REFERENCING

BIBLIOGRAPHIES IN-TEXT CITATIONS
What is a bibliography?

- A bibliography is an alphabetical list of 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.
EXAMPLES:


WHY DO WE NEED TO INCLUDE A BIBLIOGRAPHY?

- Bibliographies acknowledge the ideas and words of others if you use them in your work.

- Bibliographies demonstrate the breadth of your research and provide your work with credibility.

- Bibliographies allow you or the reader to go back to the original source for further investigation or clarification.
PLAGIARISM

Bibliographies help to avoid plagiarism. Simply put, plagiarism is using ("stealing") other people’s ideas and words and claiming them as your own.

Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions like expulsion or failure of assessment task. Plagiarism is not a crime per se but in academia and industry it is a serious ethical offense, and cases of plagiarism can constitute copyright infringement.
HARVARD SYSTEM

There are various systems of referencing that are used throughout the world.

Our school is using the “Harvard” system, as this is the system used at CRC Sydenham and in many Melbourne universities.

More information and examples are available on the intranet library page.
In order to be able to include a book in your bibliography, you need to determine the following information: Author/s, date of publishing, title, publisher and place of publication.

You can generally find this information on the “imprint” or “verso” page (the back of the title or first page), usually at the front of the book.
**BOOKS**

**IMPRINT PAGE EXAMPLE:** Some Secrets Should Never Be Kept
published by UpLoad Publishing Pty Ltd
Ringwood, Victoria, Australia
32 pages, four colour, hard cover with endpapers
First published in 2010

Text copyright © Jayneen Sanders 2011
Written by Jayneen Sanders
Designed by Susannah Low, Butterflyrocket Design

All rights reserved. No part of this publication may be reproduced.
Printed in China
ISBN: 9780646546230 (hbk.)

**REFERENCE EXAMPLE:**

Author’s surname, Initial, date, Title (in italics), Publisher, Place of publication

Sanders, J 2011, *Some secrets should never be kept*, Upload publishing, Ringwood, Victoria.
**Encyclopedia**

*Title of encyclopedia, Year, Edition, Publisher, Place of publication.*

DVD’s, Videos, Films, TV, Radio

- *Title*, Date, Format (eg dvd), Publisher, Place of publication.

**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.
Various forms of electronic resources use a similar format style to the one shown below.

**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>.


Because not all Internet sources have title and copyright pages, the elements can be difficult to find. You can sometimes find information in the “contact us”, “cite” or “about us” sections, or you may need to do a search for more information about the organisation etc. Also, try pasting the website into www.domaintools.com for more information about the website.
DomainTools has the most comprehensive collection of domain name ownership records in the world!
Whois Lookup, Whois History, Reverse Whois, DNS & IP Tools

Search Domain Ownership Records
Tell us a domain name and we'll tell you all about that domain's ownership. What's this?

Search for Domain >
Example: domaintools.com or www.domaintools.com or domain tools or 207.178.4.6

New to DomainTools?
Over one MILLION members
Over half a MILLION people use DomainTools

Watch this video to learn more about DomainTools
**BLOG**

- Author’s surname, initials. Year of Post, “Title of posting”, Title of the site (italics) Format (weblog post) Date, Accessed (date), URL

“Title of article”, *Title of wiki*, Format (wiki post) Date of last revision, Accessed (date), Internet address <between pointed brackets>

PODCASTS

- Name of podcast Date, Format (podcast), Publisher, Date of podcast, Accessed (date), <Internet address>

Welcome

Harvard Generator is a free tool that allows you to quickly and easily format references and sources in the correct Harvard Referencing Format.

ISBN Search

Make the web work for your business  Show me how  Google

Enter ISBN 10 Number: BETA

Generate

Simply type the URL of the website you want to Reference into the form below and press Generate. Couldn’t be easier!

Website Search

Enter Website URL: http://www.
Welcome

Harvard Generator is a free tool that allows you to quickly and easily format references and sources in the correct Harvard Referencing Format.


ISBN Search

Enter ISBN 10 Number: BETA

Generate

Find out what your entitlement could be...

We're on your side

Enter Website URL: http://www.vtstutorials.ac.uk/detective/goodbadugly.html
IN-TEXT CITATIONS

- Citations are a method of acknowledging quotes, paraphrasing or summarising within your text or essay. They provide a limited amount of information only, as the full reference can be found in the bibliography.

- Citations provide evidence to support your arguments.

- Citations are also used to distinguish between other people’s work and your own original work. (Helps to avoid plagiarism.)

- Citations clearly show **exactly** what information or ideas have been sourced.

*Even if you are using citations, you still need to include a full reference list in your bibliography of all sources listed.*
If you include the author’s last name in your sentence, write the date and relevant page number in brackets immediately after:

Hirst (2009, p. 14) claimed that “the worst sectarian violence in our history occurred in Melbourne in 1846 when Catholic and Protestant mobs fired on each other on the anniversary of the Battle of the Boyne”.

Alternatively, write both the author’s last name, date of publication and relevant page numbers in brackets immediately after the quote:

“The worst sectarian violence in our history occurred in Melbourne in 1846 when Catholic and Protestant mobs fired on each other on the anniversary of the Battle of the Boyne” (Hirst 2009, p. 14).
Quotes: Remember to copy the text *exactly* how it appears in the original publication and enclose the copied text in *quotation marks*. The in-text citation must include the *page number* or page range of the text quoted.

Example:
The CEO stated that “students needed manager’s permission to access the company’s warehouse.”
(Smith 2010 p32)
Paraphrasing involves rewriting a short section from the source text in different words whilst keeping the same meaning. You do not need to use quotation marks.

Summarising enables you to reduce the author's ideas to key points in an outline of the discussion or argument by omitting unnecessary details and examples.

NB: Whether you summarise or paraphrase, you will still need to include a reference citing the source of the ideas you have referred to.

EXAMPLE:
Smith (2010) reported that 20% of Canadians have a language other than English or French as their mother tongue.
EASY EXPLANATION AND EXAMPLES OF HARVARD REFERENCING

University of Melbourne - Library-Resources- Referencing- Harvard

OR


Select reference material and details to see notes and full examples.