A Guide to Effective Referencing

INTEXT REFERENCING:
When using direct quotes from one author:
(Pegrum, 2009)

When using direct quotes from more than one author:
First citation: (Ranzijn, McConnochie, & Nolan, 2009)
Subsequent citations: (Ranzijn et al., 1997)

When referring directly to an author:
In her book, Cotrell (1999) advises...

When referring to a particular issue/argument put forward by an author:
It is argued that references (Cottrell, 1999) are needed...

When referencing more than one book or author:
Cell (2015), Conrell (2015) and Hall and Dunn (2010) clearly specify that...

WEBSITE:
- Author(s)/Editor(s)
- Year of publication
- Title (in italics)
- Retrieved from URL

EXAMPLE REFERENCE:

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YOU MUST ALSO REMEMBER TO:
- Put references in alphabetical order;
- Note the order of information;
- Note the use of punctuation;
- Note the type face and style;
- Group together referencing sources in your list, e.g. all books then journals etc.

PLEASE NOTE:
The Referencing Systems outlined here are NOT the only systems you may be required to use. There are many systems and each subject area may require you to use a different form of referencing. If you do not use the correct style of referencing as outlined in your criteria sheet then marks may be deducted.
The Basics of Referencing

Referencing

It is important that you accurately reference your academic work both within the text and in a bibliography or reference section at the end of your work to avoid losing marks and accusations of plagiarism.

Plagiarism—SACE Policy

If plagiarism is detected in your draft, your teacher will, wherever possible, give no feedback other than to advise you that one or more parts of the work have been identified as being plagiarised. You then have the opportunity to revise your draft, including removal of any plagiarised material, and submit a draft for comment before the due date.

If plagiarism is detected in work, a penalty will be determined by both the teacher and Deputy Principal: Academic Studies.

Students should refer to Research Advice on the SACE website for more information about plagiarism.

How to reference using the Harvard System

REFERENCE LIST: Referencing in a reference list at the end of your work.

• Name of author(s)/Editor(s)
• The year of publication (placed in parentheses)
• Title of the book
• The name of the place: publisher/ of publication


JOURNAL:
• Name of author(s)/editor(s)
• The year of publication (placed in parentheses)
• Title of the article
• Title of the journal
• Volume/issue number
• Pages


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Weblink:
• Website: www.onlinesuperninja.com/6
• Name of Author(s)/Editor(s)
• Year of publication (in parentheses)
• Title of the website
• Access date


WHAT IS PLAGIARISM?

Plagiarism is the act of stealing another person’s work and passing it off as your own.

This includes:
• another person’s writing,
• conversation,
• song,
• Published works,
• or even ideas!

To avoid plagiarism it is essential to understand that you MUST ONLY submit work which is your own. If you wish to use someone’s words or ideas then you must reference this work CLEARLY using one of the academically recognized referencing systems like those mentioned in this article. All exact words MUST be quoted and ALL ideas which you have used must be referenced at the end of each sentence.