REFERENCING GUIDE TO SYDNEY MET STUDENT

Academic writing requires you to read, research and refer to the work of other people. Each time you write about the ideas and words of others, it is necessary to identify their work by making reference to it. You do this both in the text of your assignments, and in a list at the end of these assignments. You need to reference information from books, journals, videos, the World Wide Web and other print and electronic sources.

Many universities have their own style guides indicating how assignments should be referenced. Sydney Met uses Harvard referencing (which is one of the author-date styles). This guide gives a basic introduction to the Harvard referencing system. This guide gives examples of one way of setting out references for an assignment. Your reference list appears at the end of your assignment or paper, with items listed alphabetically, while you will do in-text referencing (see examples below).

WHAT IS REFERENCING?

In your written work you will need to demonstrate your engagement with the scholarly literature. A common view by students is that "what they say has to be backed up" by a "reference". Scholarly endeavour, (such as the one in which you are engaged) is about the production of knowledge, therefore it is suggested you think of referencing more as a demonstration of your engagement with the literature, and what you have learned, as articulated through your ideas and discussion.

It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by Sydney Met as a serious offence.

WHEN SHOULD I REFERENCE? ALWAYS

A reference is always required if you:
- directly quote (using someone else's work in their exact words)
- paraphrase (stating other authors" ideas or theories in your own words)
- summarise (using a brief account of other authors" ideas)
- copy statistics, figures, data, tables or structure
- use evidence which is or might be in dispute
- use other writers' interpretations

WHY SHOULD I REFERENCE?

The ultimate purpose of referencing is so the reader can find this information.

- provides the foundation (evidence, scholarship) of your discussion
- helps demonstrate or substantiate your argument
- shows the extent of your reading and research
- shows the reader the source of your information
- allows the reader to verify your data
- allows the reader to independently consult your sources

HOW DO I REFERENCE?

The Harvard system requires two things:
- an in-text" reference
- a list of references at the end of the text

IN-TEXT REFERENCES

There are three elements that must be included:
- Surname (family name) of the author
- Year of publication
- Page number if quoting or closely paraphrasing an author's work

REFERENCE LIST

Not only must you put referencing material within your assignment (referred to as in-text), you must also have a list of references at the end of your essay, which must list all the sources cited in the text. The heading for this list is either "List of References" or "References" and the list always begins on a new page.
- Arrange the reference list in alphabetical order of authors "surnames, and then chronologically for each author where more than one work by that author is cited [NOTE: in a reference with 2 or more authors, surnames should be listed as they appear in the work cited];
- For each reference, the author's surname (family name) is placed first, followed by initials, then the year of publication is given followed by details of the publication;
- The name of the publication (usually a book or journal) appears in italics;
- Each entry in the reference list should be flush with the left margin;
- Do NOT put dot points or numbers in front of your references;
- There should be a blank line space between each entry in the reference list.

COMMENT ON HARVARD STYLE – TITLES

Harvard requires all titles to have only the first word capitalised, even though the book title or journal article uses more capital letters.

Exceptions to the rule:
- legal documents – Acts/Bills/Hearings
- proper nouns – names of people/places/organizations /names of journals

DO NOT USE THE TERM – BIBLIOGRAPHY

A bibliography refers to a final list of all the works you have read about a subject, some of which may not have been used in writing your assignment. Academic writing only requires you to list sources you have actually cited when writing your assignment. These are included in the above described "List of References".

HOW TO AVOID PLAGIARISM

Paraphrasing or summarising

It is best to take notes from lectures and readings in your own words. For readings, close your book, make your notes in your own words, reflecting your own understanding of the reading, and then check back to

correct any misunderstood details. This way you can more easily paraphrase or summarise the key ideas from credible sources. This is the best way to provide evidence in your writing for your arguments.

A major part of your writing should be in your own words; however, all concepts, knowledge gained from elsewhere should be referenced immediately by an in-text citation and in the Reference List. No page number is needed.

EXAMPLE - SUMMARISING

Smith et al. (2019) write about the importance of diet in the context of entrepreneurship.

Short Quotations

If you do want to use someone else's words, make sure you have copied them exactly AND placed them inside of single quotation marks, accompanied by an in-text citation which includes the page number:

EXAMPLE – SHORT QUOTATION

When investigating diabetes, Smith et al. focus 'on dietary patterns rather than specific entrepreneurial components' (2019, p.734).

