

Writing a List of References / Bibliography in Assignments – Middle and Senior School

In writing any assessment piece that is inquiry-based, it is a requirement that all sources of statements, opinions, ideas, data, graphics and images etc that were used in the preparation of the assignment, be **acknowledged**. This is called “**citing** your sources” or Referencing.

List of References or Bibliography.

Those sources referred to in the text of the essay (Senior School requirement, or only when specifically required for Year 8 and 9 assessment), should be listed as **citations** in a **List of References**, while sources that were consulted **but not used in the text** are listed separately as the **Bibliography**. Always check with your teacher to ascertain what is expected for a particular assignment.

Why cite sources?

It is important to acknowledge sources used for the following reasons:

- ✚ Evidence of **wide reading** and reference to the works of others in the area of knowledge add weight to your arguments and hypothesis.
- ✚ The **reader can then refer to those sources** to follow up any ideas or concepts referred to, and to check their accuracy.
- ✚ It is unacceptable to claim the work of others as your own -failure to acknowledge all sources of information is plagiarism, essentially a form of cheating, and will be penalised. Inquiry-based assessment must be submitted to Turnitin.

Referencing Style.

While there are many **different styles** of Referencing, students at Redlands College are required to use the system outlined by the Australian Government Publishing Service, commonly referred to as the “**Australian**” **Harvard** style or **Harvard (AGPS) style**.

A detailed outline of the requirements of this system can be found at the following (University) site:

<http://www.usq.edu.au/library/help/referencing/harvard.htm>

Steps in Referencing.

Students will be expected to follow three steps in acknowledging the sources used in assignments.

STEP 1

Record all bibliographic details at the time you use the resource, in tabular form (See Inquiry Log on Library LMS) for quick recording. Please note that Bibliographic details should be taken from the **Title page and verso** of a **print** source , not the cover.

STEP 2

Making Reference to Sources in the body of the Assignment (**in-text referencing**) (Senior Students and Middle School students only when required).

This consists of the following details enclosed in round brackets.

- the author's surname (or title if author unknown or a corporate author)
- the copyright date
- the page number (if you are quoting, or using an image, table or data)

Examples of in-text referencing:

- "Sometime during the fourteenth century Italian merchants began to use some Arabic figures in their account books" (**Struik 1978, p. 81**).
- During the Middle Ages Italian merchants also used Arabic numbers (**Struik 1978, p. 81**).
- **According to Struik (1978, p.81)**, Arabic numbers were used by Italian merchants during the Middle Ages.

Note that the **first example** is a **direct quote** (quoting the actual words from the source) and thus it is enclosed in single quotation marks. The other examples are the **same fact paraphrased** (i.e. put in the student's own words), and **acknowledges** where that fact can be found; in the third example, **the author's name becomes part of the sentence**, so only the date and page number are needed in the brackets.

Note: direct quotes **should be kept to a minimum**-paraphrasing usually better Demonstrates a student's **understanding** of material read. Direct quotes are **not** included in any **total word count**.

When any source **lacks an author's name**, the reference should **cite the Organisation/ Authoring Body** that published it. If **that** is **not** available, the title of the source should be used. Note: if citing a website, the URL should **not** be used in the body of the assignment:

Example:

The impact of global warming will be more wide-spread than originally predicted (**National Oceanic and Atmospheric Administration, 2006**).

Please refer to the link above for in-text referencing details for other resource formats.

STEP No.3

List of References / Bibliography at the end of the Assignment .

A **List of References** is a list of resources that have been **quoted, paraphrased or summarised** for the assignment. It is arranged alphabetically by author and then, if necessary, chronologically for two or more resources by the same author. All the resources used are included in **ONE alphabetic list**. The list is NOT divided into Books/ or Journals/ Websites etc.

The following **elements**, where applicable, are included in the **citation**:

- Author's (or editor's name – ed.) Family Name, and First Name (or initials if only initials appear on the Title Page)
- Year of publication, (or Year of creation- for online sources)
- 'Title of the article' – journals and newspapers,
- Title of the source document (in italics),
- Title of whole website,
- Series Title Date viewed (online source),
- Edition (if it is second or later edition) (edition is abbreviated to edn-no full stop)
- Volume number,
- Issue part, (OR Date of issue)
- Paging (for journals and newspapers): p. or pp. (space after dot)
- Format (for all non-book, non-journal sources – pamphlets, brochures, charts, teacher notes etc.)
- Publisher,
- Place of publication (town or city).
- Web address or URL.

