Referencing Style Manual

for

Bibliographies and In-text Referencing
Acknowledgement:

To avoid confusing the user, this booklet does not use referencing. However, the following sources were consulted during its development.

Particular use was made of the guidelines by Vivien Dale and Elisabeth McGregor from the TAFE NSW - North Coast Institute - Kempsey College.

Nicholson, I, Dr. 2000, Harvard Referencing 3rd edn., Moreton Institute of TAFE, Brisbane, Qld.

TAFE NSW Access and General Education Curriculum Centre 2008, NSWTEGL301B Apply Language and Learning Skills Study Guide, Granville


John Dryden, Melissa Knudson & Julie La Rosa
Northern Sydney Institute – North Sydney College.
BIBLIOGRAPHIES

In a bibliography you list all the sources you used in the writing of your assessment, your essay or report. A reference list contains just those source items cited in the body of your essay. For our purposes in TPC you will need to submit bibliographies at the end of your assessments.

The main purpose of the Bibliography is to assist the reader to find the research or library items you used in your assignment. The Bibliography also contains all the details of the item that would clutter your assignment.

In the Tertiary Preparation Course we will use a form of Modified Harvard Referencing System.

In your Bibliography arrange items in alphabetical order. Almost every entry should commence with the surname of the author as shown below.

The general method for most items is to note:

Author’s surname, Initial/s Year of publication, *Title in italics* Publisher, Place of publication

Some abbreviations:

[s.v.] stands for sub verbo, that is ‘under the word’, or label, as in a dictionary head word or an encyclopaedia entry heading.

[et. al.] stands for et alii, that is for ‘and others’, or other authors in a list.

[ed.] stands for ‘editor’, that is, a person who has put together the collection of things that make up the library item. More than one collecting person is shown by [eds.]


[pers. comm.] stands for ‘personal communication’ or some discussion, verbal enquiry, or private letter that is not a conventional library item but an important research item. Basically these are items not in the public domain.
### Books Journals and Paper Productions

**One author:**  

**One author, 2nd edition:**  

NB: No edition number is given if the source is the first edition of a publication.

**Two or more authors:**  

**Anonymous Author:**  

**Two or more books in one year by same author:**  
List in alphabetical order by title


**Corporate author:**  

**Edited book:**  
[Each chapter contributed by a different author]  

**Article or chapter in edited book:**  
Darwend, V 2003, ‘Sentences Are Not All Legal’ in K Farelly & K Perish (eds.) *Dominant Grammatical Speculations*, Angus and Robins, Sydney, pp. 23-34

**Author as publisher:**  
Government report with author or investigator:


Journal article:


Note how the title of the article has minimal capitalisation.

Journal Article, two or more authors:


Journal Article, no author:


Magazine or newspaper article, attributed to an author or journalist:


Magazine or newspaper article, not attributed to an author or journalist:


Encyclopaedia or dictionary:

*Encyclopaedia Britannica*, 231st ed., s.v. ‘Dryads’.


Encyclopaedia references for commonly known CDs:

*Encarta* 1994, s.v. ‘Mandela, Nelson Rolihlahla’.

*Encarta* 1996, s.v. ‘Edvard Munch’
Some items on Encarta, or a database, are attributed articles. These should be treated as such:


Where an article appears on CD – ROM database and no author is given:


The Britannica CD-ROM and the paper based item should be identical so all that is necessary is the edition. If a date was given by bibliographer instead of edition there should be no problem.


**Databases**

**Full-text items in electronic database**
This may include newspaper articles, journal articles and the like.

Author  Year, ‘Article Title’, Journal Title volume, issue number, paging (if given), viewed Day Month Year, Name of database service, Name of database, item number (if given)


NB: In the bibliographical listing, the word ‘accessed’ can be replaced with ‘viewed’ or ‘retrieved’. Whichever word you use, it must be consistent throughout the list.

**The Internet**

Firstly, we expect that there will be an author, whose name and date will be first. If there is no definable author then put the title first.

If there is no date associated with the item itself, as there would be if it were a reprint, then where a date would be, show (n.d.) or (no date).

Secondly, after the item there should be a full expression of the site - its URL.

The information should be sufficient for someone to be able to access the item.
Finally, because of updates, corruptions, and general hacking, the date of access should be added to the address.

Possibly there is no need to show the medium as the notation “http://www.....” makes it obvious that this is an On-Line item.


Document or page within a website


No author: 

No date:

Online Journals accessed via the internet:


Australian Bureau of Statistics


NB: In the bibliographical listing, the word ‘accessed’ can be replaced with ‘viewed’ or ‘retrieved’. Whichever word you use, it must be consistent throughout the list.

Audiovisual and filmed material

Actors and performers are not preferred over producer, or director. Auteur principles suggest director: Fellini, Weir, Bergman, Cox etc.

