



Referencing Guidelines for Middle and Senior School

Pupils must:

- Use the rules outlined in this document, to ensure they are referencing accurately
- Acknowledge all sources they use in a bibliography or reference list (as directed by their teacher)
- Complete the Documentation of Text Production Process sheet when submitting assessments
- Sign the Declaration of Authorship on the front cover of all assessments

Teaching staff must:

- Provide students with access to the Referencing Guidelines for Middle and Senior School
- Have students complete a bibliography or reference list, if they are setting a task that requires sourcing information from others
- Ensure their own bibliographies and reference lists are aligned with the rules set in this document
- Ensure there is a Declaration of Authorship on the front cover of all assessment task sheet
- Ensure there is a Documentation of Text Production Process sheet with the assessment task sheet
- Not mark any aspects of the assessment that have not been referenced (at the teacher's discretion)

Why do you need to reference sources?

- To validate a point, statement or argument
- Ethical consideration – crediting the originator of the idea
- Allows readers to check the original work
- Legal consideration – everyone needs to follow the laws of copyright

Plagiarism

Copying or even summarising someone else's ideas and putting them into your own words without referencing your source is an offence.

HOW TO USE THIS DOCUMENT

This document was not designed to read from start to finish.

If you need some advice on how to quote, need help on how to reference a source, or if you can't remember how to update your bibliography, then only click on the hyperlinks that are relevant to what you intend to do.

Please note: this document follows the Harvard Referencing Style, which may vary between establishments. When moving to a new school, or going to university, you will need to adapt to their referencing system.

Select from the following hyperlinks below, for further information:

[Definitions of Key Terms](#)

[Tips for Preparing for a Bibliography or Reference List](#)

[How to Write Your Bibliography or Reference List](#)

[How to Cite References Within Your Assignment](#)

[How to Accurately Quote and Paraphrase](#)

Definitions of Key Terms

bibliography*	noun A list of all the sources that you looked at (even if you didn't end up using them) to write your assignment <i>E.g. Make sure you include a bibliography.</i>
citation	noun See 'reference (noun)' <i>E.g. Ensure you accurately punctuate your citation.</i>
cite	verb See 'reference (verb)' <i>E.g. Ensure you cite this quote.</i>
paraphrase	noun A summary of ideas that originated in another author's text <i>E.g. She gave us a quick paraphrase of what was said.</i> verb When you summarise the ideas of another author in your own words <i>E.g. I will paraphrase so that it counts towards my word limit.</i>
quote	noun A passage that has been repeated word for word <i>E.g. I struggled to put the author's ideas into my own words, so I included a quote instead.</i> verb To repeat the exact wording of another author <i>E.g. I have decided to just quote the first sentence.</i>
reference	noun The listed author, year and page numbers of the original source (often put in brackets) – used when quoting or paraphrasing <i>E.g. Ensure you accurately punctuate your reference.</i> verb Listing the details of the original source <i>E.g. Ensure you reference this quote.</i>
reference list*	noun A list of all the sources that you cited (quoted or paraphrased) in your assignment <i>E.g. Make sure you list all of these sources in your reference list.</i>

*** Your teacher will indicate whether a bibliography or reference list is required.**

Tips for Preparing for a Bibliography or Reference List

1. Read widely (you can use books, textbooks, journal articles, newspapers, trustworthy websites, government publications etc.)
2. When taking notes, ensure you:
 - Do not copy texts word for word (unless you are quoting – then you need to ensure you are also copying the exact punctuation used. Read [How to Accurately Quote and Paraphrase](#) for more advice.) Always record the page number(s) you used.
 - Always record the following text details (you will need them to write your bibliography or reference list):

Books:

- Author/editor/s
- Year published
- Title
- Place of publication (city and country)
- Page numbers used
- If applicable: volume number

Articles:

- Author/s
- Date published
- Title of article
- Title of main text (e.g. the title of the newspaper or magazine)
- If applicable: volume
- Issue number
- Page numbers used

Internet Sites:

- Author/s
- Date published/updated (if available)
- Title of webpage
- Internet address (URL)
- Date you looked at the webpage

How to Write Your Bibliography or Reference List

There are many different referencing styles. St James uses the Harvard Referencing Style.

