

Referencing

What is referencing?

Referencing is a system that allows you to acknowledge the contributions of others in your writing. Whenever you use any words, ideas or information from any source in your coursework, you must reference those sources. This means that if you use the exact words of an author, if you paraphrase their words or if you summarise their ideas, you must provide a reference. Not referencing your sources means you may be charged with plagiarism and your work could be failed.

¹ S. Davies 'Hume's Theory of Causality: A Brief Introduction', in P. Coombes (ed), *The Philosophy of David Hume*, OUP, Oxford, 2001, p67

²One might also reflect on the allusion to Shakespeare's *Macbeth* in the mention of 'the damned spot', which suggests the unconscious stirrings of the narrator's guilt.

³ S. Samuels, *Hamlet: A Study in the Unconscious*, OUP, Cambridge, 2000, p234. An alternative view is given by Peters. See, A. Peters, 'Chapter 4: The Unbound Ego', in *The Deconstruction of Ego in Shakespeare's Hamlet*, Harvard University Press, Washington, 1999, pp73-102.

⁴W. G. Sebald, *The Story of Art*, Penguin Press Ltd, Harmondsworth, 1989
⁵W. J. G. Carr, *Admission Administration since 1900*, Pearson Press Ltd, Colton, 1962

Understanding Academic Honesty and Malpractice

Academic honesty

Academic honesty can be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

Candidates need to be aware that forms of intellectual and creative expression, such as works of art, music or literature must be respected. They are also normally protected by national and international law.

An authentic piece of work consists of:

- Individual and original ideas
- Fully acknowledged sources.
- Using your own language and expression
- Paraphrasing
- Including the references in the bibliography

A Colquhoun, *Modern Architecture*, Oxford University Press, Oxford, 2002
Arestis P, Baddeley M, McCombi J S L, *Globalisation, Regionalism and Economic Activity*, Google Books, Accessed 12/10/08
C Jencks, *Le Corbusier and The Tragic View of Architecture*, Penguin Books LTD
CGP LTD, *GCSE Physics The Revision Guide*, Elanders Hidson LTD, Newcastle upon Tyne, 2006
D Ghirardo, *Architecture After Modernism*, Thames and Hudson LTD, London, 1996
E H Gombrich, *The Story of Art*, Phaidon Press LTD, New York, 1999
J Glancey, *Modern World Architecture*, Carlton Book LTD, London, 2006
J L Cohen, *Le Corbusier*, Taschen, Germany, 2004
J Summerson, *The Classical Language of Architecture*, Thames and Hudson LTD, London, 1980
K Frampton, *Le Corbusier: Architect and Visionary*, Thames and Hudson LTD
K Frampton, *Modern Architecture, A Critical History*, Thames and Hudson LTD, London, 2007
L Hanley, *Estates An Intimate History*, Granta Publications, London, 2007, p. 27

Malpractice includes:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- Collusion: is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements

Digital material must be recorded in the acknowledgements:

- Websites:
 - The addresses
 - The date when the websites were accessed
 - The URL
 - The search engine used (if appropriate)
- Maps
- Photographs
- Illustrations
- Data
- Graphs
- CD-Roms,
- DVDs,
- E-mail
- Other electronic media

How to Reference

How Do I Do It?

The Footnote/ Bibliography method requires you to include:

1. a footnote in the text.
2. a bibliography or list of references at the end of the text.

What is a Footnote?

Footnotes (sometimes just called 'notes') are what they sound like—a note (or a reference to a source of information) which appears at the foot (bottom) of a page. In a footnote referencing system, you indicate a reference by:

putting a small number above the line of type directly following the source material. This number is called a note identifier. It sits slightly above the line of text.

It looks like this.¹

putting the same number, followed by a citation of your source, at the bottom of the page. Footnoting should be numerical and chronological: the first reference is 1, the second is 2, and so on. The advantage of footnoting is that the reader can simply cast their eyes down the page to discover the source of a reference which interests them.

