

'Let's get on with it'



What is a REFERENCE?

Referencing is using someone else's ideas, interpretations, discussion, etc in your own writing, and acknowledging the sources of these ideas, interpretations, discussions, etc, following the correct academic conventions.

There are so many acceptable variations in how referencing is done. However, in this study guide, we have selected the Harvard System, the most common way of using references in scientific writing. Here we refer to 'references' but elsewhere you may also hear the terms 'documentation' and 'citations', which are taken from sources or the literature.

Reasons for Using References

To use references well, you have to understand why they are important in academic writing. There are several different reasons for using them, which centre around the notion of credibility—the extent to which what you write can be taken seriously and believed. Credibility of yourself as a student and credibility of the facts and ideas you are presenting in your assignment are both important. References give authority to your writing. More specifically they are used to:

- indicate to your lecturer the range of texts you have used.
- demonstrate that you have consulted the major writers in the field.
- show how your work is derived both from others' and your own approach.
- provide date/evidence for your views.

- show where you have found your information.
- acknowledge the source of figures you use.
- report on specific work.
- back up general statements with data, evidence, examples.
- demonstrate that you are aware of the major work in the field.
- distinguish between original data and subsequent discussion (primary/secondary sources).
- show how up-to-date your sources are.
- enable a reader to look up the original if necessary.

Choice of References

The main criteria to be borne in mind when deciding what to use as a reference is:

01 RELEVANCE, so ask yourself:

- Is it relevant to my assignment topic?
- Is it relevant to the argument I am trying to make?
- Will it help me answer the question?

02 INTEREST

- Is it worth giving space to in my assignment?
- Will it engage the reader's interest?

Choice of Using References

Once you have decided that something is worth using in your work, there are four possible ways this can be done: summary, paraphrase, short and long quotations. With ALL of them, it is essential that you acknowledge the author's name and provide details of the publication. Failure to tell your reader where you found your material is considered plagiarism—an academic crime, and strict markers will give you zero instantly.



For more information see the **Summarising Study Guide**

01 SUMMARY

You summarise someone else's work when you select the main points, or the most relevant points for your purpose, and use your own style and language to incorporate them into your writing. The art of good essay writing lies in marshalling summaries of other people's work to contribute towards your own individual, unique interpretation of the question. Part of that exercise lies in analyzing and presenting the evidence to the reader.

02 PARAPHRASE

You paraphrase when you convert someone's work into your own words, changing the vocabulary and the sentence structure to fit your own style, but keeping the original meaning.

03 SHORT QUOTATION

You use a short quotation when you integrate a small piece of someone's work into your writing. A 'short' quotation can be from two words to three lines. You copy the exact word and put inverted commas round them ("..."), but you must also make sure that the quotation is grammatically fluent with your own writing.

04 LONG QUOTATION

When a quotation is three or more lines, it cannot be conveniently integrated into your own writing and is thought of as 'long'. In that case, you separate the quote from your own writing. This is done by leaving a line space, starting on a new line, and indenting, preferably on both sides of the page. You may also put the quotation in italics. Despite the separation from your own writing, you must still make sure that the quotation flows smoothly and grammatically from your writing, i.e. that there is not a sudden change. Here are some examples

EXAMPLE: SUMMARISING

Original text

Volcanoes and undersea magma vents are the sources of most of the earth's crust. Over hundreds of millions of years, gaseous emissions from these sources formed the earth's earliest oceans and atmosphere. Many of the world's fertile soils are weathered volcanic materials. Volcanoes have also been an ever-present threat to human populations. One of the most famous historic volcanic eruptions was that of Mount Vesuvius in Southern Italy, which buried the cities of Herculaneum and Pompeii in A.D. 79. The mountain had been giving signs of activity before it erupted, but many citizens chose to stay and take a chance of survival. On August 24, the mountain buried the two towns in ash. Thousands were killed by the dense, hot, toxic gases that accompanied the ash flowing down from the volcano's mouth. It continues to erupt from time to time. (Cunningham and Saigo, 1999, cited in Williamson, 2003).

EXAMPLE: SUMMARISING (cont'd)

Summary

Emissions from volcanoes and undersea magma vents have played a major role in the formation of the earth's crust, the first oceans and atmosphere. Weathered volcanic materials produce fertile soils. However, volcanoes have always endangered humans; for example, the destruction of the cities of Herculaneum and Pompeii by the eruption of Mt. Vesuvius is A.D. 79. (Williamson, 2003)

EXAMPLE: PARAPHRASING

Original text

The earth's atmosphere is undergoing rapid changes that are going to profoundly alter the weather and climactic patterns within the next century.