Long Quotations

Long quotations of more than 30 words or approximately 3 lines are NOT PUT IN QUOTATION MARKS. Long quotations should be put in their own paragraph which is indented with an in-text citation that includes the page number/numbers. Use such quotations sparingly!

EXAMPLE – LONG QUOTATION

Breast milk is the optimal choice of feed for preterm infants and bestows many advantages. Analysis has revealed that preterm mothers produce richer milk for approximately 2 weeks post birth that may match the requirements of heavier babies (i.e. those >1500g) as a sole source of nutrition during that time (Bush & Robinson 2021, p.121).

Secondary citations

If you refer to the concepts or ideas of an author quoted in a journal article/book/text you are reading, you name the original author and use the term „cited in" naming the text you are currently reading. The text you are reading is the one you include in your Reference List NOT the „secondary citation". The in-text citation is formatted as below.

EXAMPLE – SECONDARY CITATION

Shrestha (cited in Robinson 2018, p.46) defines health as 'a sustainable state of well-being within sustainable ecosystems, within a sustainable biosphere'.

OR

Health is defined as 'a sustainable state of well-being within sustainable ecosystems, within a sustainable biosphere' (Shrestha, cited in Robinson 2018, p. 46).

Referencing common knowledge

There is no need to reference common knowledge, such as the fact that Florence Nightingale was a nurse during the Crimean War. However, differing accounts of her impact on modern day business practice require references to indicate the source of your information and/or sources that support your argument.

NOTE:
When obtaining information from the website it is important to only refer to credible sites.

Website Credibility criteria

- author's credentials - a verifiable expert in the field; what level of qualifications does this expert have?
- verifiable organisation publishing the web page;
- could the organisation's aims bias the information being presented?
- content – is current with no errors, based on research not mere opinion
- links – connect to other verifiable sources

EXAMPLES OF TYPES OF PRINTED REFERENCES

Book reference

Bibliographic details are given as follows:

Author, AA, Author, BB & Author, CC year of publication, *Title of book: subtitle*, edition [if not first: e.g. 3rd edn], Publisher, Place of publication.

Book with single author:

Reynolds, H 2020, *Black pioneers*, Penguin, Ringwood, Vic.

Book with 2 (or more) authors:

Gilbert, R & Gilbert, P 2018, *Masculinity goes to school*, Allen & Unwin, St. Leonards, N.S.W.

Holmes, D, Hughes, KP & Julian, R 2019, *Australian sociology: a changing society*, Pearson Education, Frenchs Forest, N.S.W.

The names of all authors should be provided in the reference list.

Book with editor(s):

Broinowski, A (ed.) 2020, *ASEAN into the 1990s*, Macmillan, London.

Nugent, SL & Shore, C (eds) 2017, *Anthropology and cultural studies*, Pluto Press, London.

Book, author or editor not known:

Longman dictionary of the English language 2019, Longman, Harlow, Essex.

(*Anonymous* and *Anon*. should be avoided.)

Book with author and editor:

Valéry, P 2021, *Oeuvres*, ed. J Hytier, Gallimard, Paris.

Book other than first edition:

Goudie, A 2020, *The human impact on the natural environment*, 5th edn, Blackwell, Oxford.

Book with more than one volume:

Corsini, RJ (ed.) 2018, *Encyclopedia of psychology*, 4 vols, J. Wiley & Sons, New York.

Topliss, H 2020, *Tom Roberts 1856 - 1931: a catalogue raisonné*, vol. 2, *Plates*, Oxford University Press, Melbourne.

Book with corporate author:

Dames & Moore 2015, *Environmental management plan: Townsville Field Training Area*, Dames & Moore, Brisbane.

Where the authoring body has a long name, an abbreviation can be used in the text, e.g.

The National Health and Medical Research Council presented the statement in 2018 (NHMRC 2019).

Provide a cross-reference in the reference list:

NHMRC -- *See* National Health and Medical Research Council

National Health and Medical Research Council 2019*, National statement on ethical conduct in research involving humans*, NHMRC, Canberra.

Chapter or article in a book:

Bibliographic details are given as follows:

Author, AA year of publication, 'Title of chapter', in Editor/s (ed./s), *Title of book*, Publisher, Place of publication, pp. xx-yy.

Examples:

Fontana, A & Frey, J 2019, 'Interviewing: the art of science', in N Denzin & Y Lincoln (eds), *Handbook of qualitative research*, Sage, Thousand Oaks, CA, pp. 361-376.

Beck, W 2014, 'Food processing', in D Horton (ed.), *The encyclopaedia of Aboriginal Australia*, Aboriginal Studies Press, Canberra, pp. 380-382.