Important notes:

- Your reference list/bibliography must be arranged in alphabetical order (using the authors' surnames)
- Take careful note of the little details – e.g. where full stops, brackets and commas are placed
- Titles of full-length texts that are published separately (such as novels, magazines, poetry anthologies, movies and plays) should be in italics
- Titles of short texts that are published within a text (such as websites, chapters, short stories, articles, poems, television episodes and short plays) are punctuated in single quotation marks.
- Titles of all texts - only capitalise the first word and proper nouns
- The first author's name is usually listed first, followed by a comma and his/her initials
E.g. Thomas Riley Haden -> Haden, T.R.

The author's first name may be spelt out in full if you are also referencing an author with the same surname and initials

- The second (and subsequent) author's initials precede the author's surname.
E.g. Bob Smith and Thomas Riley Haden -> Smith, B. and T.R. Haden
- Place of publication – it is preferable to record the city (e.g. London rather than the UK)

Click on the hyperlinks on the next page for further information.

Click on the relevant hyperlink, for further information:

BOOKS

[Book with one author](#)

[Book with two authors](#)

[Book with three authors](#)

[Book with four authors](#)

[Book with five or more authors](#)

[Book with an unknown author/atlas/dictionary](#)

[Bible](#)

[Quoting from a secondary source \(you quoted a quote\)](#)

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OTHER

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[Dance \(video\)](#)

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[Map](#)

[Lesson Resource](#)

[Personal communication \(such as an interview, email or conversation\)](#)

How to Cite References Within Your Assignment

Important Notes:

- You do not need to reference facts or ideas that are common knowledge (e.g. Hervey Bay is in QLD)
- You should be quoting and paraphrasing, rather than using just one or the other
- Quotes do not usually contribute to the word limit
- You can add the reference at the beginning or at the end of a quote/paraphrase. The year and page number(s) are always enclosed in brackets.

“Students are vital to the survival of the planet” (Perry 2012, 6).

OR

Perry (2012, 6) states that “Students are vital to the survival of the planet”.

Referencing a whole work (rather than a page or set of pages)

Do not list a page number, only the authors and the date.

Peter and Waterman (1982) built their whole argument on the cultural traits necessary for corporate success.

Referencing one page of a book or journal article

List the page number in brackets, after the date.

“Students are vital to the survival of the planet” (Perry 2012, 6).

Referencing two or more pages

List the page numbers (using a hyphen) in brackets, after the date.

Rokeach (1968, 110-111) says attitudes are difficult to measure because there is much controversy over what an attitude is.

Referencing two or more texts, that have the same author (or author’s with the same name) and year of publication

Add a lower case letter of the alphabet to the publication dates to distinguish between them.

The order of the letters is dictated by the alphabetical order of the titles. If a title starts with an article (‘a’, ‘an’ or ‘the’) focus on the next word in the name – e.g. *The Blue Birds* -> *Blue Birds*.

For example, two publications by James Bell in 1981, *The Bears of Alaska* and *Chimpanzees of Africa*, would be referenced as Bell (1981a) and Bell (1981b) respectively.

Referencing two or more texts at the same time

Names are listed in alphabetic order. Use a semi-colon to separate one citation from another.

...” (Perry 2012, 6; Rokeach 1968, 110-111)

Click on the hyperlinks on the previous page for further information.

