

# Brief Guide to Referencing

## Citing Sources & Preparing Bibliographies



When writing an assignment it is important to consistently acknowledge the information sources that you have used. This:

- gives credit to the people whose work you have drawn on
- adds weight to your work, when supported by experts
- shows that you have read relevant books and articles (etc.)
- allows the reader to follow up on your sources

Before submitting an assignment, please check with your teacher to see if they have a preferred style of referencing. This guide is based upon the *Harvard Style*.

### **Citing Sources in the Text of an Assignment**

#### ***Quoting directly from another person's work (using their exact words):***

- Place the quote inside inverted commas
- Include the author's surname, year of publication and the page number

#### *Examples:*

"The family is without doubt the most significant single agent of socialization in all societies" (Robertson 1987 128)

.....  
Robertson (1987 128) supports this view when he states, "The family is without doubt the most significant single agent of socialization in all societies".

.....  
According to Robertson (1987 128), "The family is without doubt the most significant single agent of socialization in all societies".

#### ***Paraphrasing (putting somebody else's ideas into your own words):***

- Include the author's surname, year of publication (and page number if relevant)

#### *Examples:*

Robertson (1987 128) strongly supports the view that family influences socialization.

.....  
Many researchers in this field, including Robertson (1987 128) agree that the family is an important factor when it comes to socialization.

## Creating a Bibliography

Always include a bibliography at the end of your assignment. A bibliography is an alphabetical list of information sources (including books, journal and newspaper articles, statistics and documents found on the Web), which you have made use of in writing an assignment. Consistency is the key.

<b>Books</b>	<b>Articles</b>	<b>Web Documents</b>
<ul style="list-style-type: none"> <li>•Author's name</li> <li>•Year of publication</li> <li>•Title</li> <li>•Edition number (if listed)</li> <li>•Publisher's name</li> <li>•Place of publication</li> </ul>	<ul style="list-style-type: none"> <li>•Author's name</li> <li>•Year of publication</li> <li>•Title of article</li> <li>•Title of journal / magazine</li> <li>•Volume &amp; issue number</li> <li>•Date of issue</li> <li>•Page number/s</li> </ul>	<ul style="list-style-type: none"> <li>•Author's name (if listed)</li> <li>•Title [online]</li> <li>•Web address/URL</li> <li>•Date updated</li> <li>•Date accessed</li> </ul>
<p><i>Examples below –</i></p> <ul style="list-style-type: none"> <li>•1 author- Robertson</li> <li>•2 authors- Nixon</li> <li>•3+ authors- Schneider</li> <li>•Edited book- Bramwell</li> <li>•Chapter- Sheringham</li> </ul>	<p><i>Examples below-</i></p> <ul style="list-style-type: none"> <li>•Journal article- -Ardzejewska</li> <li>•Newspaper article- -Darby</li> </ul>	<p><i>Example below-</i> RMIT Library</p>
<p><i>Details usually available on the title page (also via the Library Catalogue)</i></p>	<p><i>Details usually available on the cover and contents pages (also via indexes)</i></p>	<p><i>Details usually available in the address field, and at the top and bottom of the document</i></p>

### *Example Bibliography*

Ardzejewska K & Coutts P M 2004 "Teachers who support Reggio: Exploring their understandings of the philosophy" **Australian Journal of Early Childhood** 29:4 December 17-23

Bramwell M ed c1976 **The International book of wood** Simon & Schuster : New York

**Checking out fast food** [videorecording] 1995 Video Classroom : Melbourne

Darby A 2006 "Two miners alive" **The Age** May 1 1

Nixon D & Gould K 1999 **Emerging: Child development in the first three years** 2<sup>nd</sup> edition Social Science Press : Katoomba

RMIT Library **Referencing sources** [online]  
<http://www.rmit.edu.au/browse:ID=8rwjnkcmfoeez> updated 5 May 2006 accessed 17 May 2006

Robertson I 1987 **Sociology** 3<sup>rd</sup> edition Worth : New York

Schneider Z et al 2003 **Nursing research: Methods, Critical appraisal and utilisation** 2<sup>nd</sup> edition Mosby : Sydney

Sheringham M 2000 "Health and safety issues" in Nixon D & Gould K **Extending: Child development from five to twelve years** Social Science Press : Katoomba