*The Dead Poets’ Society* 1992, DVD, Fox Studios, Los Angeles. Directed by Peter Weir
If an actor who does not direct or produce, but stars in the production, is vital for recognising the item in the bibliography they can be slipped in after the medium. This would be important for productions with a particular actor’s interpretation.

*Chimes at Midnight* 1964, film, Prancerama, Los Angeles. Directed by Orson Welles, starring John Gielgud

When a film was watched on videotape there has been a format adjustment to create what is seen on the screen. The fact that the videorecording was used for the assignment has to be acknowledged.

*A Street to Die*, 1978, videorecording, Mermaid Beach Productions, Castlecrag, NSW. Produced and directed by W Bennett.

Television programs are not unlike newspaper items:


### Other Electronic Sources

<table>
<thead>
<tr>
<th>Title (if part of an ongoing series, list the episode title first, then the series name)</th>
<th>year of recording, format, publisher/distributor, place of recording, date of recording (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TV program</strong></td>
<td></td>
</tr>
<tr>
<td><em>Off the rails: Four Corners</em> 2005, television program, Australian Broadcasting Corporation, Sydney, 9 July</td>
<td></td>
</tr>
<tr>
<td><strong>Online video</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Blog</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Wiki</strong></td>
<td></td>
</tr>
</tbody>
</table>
Podcast


Radio Program

*9am ABC News* 2010, radio program, ABC 2BL, Australian Broadcasting Corporation, Sydney 2 June

**Interviews and personal communications**

Personal Communications should not be in the body of your bibliography but must be included in in-text referencing.

An interview, which may be face to face or telephone, has structured questions and usually there is a recording or transcript available. The brackets indicate a description of content not a topic or title.


Sometimes an informal discussion or telephone enquiry has to be cited.


Lecture


**Legislation**

For Acts  *Name of Act Year* (Jurisdiction)

Eg.  *Copyright Act 1968* (Commonwealth)

For Bills  *Name of Bill Year* (Legislative body) (no italics used for these)

Eg.  *Anti-terrorism Bill 2004* (House of Representatives)

**Still in doubt?**

Use common sense & be consistent. The aim is to assist the reader!
SAMPLE BIBLIOGRAPHY


Chimes at Midnight 1964, film, Prancerama, Los Angeles. Directed by Orson Welles, starring John Gielgud

Copyright Act 1968 (Commonwealth)

Darwend, V 2003, ‘Sentences Are Not All Legal’ in K Farelly & K Perish (eds.) Dominant Grammatical Speculations, Angus and Robins, Sydney, pp. 23-34

Encarta 1994, s.v. ‘Mandela, Nelson Rolihlahla’.

Encyclopaedia Britannica, 231st ed., s.v. ‘Dryads’.


‘Green Electricity Could Put Consumers in the Red’1997, January 9th, Sydney Morning Herald Quarterly on CD ROM


*Off the rails: Four Corners* 2005, television program, Australian Broadcasting Corporation, Sydney, 9 July


*The Dead Poets’ Society* 1992, DVD, Fox Studios, Los Angeles. Directed by Peter Weir


In-text Referencing

Throughout your assignment work you are required to acknowledge the sources of the ideas and information you use.

Most ideas we obtain from books and journals. The principle is that you indicate the source of the ideas, or information, in the body of the assignment text and then provide the full details of the source item in the bibliography at the end of the assignment. Normally one does not acknowledge notes written by lecturers or teachers that are provided as class material.

The cited author or authors, for example as signalled in a citing such as (Rambles 2004), should link directly to the first words that appear for an item on your bibliography.

Do not copy out textbooks or other material as your own writing. Wherever possible you must use your own words. If a writer has some great ideas, summarise the ideas in your own words as much as possible, that is, précis the text, and then acknowledge the source. Copying out and not acknowledging the work of others results in the charge of plagiarism.

There are a number of ways to acknowledge a source; typical methods are demonstrated below.

Tertiary study has been shown to be “a problem for all ages” (Gerontissa 1997, p.37)

Dinglebottom (2003) states that in his research he found that many students were confused when confronted by referencing procedures in the Modified Harvard Method. However, “if they are given good models to imitate they soon discover that they are not too difficult to apply” (Verner 2000, p.87). When tertiary preparation students are given good models they discover that their confidence level goes up “inversely proportional to their mental confusion” and they begin to smile after writing their essays (Souriris and Laetitia 200, p.196).

One author:

Two or more authors:
   (Kendall & Woodbind 2001) OR Kandell and Woodbind (2001)  
   (NB the ampersand (&) is only used when names are in brackets)
More than three authors:
(Kandell et al. 1989) OR Kandell et al. (1989)

More than one text cited:
List alphabetically (Kandell 1989; Smith 2002)

Two authors, same surname:
Use author initials to distinguish one author from the other.

