young acknowledges the findings of a paper Abrahams published in 2003. In this case, you could reference the ideas of Abrahams indirectly by using the words 'cited in' as follows:

Recent research has lent support to the model of 'transformational leadership' as the leadership style best suited to achieving lasting organizational change and renewal (Abrahams 2003, cited in Young 2007).

If you use illustrations in your text, call these Figures or Tables in numerical order (for example, Figure 1, Figure 2, Table 1, Figure 3...). You must reference these within your text, making mention of them in the order in which you present them. For example:

As can be seen in Figure 1, traffic congestion is a serious challenge in Hanoi.

At the bottom of each illustration, reference its source in the same way you do in-text referencing of someone else's words or ideas. For example:

(Source: Burgess 2007:89)

For information you extract from a web site in which no page numbering is present, use the word 'online' for in-text referencing of words and ideas, and for sourcing illustrations. For example:

Transformational leadership has emerged in recent years as a preferred leadership style to transactional leadership (Simons 2005:online).

Where no date is available, substitute the letters 'n.d.' for the date. For example:

Transformational leadership has emerged in recent years as a preferred leadership style to transactional leadership (Mackay n.d.:online).

Where no specific author's name is provided, write the name of the organisation responsible for the information. For example:

Significant concern has been expressed by government officers that Kakadu has the ideal bioclimatic conditions for successful breeding by cane toads (Co-operative Research Centre for Tropical Savannas Management, n.d.:online).

If you wished to include an illustration from a web site (for example, a photo of a cane toad from the web site above), you would reference this illustration (perhaps titled *Figure 3: Cane Toad*) as:

(Source: Co-operative Research Centre for Tropical Savannas Management, n.d.:online)

Source any maps you extract from Google Maps as:

(Source: Google Maps n.d.:online)

(b) Referencing short direct quotes

It is essential that **quotes** are presented in the correct format:

- Be accurate
- Use quotes discreetly to emphasise a point
- Use [] brackets within a quotation to signal the words you have altered from, or added to, the original text
- Use (*sic*) to indicate a typographical error in the original text, so it does not look like you copied it incorrectly
- Three dots ... mean words are missing
- Double quotation marks are to be used at TSS
- Quotations of less than three lines should be seamlessly woven into the body of your work and enclosed in double quotation marks

From a book – Example 1:

As Claus indicates, “Christmas is celebrated by most of the population of Australia” (Claus 2002:45).

Author’s surname, year of publication, colon, page number

Note position of full stop after the referencing details.

From a book – Example 2:

“After Jon Entine made his accusations [that Body Shop products and policies were not as ethical as they appeared] ... we needed to take action as quickly as possible” (Roddick 1997:310).

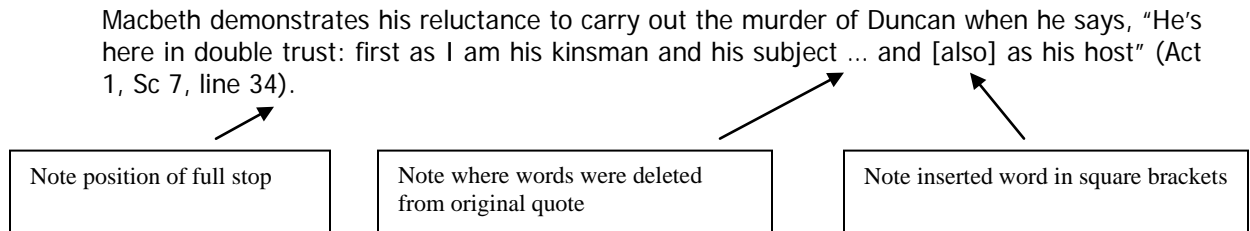
From a play - Example 1:

Duncan’s high opinion of Macbeth is demonstrated when he refers to him as “valiant cousin, worthy gentleman” and as “noble Macbeth” (Act 1, Sc 2, lines 45-47). This makes Macbeth’s betrayal of Duncan even more reprehensible.

From a play - Example 2:

Macbeth demonstrates his reluctance to carry out the murder of Duncan when he says, “He’s here in double trust: first as I am his kinsman and his subject, strong both against the deed: and as his host, who should against the murderer shut the door” (Act 1, Sc 7, lines 45-47).

From a play - Example 3: Abbreviated direct quote



(c) Referencing long direct quotes

Long quotes should generally be avoided in essays of the length you will produce in school. Too many long quotes tend to fragment the essay.

Hint: If you must use a long quote, you can make it stand out by reducing the font size, justifying and single spacing it.