Journal article:

Bibliographic details are given as follows:

> Author, AA year of publication, 'Title of article', *Title of Journal*, vol. xx, no. yy, pp. xy-z.

Examples:

Rogers, G 2020, 'Reflections on teaching remote and isolated children'*, Education in Rural Australia*, vol. 9, no. 2, pp. 65-8.

Newspaper article:

Lawlor, A 2021, 'Phoenician 'find' makes textbooks ancient history', *Courier Mail*, 20 July, p. 3.

Conference papers

Gleeson, L 2019, 'Inside looking out', *Claiming a place: proceedings from the third national conference of the Children's Book Council of Australia*, D.W. Thorpe, Port Melbourne, pp.
22-34.

Abbott, K & Seymour, J 2021, 'Trapping the papaya fruit fly in north Queensland', paper presented at the Australian Entomological Society conference, Melbourne, 28-30 September.

Thesis

Ward, I 2018, 'Sedimentary history of the Pandora wreck and surrounds', M.A. thesis, James   Cook University, Townsville.

Government publication

Queensland Health 2020, *Towards a women's health policy: social justice for women*. Queensland Health, Brisbane.

Australian Bureau of Statistics 2019, *Building approvals Australia*, cat.no. 8731.0, ABS, Canberra.

Maps

Bibliographic details are given as follows:

> Issuing Body, date, Title of map, Series, Publisher, Place of Publication.

Example:

Division of National Mapping, Australia, 1976, Sydney, Australia 1:100 000 National Topographic Map Series, Sheet 9130, Division of National Mapping, Australia.

Further Examples

Two entries by same author, same date:

Allan, MS 2018a, 'Uses of video recording in an institution', in McGovern, J (ed*.), Video applications in English language teaching*, Pergamon, London, pp. 83-93.

——2018b, 'Viewing comprehension with video', *ELT Journal*, vol. 37, no.1, pp. 23-27.

Personal communication

For example, a conversation, interview, phone call, letter, handout, lecture notes. Permission should be obtained before using as a reference.

If the full details are included in the text, no entry is needed in the reference list.

See also in-text references

Electronic References

Electronic sources include databases, online journals, Web sites or Web pages, newsgroups, email discussion groups.

The *Style manual for authors, editors and printers* does not go into much detail about citing electronic material; electronic journals, for example, are not mentioned. However, "the principles applying to the citation of paper-based sources are equally relevant: **clarity, accuracy, consistency**, and a methodical description of the path to the source" (p. 230). The examples below follow the guidelines as closely as possible.

Journal article from an electronic database

Dixon, MR & Hayes, LJ 2018, 'A behavioral analysis of dreaming', *Psychological Record*, vol. 49, pp. 605-612, Expanded Academic ASAP International, viewed 26 May 2021, <http://infotrac.galegroup.com/itweb/james_cook>.

Journal article from an electronic journal

DeMarie, D 2021, 'A trip to the zoo: children's words and photographs', *Early Childhood Research and Practice*, vol. 3, no. 1, viewed 30 May 2021, <http://ecrp.uiuc.edu/v3n1/demarie.html>.

Web site

National Library of Australia 2021, National Library of Australia, Canberra, viewed 30 July 2021, <http://www.nla.gov.au>.

Document within a web site

School of Business 2020, *The Mariner 2020: undergraduate student information*, James Cook University, Townsville, viewed 3 April 2021, <http://www.jcu.edu.au/school/ns/Notices/General/Mariner/Contents.html>.

Audio-visual References

York, FA 2018, cassette recording, *Children's songs of the Torres Strait Islands*, Owen Martin, Bateman's Bay, N.S.W.

Diamond, N 2017, record, Cracklin' Rosie, on *Tap Root Manuscript*, MCA, Universal City, CA.

You can count on me 2020, motion picture, Paramount Pictures, United States. Producer Martin Scorsese, writer/director K Lonergan.

Citing in the Text

When you include information from another source in your essay, you need to acknowledge it in the text. You should include the author, year and usually the page number. The person reading your essay can then refer to the bibliography/reference list at the end, and see exactly where you found your information.

Quoting directly from someone else

When you borrow or quote someone else's words, the quote is usually placed in quotation marks, e.g.

This is reflected in the idea that "schools of thought, methodologies and research techniques reflect their social origins" (Hayes 2019, p. 53).

Using a very long quote

If it is a very long quote (more than 40 words), you can place it in a free-standing indented paragraph starting on a new line. In this case, you don't need to use quotation marks. Insert three full stops - ... - if any words are omitted.