Paraphrase

Great changes are taking place which will soon enormously affect the earth's weather and climate systems (Sutton, 1998: 3).

or

According to Sutton (1988, p.3) great changes are taking place which will soon enormously affect the earth's weather and climate systems.

SHORT QUOTATIONS

The issue of cooperation between Pacific Islands is not a new one. In 1984, for example, Herr queried whether there were not "ways in which small Islands could work together to represent themselves internationally without loss of sovereignty?" (p 27). It was Herr's view that "scarce natural resources" obliged Pacific microstates to seek aid from abroad and to "pay more attention than they might otherwise have done to their foreign relations" (p 27).

LONG QUOTATIONS

Many people would probably think that the ability to write well is found among experts only. After all, these are people with superior minds, and with interesting things to say. It follows from this, then, that if anyone were to hold an opposite view, they would have to produce very good reasons. Chadburn (1960) seems to be one such individual. According to Chadburn, experts are good at one thing only: thinking or coming up with bright ideas, but when it is time to write down those ideas:

...the experts—philosophers, biologists, physicists—flounder in their textbooks and articles. They have never mastered the craft of word composition so their writing is obscure and bad. To express our meaning concisely, logically, grammatically, is not an easy accomplishment; but it can be learnt, for it is a question of mind training (Chadburn, 1960: 179)

Acknowledging Sources

There are several ways of acknowledging other people's material, so it would be wise for you to check with the lecturer who is going to mark your work about their preferences before finalizing your reference protocol. Whichever system you adopt, it should be **CONSISTENT AND COMPREHENSIVE**.

It is important to note that you are required to tell your reader which author you have used and when their work was published as you go along. Usually, you do this by opening brackets and noting the surname and the year of publication at a convenient place—for instance, at the end of the sentence or paragraph. If you are quoting, you should also use the page number. If you wish to use the author's name in your sentence, then it does not have to reappear in the brackets. See referencing table for example.

List of References

At the end of your essay, you must include a list of references. It is important that your list correlates exactly with what has gone before in your writing. Always give a full reference for all the authors you have used, and do not put extra works in your list that you have not referred to. If you want to show that you have also read other books create a separate list called, for example, "Background Reading".



A list of examples of referencing for different sources using the Harvard format is given on the next few pages. You may choose this method of referencing, or another, but whichever one you choose, **be consistent**.

What is Referencing?

Books	In-Text Example	Reference List Example
<i>Single author</i>	'The theory was first propounded in 1993' (Comfort 1997, p.58). OR 'Comfort (1997, p. 58) claimed that...'	Comfort, A 1997, A good age, Mitchell Beazley, London.
<i>2 or 3 authors</i>	(Madden & Hogan 1997, p. 45) OR Madden and Hogan (1997, p. 45) discuss this idea...)	Madden, R & Hogan, T 1997, The definition of disability in Australia: moving towards national consistency, Australian Institute of Health and Welfare, Canberra.

