REFERENCING

FOOTNOTES
**FOOTNOTES:** Footnotes are what they sound like—a note (or a reference to a source of information) which appears at the foot (bottom) of a page. Footnotes use numerical order.

**ENDNOTES:** Same as footnotes, but they appear at the end of the assignment, after the bibliography.

**IN-TEXT CITATIONS:** Citations use a brief acknowledgment of the source of information within an assignment. (Usually, the author’s surname and date of publication.) Full references are shown at the end of the assignment.

**BIBLIOGRAPHY:** This is a complete list of all resources used whilst researching a topic. (Placed at the end of an assignment.)

**REFERENCE LIST:** This is a list of resources directly referred to in an assignment. (Placed at the end of the assignment.)
FOOTNOTES

Why?

In research papers and in any other writing that borrows information from sources, the borrowed information (such as quotations, summaries, paraphrases, statistics or any facts of ideas that are not common knowledge), must be clearly documented. This avoids plagiarism.

Footnotes show the exact information that is being used and it’s source.
The *World Book* Encyclopedia defines Taboo as "an action, object, person, or place forbidden by law or culture." An encyclopedia of the occult points out that taboo is found among many other cultures including the ancient Egyptians, Jews and others.

Mary Douglas has analyzed the many facets and interpretations of taboos across various cultures. She points out that the word "taboo" originates from the Polynesian languages meaning a religious restriction. She finds that "taboos flow from social boundaries and support the social structure."

3. Harris, M, 1992, The Cultural Ecology of India’s Sacred Cattle, Alabama, UTA, p.411
FOOTNOTES
Type 1 - When?

Using Footnotes as Citations

USE FOOTNOTES WHEN:
• Giving the origin of facts or opinions
• Using a direct quote
• Paraphrasing someone else's work
• Stating a fact that is not commonly known
• Stating controversial facts or opinions
FOOTNOTES
Type 2- When?

• Using Footnotes to Clarify Information

• Be brief. Add footnotes that clarify sources to the reader.

• Use these types of footnotes sparingly. Long explanatory footnotes are distracting to the reader.

• Example: — Content Footnote: “Under the DSHEA, dietary supplements no longer receive approval from the FDA before being marketed unless the supplement contains a new dietary ingredient (DSHEA, 1994).1 ”

1. A new dietary ingredient is defined as dietary ingredients that were not marketed in the United States in a dietary supplement prior to October 15, 1994.
FOOTNOTES

Where do they go?

In a footnote referencing system, you indicate a reference by:

1. Putting a small number above the line of type directly following the source material (fact, quote, statistic etc.) This number is called a note identifier. It sits slightly above the line of text and is placed at the end of the sentence after punctuation marks.

2. Putting the same number, followed by a citation of your source (with full publishing details), at the bottom of the same page. Footnoting should be numerical and chronological: the first reference is 1, the second is 2, and so on.

* A Reference List is still required at the end of the assignment.
At the foot of the page:

1. When you reference a source for the first time, you must provide full bibliographic information (information about the source). This includes:
   - author(s) initial(s) and surname(s)
   - year published
   - title of the article, book or journal
   - publisher name and location

2. You should give exact page numbers if your reference is a direct quotation, a paraphrase, an idea, or is otherwise directly drawn from the source.

Footnote (Example)
Second and subsequent references to the same source don’t need to be as detailed as the first note—they just need the minimum information to clearly indicate which text is being referred to.

Provide all the necessary information in the first footnote. If you want to refer to the same source again, a simple method is to give the author’s name, the year of publication and the page number. For example:


2...

3 Reid, 1996, p. 98.
**Abbreviations for subsequent footnotes**
Another way to shorten second or subsequent references is with Latin abbreviations. For example:

*ibid* = same as last entry

Use *ibid* when two references in a row are from the same source.

**Examples**
FOOTNOTES

Automated

HOW TO USE FOOTNOTES ON “PAGES”

1. Place cursor where you want the number to appear.

2. Go to INSERT in the toolbar

3. the bottom of the page, ready for you to fill in the details.
Regardless of the student's devotion to learning, talent in writing and time spent in research, academic writing is always a challenging task. It would be fun to write about topics you like, but professors always seem to be searching for the most boring topics, and all of them assign you essays at the same time.

