

WEBSITE:

- Author(s) / Editor(s)
- Year of publication
- *Title (in italics)*
- Retrieved from and then URL

EXAMPLE REFERENCE:

Australian Psychological Society. (2008).
Substance abuse: Position statement. Retrieved from <http://www.psychology.org.au/publication/statements/substance/>

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, Cottrell (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 (20015), Cottrell (2015) and Hall and Dunn (2010) clearly specify that...

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.



A Guide to Effective Referencing

“Students are required to submit work that is their own. Apart from appropriately incorporated quotations from other sources, no part of students’ work may be copied from any other person’s work, or be based on an undue level of assistance from another person.”

SACE, Supervision and Verification of Students’ Work Policy and Procedures.



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 in accordance with the performance standards.

If plagiarism is detected in work submitted for marking, teachers will allocate a grade based on the work that has been done by you. As a

guide, where the proportion of the work that has been plagiarised is more than 80% of the content, the student is likely to receive a result of 'I' (no result), equivalent to a value of zero. A piece of work should not automatically be given a result of 'I'. Instead this decision will be made in consultation with the Head of Faculty 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:

BOOK:

- Name of author(s)/ Editor(s)
- The year of publication (placed in parentheses)
- *The title of the book*
- The name of the place: publisher of publication.

EXAMPLE REFERENCE:

Cottrell, S (2015) *The Painted Chair*. Melbourne: Penguin.

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

EXAMPLE REFERENCE:

Chinn, S (2003) Does Dyscalculia Add Up? *Dyslexia Review*, 14 (3), pp. 4 - 8 .

WEBSITE:

- Name of Author(s)/Editor(s)
- Year of publication (placed in parenthesis)
- *Title of the website*
- Name of the publisher.
- Available at: copy url

EXAMPLE REFERENCE:

Pynne, C. (2015). *Adolf Hitler*. Biography. Available at: www.biography.com/people/adolf-hitler-9340144

INTEXT REFERENCING:

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 (20015), Contrell (2015) and Hall and Dunn (2010) clearly specify that...

How to reference using the APA

REFERENCE LIST:

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

BOOK:

- Name of author(s)/ editor(s)
- Year of publication (in parenthesis)
- *Title* (in italics)
- Publisher
- Place

EXAMPLE REFERENCE:

Pegrum, M. (2009). *From blogs to bombs: The future of electronic technologies in education*. Crawley, W.A: UWA Publishing.

JOURNAL:

- Name of author(s)
- "The article title"
- *The journal title (in italics)*
- Volume/ issue number
- Year of publication (in parenthesis)
- Page number(s)

EXAMPLE REFERENCE:

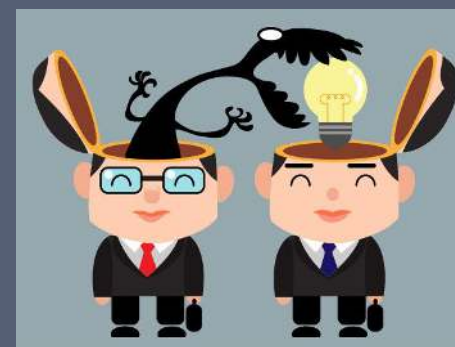
Sohrabi, H. R., Weinborn, M., Badcock, J., Bates, K. A., Clarnette, R., Trivedi, D., ... Martins, R. N. (2011). "New lexicon and criteria for the diagnosis of Alzheimer's disease." *Lancet Neurology*, 10(4), (2010) 299-300.

WHAT IS PLAGIARISM?

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

This includes:

- another person's writing,
- conversation,
- song,
- Published works,
- or even ideas!



<http://www.onlinesuperinja.com/6-things-to-know-when-choosing-the-best-seo-firm/>

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.