



# KINGARROY STATE HIGH SCHOOL

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## Referencing Policy

## Explanation of Terms

**Referencing:** This refers to the acknowledgment of ideas, thoughts or direct quotes used within a piece of research writing.

**Reference List:** A list of sources that you have actually cited or quoted in your assignment.

**Bibliography:** A list of the sources that you have consulted, but not actually quoted from.

**Primary Source/Data:** A document or some other evidence written or created during the time under study, such as direct traces of the event, accounts of the event created at the time it occurred (by firsthand observers and participants), and accounts of the event created after the event occurred (by firsthand observers and participants). e.g. poems, diaries, speeches, personal interviews, Hansard Reports, cave paintings, menus etc

**Secondary Source/Data:** A document that interprets and analyses primary sources. It is second hand information i.e., one step removed from the event. e.g. journal articles, encyclopaedias, textbooks etc.

## What does referencing have to do with me?

When you complete any research assignment, no matter what year level or subject, you will be expected to use referencing protocol. A version of the Harvard (author-date) Referencing System has been chosen by Kingaroy State High School as the basic guide.

## What is plagiarism?

Plagiarism is when you take and use someone else's work or thoughts as your own. Unless it is properly acknowledged, plagiarism includes

- Directly copying the work of an author
- Copying the work of another student
- Using or developing an idea that comes from another person's work
- Using or paraphrasing the work of another author (summarising another person's work)

Therefore, when you take the ideas or any direct quotes from another author, you must appropriately acknowledge the source.

Plagiarism is an extremely serious academic offence at University level and students are penalised by course failure. In some cases legal penalties are invoked. Plagiarism at Kingaroy State High School could lead to failure in the course.

## What is Referencing?

When using primary and secondary sources, you will have to reference "in-text". This means that you will acknowledge through the text of your assignment where you got the ideas or direct quote from. When doing this, you must follow the correct procedure to show the acknowledgement.

### When do you reference?

- To back up or validate a point or argument.
- To credit the original author.
- To add value to your work by showing your familiarity with relevant literature.

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## What gets referenced?

- Direct quotations that should be put in inverted commas.
- Any direct quotation or paraphrased comments.
- Definitions of terms.

## Harvard (author-date system)

This system of referencing uses documentation within the text of your assignment (known as in-text referencing) and gives sufficient information to allow the reader to locate the item by checking the full details in a reference list at the end of an assignment.

## What information is used for in-text referencing:

In each case, you need to include three (3) pieces of information. These are the author's surname, the year the source was published and the page number/s from which the information was taken.

### It looks like:

"The expression on his face as he surveyed the contemporary artwork was one of intrigue, unlike the professor had ever seen." (Sumners, 1992, p23)

**Note that it goes in the order: (author surname, year published, page number) with commas separating each of the elements.**

*Year of Publication* – this is usually found in the front of the book immediately next to the copyright © symbol.

*Author's Name* – surname only, or surnames if there is more than one author.

*Page Number/s* – single page numbers are noted as p.32 whilst several page numbers are noted as pp.34-40.

## How to include the in-text referencing:

There are several ways. Below are some examples.

The success of Cook's voyages has been attributed, in part, to improved means of navigation and nutrition (Blainey, 1966, pp.11-13).

There are now grounds for the belief that Australia has been inhabited for more than 22 000 years (Mulvaney & Golson, 1971, p.vii)

*These statements can also be written in the following format:*

Blainey (1966, pp.11-13) has suggested that the success of Cook's voyages can be attributed, in part, to improved means of nutrition and navigation.

Mulvaney and Golson (1971, p.vii) have shown that Australia has been inhabited for more than 20 000 years.

In 1966 Blainey (pp.11-13) asserted that the success of Cook's ...

Blainey asserted that, "nutrition was the primary source of the great success of Cook's voyages." (1966, p.34)

## Ways to include in-text referencing:

### 1. *Quoting from one page.*

Simpson (1978, p.27) states that, 'lack of exercise is our most serious health problem'.

### 2. *Paraphrasing from two pages.*

It has been claimed that there is a great revival of interest in religion in modern society (Reid, 1988, p.54-56).

### 3. *Reference to arguments advanced in a whole work, so no page numbers are used.*

Rogers and Phillips (1999) have made a strong plea for the outlawing of nuclear weapons.