From a book – Example 1:

Claus produces considerable evidence to support his contention that Christmas is an important festivity in the Australian context:

At Christmas, families traditionally gather together. The celebrations usually commence with attendance at a Christmas service, and this is followed by a family meal consisting of chicken or turkey with roast vegetables or salad. A picnic or barbecue tea outdoors often rounds off the day. (Claus 2002:46)

*Note the use of indentation and the positioning of the full stop before the referencing details. As well, note quotation marks are **not** used for longer quotes.*

From a book – Example 2:

As Anita Roddick explains:

I am aware that success is more than a good idea. It is timing too. The Body Shop arrived just as Europe was going 'green'. The Body Shop has always been recognisable by its green colour, the only colour that we could find to cover the damp, mouldy walls of my first shop. I opened a second shop within six months, by which time Gordon was back in England...The company went public (*sic*) in 1984. Since then, I have been given a whole host of awards... [including] a couple I think I deserve. (Roddick 1997:23)

How many conventions can you find in the example above?

(d) Indirect referencing (paraphrasing):

Hint: In your assignment, you may be better able to demonstrate your higher order thinking skills by paraphrasing another person's ideas rather than by just including a lengthy quote.

From a book – Example 1:

Claus claims that most people in Australia celebrate Christmas (Claus 2002:45).

From a book – Example 2:

After Jon Entine's accusations that The Body Shop did not live up to its own ethical standards, Roddick recognized the need to move swiftly into damage control (Roddick 1997:310).

From a play – Example 1:

Macbeth demonstrates his reluctance to carry out the murder of Duncan when he considers the trust Duncan has in him, as he is his cousin and subject and also his host (Act 1, Sc 7, lines 20-24).

From a play – Example 2:

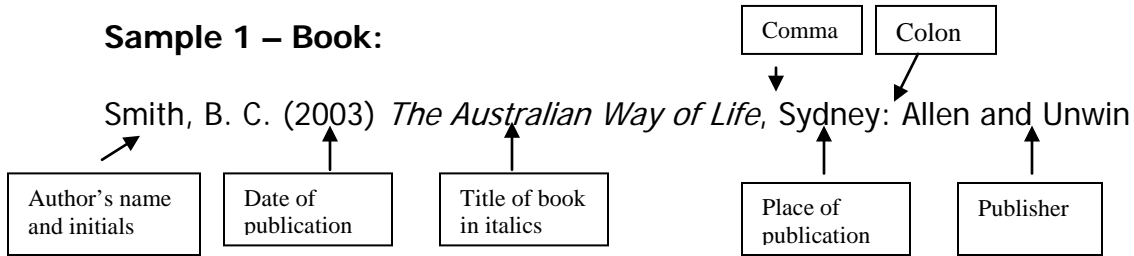
When Lady Macbeth says she would have killed King Duncan herself if he had not resembled her father (Act 2, Sc 2, lines 20-24), she reveals the ruthless side of her nature.

2. Writing a Bibliography

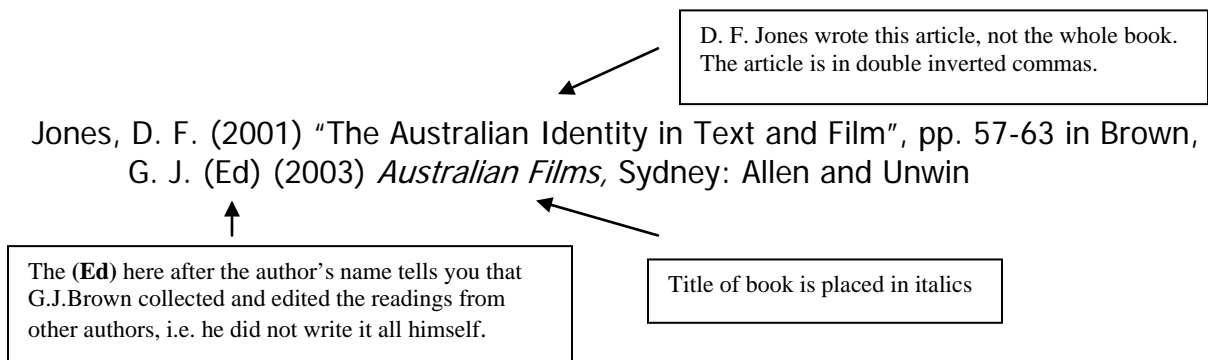
To master referencing, you must follow these conventions:

- Full bibliographical details of materials – author/editor, date, title, publisher, place of publication – are to be listed in **alphabetical order** by the author's surname or by the name of the organization, or by the title if there is no author
- Title of book is emphasized by the use of italics
- List more than one work by the same author/s in chronological order (by year of publication)
- All sources – books, journals, web pages, DVDs and so on – are to be included in the one list
- The bibliography is always placed on a new page at the end of the assignment
- Indent (by pressing 'tab') the second and subsequent lines of each reference in your bibliography to allow the author's name to stand out.