> Children are, and have been, economically important to adults/parents in several ways. For those with wealth and land, children, and boys in particular, are and have been crucial ... as heirs. Inheritance, or course, has also been of central political importance; many of the wars that raged through medieval Europe focused on contested inheritance of lands and kingdoms. (Gittins 2018, p. 59)

Source not quoted exactly as it was written

Sometimes you might paraphrase or summarise another author's ideas to back up your own statements. Often you are not quoting them directly. Remember though, if you are using their ideas or data, you still must give them the credit. e.g.

Schwarz (2019) questions the use of surveys as measurement devices.

It is argued by Bazzaz (2019) that comparative research in several ecosystems will lead to an understanding of succession as an ecological process.

Quoting something that someone else has quoted

Sometimes in your reading you might come across a quote in another author's article that would be suitable to use. In this case, the best idea is to try and find the original quote to examine the context in which it was written. If that isn't possible, there are special rules for 'quoting a quote'.

Wembley (2018, cited in Olsen 2018, p. 156) argues that impending fuel shortages give added impetus to developing alternative energy sources.

Include the author and year of both texts, and the page of the citation you are quoting from. Use the words 'cited in' which means 'mentioned in'. In your reference list or bibliography you should only include the text that you yourself have read, i.e. Olsen would be listed in the reference list from this example.
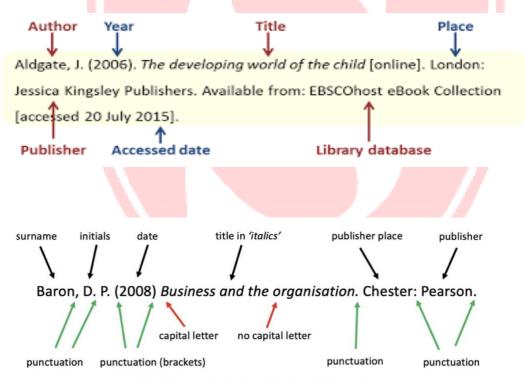
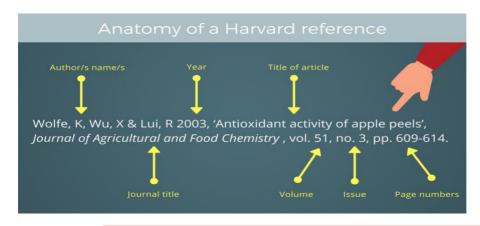**Personal communication**

Examples:

When interviewed on 16 May 2020, Ms G Jones confirmed...(G Jones 2020, pers. comm., 16 May)

Mr R Brown (GBRMPA) denied this by email on 16 May 2020.

SOME EXAMPLES IN FIGURES

Author   Year   Title   Place

Aldgate, J. (2006). *The developing world of the child* [online]. London:

Jessica Kingsley Publishers. Available from: EBSCOhost eBook Collection

[accessed 20 July 2015].

Publisher   Accessed date   Library database

surname   initials   date   title in *'italics'*   publisher place   publisher

Baron, D. P. (2008) *Business and the organisation.* Chester: Pearson.

                        capital letter   no capital letter

punctuation   punctuation (brackets)   punctuation   punctuation

Anatomy of a Harvard reference

Author/s name/s — Year — Title of article

Wolfe, K, Wu, X & Lui, R 2003, 'Antioxidant activity of apple peels',
Journal of Agricultural and Food Chemistry , vol. 51, no. 3, pp. 609-614.

Journal title — Volume — Issue — Page numbers

Author(s) — Year of publication — Title

Drew, S. & Bingham, R. (2010) *The Guide to Learning and Study Skills: for Higher Education and at Work.* Farnham, Gower.

Place of publication — Publisher

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Faculty of Business, University of Southern Queensland, *Harvard referencing,* University of Southern Queensland,Toowoomba, 8 June 2021, https://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide

Library and Computing Services, James Cook University, Queensland, *Harvard referencing guide,* James CookUniversity Queensland, Townsville, viewed 4 June 2021, https://libguides.jcu.edu.au/harvard

Library, University of Tasmania 2009, *Referencing and assignment writing*, University of Tasmania, Hobart, 8 June 2021, < https://utas.libguides.com/c.php?g=498348&p=3412861

Snooks & Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Milton, Qld

For further details on policies and practices of referencing and academic integrity at Sydney Met, contact info@sydneymet.edu,.au, or make an appointment with Dean, or talk to your lecturer.