### 4. *Quoting from an anonymous work.*

It is stated in *Wild Life of Australia*, (1992, p.9) that, 'Australia is blessed with one of the largest varieties of bird life in any one country of the world'.

### 5. *Quoting words of a corporate author.*

The Australian Conservation Foundation (1998, p.2) claims that the 'raging dry-season bushfire is easily the most dramatic feature of the Australian scene'.

### 6. *Double quotation marks used within single ones.*

Referring to an argumentative relation, Caseyn (2002, p.89) remarks: 'If you said "white" to him he would almost certainly say "black"'.  
[Note: double quotation marks are used within single ones.]

### 7. *Book or article with two authors.*

Dule and Chella (1999, p.333) say that 'Radical times may demand radical remedies'.

### 8. *Book or article with more than two authors.*

Brooke, Schmicht and Langer (1998, p.33) comment that schools must mix common sense with law.

OR

'Schools must mix common sense with the law', commented Brooke, Schmicht and Langer (1998, p.33)

### 9. *Authors with the same surname.*

A recent report (Jones, R.W. 1991) has indicated ... but D.J. Jones (1993) has refuted the findings.

[note the placement of the initials when the reference is enclosed within parentheses - placed after the surname - and when used in the text - precedes the surname.]

### 10. *Single author, multiple works in different years.*

Chalmers (1998, 1990) wrote about the impressive effort of the African tribe to sustain itself in the changing climate.

[arrange in chronological order by date of publication]

### 11. *Single author, multiple works in the same year.*

Bennett (1992a, 1992b) showed that ...

[Place the letters 'a', 'b', 'c', ... after the publication date to distinguish references to two or more publications by the one author in the same year.]

### 12. *Personal communications.*

In an e-mail communication on 21 Oct, Dr Karl Kruszelnicki explained ...

OR

Mr D. McCarthy's letter dated 12 May 1999 claimed that ...

[where information is privately obtained by interview, letter, e-mail etc.]

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## 13. Indirect quotation.

Smith (1987, p.182), quoted in Anderson (1991, p.87) commented that there was ...

*[To document a quotation when the original source has not been consulted, reference must be made in the text to both the original source and the secondary source. Cite both sources in the list of references.]*

## 14. Work with no publication date.

Kelly (n.d.) argued that ...

## 15. Work with an approximate publication date.

Nisbet (c.1899) showed ...

*[use the abbreviation 'c'. (circa = about)]*

## 16. A work in the process of publication but date of publication uncertain.

Jones (in press) stated ... OR (Jones, in press)

## 17. An unpublished work.

Brown (unpub.) suggested ... OR (Brown, unpub.)

## 18. A sponsored work with no author's name.

A publication of the National Women's Advisory Council (1999) states ... OR (DEET 1998)

*[If no specific author's name is on the title page of a sponsored work then use the name of the sponsoring organisation.]*

## 19. Newspaper article where author unknown.

The Sydney Morning Herald (28 Jan. 1992, p.7) featured ...

OR

(Spectator 27 Feb. 1990, p.9)

OR

(The Courier Mail 19 Nov. 1993, editorial)

*[Note that in the initial article (the) is not included in the title and therefore is not italicised.]*

## 20. Motion pictures and videos.

The Third Man (motion picture) 1949 was an instance where ...

OR

Australia's Geological History (video recording) 1986 indicated that ...

*[Refer to the title and date of production as well as the format.]*

## 21. Television programs.

The Future of the Australian Communist Party (video recording) 1983 showed that there was ...

*[Television productions are identified as video recordings.]*

## 22. Government publications.

The Department's report (Department of Defence, 1992) contained ...

## 23. Internet.

Anderson (1995, <http://www.thorpulus.purdue.edu/AquaNIC/Images/>) says that ...