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
BOOKS (1/3)		
Book with one author	<p>List the author’s surname (in the brackets or as part of the sentence).</p> <p>According to Costantino (2000, 53), the Englishman’s loop “uses two overhand knots to form a fixed loop.”</p>	<p>Author. Year of publication. <i>Title</i>. Edition (if available). Place of publication: Publisher.</p> <p>Rowling, J. K. 2003. <i>Harry Potter and the order of the phoenix</i>. London: Bloomsbury.</p>
Book with two authors	<p>List both author’s surnames (in the brackets or as part of the sentence).</p> <p>“Overall, popular support for the welfare state remained strong between 1985 and 1990” (Bean and Papadakis 1998, 219).</p>	<p>Author 1. and Author 2. Year of publication. <i>Title</i>. Edition (if available). Place of publication: Publisher.</p> <p>Purdie, N. and D. Smith. 1999. <i>Case studies in teaching and learning: Australian perspectives</i>. Sydney: Prentice Hall.</p>
Book with three authors	<p>List their surnames (in the brackets or as part of the sentence).</p> <p>Veccio, Hearn, and Southey (1996, 351) say that “organisational decision making involves decisions that pertain to the problems and practices of a given organization”.</p>	<p>Author 1., Author 2 and Author 3. Year of publication. <i>Title</i>. Edition (if available). Place of publication: Publisher.</p> <p>Meadmore, D., B. Burnett and P. O’Brien. 1999. <i>Understanding education: Contexts and agendas for the millennium</i>. Sydney: Prentice Hall.</p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
BOOKS (2/3)		
Book with four authors	<p>List the first author's name only. Mention that there are other author's in the sentence, or use et al. after the first author's name if you are referencing them in the brackets.</p> <p>The subject is treated in detail by Robbins and others (2001).</p> <p>OR</p> <p>In one study (Robbins et al. 2001) the subject is treated in detail.</p>	<p>Author 1., Author 2, Author 3 and Author 4. Year of publication. Title. Edition (if available). Place of publication: Publisher.</p> <p>Robbins, S. P., B. Millett, R. Cacioppe, and T. Waters-Marsh. 2001. <i>Organisational behaviour: Leading and managing in Australia and New Zealand</i>. Sydney: Prentice Hall.</p>
Book with five or more authors	<p>Refer to 'Book with four authors'</p>	<p>List the first four authors, followed by et al.</p> <p>Author 1., Author 2, Author 3, Author 4 et al. Year of publication. Title. Edition (if available). Place of publication: Publisher.</p> <p>Potter, T., D. James, F. H. Robinson, P. G. Bevington and H. Matthews et al. 2013. <i>Interactive cyber safety</i>. 2nd ed. Melbourne: McGraw Hill.</p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
BOOKS (3/3)		
<p>Book with an unknown author/atlas/dictionary</p>	<p>Use Anon. instead.</p> <p>It is stated in <i>Wild Life of Australia</i> (Anon. 1973, 9) that “Australia is blessed with one of the largest varieties of bird life in any one country of the world.”</p>	<p>If there is a corporate author (it was written by an organisation):</p> <p>Name of Organisation. Year of publication. Title. Edition (if available) Place of publication: Publisher.</p> <p>Curriculum Corporation. 1995. <i>National principles and guidelines for Aboriginal studies and Torres Strait Islander studies</i>. Melbourne: K-12, CC.</p> <p>If there is no corporate author:</p> <p>Title. Year of publication. Edition (if available) Place of publication: Publisher.</p> <p><i>The Macquarie dictionary and thesaurus</i>.1991. West End: Herron Publications.</p>
<p>Bible</p>	<p>Indicate the book, chapter, and verse(s).</p> <p>John 3:16 (New International Version)</p>	<p>You do not need to list the Bible in your reference list or bibliography.</p>