Punctuation must be strictly followed and consists of commas between each of the elements, **except before the Year of Publication** where **no commas** appear, and ending in a full stop. (Note, **no full stops are used after initials.**)

(Although the following examples are set out under **resource-type headings** here, a **bibliography must be presented in one alphabetical list.**)

Examples of Citations for different formats:

- **Books:**
 - Callan, Victor J 1986, **The History of Mathematics**, Harcourt Brace Jovanovich, Sydney.
 - Jarvis, David (ed.) 2002, *International Business Risk: a handbook for the Asia Pacific region*, Cambridge University Press, Cambridge.
 - Levin, HT 1986, *Contemporary Physical Geology*, 2nd edn, Saunders College Publishing, New York.
 - Livingstone, Donald 1989, **Mathematics: a source book**, Macmillan, London.

➤ **Journal / Magazine Articles:**

- Freeson, K 1989, 'Logarithms: useful or not' in *Australian Mathematics*. vol. 6, no. 11, pp. 29-49.
- 'Obama's Rise' 2010, *Time*, 2 May, p. 22.
- Wilson, Shirley 2009 'Women's rights in Darfur', *New Internationalist*, 21 November, pp.21-8.

➤ **Encyclopaedia articles:**

- Dawson, L 1968, 'Mathematics' in *The World Book Encyclopedia*, vol. 12, Nolan, Chicago.
- Dell, RW (ed.) 1992, 'Aristotle' in **The World Book Encyclopedia**, vol. 1, World Book, London.

➤ **Audiovisual sources such as videos or CDROM etc.:**

Use a **similar** format to that for **books**, but include **(Video)** or **(CDROM)** directly after the title, e.g.

- Warner, RA. 1993, 'Aeolian Harp' in *Grolier Encyclopaedia*, CDROM, Grolier, Sydney.

➤ **Internet Resources:**

Follow the same pattern as for books for the information up to, and including, the title.

After this the format changes, as indicated below.

- Gaffin, A. 1994, *EFF's Guide to the Internet*, viewed 4 September 2008,
<ftp://nysernet.org/pub/resources/guides/bigdummy.txt>
- Ivey, K.C. 1996, *Untangling the web: Citing Internet sources*, viewed 29 May 2009,
<http://www.eei-alex.com/eye/utw/96aug.html>
- Redlands Council, 2004, *Living on the Bay, Local Government Councils*, viewed 3 May 2009,
<http://www.redlandscouncil.gov.au/html>

Note: To find bibliographic information for websites, you need to check the Home page carefully. Commonly the required bibliographic information is not found at the top of the page. Also, look for links like "About Us" or "About the Author" or "Contact Us" to discover the author's details. Remember, non-institutional web sites (i.e. those not published by governments, companies or universities) may not be particularly reliable sources of information and you should very carefully consider whether to use such sites.

➤ **Non-book/Multimedia Resources:**

The details required for non-book/multimedia materials are basically the same as those required for print with the **format** of the item added at the title.

- O'Rourke, John 1999, 'A Matrix', *Movies of the Future*, [CD-ROM], New Horizons, Sydney.
- **Supersize Me** 2002,[DVD], Siren Village Entertainment, Melbourne.
- Fine, BF 2002, **Ocular Pathology**,[PowerPoint presentation, Herston Library], Brisbane.

Extra Notes:Perhaps you cannot find some information about the item you are listing. In that case:

- When the author is unknown, the Title of the work **begins** the citation.
 - Put **n.d.** if no date of publication is given.
 - Put **n.p.** if you cannot find where it was published.
 - For two authors, use **&** to connect the names.
 - In a List of References, **for more than four authors, all authors MUST** be acknowledged in **the exact order in which they appear on the Title Page**. However, in the in-text citation, only the first listed author's name, followed by the expression 'et al.' is used.
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