¹ M Lake, 'Intimate strangers' in Making a Life: a People's History of Australia Since 1788, V. Burgman and J. Lee (eds), Penguin, Victoria, 1988, p. 155.

Note Formatting

- Titles of publications should be italicised.
- Use minimum capitalisation for publication titles.
- Use minimal capitalisation for journal or book article titles.
- Article titles should be enclosed between single quotation marks.
- Use commas to separate each item of the citation and end with a full stop.

The First Note for a Source

In the text

Note identifiers should be placed at the end of a sentence, and follow any punctuation marks (but precede a dash). If you use a long quotation (more than three lines of text), the note identifier should be placed at the end of the quotation.

Lake points out that a division began in the latter half of the nineteenth century with the doctrine of 'separate spheres'.¹

At the foot of the page

When you reference a source for the first time, you must provide all the necessary information to enable the reader to locate the source.

1. You should provide bibliographic information (information about the source).

This includes:

- author(s) initial(s) and surname(s)
- name of the article, book or journal
- editors (if applicable)
- publisher name and location
- year published

2. You should give exact page numbers if your reference is a direct quotation, a paraphrase, an idea, or is otherwise directly drawn from the source.

Second & Subsequent Notes

Second and subsequent references to the same source don't need to be as detailed as the first note—they just need the minimum information to clearly indicate which text is being referred to.

With a Single Author

Provide all the necessary information in the first note. If you want to refer to the same source again, a simple method is to give the author's name, the year of publication and the page number. For example:

¹ I Reid, Higher Education or Education for Hire? Language and Values in Australian Universities, CQU Press, Rockhampton, 1996, p. 87.
²..
³ Reid, p. 98.

If two or more works by the same author are referred to in the text, include the title:

¹ E Gaskell, North and South, Penguin, Harmondsworth, 1970, p. 228.
² E Gaskell, The Life of Charlotte Brontë, Penguin, Harmondsworth, 1975, p. 53.
³ Gaskell, North and South, p. 222.

Subsequent references to articles are done in a similar way:

¹⁷ M Doyle, 'Captain Mbaye Diagne', Granta, vol. 48, August 1994, pp. 99-103.
¹⁸ ...
¹⁹ Doyle, Granta, p. 101.

Abbreviations for Subsequent Footnotes

Another way to shorten second or subsequent references is with Latin abbreviations. For example: *ibid* = same as last entry

Use *ibid* when two references in a row are from the same source.

op. cit. = as previously cited

Use *op. cit.* when you have already given full details of that source in an earlier note. When using *op. cit.* you still need to provide information such as the author's name to make the source clear. These abbreviations should be in lowercase, even when they appear at the beginning of a note. For further information, see p. 214- 5 of the Style Manual.

Examples

¹¹ I Reid, Higher Education or Education for Hire? Language and Values in Australian Universities, CQU Press, Rockhampton, 1996, p. 87.
¹² *ibid.*, p. 26.
¹³ M Doyle, 'Captain Mbaye Diagne', Granta, vol. 48, August 1994, p. 99.
¹⁴ Reid, *op. cit.*, p. 147.

Citing Different Sources

What are 'Bibliographical Details'?

They are information about a source. Such details include the names of the author, the title of the publication, the date of publication, the name of the publisher and the place of publication. Remember, numbers are still given in superscript form in the note.

Book

List information in the following order:

1. author's surname(s) and initial(s)
2. title of book (underlined or italicised)
3. publisher
4. place of publication
5. year of publication
6. page number(s)

¹ M. Henninger, *Don't Just Surf: Effective Research Strategies for the Net*, UNSW Press, Sydney, 1997, p. 91.

Article/Chapter in a Book Collection

List information in the following order:

1. author's surname(s) and initial(s)
2. title of article (between single quotation marks)
3. title of book (underlined or italicised)
4. editor(s) name
5. publisher
6. place of publication
7. year of publication
8. page number(s)

² M. Blaxter, 'Social class and health inequalities', in *Equalities and Inequalities in Health*, C. Carter & J. Peel (eds), Academic Press, London, 1976, pp. 6-7.