<p>Quoting from a secondary source (you quoted a quote)</p>	<p>You need to quote the original author. In the reference list you need to acknowledge that the original source was found in a secondary source.</p> <p>Adrian West (cited in Thomas 1970, 116) recommended that nursing education be made an integral part of the provincial education.</p>	<p>Author 1. quoted in Author 2. Year of publication. Title. Edition (if available). Place of publication: Publisher.</p> <p>West, A. quoted in J. G. Thomson. 1970 <i>Nursing education in Ontario</i>. Toronto: Milestone Press.</p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
INTERNET (1/3)		
Website	<p>Use the name/organisation (the author) responsible for the site, and the year it was updated.</p> <p>Wikipedia (2012) stated that</p>	<p>Author. Year. 'Title of webpage'. Accessed month date, year. <webpage address></p> <p>CTC Productions. 2006. 'Keeping ducks'. Accessed January 9, 2014. <http://www.burkesbackyard.com.au/factsheets/Birds/Keeping-Ducks/1893></p>
Website with no date	<p>Use the name/organisation (the author) responsible for the site, followed by n.d.</p> <p>"A male duck is called a drake..." (ABC n.d.).</p>	<p>Author. Year. 'Title of document'. Accessed month date, year. <webpage address></p> <p>ABC. n.d. 'Ducks'. Accessed January 9, 2014. <http://www.abc.net.au/creaturefeatures/facts/ducks.htm></p>
Website with no author	<p>Use the title of the document followed by date updated.</p> <p>Educating Students in Australia (2010) found that</p> <p>If the title is also not know - use the website address, which should be in angle brackets. Ensure it is the site address of the page you viewed, not the address of the home page.</p> <p><http://www.flemings.com.au/topten_intro.asp></p>	<p>Anon. Year. 'Title of document'. Accessed month date, year.<webpage address ></p> <p>Anon. 2010. 'Educating students in Australia'. Accessed December 11, 2011. <http://www.istudents.come/educatingstudentsinaus.htm></p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
INTERNET (2/3)		
<p>Online document (such as a PowerPoint or image)</p>	<p>Use the title.</p> <p>On the PowerPoint <i>Revising English Skills</i> (2013)...</p> <p>If you do not know the title, use the name of the author.</p> <p>Jones (2001) concurs that the reaction was not appropriate.</p> <p>If you do not know the title or name of the author, use the URL of the document.</p> <p>http://netec.mcc.ac.uk/WoPE/data/Papers//wobawlad_007.html (2001) reported that “this has significantly eroded the region’s chances of competing in global markets”.</p> <p>If the page numbers are not available, try to state the section and use the term para. to acknowledge the paragraph you quoted from.</p> <p>...” (Myers 2000, para. 5) ...” (American Psychological Association 2003, Conclusion section, para. 1)</p>	<p>Author. Year. ‘Title of document’. Document type. Accessed month date, year. <webpage address ></p> <p>Aguilar, F. 2001. ‘Polyethylene biodigesters: production of biogas and organic fertilizer from animal manure’. PowerPoint presentation. Accessed December 14, 2010. <http://www.adelaide.edu.au/biogas/poly_digester/></p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
INTERNET (3/3)		
Australian Bureau of Statistics	Reference as you would a website.	<p>Australian Bureau of Statistics. Year updated. 'Title of page', cat. no. category number, ABS. Accessed month date, year. <webpage address ></p> <p>Australian Bureau of Statistics. 2008. 'Australian social trends 2007', cat. no. 4102.0, ABS. Accessed October 31, 2008. <http://www.ausstats.abs.gov.au></p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
ARTICLES		
Journal/magazine article	Reference as you would a book.	<p>Author. Year of publication. 'Title of article'. <i>Title of journal</i>, volume number (issue number): page numbers.</p> <p>French, E. 2001. 'Approaches to equity management and their relationship to women in management'. <i>British Journal of Management</i>, 12 (4): 267-285.</p>
