St Peters Lutheran College Referencing Guidelines

WHEN TO ACKNOWLEDGE SOURCES
You are required to identify all direct quotations, ideas, paraphrased comments; in short, any information not your own in the body of the essay. If you do not acknowledge the exact source of this information then you are guilty of plagiarism.

Plagiarism
Plagiarism refers to the practice of using other writer’s ideas or comments and presenting them as your own. There are a number of forms of plagiarism. Among the most common are —
1. Copying word for word a writer’s comments without acknowledging as such by the appropriate referencing system.
2. Using a writer’s ideas and not acknowledging them. Even if you do not use any of the writer’s exact words, you are still plagiarising the ideas.
3. Paraphrasing a writer’s comments by selecting key words, substituting some of your own, then presenting the altered passage as your own work without acknowledging it.

Please be wary of web pages that do not have authors or publishers. Also be aware of bias in Internet articles. If you cannot find an Internet article’s publication date, check the home page or look for a date the page was last modified. Also check sections such as ‘About’ or ‘Contact Us’.

How to Acknowledge Sources

The Harvard System
This system does away with footnotes and referencing is incorporated into the main text.

IN-TEXT REFERENCING
Reference to sources is made at an appropriate place in-text by stating: surname of author; year of publication; and page numbers, unless one is referring to a whole work. The year and page number are always placed within brackets, but the surname may be outside the brackets. If there is no known author, title must be used instead of surname (see example 4).

Examples
1. Simpson (1967, p.27) states that lack of exercise is our most serious health problem. (Quoting from one page)
2. It has been claimed that there is a great revival of interest in religion (Reid 1976, p.54-55). (Paraphrasing from two pages)
3. Rogers and Phillips (1978) have made a strong plea for the outlawing of nuclear weapons. (Reference to arguments advanced in a whole work, so no page numbers used)
4. It is stated in Wild Life in Australia (1973, p. 9) that Australia is blessed with one of the largest varieties of bird life in any one country of the world. (Quoting from an anonymous work)
5. Stevenson (2007) argues that whaling by indigenous groups is an undeniable right. (Quoting from an Internet site with an author)
6. According to History of Australia (2006) female convicts were usually assigned to domestic work. (Quoting from an Internet site with an unknown author)

There are two types of in-text references
1. Direct quotes, which are the exact words of the author and should be fairly short. They are written within single quotations. Where author is integrated into the main sentence
   Robert Nelson (2006, p. 21) concludes that natural cellulose fibres have been frequently manipulated to make new artificial materials.
   Where author is not integrated into the main sentence
   Natural cellulose fibres have been frequently manipulated to make new artificial materials (Nelson 2006, p.21) (Note: only surname is included here).

2. Indirect quotes (or paraphrasing), which use the author’s ideas but not their exact words.
   Where author is integrated into the main sentence
   Robert Nelson (2006, p. 21) concludes that natural cellulose fibres have been frequently manipulated to make new artificial materials.
   Where author is not integrated into the main sentence
   Natural cellulose fibres have been frequently manipulated to make new artificial materials (Nelson 2006, p.21) (Note: only surname is included here).

Some useful phrases for in-text referencing
Jones states that…. Jones suggests that…. Jones concludes that…. Jones indicates that…. Jones’ research has shown…. Jones reports that…..
According to Jones…. As stated by Jones…. As suggested by Jones…. As reported by Jones…. Jones argues that…. (for a controversial topic) Jones presents evidence which shows…. In-text Referencing for Graphics
Wherever you use visuals such as maps, graphs, charts, diagrams, photos or pictures, these must also be referenced. Above the graphic, give a title which explains what the graphic is. Below the graphic, you should label all visual references as Figure using consecutive numbers e.g. Figure 1; Figure 2 etc. It is incorrect to label them Graph 1 or Photo 1 etc. The only exception to this is tables, see below. Then, below the figure provide a brief reference of author, year and page number. In your bibliography the resource must be fully acknowledged.

In-text Referencing for Tables
This is done identically to the way graphics are done, except they are labelled Table 1, Table 2 etc. Take care that your referencing is definitely below the table and not in it. Be sure to reference the source fully in your bibliography.

