An introduction to referencing:
In-text, footnotes, endnotes, reference lists

WHAT IS REFERENCING?

Referencing is a system used in academic assignments to indicate which sources, evidence, ideas, theories, facts or any other information can be attributed to other authors. It can be used in both spoken and written work.

WHY REFERENCE?

There are many reasons why referencing is important:

- It is linked to the idea of '**ownership'** of knowledge and ideas. In Australia, as well as in many other countries, knowledge is considered 'individual', which means that if somebody writes something, it belongs to them, not to the whole society. Thus, you show **respect** to the original writer or speaker by acknowledging them through referencing.

- The purpose of your learning is not to memorize and recite information, but to use that information to **support** your own ideas. When you write or give an oral presentation, it is important that your audience knows when your ideas finish and the supporting evidence begins. Furthermore, referring to other writers makes your argument **credible** by showing that you are not alone in your ideas and that you have found evidence to support your thinking.

- Referencing shows the **amount and type** of research you have done in order to complete the assessment task. And if your audience is interested, they are able to do further research by **accessing** the items that you have referenced.

WHEN DO I NEED TO REFERENCE?

You must reference in the assignment, and at the end of the assignment, whenever you use:
- Specific information (e.g. statistics, dates, examples, theories),
- Exact words (quotations),
- Information written in your words (paraphrases, summaries),
- From books, journals, the Internet, videos, radio, TV, lecture notes, music and so on.

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WHEN DON'T I NEED TO REFERENCE?

Generally speaking, you don't need to reference general knowledge or well-known facts. For example, "Hey Jude" is a song by the Beatles. You don't have to reference facts or ideas that you have established yourself through your own research. Make sure you make this point clear, for instance, 'after completing my survey I established that…'

HOW DO I REFERENCE?

First you need to find out which referencing style is preferred for each of your subjects. Ask your tutors or lecturers for the name of the system, and where you can access more information. Some faculties have a printed copy of the system they use.

The most common referencing systems used at university are:

· The Harvard System (sometimes called the Author-Date System),
· APA Style,
· MLA Style,
· Chicago Style.

Make sure you know which referencing style you should use for your assignment.

IN-TEXT REFERENCING

You must provide a reference in the text (also known as an in-text citation) showing who wrote something or where you found the information. In most referencing styles, you need to include the author's surname, year of publication and the page number directly in the text. Other referencing styles use superscript numbers in the text that refer readers to bibliographic information either at the foot of the page (footnotes) or at the end of the paper (endnotes).

Quotation: This is where you copy the exact words from the original source. You must use the author's surname, the year of publication and the page number. There are different formats for short quotes (copying less than about 30 words) and long quotes.

Paraphrase: This is where you use someone else's ideas, information, theories etc. but you rewrite them **in your own words** (including different grammar, vocabulary, sentence structure and style).

Summary: This is where you refer to the main idea or theme of several paragraphs, a chapter, book or article. You must **use your own words**!

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EXAMPLES OF CITING DIRECTLY IN THE TEXT

The following examples use a version of the **Harvard Referencing Style**, however, you should consult a more comprehensive referencing guide when writing your assignments. Please check the library for different **referencing style guides**: http://libguides.mq.edu.au/Referencing

Quoting …

Quotation marks signal where a quote begins and ends. Quotation marks can be single or double; just be consistent. If you use single quotation marks, use them throughout your assignment.

Short quote:

Not all errors that students make when writing affect the reader's ability to understand. However, "global errors affect reading comprehension and can include word choice, relative clauses, and word order as well as syntax" (Ritter 2000, p. 103).

Full stop after the bracket, not before

Brackets or parentheses surround the referencing details

Author (s) surname (s)

Year of publication

Page Number (check this in your referencing style guide)

Long Quote:

Sentence to introduce the quotation

Computers have changed the way students write assignments.

Before computers were common, students would write out their work, leave it for a day or two and then read it through and perhaps change the order of things (Lewis and Reinders 2003, p. 122).

While this has made writing assignments less time consuming, it has also introduced new problems.

· Font 1 size smaller
· Single line space
· Indent left and right margins

Sentence to explain the significance of the quote

Author (s) surname (s)

Year of publication

Page number
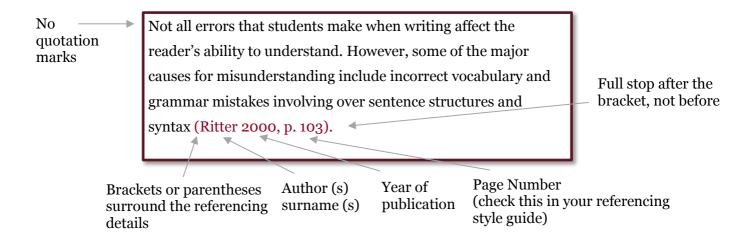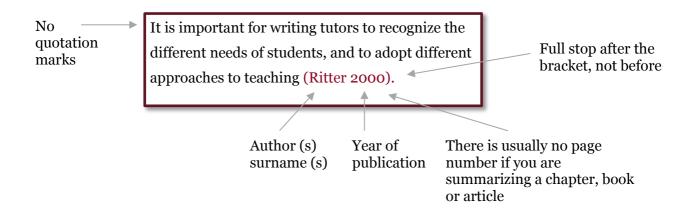
Brackets or parentheses surround the referencing details

Paraphrasing …

A paraphrase is where you use someone else's ideas, information, theories and so on but you rewrite these in your own words (including grammar, vocabulary, sentence structure and style).