Newspaper article	Reference as you would a book.	<p>Author. Year of publication. 'Title of article'. <i>Title of newspaper</i>, Month and day of publication, page number.</p> <p>Alexander, M. 2003. 'The tribute that brought a tear to Hayden's eye. <i>Sunday Mail</i>, December 7, 13.</p>
Newspaper article with no author	<p>Use the name of the newspaper/magazine.</p> <p>In <i>The Courier-Mail</i> (2003, 5) it was reported that...</p>	<p><i>Title of newspaper (the 'The' is dropped)</i>. Year. 'Title of article'. Month and day of publication, page number.</p> <p><i>Courier-Mail</i>. 1999. 'Ex-governor's view criticised'. April 20, 3.</p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
OTHER (1/3)		
DVD	Reference as you would a book, using either the producer or director instead of the author.	<p>Director/producer. Year. <i>Title</i>. Material designation/type of medium. Place of production: Production Company.</p> <p>Lord, P. and Park, N. 2000. <i>Chicken run</i>. Animated film. Bristol: Aardman.</p>
Poem/song	<p>List the poet/singer, poem/song, verse number, lines.</p> <p>..." (Keats, 'Ode to a nightingale', verse 7, lines 1-2).</p>	<p>Reference the source you found the poem in, e.g. book or website.</p>
Play	<p>List the playwright, title of play, act number, scene number, and lines.</p> <p>..." (Shakespeare, <i>Hamlet</i>, Act 3, scene 1, line 64).</p>	<p>Playwright's name. Year. <i>Play</i>. Place of publication: Publisher Name.</p> <p>Shakespeare, W. 1968. <i>Hamlet</i>. London: The Syndics of the Cambridge University Press.</p>
Theatre Production	Reference as you would a book, using either the producer or director instead of the author.	<p>Playwright's name. Year of production. <i>Title of production</i>, dir. Director's name, Theatre: Theatre company. First performance: date performance started.</p> <p>Shakespeare, W. 1989. <i>Pericles, Prince of Tyre</i>, dir. David Thaker, The Swan in Stratford-upon-Avon: Royal Shakespeare Company. First performance: 6 September.</p>
Dance (video)	Reference as you would a book, using either the producer or director instead of the author.	<p>Director/producer. dir. Year published. <i>Title of video [type of medium, e.g. DVD]</i>, Production company.</p> <p>Lockyer, B. dir. 1979. <i>Sadler's Wells Royal Ballet</i> [video for television transmission], BBC TV in association with R.M. Productions Munich.</p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
OTHER (2/3)		
Dance (live performance)	Reference as you would a book, using either the producer or director instead of the author.	<p>Choreographer. Premier date. <i>Title</i>. [Performance viewed date, performance centre, location of performance centre].</p> <p>Ashton, F. 1940. <i>Dante sonata, The Royal Ballet</i>. [Performance viewed 10 July 2004, Lincoln Centre, New York].</p>
Painting	Reference as you would a book, using the artist instead of the author.	<p>Artist. Year. <i>Title</i>. Material type. At: Place: Galley Name/Museum (if applicable).</p> <p>Van Gogh, V. 1888. <i>Sunflowers</i>. Oil on canvas. At: London: National Gallery.</p>
Map	Reference as you would a book.	<p>Author. Year. <i>Title of map</i>. Series (if available). Place of publication: publisher.</p> <p>Department of Mines and Energy, Queensland. 1996. <i>Dotswood</i>. Australia 1:100 000 geological series, sheet 8158. Brisbane: Department of Mines and Energy.</p>
Lesson resource	Reference as you would a book.	<p>Author. Year. <i>Title of resource</i>. Lesson notes distributed in class at school, on date.</p> <p>Saltmarsh, M. 2015. <i>Colours of Advertising</i>. Lesson notes distributed in Year 11 English at St James Lutheran College, on 24 February 2015.</p>