Books	In-Text Example	Reference List Example
<i>4 or more authors</i>	(Leeder et al. 1996, p. 69)	Leeder, SR, Dobson, AJ, Gibbers, RW, Patel, NK, Mathews, PS Williams, DW & Mariot, DL 1996, <i>The Australian film industry</i> , Dominion Press, Adelaide.
<i>No author</i>	<p>'This was apparently not the case before about 1995' (<i>Advertising in the Western Cape</i> 1990, p. 14)...</p> <p>OR</p> <p>'In <i>Advertising in the Western Cape</i> (1990, p. 14) it was claimed that...'</p>	<i>Advertising in the Western Cape</i> 1990, ABC Publishers, Cape Town.
<i>Multiple works by Same author</i>	'University research (Brown 1982, 1988) has indicated that...'	<p>Brown, P 1982, <i>Corals in the Capricorn group</i>, Central Queensland University, Rockhampton, Brown, P 1988. <i>The effects of anchor on corals</i>, Central Queensland University Rockhampton.</p> <p>Order Chronologically in the reference list.</p>
<i>Article or chapter in a book – no author</i>	(Solving the Y2K problem 1997, p. 23)	'Solving the Y2K problem' 1997, in D Bowd (ed.), <i>Technology today and tomorrow</i> , Van Nostrand Reinhold, New York, p. 27.
<i>Brochure</i>	(Research) and Training Centre 1993, p. 2)	Research and Training Centre on Independent Living 1993, <i>Guidelines for reporting and writing about people with disabilities [Brochure]</i> , 4th edn, Research and Training Centre, Lawrence, KS. The publisher's name may be abbreviated if it is also the author.
<i>Multiple works published in the same year by the same author</i>	'In recent reports (Napier 1993a, 1993b)...' Use a/b etc. to differentiate between works in same year.	Napier, A 1993a, <i>Fatal storm</i> , Allen & Unwin, Sydney. Napier, A 1993b, <i>Survival at sea</i> , Allen & Unwin, Sydney. Order alphabetically by title in the reference list.
<i>Editor</i>	(Kastenbaum 1993, p. 78)	Kastenbaum, R (ed.) 1993, <i>Encyclopedia of adult development</i> , Oryx Press, Phoenix.
<i>Different Editions</i>	Renton (2004, p. 5) suggests that...	Renton, N 2004, <i>Compendium of good writing</i> , 3rd edn, John Wiley & Sons, Milton. An edition number is placed after the title of the work - this is not necessary for a first edition.

Books	In-Text Example	Reference List Example
<i>Encyclopedia or Dictionary</i>	<i>The new Grove dictionary of music and musicians (1980, p. 85) defined it as...</i>	Sadie, S (ed.) 1980, <i>The new Grove dictionary of music and musicians</i> , 6th edn, Macmillan, London.
<i>Article or chapter in a book</i>	As discussed by Blaxter (1976, p. 101)...	Blaxter, M 1976, 'Social class and health inequalities', in C Carter & J Peel (eds), <i>Equalities and inequalities in health</i> , Academic Press, London, pp. 120-135.
<i>Article or chapter in a book - no author</i>	(Solving the Y2K problem 1997, p. 23)	'Solving the Y2K problem' 1997, in D Bowd (ed.), <i>Technology today and tomorrow</i> , Van Nostrand Reinhold, New York, p. 27.
<i>Brochure</i>	(Research and Training Centre 1993, p. 2)	Research and Training Centre on Independent Living 1993, <i>Guidelines for reporting and writing about people with disabilities [Brochure]</i> , 4th edn, Research and Training Centre, Lawrence, KS. The publisher's name may be abbreviated if it is also the author.
<i>Article - no author</i>	'It's a growing problem in the U.K.' (Anorexia nervosa 1969, p. 530)...	'Anorexia nervosa' 1969, <i>British Medical Journal</i> , vol. 1, pp. 529-30.
<i>Newspaper/Magazine article</i>	(Towers 2000)	Towers, K 2000, 'Doctor not at fault: coroner', <i>Australian</i> , 18 January, p. 3.
<i>Newspaper article - no author</i>in the Sydney Morning Herald (24 January 2000, p. 12)	Provide all the details in the in-text citation - no need for an entry in the reference list.
<i>Press release</i>	(Watersmith 2000)	Watersmith, C 2000, BHP enters new era, media release, BHP Limited, Melbourne, 1 March.
Electronic Journals	In-Text Example	Reference List Example
<i>Full text from an electronic database</i>	(Madden 2002)	Madden, G 2002, 'Internet economics and policy: an Australian perspective', <i>Economic Record</i> , vol. 78, no. 242, pp. 343-58. Retrieved October 16, 2002, from ABI/INFORM Global database.