No quotation marks

Not all errors that students make when writing affect the reader's ability to understand. However, some of the major causes for misunderstanding include incorrect vocabulary and grammar mistakes involving over sentence structures and syntax (Ritter 2000, p. 103).

Full stop after the bracket, not before

Brackets or parentheses surround the referencing details

Author (s) surname (s)

Year of publication

Page Number (check this in your referencing style guide)

Summarising …

A summary is where you refer to the main ideas or themes of several paragraphs, a chapter, a book or article. You still **must use your own words.**

No quotation marks

It is important for writing tutors to recognize the different needs of students, and to adopt different approaches to teaching (Ritter 2000).

Full stop after the bracket, not before

Author (s) surname (s)

Year of publication

There is usually no page number if you are summarizing a chapter, book or article

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EXAMPLES OF CITING USING FOOTNOTES OR ENDNOTES

The following examples use a version of the **Chicago 16th Referencing Style**, however, you should consult a more comprehensive referencing guide when writing your assignments. Please check the library for different **referencing guides**: http://libguides.mq.edu.au/Referencing

- Chicago 16th uses numeric footnotes and author-date bibliography.
- MLA style uses numeric footnotes and numeric endnotes, and in some disciplines an author-date bibliography may also be required.
- Turabian Bibliography style uses numeric footnotes and author-date bibliography

Plagiarism could be diminished by describing referencing to students as **"an important way of developing engagement with the ideas and practices of the discipline".[1]** Varis thus suggests to teach referencing as a way to demonstrate critical thinking. [2]

[1] Vardi Iris, "Developing Students' Referencing Skills: A Matter of Plagiarism, Punishment and Morality or of Learning to Write Critically?" *Higher Education Research & Development* 31, no.6 (2012): 929.

[2] Ibid. 921 – 930.

Superscript number to indicate in-text citation, which corresponds to the same number in the footnotes

Complete reference the first time

"Ibid" is used in place of the author's name, the title, and as much of the information as is identical to the immediately preceding note. It cannot be used if the preceding note cites more than one work.

HOW DO I INSERT FOOTNOTES OR ENDNOTES IN WORD?
- Place your cursor in the text where you wish the numeric citation to be located
- Click the **References tab**
- At the **Footnotes tab**, select **Insert Footnote** or **Insert Endnote**
- Modify the settings by selecting the drop down arrow from the **Footnotes tab.**

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WHEN SHOULD I PARAPHRASE?

Paraphrases are used to support your ideas or arguments. You may also use them if you are giving background information, such as history or important theories. Try to paraphrase instead of quoting whenever possible, as a paraphrase shows more clearly that you understand and can apply the information.

WHEN SHOULD I QUOTE?

Try not to quote too often or to use very long quotations. You should only use quotations when you feel it is absolutely necessary and only to support an argument, not to make an argument.

When you quote, you must copy the words and punctuation exactly as they are written. If you decide to omit some words, you should use three full stops "…" to indicate the missing words.

HOW DO I INTRODUCE EXTERNAL RESOURCES IN MY WRITING?

As shown in the above examples, you can supply reference details at the end of a quote, paraphrase or summary. Sometimes, however, you may wish to include the author's name in your sentence. Here are a few introductory academic phrases that you could use to begin your sentences:

- As **Robinson (2015)** points out/states/outlines/suggests …
- **Wui (1987)** states/suggests/outlines/argues/explains …
- According to **Cozowisc (2003)** …
- Referring to …, **Jacobs (1998)** says/states that …
- In the *title of the article/book*, **Fouldering (2012)** states/suggests …
- In a study in 1997, **Deallio** showed/illustrated …

HOW DO I CITE SECONDARY SOURCES?

Sometimes you read something within an article or book that cites another article/book that you want to cite. You haven't read the second item. Mention both items in your in-text citation:

- Trice (2003, **as cited in** Andrade, 2006, p. 45) states that …
- Allport's diary (**as cited in** Nicholson, 2003) …

However, try to read – and therefore quote – the original article/book whenever possible.

Referencing…

REFERENCE LIST

At the end of your assignment, usually on a separate page, you provide the full details of all the sources you have used. This is known as a reference list or a bibliography. Check the required layout and content for this page with your tutor. However, in general, all reference lists require the following essential information:

· List in alphabetical order, according to the author's surname **not** the author's initial or first name
· Do not use numbers, sub-headings or bullet points, unless you are required to do so
· Start a new line for each source you have cited
· Include the author's surname, initial of first name, year of publication, title or resource, name of publisher, and place of publication
· For articles written by the same author in the same year, label the years 1999a, 1999b, 1999c and so on
· Electronic resources, newspapers periodicals, and drawings are referenced uniquely. Therefore, it is important that you have access to the referencing style guide. The library reference page has the most commonly used referencing style guides, visit:

http://libguides.mq.edu.au/Referencing

A SAMPLE REFERENCE LIST (FOLLOWING THE APA STYLE)

Bennett, R. (2005). Factors associated with student plagiarism in a post-1992 university. *Assessment & Evaluation in Higher Education*, *30*, 137-162. doi: 10.1080/0260293042000264244

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites, 149*. Retrieved from http://www.alistapart.com/articles/writeliving

Boud, D. (2007). Reframing assessment as if learning were important. In D. Boud & N. Falchikov (Eds.), *Rethinking assessment in higher education* (pp. 14-26). Abingdon: Routledge.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

ANNOTATED BIBLIOGRAPHIES

If you have been requested to complete an annotated bibliography, you will need to familiarize yourself with the conventional format. Look at this website page for more information:

http://guides.library.cornell.edu/annotatedbibliography