

# QUICK REFERENCING GUIDE

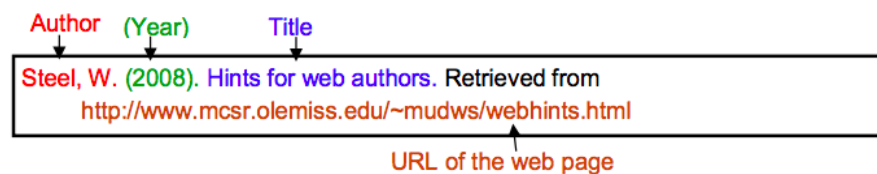
This guide has been created to help you develop your referencing skills.

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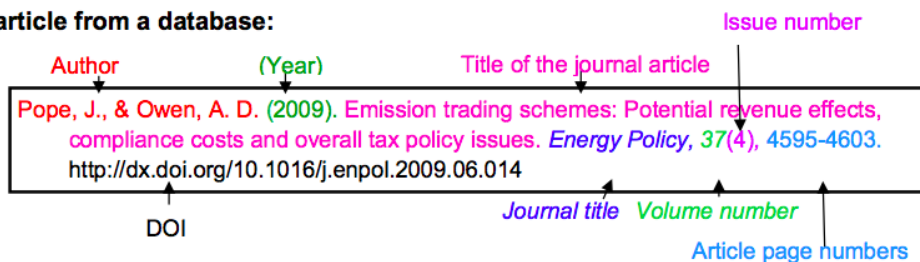
## 1. What is a Reference?

A reference or citation consists of components that allow the reader to trace the original website, article or book you have consulted and cited. An example of APA referencing for a web page, journal article and book from the Curtin University website are provided below:

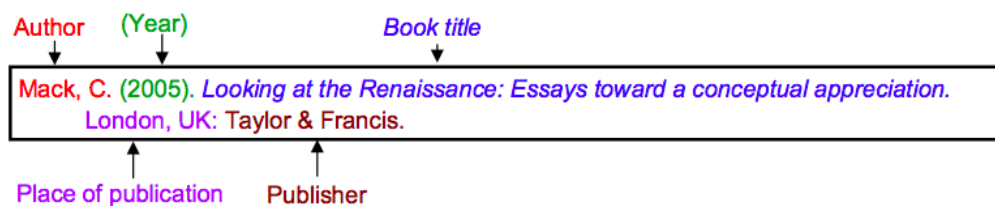
### Web Page:



### Journal article from a database:



### Book:



## 2. Why Reference?

Most of the work you produce requires referencing to demonstrate that you have researched and considered the ideas of others in researching your topic or presenting your argument. Referencing is also necessary because it prevents you from 'plagiarising', which can lead to an automatic fail result.

Plagiarism is using someone else's thoughts, words or ideas and writing them as if they were your own. It is technically stealing and is a breach of ethics. Referencing tells the reader where the original idea/information can be found. What should be referenced?

Anything that you have read or heard that has influenced your writing: a concept or idea, paraphrased quote, direct quote, personal communication, class notes, script or screenplay and a contestable argument.

General knowledge does not need to be referenced, for example:

Perth is the capital of Western Australia.

But if you read that 'Beatty Park Aquatic Centre was built for the Commonwealth Games held in Perth in 1962', this would have to be referenced.

A contestable argument that would need to be referenced may be:

In 1962 Perth was an area basically devoid of sports interest, yet it staged the Commonwealth Games.

### **3. In-text Referencing**

This is a short notation within the essay, report or written answer, indicating where the source of the information or idea can be found. Always include the author's surname, the year of publication and the page number(s) if available.

If there is no author use the title of the work. If the author is not known but the organisation which produced the work is known, list the organisation as author.

### **4. What is the Difference Between a Bibliography and a List of References?**

A bibliography is comprehensive, as it lists all the reading you did, including background reading.

A list of references, on the other hand, contains only the works you have cited in the text of your assignment.

### **5. Referencing Different Sources of Information**

This referencing guide provides details on how to reference different sources of information including: direct quotes, online sources, video sources, personal communication, etc.

<https://library.scotch.wa.edu.au/referencing>.

### **6. Word Reference Generator**

In Microsoft Word you can automatically generate in-text references and a reference list. Steps on how to use the generator can be found at <https://ask.plcscotch.wa.edu.au/faq/230628>.

## 7. Sample APA Reference List

### References

- Barker, T. (2009, August 26). Getting rid of side stitches. *The New York Times*. Retrieved from <http://www.nytimes.com> (online newspaper)
- Carr, A. (2009). *Rock and roll history*. London: Scholastic. (book)
- Cessler, H. (2000). Public pedagogy as cultural politics: Stuart Hall and the 'crisis' of culture. *Cultural Studies*, 14(2), 341-360. (journal article)
- Danzijn, R., McConnochie, K., & Nolan, W. (2009). *Psychology and indigenous Australians: Foundations of cultural competence*. South Yarra, Vic: Palgrave MacMillan. (book)
- Erlewine, S. (2012). *The Rolling Stones*. Retrieved from <http://www.allmusic.com/artist/the-rolling-stones-p5298> (web page)
- Wilson, D. S., & Wilson, E. O. (2007, November 3). Survival of the selfless. *New Scientist*, 196(2628), 42-46. (journal article)

## Rubric

NB: Modify to suit the task

IB.ATL.RES.1.09.	Leader	Practitioner	Learner	Novice
Create references and citations, use footnotes/endnotes and construct a bibliography according to recognised conventions	All sources of relevant information (quotes, statistics and/or facts) have been in-text referenced. An accurate references list has been constructed.	Substantial sources of relevant information (quotes, statistics and/or facts) have been in-text referenced. A substantial references list has been constructed, limited errors.	Adequate sources of relevant information (quotes, statistics and/or facts) have been in-text referenced. An adequate references list has been constructed, some errors.	Limited sources of relevant information (quotes, statistics and/or facts) have been in-text referenced. References list is inaccurate or not included.

Adapted from TAFE NSW (2016). A student's basic guide to bibliographies and referencing: APA Style <https://share.tafensw.edu.au/share/file/5c3a952efcb54a059a7019da8804f048/1/Higher%20education%20APA%20Referencing%20guide.pdf> and Curtin University. (2018). APA 6<sup>th</sup> Referencing. Retrieved from <http://libguides.library.curtin.edu.au/referencing/apa>