*[it is mandatory to include the date the site was published, and the site address, and where possible, the author must be included.]*

## 24. *Blog Post.*

In text (O'Neill 2011)

Reference list O'Neill, I 2011, 'Could Kepler Detect Borg Cubes? Why Not?', AstroEngine, blog post, 19 May, viewed 5 October 2011,

<[<http://www.astroengine.com/\(2011/05/could-kepler-detect-borg-cubes-why-not/>](http://www.astroengine.com/(2011/05/could-kepler-detect-borg-cubes-why-not/)

## 25. *YouTube Video.*

In text: (Virgin Start Up 2015)

Reference list: Virgin Start Up 2015, Sir Richard Branson: how to start a business.online video, 17 March, You Tube, viewed 3 December 2015,

<[<https://youtube/sjpd15cGHE>](https://youtube/sjpd15cGHE)

## 26. *Twitter.*

In text (UQ Library, 2017)

Reference list; UQ Library 2017, Turtles down by UQ St Lucia Lakes today. Air conditioned library or enjoying the sun & the view – tough choice!, Tweet, 4 October, viewed 12 October 2017,

<[<https://twitter.com/uqlibrary/status/9157821>](https://twitter.com/uqlibrary/status/9157821)

## 27. *ChatGPT.*

In text (OpenAI, 2023)

Reference list; OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model].

<[<https://chat.openai.com/chat>](https://chat.openai.com/chat)

## 28. *Copilot.*

In text (Microsoft, 2024)

Reference list; Microsoft. (2023). Copilot (Version 1.0) [Large language model].

<[<https://copilot.microsoft.com/>](https://copilot.microsoft.com/)

## 29. *DALL-E.*

In text (Microsoft, 2024)

Reference list; OpenAI. (2023). DALL-E (Oct 8 version) [Image generator].

<[<https://openai.com/index/dall-e-3/>](https://openai.com/index/dall-e-3/)



# Referencing Policy

## How to set out your in-text reference – short or long?

A *short quotation* is incorporated into a sentence without disrupting the flow of the text, and quotation marks are used.

Shaw (1955, p.61) wrote that, 'for twenty-five years after its foundation, the penal settlement of New South Wales had been shut in between the Blue Mountains and the sea'.

The most common practice is to consider quotations of four complete lines or more as 'long'. A *long quotation* is set out as a 'block'. Single spacing is used, and the block is indented differently from the rest of the text, usually about 5-10 spaces. No quotation marks are necessary.

Shaw (1993, p.61) points to how the expansion of settlement in New South Wales was hindered by some difficult terrain:

For twenty-five years after its foundation, the penal settlement of New South Wales had been shut in between the Blue Mountains and the sea. Every attempt to cross the mountain barrier had failed, stopped by its perpendicular gorges and rocky precipices. Even closer to Sydney exploration was difficult, as Governor Phillip himself had quickly found, although he had succeeded in reaching the Hawkesbury River, Pitt Water and Broken Bay.

However, he is not the only secondary source that corroborates such facts, because both Phillips, in ... *[note that the paragraph continues. Also, the year and page number can also be included in brackets after the quoted section.]*

## Paraphrasing

You must also be aware that paraphrasing requires you to acknowledge the source – it doesn't become your work because you move a few words around.

e.g. Original text

*For twenty-five years after its foundation, the penal settlement of New South Wales had been shut in between the Blue Mountains and the sea. Every attempt to cross the mountain barrier had failed, stopped by its perpendicular gorges and rocky precipices. Even close to Sydney exploration was difficult, as Governor Phillip himself had quickly found, although he had succeeded in reaching the Hawkesbury River, Pitt Water and Broken Bay.*

Paraphrasing (which requires acknowledgement):

*Due to Sydney being situated between the ocean and mountains, for its first quarter century, it was isolated. All attempts to explore further was thwarted, even though Governor Phillip had some success in reaching the Hawkesbury River, Pitt Water and Broken Bay.*

**Acceptable (ie – doesn't need acknowledgement, except where specific examples are used. Note that notes taken from your other sources would be used):**

*'Most of Australia's early areas of settlement by white people faced a similar scenario. The geographic limitations - oceans, mountains and scrubland - provided almost impenetrable barriers to further exploration. Such was the case for Sydney'. 'Every attempt to cross the mountain barrier had failed, stopped by its perpendicular gorges and rocky precipices.'* (Shaw, 1993, p61) *Many attempts were made to tame the lands near major settlements, but even this met with resistance. Brown (199, p36), in her "Why Penal Settlements Almost Failed" provided graphic detail about such difficulties: "Hobart ... almost ceased to exist as a settlement ... (because) its wilderness was almost too much to tame."* Also, Governor Phillip found exploration close to Sydney difficult due to its sea and mountain features (Shaw 1993, p61).

