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, reorganising 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 (2009, 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 1998, pp. 54-55). (Paraphrasing from two pages)
3. Rogers and Phillips (2015) 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 (2010, 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) states ‘natural cellulose fibres can be reconstituted to make new materials’.

Where author is not integrated into the main sentence

‘Natural cellulose fibres can be reconstituted to make new materials’ (Nelson 2006, p. 21). (Note: only surname is included here).

For direct quotes longer than 3 lines, indent the quote 2 cm on both sides, using no quotations marks and use single line spacing.

Example of a longer quote.

Artificial fibres are fibres which have been modified in some chemical way from natural fibres or created from materials not related to natural fibres. Natural cellulose fibres can be reconstituted to make new materials. The fibre that results is artificial in the sense that it does not occur naturally. (Nelson 2006, p. 21)

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…. Jones argues that…. (for a controversial topic)

Jones presents evidence which shows…. For a controversial topic

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>
<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 2012, p. 91.
St Peters Lutheran College Referencing Guidelines. Harvard.

This document supports the Online Referencing Generator produced by the South Australian School Library Association which is available on the Langer Library webpage. Use the Senior version – the blue templates. http://www.slasa.asn.au/org/

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. All these entries are then listed in alphabetical order in one list and are not segmented into type of item.
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.

Books
*One Author
*Two Authors
*Multiple Authors with edition
List all authors.
Smith, L. Jones, S. Henderson, F & Brown, G (however, for your in-text reference, you can use et al. e.g. Smith et al.)
Smith, L, Jones, S & Brown, G 2013, Accounting, 3rd edn, McGraw-Hill, Macquarie Park, N.S.W. (Include the State where place is not a capital city)
*Author Unknown
Pollution in Australia 2013, 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

Magazines/Newspapers
*Magazine: Author Known
*Newspaper: Author Known
*Newspaper: Author Unknown

DVD/Film/Streaming Services/ClickView
*Film (Use for DVD/Blu-ray/Cinema)
Title Year of production, Format, Production Body, City of production. Directed by.
*Streamed media file (e.g. YouTube or Netflix)
Producer/Production Body, Year created, Title, online video, date posted (day, month), date accessed (day month year). <insert URL for Youtube>. Adapt as required for Netflix.
*Television recording – single programme
Title Year, television programme, Publisher, Place, Date of transmission
*Television recording – part of a series
‘Title of episode’ Year, television programme, Series, Publisher, Place, Date.
*Single programme from a digital database (like ClickView)
Title Year, Publisher, Place, Date, ClickView.
Alternative dispute resolution 2008, VEA, Bendigo, ClickView.

Unpublished material (e.g. Teacher notes, PowerPoint, interview, and Firefly items). See the many examples of these at Special publication or material in the Online Referencing Generator templates. Note, that the Place is left out in the Online Generator.

Lesson notes
Author, Year, Title, Lesson notes, Subject, Institution, date.
Jones, F 2012, Evolution, Lesson notes, Biology, St Peters Lutheran College, delivered 11 November 2015.

PowerPoint
Shaw, T 2013, China’s economy, PowerPoint presentation, Modern History, St Peters Lutheran College, delivered 30 October 2015.

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>.

Ebooks
An E-book entry is basically the same as a printed book, with the addition of the accessed date and the URL.

Online Databases (no web address is required for databases)
*Newspaper, Magazine article from a Database. See examples of these in the Generator’s TAB ‘Periodical article - database’
Author’s Surname, Initial Year, ‘Title of article’, Title of Journal, volume or date of issue, pp. accessed day month and year in Name of Database, Publisher.
*Article with no author from a database. See additional templates for different situations e.g. articles with author, editor etc.
*Article from a database with a DOI number
Author, Initial Year, ‘Title of article’, Title of Journal, vol. no, issue. no, page numbers, doi: number or a url
*Article with no author from a database. See additional templates for different situations e.g. articles with author, editor etc.
*Ebook in a database (slight adaptations may be needed here when you use the template).

Internet
There are many different kinds of internet pages that you might use for research, e.g. pages with authors (personal or corporate), pages without authors, pdfs, images, podcasts. Check the templates for these on the Online Referencing Generator in the ‘Website’ section.
*Personal author one page of a website
*Author unknown
*One page of a website and a corporate author

DOI (Digital Object Identifier). Publishers are starting to use DOI numbers. This persistent link means you use the doi:10.1021/jf903w and do not need to acknowledge a url, database etc.

Unknown details
Occasionally there is no publication date given for an item (print and online). In this instance, use n.d. for “no date”.

Miscellaneous information
When you type titles, use capital letters for proper names e.g. newspaper, The Courier Mail.

In the Online Referencing Generator - if a field requires pages, and your article lists no pages, type something to generate the citation, then remove it before you print the bibliography.