Table of Rainfall Depths

<table>
<thead>
<tr>
<th>Storm Duration (hrs)</th>
<th>Total Rainfall Depth (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>780</td>
</tr>
<tr>
<td>24</td>
<td>1110</td>
</tr>
<tr>
<td>36</td>
<td>1650</td>
</tr>
</tbody>
</table>

Table 1 Brown 2002, p. 91

Still unsure?
Please come and see the library staff for assistance. Also, the Middle School and Senior School libraries and all staffrooms have copies of the book A Guide to Referencing and Bibliographies which you may access for further assistance. CiteAce software is also available.
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COMPILING A BIBLIOGRAPHY
All entries in a bibliography commence with the author’s surname or with a title if you are referring to an anonymous work. These entries are then listed in alphabetical order. All items used in in-text referencing must be included.

Basic Layout
Author’s Surname, Initial Year, Title, Edition, Publisher, City of publication.
N.B. The title should be in italics when it is typed. However, if handwritten (e.g. in an exam) the title should be underlined instead.

Books
One Author

Two Authors

Multiple Authors
Use only first name followed by: and others or et al.
E.g. Smith, L and others or Smith, L et al.

Edition other than First

Author Unknown
Pollution in Australia 1998, Hudson-Reed, Sydney.

Editor

Chapter of a book to which a number of authors have contributed

Encyclopaedias
The latest publication date is the significant date: edition numbers are not used.

Article: Author Known

Article: Author Unknown

Standard Reference Works e.g., Atlases, Yearbooks, etc

Magazines/Newspapers
Magazine: Author Known

Newspaper: Author Known
Birt, C 1999 ‘Breakthrough in battle of the beach’. The Sunday Mail (Brisbane), 7 October, p.18.

Newspaper: Author Unknown

DVDs/CD-ROMs
Title Year of production, Format, Production Company, City of production. Directed by.
Mr Bean’s holiday 2007, DVD, Tiger Productions, London.

ClickView
Single programme recorded off-air
Title Year, Publisher, Place, Date, in ClickView.

Feature Film

Programme that is part of a series
‘Title of episode’ Year, Series, Publisher, Place, Date, in ClickView.
‘A man called Boyd’ 2006, Australian Story, ABC, Sydney, 5 June, in ClickView.

Programme from a digital database
Title Year, Publisher, Place, Date, in ClickView.

Teacher notes, including OHTs
Author, Year, Title, teacher notes, Institution, City, date, p.
Jones, F 2007, Polymers and polymerisation, teacher notes, St Peters Lutheran College, Brisbane, 4 May 2010, pp. 8-10.

Personal communication (e.g. phone call, fax, letter, interview, lesson etc.)
Author, Year, personal communication, date.
Jackson, L 2007, personal communication, 5 February.

Email
Sender’s surname, Initial Year, email, day and Month e-mail sent,
<sender's-e-mail-address>.
Wild, H 2011, email, 9 September, <h.wild@isa.gov.au>.

Internet
If you have used just one page of a website, you cite the name of the page you used as well as the homepage in your bibliography. If you used multiple pages from the website, you simply cite the homepage.
Author/Editor/Organisation Year, Title, Publisher, City of Publication, viewed day month and year, <http://webaddress>.
Authors – if you can find a personal author on a webpage use this author in your bibliography. If not, use the organisation or editor (if available) as the author.

Personal author one page of a website
Carr, K 2011, ‘Ancient Chinese clothing’, Kidopede, Portland State University, Portland, viewed 25 August 2011,
<http://www.historyforkids.org/learn/china/clothing/>.

One page of a website and a corporate author

Multiple pages in a website

Internet site. Date and place unknown

Internet site. Author unknown

Online Databases
Newspaper or Magazine article from a Database
Author’s surname, Initial Year ‘Title of article’, Title of Journal, volume or date of issue, in Name of Database, viewed day month and year, <http://webaddress>.


Reference Articles from Databases
Author’s surname, Initial Year, ‘Title of article’, Title of Reference Work, vol. no., in Title of Online Database, viewed day month and year, <http://webaddress>.


PowerPoint presentations
Author’s surname, Initial Year, Title, PowerPoint presentation, Person or Institution responsible, City.
Shaw, T 2006, China’s economy, PowerPoint presentation, St Peters Lutheran College, Brisbane.

Unknown details