The only way that you can ensure that you get paraphrasing correct (acknowledging where necessary) and ensure that you don't plagiarise is by following a standard research process EVERY time. This means that you must read and take notes ONLY (point form, abbreviations, leave out small words etc.) Only when you find a section that you think you may wish to use as a direct quote in your assignment (generally fewer than 4 sentences and it is quite often only a phrase or part of a sentence( do you copy it work=for=word, and note its reference details directly next to it, including page number/s.

## How to assemble your reference list and bibliography

Remember that you will have a reference list with details of the sources that you have obtained quotes or ideas from, then you will have a bibliography list that show details of the sources that you read generally, and did not obtain direct ideas or quotes from. Whilst you only need to write the 3 details about your sources as you complete in-text referencing, for both the reference list and the bibliography, you need the following:

Author surname, and initials	Brown, L.A.
Year of publication	1998
Title of Publication	Art and Artists of Austria
Publisher	The Jacaranda Press
Place Published	Milton

It would be placed in a Reference List or Bibliography as follows:

Brown, L.A. 1998, Art and Artists of Austria, The Jacaranda Press, Milton.

*[note the punctuation - this is very important!]*

An example of a reference list or a bibliography setting out is set out below.

1. Barrass, R. 1978, Scientists Must Write: a guide to better writing for scientists, engineers and students, Chapman and Hall, London.
2. Bevington, P.R. & Robinson, D.K. 1992, Data Reduction and Error Analysis, 2nd edn, McGraw Hill, Melbourne.
3. Binney, M., Harris, G., Martin, K., & Curtin, M. 1991, Jamaica's Heritage, Mill Press, Kingston.
4. Cumming, F. 1993, "Tax-free savings push", Sunday Mail, 22 May, p.7.
5. Hannah, F.M. 1996, 'Marine cargo liability rules in Australia', Uniserve Law, URL: <http://uniserve.edu.au/law/> (follow by access date).
6. Lewis, D.D. (ed.) 1997, The Written Assignment, QUT Publications, Brisbane.
7. Muller, V. 1994, ' "Trapped in the cave": sports unearthed', The Australian Sports Magazine, vol. 3, August, pp. 122-124.
8. Pretelin, R. & Durham, M. 1992, The Professional Writing Guide: Writing Well and Knowing Why, Longman Professional, Melbourne.
9. Vecchio, R., Hearn, G. & Southey. G. 1992, Organisational Behaviour: Life at Work in Australia, Harcourt Brace Jovanovich, Marrickville, NSW.

Note: The reference list or the bibliography is –

- a) set out on a *separate page*.
- b) *listed alphabetically* according to the author (or whatever detail is the first for each entry)
- c) numbered.
- d) has the *title underlined*
- e) set out with *precise punctuation*.



# Referencing Policy

There are some rules to follow with different circumstances when compiling your reference list or your bibliography.

Book: one author.

Barrass, R. 1978, *Scientists Must Write: a guide to better writing for scientists, engineers and students*, Chapman and Hall, London.

*[Generally only the author's initials should be used. However, the author's given name may be spelt out in full to assist the reader to distinguish the author from another author with the same initials.]*

Book: two authors.

Pretelin, R. & Durham, M. 1992, *The Professional Writing Guide: Writing Well and Knowing Why*, Longman Professional, Melbourne.

*[Name of authors should be cited in the order in which they appear on the title page.]*

Book: three authors.

Vecchio, R., Hearn, G. & Southey, G. 1992, *Organisational Behaviour: Life at Work in Australia*, Harcourt Brace Jovanovich, Marrickville, NSW.

*[Name of authors should be cited in the order in which they appear on the title page.]*

Book: more than three authors.

Binney, M., Harris, G., Martin, K., & Curtin, M. 1991, *Jamaica's Heritage*, Mill Press, Kingston.

*[All the authors' names are listed in 'List of References' or 'Bibliography'.]*

Book: edition other than the first.

Bevington, P.R., & Robinson, D.K. 1992, *Data Reduction and Error Analysis*, 2nd edn, McGraw Hill, Melbourne.

*[Note the punctuation for the inclusion of the edition number.]*

Book: author(s) unknown.

The University Encyclopaedia 1985, Roydon, London.

*[Make sure that there really is no author, not just that you neglected to take note of the author's name during your reading.]*

Book: editor (or compiler, reviser, translator) as 'author'.