Sample 1 – Book:



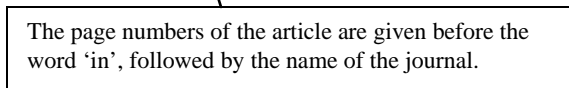
Sample 2 – Reading from a book of readings:



Sample 3 – Reading from a journal:

(a) Hard copy of journal:

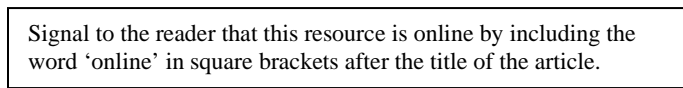
Claus, S. (2002) "The History of Christmas", pp. 5-8 in *The Bulletin*, Vol. 1, No. 2



(b) Electronic copy of journal article:

Hargreaves, A. (1998) "The emotional practice of teaching", pp.834-844 in *Teaching and Teacher Education* [online], Vol. 14, No. 8

Yan, L. and Zhu, B. (2004) "A ratio inequality for Bessel processes", pp.35-44 in *Statistics & Probability Letters* [online], Vol. 66, No.1



Sample 4 – Online conference paper:

Lakomski, G. (2002). "Distributed leadership: an idea whose time has come?", paper presented at *Belmas Annual Conference*, Birmingham, 20-22 September 2002
Available: <http://www.shu.ac.uk/bemas/papers.html>

Sample 5 – Film or DVD:

Insert type of medium in which film was viewed.

Breaker Morant (motion picture) (1980) South Australian Film Corp: Australia.
Produced by M. Carroll, written by B. Beresford, J. Hardy & D. Stevens and directed by B. Beresford

Sample 6 – Internet resources:

(a) URL with known author:

Thomson, E. R. (2001) *Christmas Stories from Australia*,
Available: www.christmasinoz.com.au [accessed 23 March 2007]

The word 'Available' and colon before stating the URL.
No need to include http:// if URL includes 'www'.

The date you accessed the URL in
square brackets

(b) URL with unknown author:

Christmas Stories from Other Lands (2003), Available: www.christmas.com/stories
[accessed 25 March 2007]

(c) URL with organisation as author:

The Association for the Blind of WA (2002) *What is Braille?*
Available: http://www.abwa.asn.au/body_what_is_braille.html
[accessed 30 March 2007]

(d) URL with organisation as author and unknown date:

Google Maps Australia (n.d.) *Sydney*, Available: <http://maps.google.com.au/maps>
[accessed 26 March 2007]

The **final bibliography** (if you used all the references given in this section) would look like the sample below, presented on a new page.

Breaker Morant (motion picture) (1980) South Australian Film Corp: Australia.
Produced by M. Carroll, written by B. Beresford, J. Hardy & D. Stevens and
directed by B. Beresford

Claus, S. (2002) "The History of Christmas", pp. 5-8 in *The Bulletin*, Vol. 1, No. 2

Christmas Stories from Other Lands (2003), Available: www.christmas.com/stories
[accessed 25 March 2007]

Google Maps Australia (n.d.) *Sydney*, Available: <http://maps.google.com.au/maps>
[accessed 26 March 2007]

Hargreaves, A. (1998) "The emotional practice of teaching", pp.834-844 in *Teaching and Teacher Education* [online], Vol. 14, No. 8

Jones, D. F. (2001) "The Australian Identity in Text and Film", pp. 57-63 in Brown, G. J. (Ed) (2003) *Australian Films*, Sydney: Allen and Unwin

Lakomski, G. (2002). "Distributed leadership: an idea whose time has come?", paper presented at *Belmas Annual Conference*, Birmingham, 20-22 September 2002
Available: <http://www.shu.ac.uk/bemas/papers.html>

Smith, B. C. (2003) *The Australian Way of Life*, Sydney: Allen and Unwin

The Association for the Blind of WA (2002) *What is Braille?*
Available: http://www.abwa.asn.au/body_what_is_braille.html
[accessed 30 March 2007]

Thomson, E. R. (2001) *Christmas Stories from Australia*,
Available: www.christmasinoz.com.au [accessed 23 March 2007]

Yan, L. and Zhu, B. (2004) "A ratio inequality for Bessel processes", pp.35-44 in *Statistics & Probability Letters* [online], Vol. 66, No.1

In conclusion

Referencing can seem like the most confusing aspect of assignment writing. It will help if it is remembered that it is simply a method of showing the reader from where information has been sourced.

The process will be made easier if:

- a routine of always recording details of sources of information at the beginning of the research process is developed
- you get into the habit of consistently following the TSS Referencing Conventions for your assignments in all subjects
- when there is uncertainty as to how reference a resource that may not have been directly covered by the **TSS Referencing Conventions**, you should ask for help from either your teacher or the library staff
- Alternatively, you can find a lot more examples using fairly similar conventions at the University of New England website. You can link to UNE on the following URL:
<http://www.une.edu.au/tlc/aso/students/publications/referencing.php>

The most important thing to remember when doing your assignments is to make sure you acknowledge other writers' words and ideas.

Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.

Plagiarism is a sin of omission.

It is not so much what is done as what is not done.