Anonymous Author:
(The eliciting of frank answers 1955) OR The eliciting of frank answers (1955)

Two or more books in one year by same author:
List in alphabetical order by title

Marbles, EC 2002a, Poets out of Their Mind, Faber and Faber, London.

Marbles, EC 2002b, Movie makers and the art of film, Faber and Faber, London.

Corporate author:
(CSIRO 2009) OR CSIRO (2009)

Edited book:
(ed. Farelly 2001) OR ... edited by Farelly (2001)

Article or chapter in edited book:

NB In the bibliography the cited text is listed as the reference

Journal article:
(Rarskin 2003, p.211)

Journal Article, two or more authors:
(Rarskin & Dryden 2003, pp. 211-219)

Journal Article, no author:
(ATSIC News 2002, pp. 50-52)

Audiovisual and filmed material
The Dead Poets’ Society (1992) OR (Chimes at Midnight 1964)

Interviews and personal communications
(Waffly 2002)
Internet Sources
If you know the author of the article from the website, just reference as you would for a book, ie. Marbles (2009)... OR ...(Marbles 2009).

If you don’t know who the author is put the organisation as the author.

Legislation
For Acts Name of Act Year (Jurisdiction)

Copyright Act 1968 (Commonwealth)

For Bills Name of Bill Year (Legislative body) (no italics used for these)

Anti-terrorism Bill 2004 (House of Representatives)

How are direct quotations used?
Direct quotes should be kept to a minimum. Avoid making your essay just a chain of quotes as this does not show any evidence that you have understood or critically evaluated what you have read.

Occasionally though, you may wish to use a direct quote. IF the quotation is short – less than thirty words – it should be contained within the text inside single quotation marks.

For example: This was exactly what the troops were expected to do. Historian Anne Smith (1965, p. 37) argued ‘if it wasn’t for the determination of these soldiers, the battle would have been lost’.

Longer quotes should be set out as separate passages without quotation marks. The passage should be indented and typed in a smaller font or narrower line spacing than the rest of your text.

(Source: NSWTEGL301B Apply Language and Learning Skills Study Guide which is aligned with the Certificate III Vocational and Study Pathways 5000.)
Paraphrasing

Paraphrasing is when you say the same thing as your source did, but you use different wording without changing the meaning. It enables you to write the ideas of someone else in your own words without quotation marks or a block quotes. You must acknowledge the author of those original.

If you want to paraphrase an idea from another source you need to read the original source carefully and make sure you understand it then rewrite the meaning in your own words.

Plagiarism

Plagiarism is a word that translates as “cheating”. Serious breaches attract the wrath of teachers and shall receive penalties usually in the form of the reduction of marks, or failure.

Any work that you present in an assignment that is not acknowledged as someone else’s is assumed to be presented as your own work.

Plagiarism means using the work of others without acknowledgment. It means using someone else’s thoughts ideas or writings as if they were your own.

Do not:

- copy ideas from books, articles or other sources and not signal that you did so;
- present ideas as your own that you have gained from other sources than your own thoughts;
- present the work of other students as your own, or unacknowledged;
- copy out words or sentences from any source and not acknowledge the source.

Evaluating Your Bibliography Items

In some exercises or assessment tasks you will be required to critically evaluate an item of research or an article that would be placed in a bibliography

You should be able to comment on the following:

Source: Where does this item come from?
          Is it from a reputable or respectable source?
          Is it prepared by an authoritative author or organisation?

Currency: Was the item composed in the last 5 years?
          Is it up to date?
Relevance: Does it make a proper contribution to the investigation, to the argument of the assignment? Does it relate appropriately to the ideas being discussed?

Appropriateness: Does this item function at the level of the work being done? Is it academic and rigorous? Does it have a factual basis for its analytical treatment of the topic?

Usefulness: Is the item objective, or balanced, and able to assist in a proper understanding of the topic or argument being considered?

Example of an annotated bibliography entry.


This book contains strategies to help students become more effective learners. It focuses particularly on the needs of students studying at a distance who will find this a valuable resource for getting started and developing tertiary learning skills. The authors lecture in adult education at Woop Woop University making this book both reliable and credible.

Other sources of referencing information

The following websites may be of use to you in referencing items that are not described in this booklet.

The Learning Centre, University of New South Wales, Harvard referencing http://www.lc.unsw.edu.au/onlib/ref.html [online access 20 May 2010]


University of South Australia Learning and Teaching Unit 2010, The Harvard Author-Date Referencing System, http://www.unisa.edu.au/ltu/students/study/referencing/harvard.pdf [online access 20 May 2010]