The mere process of research and preparation for essay writing can make your creativity evaporate. The best solution for your academic troubles is to hire our essay writing service and leave the hard work into the hands of our accomplished writers.
A Reference list should include all sources cited (or included in your footnotes) throughout your assignment.

Harris, M, 1992, *The Cultural Ecology of India’s Sacred Cattle*, Alabama, UTA
A bibliography is an alphabetical list of ALL resources used in researching or preparing an assignment.

(“Biblio” is the latin term for books.)

It is usually placed at the end of your work.

It must be written in a specific format.
HARVARD REFERENCING

HARVARD STYLE: Author’s last name, then initial, year of publication, *title*, publisher, place of publication.

**RULES**

- **UNKNOWN AUTHOR:** If the author is unknown, use the title in its place. Example: *Genetic traits* 2008, Franklin Watts, London.

- **MORE THAN ONE AUTHOR:** If there is more than one author, you need to include all of them in the bibliography. Example: Marca, S & Macintyre, P 2006, *Knowing readers*, SLAV, Carlton, Victoria.

- **NO DATE:** If there is no date, you can estimate the date and use a question mark to show this. Example: 2011? Or, you can substitute “n.d” meaning there is “no date.”

- **MORE THAN ONE DATE:** If there is more than one date shown, choose the copyright date or most recent publishing.

- **PLACE OF PUBLICATION:** For place of publication, choose the suburb (if available in preference to a city), then add the state. Example: Ringwood, Victoria. If only the city is shown, then you may use it. Example: London.
DOCUMENT WITHIN A WEBSITE: Author of document Date of document creation/revision, Title of document, Sponsor (publisher), Place of sponsorship (or publication), viewed Date document viewed, <URL>.

Harvard Generator is a free tool that allows you to quickly and easily format references and sources in the correct Harvard Referencing Format. Simply type the URL of the website you want to Reference into the form below and press Generate. Couldn't be easier! 
OTHER REFERENCING STYLES

- APA 6th

- Harvard

- Chicago

- MLA

- Vancouver

- Oxford, Cambridge and many other styles.
Traditionally, Footnotes are not associated with the Harvard style of Referencing. Harvard uses “In-Text Citation” to show exactly what material has been derived elsewhere. For example:

Biological stoichiometry is the study of the balance of energy and multiple chemical elements in living systems (Reiners 1986, Sterner 1995). It has its roots in the work of Lotka (1925), one of the first to consider how thermodynamic laws of physical-chemical systems structure the living world. Lotka’s thinking echoes in concepts that are now cornerstones of ecology: optimal foraging (Belovsky 1978), resource ratio competition theory (Tilman 1982a, b), the Redfield ratio in oceanic biogeochemical cycling (Redfield 1958), and nutrient use efficiency (Vitousek 1982, Elser et al. 1998).
More detailed information on the Harvard style of Referencing can be found at:

- Your handbook
- Intranet - Library page (PowerPoint link at the bottom)
- Information at the back of whiteboard in the library
- Any university - try: University of Melbourne, library, referencing, Harvard style
In the movie *Schindler’s List*, Hitler becomes Fuhrer (or dictator) of Germany on the 15th of August, 1934. However, this appears to be factually incorrect, as the renown historian, Andrew Langley, states that Hitler became Fuhrer on the 20th of August, 1934. Whilst this may appear insignificant, movie based on real events have a duty to ensure factual accuracy.

The movie *Downfall* depicts Hitler’s hatred for Jews at stemming from Germany’s loss in World War 1, for he felt that they were to blame. In *Downfall*, Hitler also asserts that Jews are inferior to Germans. These views are substantiated by Andrew Langley, who attributes the following quote to Hitler, “The poisoning of the people will not end as long as the Jew is not removed from our midst.” This movie appears to be true to the actual facts of World War 2.