

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

Book: Holper, P. & Torok, S. 2008. *Climate Change*. Sydney: Pan Macmillan.

Article: Meredith, P., 2012. The Miracle of Flight. *Australian Geographic*, Jan.-Feb., Issue 95, pp. 66-79.

Internet when author is known:

Gandhi, M. K., 1938. *Non-Violence vs. Violence*. [Online]
Available at: <http://www.mkgandhi.org/nonviolence/gstruggle1.htm>
[Accessed 1 May 2012].

Internet with corporate author:

The Melanoma Foundation, 2008. *Melanoma Treatment*. [Online]
Available at: <http://www.med.usyd.edu.au/medicine/melanoma.tmt.htm>
[Accessed 15 May 2011].

Article from a database when author is known:

Wall, R., 2011. More A380 Upgrades Envisioned. *Aviation Week and Space Technology*, 24 October, p.50. in *Australia New Zealand Reference Centre*, Ebscohost, viewed 3 May, 2012, <http://web.ebscohost.com/ehost/>

Article from a database when author is not known:

The Salinity Threat, 2007. *Issues*, Issue 78, pp. 31-35, in *Australia New Zealand Reference Centre*, Ebscohost, viewed 8 May, 2012, <http://web.ebscohost.com/ehost/>

On-line encyclopaedia:

Australia, 2002. *World Book Advanced*, viewed 19 April 2012, <http://worldbookonline.com/>

DVD: *Space*, 2002. London: BBC Productions.

Television: *The Witness Was a Fly*, 2007. [Television program] Sydney: ABC Television.

CD: Black Eyed Peas, 2009. *I Gotta Feeling*. [Sound Recording]. (Interscope). Produced by David Guetta.

APA Bibliography Examples

Book: Holper, P., & Torok, S. (2008). *Climate Change*. Sydney: Pan Macmillan.

Article: Meredith, P. (2012, Jan.-Feb.). The Miracle of Flight. *Australian Geographic*(95), 66-79.

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Gandhi, M. K. (1938). *Non-Violence vs. Violence*. Retrieved May 1, 2012, from Gandhian Institute: <http://www.mkgandhi.org/nonviolence/gstruggle1.htm>

Internet with corporate author:

The Melanoma Foundation. (2008). *Melanoma Treatment*. Retrieved May 15, 2011, from Melanoma Facts: <http://www.med.usyd.edu.au/medicine/melanoma.tmt.htm>

Article from a database when author is known:

Wall, R. (2011, October 24). More A380 Upgrades Envisioned. *Aviation Week and Space Technology*, 50. Retrieved from *Australia New Zealand Reference Centre* database.

Article from a database when author is not known:

The Salinity Threat. (2007). *Issues* (78), 31-35. Retrieved from *Australia New Zealand Reference Centre*.

On-line encyclopaedia: Australia. (2002). In *World Book Advanced*. Retrieved from <http://www.worldbookonline.com/>

DVD: *Space*. (2002). London: BBC Productions.

Television: *The Witness Was a Fly*. (2007, March 2). Sydney: ABC Television.

CD: The Black Eyed Peas . (2009). *I Gotta Feeling*. On *The E. N. D. (The Energy Never Dies)*. D. Guetta.