A Guide to Referencing and Bibliographies

When you write assignments it is expected that you will acknowledge your use of other people’s ideas and opinions by indicating when you use material written by someone other than yourself.

You may be asked to follow the style and layout of the Harvard or the APA (American Psychological Association) author-date systems. When you acknowledge that you have used material by other authors, you are writing a citation or reference. When you use Word 2010, Australia New Zealand Reference Centre database or World Book Advanced on-line encyclopaedia there are features to help you complete your references and bibliography.

In-text referencing is the practice of including, within your assignment, short references to the author and date of the source used. A bibliography or list of references is added at the end of the assignment on a separate page.

Bibliography or List of References

A bibliography is a list of all the resources that you consulted in order to research your assignment. If a list of references is specified (e.g. in APA style) you would list only the works that you have referred to in your in-text referencing. These lists are set out alphabetically according to the author’s surname, regardless of the type of resource (e.g. whether it is a book or a website). If the author is unknown, then use the title as the first element in the citation.

In-Text Referencing

Within your text whenever you refer to another person’s idea you must immediately acknowledge author (surname only) or title (if the author is unknown) along with the year of publication and page numbers. (Page numbers are not necessary if the whole work is being referenced.)

Harvard in-text referencing examples:

Direct quotes are written within single quotation marks and are the exact words of the author.

Example: ‘Almost all of the mountain glaciers in the world are now melting.’ (Gore, 2006, p. 48)

Longer direct quotes should be placed in block format, with single line spacing, and indented 2 cm. from each side of the page. There should be no quotation marks at either end of the quote and there should be a line space above and below the quote.

Example: Al Gore (2006, pp. 146-7) points out that global warming will have a serious effect on wildlife and habitats.

The melting of the ice represents bad news for creatures like polar bears. A new scientific study shows that, for the first time, polar bears have been drowning in significant numbers.

Indirect quotes are included in your sentences. They do not use the exact words. (No quotation marks.)

Example: Well known environmentalist, Al Gore, points out that global warming will have a serious effect on wildlife like polar bears. (2006, pp. 146-7).
4-6 authors: (Smith et al. 2003, p.63) have indicated that ……..

Corporate author: Salinity in the Murray-Darling basin is a serious issue. (CSIRO, 2002, p.84)

**APA In-text referencing examples:**

In-text references must agree precisely with end-text references in the List of References.

Direct quotes are written within double quotation marks. They are the exact words of the author.

Example:
“Almost all of the mountain glaciers in the world are now melting. There is a message in this.” (Gore, 2006, p. 48).

Longer direct quotes should be placed in block format, with double line spacing, and indented 2 cm. from the left margin. There should be no quotation marks at either end of the quote and there should be a line space above and below the quote.

Example:
Al Gore pointed out that global warming will have a serious effect on wildlife and habitats.

   The melting of the ice represents bad news for creatures like polar bears. A new scientific study shows that, for the first time, polar bears have been drowning in significant numbers. Such deaths have been rare in the past. (2006, pp.146-7)

Indirect quotes
Indirect quotes are the author's opinions expressed in your words. No quotation marks are used.

Example:
Al Gore, points out that global warming will have a serious effect on wildlife. (2006, pp. 146-7).

4 to 6 authors: ……….. (Jones, Lawson, Phillips and Cambridge, 2012)

Corporate author: ……..….. a major cause of cancer deaths. (Melanoma Foundation, 2008)

**Harvard Bibliography Examples**


Internet when author is known:

Internet with corporate author:
Article from a database when author is known:

Article from a database when author is not known:

On-line encyclopaedia:


APA Bibliography Examples


Internet when author is known:

Internet with corporate author:

Article from a database when author is known:

Article from a database when author is not known:


