

Referencing and Academic Integrity

It is important that all students understand how to demonstrate academic integrity or honest practice by referencing your sources correctly and avoiding plagiarism. Plagiarism is when you misrepresent work as your own or fail to properly acknowledge your sources in your work. The source may be written, oral or electronic, and includes copying/pasting from the Internet and the retrieval of research papers from the Internet.

At Dalby State High School we use the **Harvard Referencing System** which requires two types of acknowledgment – in-text referencing and list of references or bibliography. You may want to check with your teacher for any specific requirements regarding referencing for your assignment.

Why reference your assignments?

Referencing your assignments avoids plagiarism by acknowledging the information sources you have used in your assignment preparation including ideas, theories and word-for-word quotations. It enables the reader to evaluate the worth of your sources by reading your list and being able to then follow up on those resources for themselves.

What do you need to reference?

If you use someone else's ideas in your work you must include a reference to that idea in the body of the assignment and also at the end of the assignment in a reference list or bibliography. Quotations (exact words taken from any published or unpublished material), paraphrases (a condensed version of the text containing original meaning and ideas), summaries or use of specific information (diagrams, statistics, tables or images) from someone else's work need the source to be referenced.

What is a Reference List or Bibliography?

At the end of your assignment or essay you need to include full details of the sources you used in a reference list or bibliography. It is a good idea to collect all the publication details (title, author, place of publication, date etc.) for every source as you go (see Making Referencing Easy with Microsoft Word). The list of sources should be placed at the end of your assignment arranged in alphabetical order.

- Start your reference list or bibliography on a new page
- Use the heading **Reference** or **Bibliography**
- Use a new line for each source
- Arrange your bibliography or reference list in alphabetical order by the author's last name or if there is no known author, the first word of the title. Do not use numbers or bullets.
- If you have two or more works from the same author then alphabetise them first according to the author's last name and then in chronological order by publication date
- A **reference list** is an alphabetical list of all the books, websites, magazines articles etc you consulted AND you used directly in your assignment
- A **bibliography** is an alphabetical list of all the resources you consulted – books, websites, magazine articles etc **WHETHER OR NOT** you used them directly in your assignment

What is an In-text Reference or Citation?

The short **in-text reference** or **citation** is included in the text of your assignment. Generally, you need to include the author's surname (or title if author unknown), year of publication and the page number (if relevant). It is the summary of who said it (author) and when (year) and page if the quote is from a book. It links to the full reference in your reference list.

Important Points to Remember

Referencing and Academic Integrity

General

- Failure to properly reference equates to plagiarism
- When taking notes, ALWAYS write down the details of your source. This saves back-tracking later
- Use a variety of sources

In-Text Referencing

- You must reference any fact or idea that is not your own
- Specific ideas or direct quotes unique to a particular section of the source require a page number eg (Roberts, 2019, p47)
- General ideas or themes contained throughout the source only require you to list the author's surname and a year of publication eg (Roberts, 2019)

Useful Websites

<http://www.citethisforme.com/> for help with citations

<https://www.citewrite.qut.edu.au/cite/> for a comprehensive list of examples

Examples of referencing and citing sources of information using the Harvard System:

Type of Resource	In-text Reference	Bibliography/Reference List
Book – 1 author	(Caine 1997, p.53)	Caine, A. (1997). <i>The Theory of Light</i> . Mitchell Beazley, London.
Book – 2 authors	(Smith & Johnson, 1997, p. 17)	Smith, R. & Johnson, K. (1997). <i>Literacy and Language</i> . Teachers College Press, New York.
Book – 3 or more authors	Guerin et al. (2003, p. 4)	Guerin, W.L., Labor, E., Morgan, L., Reesman, J.C. & Willingham, J.R. (2003). <i>A Handbook of Critical Approaches to Literature</i> . Oxford University Press, New York.
Book – no author	(<i>Style manual for authors, editors and printers</i> 2002)	<i>Style manual for authors, editors and printers</i> 2002, 6 th edn, John Wiley & Sons, Australia
Book – corporate author	(<i>Australian Building Codes Board</i> 2010)	Australian Building Codes Board, 2010, <i>BCA 2010: Volume 2: Building Code of Australia: Class 1 and Class 10 buildings</i> , Australian Building Codes Board, Canberra.
Book – Editor	(Healey 2010, p. 14)	Healey, J (ed.) 2010, <i>Recycling and managing waste</i> , Spinney Press, Thirroul, NSW
DVD, videorecording, CD-ROM	(<i>Safety awareness</i> 2008)	<i>Safety awareness</i> 2008, DVD, Vocam, Camberwell, Vic
Electronic book freely available online	(Legal Services Commission of South Australia 2004)	Legal Services Commission of South Australia 2004, <i>Law handbook</i> , viewed 2 June 2010, < www.lawhandbook.sa.gov.au >
Electronic discussion lists/newsgroup/list servers	(Willard 2009)	Willard, N 2009, 'Rethinking technology infrastructure', <i>H-Net Humanities & Social Science Online</i> , listserver, 23 November, viewed 3 June 2010, < www.h-net.org/~edweb >
Legislation (Acts)	(Copyright Act 1968, s. 40)	<i>Copyright Act</i> 1968 (Cwlth)
Magazine/newspaper article – author	(Sweet 1994, p. 8)	Sweet, M. (1994). Computer Games Are Ruining the Lives of Children. <i>Sydney Morning Herald</i> , 10 October, p. 8.
Magazine/newspaper article – no author	(<i>Healthy students are happy students</i> 2007)	'Healthy students are happy students' 2007, <i>Australian Nursing Journal</i> , vol. 15, issue 4, p. 14
Podcast – no author	(<i>Online identity</i> 2010)	Online identity 2010, podcast, Future Tense, ABC Radio National, 27 May, accessed 3 June 2010, < http://mpegmedia.abc.net.au/rn/podcast/2010/05/fte_20100527_0850.mp3 >
Document on World Wide Web – an organisation/company can also be the author	(Dawson & Johnson, 2002)	Dawson, J., & Johnson, K. (2002). Referencing Made Easy. Accessed October 31, 2005 from http://www.studyguide.unsw.edu.au/
Document on World Wide Web – no author	("Plagiarism", 2001) Inverted commas used if NOT needing to shorten title.	Plagiarism. (2001). Accessed November 10, 2005 from http://www.researching/writing.qld.edu.au
Website – author	(University or Melbourne 2008)	University of Melbourne 2008, <i>Harvard author-date style</i> , viewed 2 June 2010, < www.lib.unimelb.edu.au/cite/harvard_dis >
Website – no author	(<i>Beyond blue</i> 2010)	<i>Beyond blue: the national depression initiative</i> 2010, viewed 2 June 2010, < www.beyondblue.org.au >

Referencing and Academic Integrity

Online images (pictures, maps, cartoons etc)		The Lunar Interior.2000 (Online Image). Available at http://www.planet.jpg (Accessed 28 November 2000)
Email	Schrek (2018)	Schrek, O. 2018, email, 6 August, <oschrek@swampville.com.au>
YouTube	(UNSW 2008)	UNSW 2008, Solar star: Nicole Kuepper, online video, YouTube, 1 September, viewed 3 June 2010, < http://youtube.com/watch?v=W8eNeReo-hw >