

Each written assignment requires appropriate referencing. You should check with the teacher to determine the level of referencing that is required.

This College uses a modified Harvard Referencing system, adapted from that used by UNISA, which can be read online at <http://roadmap.unisa.edu.au/>

To avoid plagiarism, each time you use an author's or websites idea or fact, you need to 'reference or cite' it in your text.

In essence, each reference must be:

- Shown each time you refer to it in the text of your assignment - the 'in-text' reference (described in section A below).
- Listed once in the reference list at the end of the assignment (described in section B).

A student will receive their final grade for an assignment based upon the work that is correctly referenced. Any work that is plagiarised will be crossed out and the final grade will be given for any sections that are deemed to be original work with correct use of referencing.

## **A. The In-text Reference**

**When you cite (identify) references in the text of your assignment do include:**

- The author's or editor's family name (or organisation responsible). Do not include given names or initials.
- The year of publication.
- Page number/s if appropriate and where available.

**In many cases, you just need to use the family name plus date. For example:**

"Many factors are known to affect the successful outcomes for students at university (Johnston 2003)." OR "Johnston (2003) claims that there are many factors that are known to affect the success of students at university."

In the examples above, the sentence summarises the main view expressed in an article written by Johnston and does not come from one page only. Also note that the first example highlights the information but the second one highlights the author of that information.

**There are cases where you also need to include a page number in the brackets. For example:**

“McClaine (2002, p. 16) stated that productivity among 69 percent of workers was found to be affected by work-related stress.”

You need to include the page number when you:

- Use a direct quote from an original source
- Summarise an idea from a particular page
- Copy tables or figures, or provide particular details such as a date.

## **B. The Reference List**

**The reference list according to the Harvard Author-Date system:**

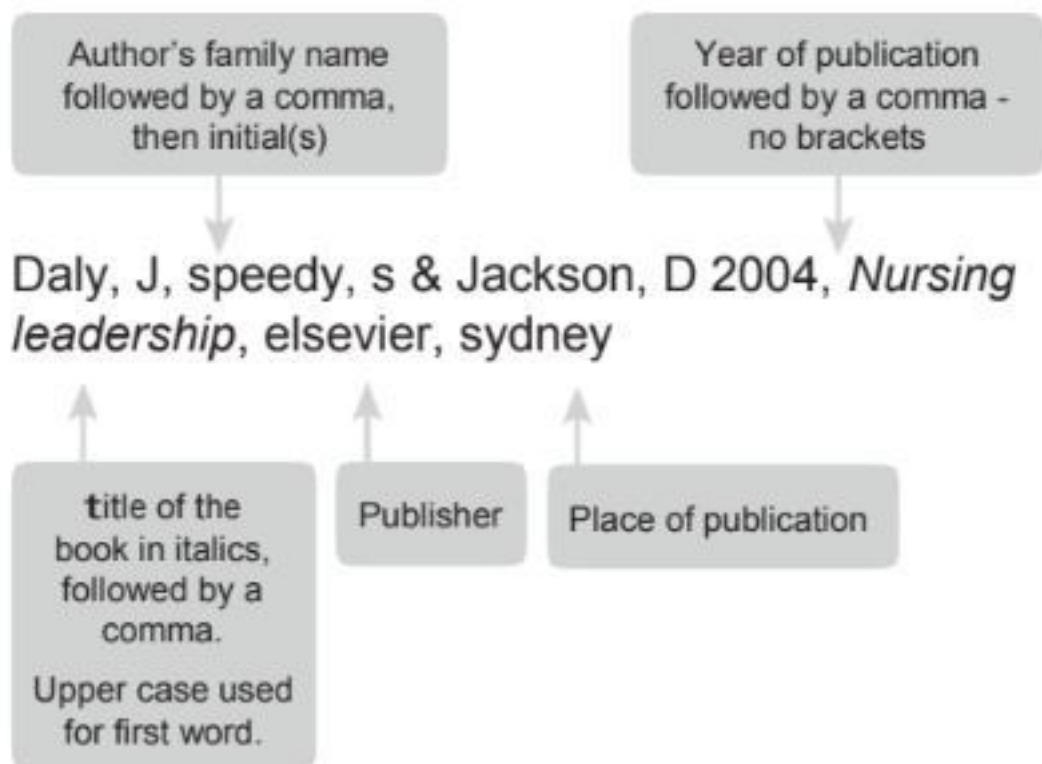
- Is titled ‘references’
- Is arranged alphabetically by author’s family name or organisations name
- Is a single list - books, journal articles and electronic sources are listed together and not arranged in separate lists
- Includes the full details of your in-text references (author, date, title, publishing details)
- Is not a bibliography - you do not need to produce a bibliography for your assignments unless specifically asked to do so by your teacher. A bibliography lists everything you may have read, while a reference list is limited to the in-text references in your assignment.

### **Setting out the items in a Reference list using the Harvard system**

The main elements required for referencing are set out in this order: author, date, *title*, publication information. The title is placed in italics and the elements are separated by commas.

Example of a book reference

The main elements required for a book are set out in this order: author, date, *title*, publisher, place of publication.



## The Reference List Examples:

Source	In Text Reference	Reference list Entry
<b>A World Wide Web site</b>	The Department of Immigration and Multicultural and Indigenous Affairs' website (2004) has details of...	Department of Immigration and Multicultural and Indigenous Affairs 2004, The Department of Immigration and Multicultural and Indigenous Affairs, Canberra, viewed 7 March 2004, < <a href="http://www.immi.gov.au/">http://www.immi.gov.au/</a> >
<b>Document on World Wide Web</b>	This is clarified by desJardins	DesJardins, M 1998, How to succeed in postgraduate study, Applied Ecology Research Group, University of Canberra, viewed 26 April 2001,

<b>Source</b>	<b>In Text Reference</b>	<b>Reference list Entry</b>
	(1998) who identifies...	< <a href="http://aerg.canberra.edu.au/jardins/t.htm">http://aerg.canberra.edu.au/jardins/t.htm</a> >
<b>Document on World Wide Web with no author</b>	An overview of lung cancer was provided in Lung Cancer (2004) and...	Lung Cancer 2004, msn Health, viewed 12 June 2004, < <a href="http://content.health.msn.com/condition_center/lung_cancer/default.htm">http://content.health.msn.com/condition_center/lung_cancer/default.htm</a> >
<b>Document on World Wide Web with no date</b>	This is clarified by desJardins (n.d.) who identifies...	desJardins, M n.d., How to succeed in postgraduate study, Applied Ecology Research Group, University of Canberra, viewed 26 April 2001
<b>Encyclopaedia or Dictionary - with author</b>	Chilvers (1998, p. 225) demonstrates that...	Chilvers, I 1998, 'Funk art', in The Oxford dictionary of 20th century art, Oxford University Press, Oxford, p. 225
<b>Encyclopaedia or Dictionary - no author</b>	The Hutchinson Encyclopaedia (2001) defines ethics as...	(No entry is required in the reference list because you have the name and date of the encyclopaedia or dictionary as an in-text reference.)