Referencing

What is referencing?

Referencing means acknowledging the sources for the information and ideas in your writing. Sources may include text or graphic material taken from books, journal or magazine articles, newspapers, company, government or institutional reports, websites or personal communication.

Why should you reference?

References and citing sources are an important part of academic writing for the following reasons:

Respect for intellectual property

Using the words or ideas of another person without acknowledgement is called ***plagiarism.*** Plagiarism is a kind of cheating. If you hand in an assignment without acknowledging your sources you are likely to be asked to re-submit.

Evidence of wide reading

Your references show how widely you have read. They also indicate the type of research you have done and the sources that have influenced your thinking.

"Footprints" for others to follow

References are like footprints. They allow others to follow your tracks and to access the same sources as you have. It is then possible for your readers to check whether you have interpreted your sources in the same way as they would. It also helps your readers access further information for themselves.

What is involved in referencing?

When you reference your sources in an assignment you provide some information about your sources in two places: on the page where you have used the sources and then more detailed information at the end of the assignment. So you need to know how to reference your sources properly in both places: in the assignment, and, at the end.

Is there just one correct method of referencing?

No. There are many methods of referencing, but they can be divided into two main types. The first is the *footnote* or *endnote* referencing method and the second is *in-text* referencing.

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Which method of referencing does the Australian School of Business require?

The School of Business Law and Taxation requires the legal footnote method of referencing. If you are taking courses in this School you will be given information about how to write references using this method. ***All other Schools*** prefer in-text referencing. There are a number of different styles of in-text referencing. The most common ones are the Harvard style and the APA style. These two styles are very similar, but there are some differences in punctuation.

Many lecturers in the ASB will, in fact, accept any major style of referencing as long as it is used consistently and correctly. However, some lecturers provide very precise instructions on the style of referencing they expect. Make sure that you read course guidelines carefully for any instructions on this. If in doubt, use the Harvard style.

Is there still a place for footnotes when using in-text references?

Yes. Additional information, for example, a long list of statistics, can be put into footnotes at the bottom of a page.

How do you write in-text references using the Harvard style?

You include the author's family name, the year of publication and sometimes the page number in parentheses inside or at the end of a sentence in the text of your assignment

e.g. (McCloskey 1981, p. 63).

If the author is part of the grammar of the sentence then the parentheses are around the year and page number only

e.g. McCloskey (1981, p.63) argues that ….. .

If your source is a website and there is no personal author or page number you provide the name of the organization responsible for the site name, and the year of update

e.g. (Asian Development Bank 2002)

How are your sources written for the list of references using the Harvard style?

At the end of the assignment you should list all the sources you referred to in your text in alphabetical order according to the first letter of the author's family name. If there is no personal author then you list the source according to the first letter of the name of organisation that produced the report or that owns the web site or of the title of a document if there is no author/owner.

For a book you should provide family name and initial, year of publication, publisher and place of publication as follows:

> McCloskey, D. N. 1981, *Enterprise and trade in Victorian Britain: essays in historical economics*, George Allen & Unwin, London.

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For an article you should provide family name and initial, year of publication, name of journal, volume and issue number of journal as follows:

> Colwell, J. 1993, 'Qualitative market research: a conceptual analysis and review of practitioner criteria', *Journal of market research society,* vol. 32, no. 1.

(Note: The titles of journals, magazines and newspapers are written in *italics* or underlined; the titles of articles, chapters etc are inside inverted commas '…'.)

For a web site you should provide family name and initial if available or institutional name, update year, if provided, or year of publication, title of home page, date of access and website, as follows:

> Asian Development Bank, 2006, 'Regional and Country Highlights: Indonesia', viewed 12 November 2006, < http://www.adb.org/Countries/Highlights/INO.asp. >

Is there a difference between a reference list and a bibliography?

The terms List of References or References are usually used when only the sources found in-text are in the list. The term Bibliography is used when other sources, which have been consulted but not referred to in the assignment, are included in the list. This term is used more often with the footnote or endnote method of referencing. Sometimes the terms References and Bibliography are used interchangeably.

Where can I get more information on referencing?

You will use many different kinds of sources for your assignments and you will need to know how to reference each type of source correctly according to the style you are using. The EDU's *Harvard Referencing Guide* provides a comprehensive overview of a Harvard referencing style.

However, some lecturers will give you detailed printed or online information on how they want you to write your references or writing guides may be available through the various Schools' websites.

A useful website for detailed information on the Harvard style of referencing is the UNSW's Learning Centre's guide at http://www.lc.unsw.edu.au/onlib/ref.html Curtin University also has very helpful information on the Harvard style available at http://library.curtin.edu.au/referencing/harvard.html

Leeds University in the United Kingdom also has a detailed web site with information about the Harvard style. You can find this at http://www.leeds.ac.uk/library/training/referencing/harvard.htm

The Harvard style is basically the same as the author-date style recommended for use in the Australian Public Service. A manual used by Australian public servants when writing government reports is *Style manual for authors, editors and printers* 2002 6th ed, John Wiley & Sons. This style manual has very detailed information on author-date (Harvard) style, the Vancouver style and the footnote style.

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