TEXT TYPE	IN-TEXT CITATION (REFERENCING IN TEXT)	REFERENCE LIST/BIBLIOGRAPHY
OTHER (3/3)		
<p>Personal communication (such as an interview, email or conversation)</p>	<p>You need to include:</p> <ul style="list-style-type: none"> • Their title Miss = unmarried female Mrs = married female Ms = relationship status not specified (could be either) – use this if you are unsure • Their first name and surname • Preferably their job title and name of organisation (to validate their opinion) • The date you spoke to them • The form of communication (e.g. personal interview, phone interview, email) <p>Ms Annie Schultz, Managing Director of ACL Industries, stated that “...” (personal interview, April 21, 1999).</p> <p>OR</p> <p>Ms Annie Schultz, Managing Director of ACL Industries, stated in a personal interview on April 21, 1999, that “...”</p> <p>OR</p> <p>In an interview I conducted on April 21, 1999, Ms Annie Schultz revealed that “...”</p>	<p>Details of a personal communication do not need to be included in the reference list.</p>

How to Accurately Quote and Paraphrase

Quotes – The Rules:

The basics:

- Use double quotation marks (except for when using large quotes – see below)
- Standard sized quotes (approx. 40 words or less/3 lines or less) do not need to start on a new line
- If you are quoting a completed statement, then the punctuation mark used at the end (such as a full stop) goes **INSIDE** the quote.
- If you are not quoting a completed statement, then you add a punctuation mark (such as a full stop) **OUTSIDE** of the quote.

Example quote of a completed statement

(Notice the full stop is located before the closing quotation mark)

“Originating in the shallow streams of South America, Corydoras are largely bottom feeders, and can tolerate a wide range of water conditions.” (Goodwin 2007, 239)

Example quote of an incomplete statement, with the citation at the end of the quote

(Notice the full stop is located after the citation)

“Originating in the shallow streams of South America, Corydoras are largely bottom feeders” (Goodwin 2007, 239).

Example quote of an incomplete statement, with the citation at the beginning of the quote

(Notice the full stop is located after the closing quotation mark)

According to Goodwin (2007, 239), “Corydoras are largely bottom feeders”.

Shortening or clarifying quotes:

- When removing words from a quote to shorten it, you must replace them with an ellipsis
- If adding in words to clarify meaning, they must be enclosed in square brackets
- When shortening or clarifying a quote, you must ensure that the author’s intended meaning remains the same

Original quote:

“Some students think references are included in a paper only when a direct quotation is used. This is not so. All published material of an informative nature (information you did not know before you read it) should be duly acknowledged.” (Cope 2006, 20)

Example of an ‘edited’ quote:

“Some students think references are included in a paper [such as any essay] only when a direct quotation is used. This is not so. All published material of an informative nature... should be duly acknowledged.” (Cope 2006, 20)

Large quotes:

- Large quotes (approx. 40 words or more/4 lines or more) are located between two blank lines, and are indented on both sides. You do not use quotation marks.

Example of a large quote, with the citation at the end of the quote:

---blank line---

One of the difficulties of competitor analysis is knowing what information to obtain. The problem often varies between the extremes of having too few data for meaningful analysis and having so much that it becomes difficult to make sense of it. (Hussey 1995, 221)

---blank line---

OR

Example of a large quote, with the author mentioned prior to the quote:

Some of the difficulties in carrying out competitor analysis are described by Hussey:

---blank line---

One of the difficulties of competitor analysis is knowing what information to obtain. The problem often varies between the extremes of having too few data for meaningful analysis and having so much that it becomes difficult to make sense of it. (1995, 221)

---blank line---

Quoting a quote:

- When quoting within a quote, you keep alternating between double quotation marks and single quotation marks.

“As Sir Thomas once famously stated, ‘we should all be so proud!’” (Jerry 2013, 13)

Paraphrasing – The Rules:

- Summarise the key ideas presented
- You must change the wording so that it is in your own words – you are not allowed to directly copy from the text
- The meaning must remain the same
- You do not use quotation marks

Quote to be paraphrased:

Lomas (1988, 54) states that “it is difficult to believe that Australia’s present transportation system will be able to cope with the needs of society in the 21st century.”

Option 1

Lomas (1988, 54) states that he doubts the ability of our present system of transportation to cope with the next century’s requirements.

Option 2

Lomas (1988, 54) has expressed doubts about the fitness of our transportation system for future needs.

Option 3

It is difficult to see how Australia’s future transportation needs will be served by the present system (Lomas 1988, 54)