Journal Article

List information in the following order:

1. author's surname(s) and initial(s)
2. title of article (between single quotation marks)
3. title of journal or periodical (underlined or italicised)
4. volume number
5. issue number
6. month of publication (if applicable)
7. year of publication
8. page number(s)

³ M. Doyle, 'Captain Mbaye Diagne', *Granta*, vol. 48, August 1994, pp. 99-103.

Electronic Source

A Website

1. author
2. name & place of sponsor of site
3. date site was created or updated
4. date of viewing
5. URL

A Document within a Website

1. author/editor
2. title
3. name of sponsor of site
4. last date site updated
5. date of viewing
6. URL

⁴ N Curthoys, 'Future directions for rhetoric – invention and ethos in public critique', in *Australian Humanities Review*, March-April 2001, viewed on 11 April 2001, <<http://www.lib.latrobe.edu.au/AHR/archive/Issue-April-2001/curthoys.html>>.

Emails

These are cited the same as for personal communications

Electronic Mail Lists

This includes Electronic mailing lists, Usenet Groups & Bulletin Boards

1. author
2. author's identifying details (eg. email address)
3. description of posting
4. name of list owner
5. date of posting
6. date of viewing
7. URL

Bibliography or List of References

Why Do I Need to Provide a List?

Even though full bibliographic information is given in the footnote or endnote references, most lecturers will require you to provide a separate list of the works you have cited. It is easier to examine a complete listing of references and gives a clearer idea of your research.

How Do I List the Information?

A bibliographic entry requires the same information as a footnote entry, but with two main differences:

1. The author's surname is placed before their initial, as sources are listed in alphabetical order by author surname.
2. Certain elements are separated with full stops instead of commas.

Examples

Book

Reid, I *Higher Education or Education for Hire? Language and Values in Australian Universities*. CQU Press, Rockhampton, 1996.

Journal Article

Doyle, M 'Captain Mbaye Diagne'. *Granta*, vol. 48, August 1994, pp. 99-103.

Web Document

Curthoys, N, 'Future directions for rhetoric – invention and ethos in public critique', in *Australian Humanities Review*, March-April 2001, viewed on 11 April 2001, <<http://www.lib.latrobe.edu.au/AHR/archive/Issue-April-2001/curthoys.html>>.

Endnotes

An Endnote referencing system is also known as the Citation-Sequence system. Numbers act as note identifiers in the text. A number is allocated to each source as it is referred to for the first time. A source retains the same number throughout the document and if the source is referred to again, the identifying number is repeated.

Modern scientific nomenclature really began with Linnaeus in botany,¹ but other disciplines 2-3 were not many years behind in developing various systems for nomenclature and symbolisation. 4-7 The notes are collected at the end of the paper, rather than at the bottom of each page. Notes are organised just the way they sound: footnotes are collected at the foot (or the bottom) of the page, and endnotes are collected at the end of the paper. Footnotes and endnotes serve the same purpose. However, they are two different systems, so be consistent and use one or the other method.

A Note on Longer Works: Thesis, Books etc.

In long works with multiple sections and/or chapters, it is customary to restart numbering at the beginning of each chapter or major section break. If you are using endnotes this would mean that your references would be collected in an easily identifiable way for the ease of your reader. If your work is separated into chapters, your endnote section would also be separated into chapters. For example, the third note in Chapter 7 would be indicated this way in the endnotes:

References

Chapter 7

¹ ...

² ...

³ M C Egerton, *The Australian Film Industry: An Overview*, Dominion Press, Adelaide and Cinnamon Publishing, St. Lucia, Queensland, 1986, p. 99.

We recommend using the Oxford system of referencing, which works exactly as specified in this booklet.