Lewis, D.D. (ed.) 1997, *The Written Assignment*, QUT Publications, Brisbane.

*[Often a book is a collection of writings - called 'readings', 'papers' or 'essays' - by different people writing separately, but published under the editorship of one or more persons.]*

Book: corporate authorship.

Department of Urban and Regional Development 1974, *Urban Land: Problems and Policies*, AGPS, Canberra.

*[It is important that the textual reference agree in all details with the entry in the List of References.]*

Journal article.

Muller, V. 1994, 'Trapped in the cave': sports unearthed', *The Australian Sports Magazine*, vol. 3, August, pp. 122-124.

*[Most of the same rules apply as for a book, but page numbers for the whole article are included in the bibliographic entry for a journal.]*

'Standard' reference works.

The Macquarie Illustrated World Atlas 1984, Macquarie Library, Sydney.

*[These are well known reference works, such as atlases and dictionaries, of which new editions come out fairly frequently. They are entered under the title even though an editor is mentioned in the title page.]*

Newspapers.

Cumming, F. 1993, 'Tax-free savings push', Sunday Mail, 22 May, p.7.

*[If the name of the author of a newspaper article is known, the same format is used as for journal articles, with volume and series information being replaced by the day and the month.]*

Newspapers: author unknown.

"Brisbane Uncovered", Courier Mail 13 Aug, 1993, p.7.

Internet.

name of specific article



name of web site



Hannah, F.M. 1996, 'Marine cargo liability rules in Australia', Uniserve Law, URL: <http://uniserve.edu.au/law/> (follow by access date).

*[article author, date of last update, name of article, URL, access date.]*

Internet: author unknown.

no name of specific article available

name of web site



American Psychological Association 1996, APA style electronic extension, URL: <http://www.nyu.edu/pages/psychology/WEAPAS/>

Uniserve Law, URL: <http://uniserve.edu.au/law/> (follow by access date).

*[Search through the material for all possible evidence of an author before resorting to the use of the title of the article or corporate authorship as your reference.]*

Internet: corporate authorship.

CD Rom.

Libby, B. 1992, Australian Walkabout, (CD ROM), Enville Holdings, Sydney.

*[Author's surname, and initials, copyright date, title underlined, type of medium 9e.g. CD Rom), publisher, place published.]*

CD Rom: no author.

Australian Walkabout, 1992, (CD ROM), Enville Holdings, Sydney.

*[Same as for above, except name of the publication is listed first followed by the date]*

E-mail.

Rickert, N.W. 1992, Feb. 15th, Consciousness and simulation. Psychology: referred electronic journal of peer discussion. (Online). Available e-mail: psyc@pucc message: get psyc 92-00077.

*[author's surname, initials of given names, year, month, day, subject of message (e-mail to recipient's name, (online), available: recipient's e-mail address.)*

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An example of a reference list or a bibliography setting out is set out below.

1. Barrass, R. 1978, *Scientists Must Write: a guide to better writing for scientists, engineers and students*, Chapman and Hall, London.
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3. Binney, M., Harris, G., Martin, K., & Curtin, M. 1991, *Jamaica's Heritage*, Mill Press, Kingston.
4. Cumming, F. 1993, "Tax-free savings push", *Sunday Mail*, 22 May, p.7.
5. Hannah, F.M. 1996, 'Marine cargo liability rules in Australia', *Uniserve Law*, URL: <http://uniserve.edu.au/law/> (follow by access date).
6. Lewis, D.D. (ed.) 1997, *The Written Assignment*, QUT Publications, Brisbane.
7. Muller, V. 1994, "Trapped in the cave": sports unearthed', *The Australian Sports Magazine*, vol. 3, August, pp. 122-124.
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9. Vecchio, R., Hearn, G. & Southey, G. 1992, *Organisational Behaviour: Life at Work in Australia*, Harcourt Brace Jovanovich, Marrickville, NSW.

Reminder

Check:

- What needs to be referenced.
- Whether you have included your in-text referencing correctly (short or long?).
- Whether the correct details are noted as you research, for a bibliography or a reference list.
- What the difference between a bibliography and a reference list is.
- Whether your reference list and bibliography are numbered and listed alphabetically and located on individual pages attached to the back of your assignment.

*The above information was taken from various publications in line with policies followed at QUT and the University of Queensland*