Electronic Journals	In-Text Example	Reference List Example
<i>Full text from an electronic database - no author</i>	'The internet has had a huge impact on the Australian economy' (Internet economics and policy 2002, p. 350).	'Internet economics and policy: an Australian perspective' 2002, Economic Record, vol. 78, no. 242, pp. 343-58. Retrieved October 16, 2002, from ABI/INFORM Global database.
<i>Journal Article</i>	'...origins of neuralgia' (Carini and Hogan, cited in Patton 2002, p. 2154) OR Carini and Hogan (cited in Patton 2002)	Patton, KT 2002, 'Neuralgia and headaches', Science, vol. 4, pp. 2153-55. Record the journal that you actually sourced.
World Wide Web	In-Text Example	Reference List Example
<i>Document on WWW</i>	'It's essential you learn how to reference' (Dawson et al. 2002).	Dawson, J, Smith, L, Deubert, K & Grey-Smith, S 2002, 'S' Trek 6: referencing, not plagiarism. Retrieved October 31, 2002, from http://study-trekk.lis.curtin.edu.au/
<i>Document on WWW - No author</i>	(Leafy seadragons and weedy seadragons 2001)	Leafy seadragons and weedy seadragons 2001. Retrieved November 13, 2002, from http://www.windspeed.net.au/~jenny/seadragons/
<i>Document on WWW - No date</i>	(Royal Institute of British Architects n.d.)	Royal Institute of British Architects n.d., Shaping the future: careers in architecture. Retrieved May 31, 2005, from http://www.careersinarchitecture.net/
<i>Image on the web</i>	The image of the bleached coral (Coral bleaching and mass bleaching events 2002)	Coral bleaching and mass bleaching events [Image] 2002. Retrieved September 2, 2005 from http://www.gbrmpa.gov.au/corp_site/info_services/science/bleaching .
Government Publications	In-Text Example	Reference List Example
<i>Act of Parliament</i>	The Commonwealth's Copyright Act 1968... [future references do not include date]	Legislation is included in a list of references only if it is important to an understanding of the work. Set the list apart from the main body of the reference under the subheading 'Legislation'. Essential elements: Short title Date (Jurisdiction) eg. Copyright Act 1968 (Cwlth).

Government Publications	In-Text Example	Reference List Example
		<p>If legislation is obtained from an electronic database, add a retrieved statement as for electronic journal articles.</p>
<i>Cases</i>	<i>The State of New South Wales v. The Commonwealth (1915) 20 CLR 54</i>	<p>Legal authorities are included in a list of references only if they are important to an understanding of the work. Set the list apart from the main body of the reference under the subheading 'Legal Authorities'.</p>
<i>Australian Bureau of Statistics Bulletin</i>	(Australian Bureau of Statistics 1999)	<p>Australian Bureau of Statistics 1999, Disability, ageing and carers: summary of findings, cat. no. 4430.0, ABS, Canberra.</p>
<i>Australian Bureau of Statistics from AusStats</i>	(Australian Bureau of Statistics 1999)	<p>Australian Bureau of Statistics 1999, Disability, ageing and carers: <i>summary of findings, cat. no. 4430.0</i>, ABS, Canberra. Retrieved October 14, 2002, from AusStats database.</p>
<i>Census Information</i>	(Australian Bureau of Statistics 2001)	<p>Australian Bureau of Statistics 2001, <i>Census of population and housing: B01 selected characteristics (First release processing) postal area 6050</i>. Retrieved November 20, 2002, from AusStats database.</p>
<i>Government Report</i>	(Resource Assessment Commission 1991)	<p>Resource Assessment Commission 1991, <i>Forest and timber inquiry: draft report, vol. 1</i>, Australian Government Publishing Service, Canberra.</p>
<i>Act of Parliament</i>	<p>The Commonwealth's Copyright Act 1968...</p> <p>[future references do not include date]</p>	<p>Legislation is included in a list of references only if it is important to an understanding of the work. Set the list apart from the main body of the reference under the subheading 'Legislation'.</p> <p>Essential elements: Short title Date (Jurisdiction) eg. Copyright Act 1968 (Cwlth).</p> <p>If legislation is obtained from an electronic database, add a retrieved statement as for electronic journal articles.</p>

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<i>Australian Bureau of Statistics Bulletin</i>	(Australian Bureau of Statistics 1999)	Australian Bureau of Statistics 1999, Disability, ageing and carers: summary of findings, cat. no. 4430.0, ABS, Canberra.
<i>Australian Bureau of Statistics from AusStats</i>	(Australian Bureau of Statistics 1999)	Australian Bureau of Statistics 1999, Disability, ageing and carers: <i>summary of findings</i> , cat. no. 4430.0, ABS, Canberra. Retrieved October 14, 2002, from AusStats database.
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<i>Government Report</i>	(Resource Assessment Commission 1991)	Resource Assessment Commission 1991, <i>Forest and timber inquiry: draft report</i> , vol. 1, Australian Government Publishing Service, Canberra.

Examples adapted from Curtin University - Library and Information Service Harvard Referencing 2006.
<http://library.curtin.edu.au/referencing/harvard>