**Referencing at La Trobe University.**

[**http://www.lib.latrobe.edu.au/arm/**](http://www.lib.latrobe.edu.au/arm/)

In this tutorial, you will learn:

* What is referencing?
* Why reference?
* When to reference
* How to reference in your style

**What is referencing?**

Showing what sources you have used and giving credit to the original authors in your assessment is called referencing or citing.

Every source of information or idea that is not your own must be credited twice:

* In the body of the work
* In a reference list at the end of the document

**Why reference?**

All academic work is part of a greater body of knowledge. Showing where your work fits into this is an important part of academic practice at university.

Reasons to reference

* Allows the reader to locate the books, chapters or articles you have referred to.
* Provides evidence to support your argument.
* Protects you against charges of plagiarism.
* Shows that you have read widely.
* Distinguishes your own ideas from others.

**When to reference**

Is it a quote? YES Reference it with “double quotation marks” around the text

 NO Move to next question

Are you paraphrasing? YES Reference it

 NO Move to next question

Is it another person’s idea? YES Reference it

 NO There is no need to reference if it is common knowledge or your own thoughts.

Activity

From the following list choose which items you would need to reference:

1. Someone else’s ideas
2. YouTube video
3. Personal opinion
4. Common knowledge
5. A figure from a journal article
6. A personal photo or drawing
7. A direct quote

Answer:

I need to reference: 1, 2, 5, 7

I don’t need to reference: 3, 4, 6

**How to reference in Harvard style**

As a general rule capitalise the first letter of author’s surnames and initials, the first letter of titles, including subtitles, proper nouns, publishers and place of publication.

**In-text referencing**

The purpose of in-text referencing is to provide your reader with brief information which points to a full entry in the reference list. There are two ways of referencing in-text: Direct quotes and Paraphrasing.

**Direct quotes**

A direct quote is where you copy word for word from another work. In your essay place a direct quote of less than 40 words in double quotation marks. Page numbers are essential when using a direct quote.

TIP: Be aware that there are unique rules for quoting depending on the referencing style and length of quote.

Format for direct quote: Double quotation marks quote double quotation marks space open bracket author surname space year comma space p fullstop space page number close bracket

Example for direct quote from page five of 2014 book by Donnelly:

Double quotation marks start direct quote Many students see drawbacks end direct quote double quotation marks space open bracket Donnelly space 2014 comma space p fullstop space 5 close bracket

**Paraphrasing**

Paraphrasing is when you interpret other people’s ideas into your own words to demonstrate you understand the content.

Example:

If the information source is:

Students frequently overuse direct quotation while taking notes. Consequently, they overuse quotations in their research paper.

In your essay it’s not paraphrasing if you write:

Students frequently overuse direct quotation while taking notes. Ultimately, they overuse quotations in their research paper.

It is paraphrasing if you write:

In research papers, students often quote excessively. As a result, they fail to keep quoted material down to the desired level.

**Reference list**

**Harvard**

Different types of information sources such as books, book chapters, journals and web pages require different types of reference formatting.

**The reference format for a book in Harvard style:**

Author surname comma space first initial space

Year comma space

Title in italics comma space

Publisher comma space

Place of publication fullstop

Example:

Broe comma space D space 2014 comma space start italics *Class, crime and international film noir comma* end italics space Palgrave Macmillan comma space New York fullstop

**The reference format for a book chapter in Harvard style:**

Chapter author surname comma space first initial space

Year comma space

Single quotation mark chapter title single quotation mark comma space

in Editor first initial fullstop space editor surname open bracket Ed fullstop close bracket comma space

Book title in italics space

Publisher comma space

Place of publication comma space

pp fullstop space page range fullstop

Example:

Murray comma space B space 2014 comma space single quotation mark Prologue single quotation mark comma space in space G fullstop space Christopher space open bracket ed fullstop close bracket comma space start italics *The psychology of ageing: Freud on ageing* end italics space Palgrave Macmillan comma space Basingstoke comma space England comma space pp fullstop space 1 hyphen 18 fullstop

**The reference format for a journal article in Harvard style:**

Author surname comma space first initial space

Year comma space

Single quotation mark article title single quotation mark comma space

Journal title in italics comma space

vol fullstop space volume comma space

no fullstop space issue number comma space

pp fullstop space page range fullstop

Example:

Naik comma space PA comma Prasad comma space A space ampersand space Sethi comma space SP space 2008 comma space single quotation mark Building brand awareness in dynamic markets single quotation mark comma space start italics *Management Science* comma space end italics vol fullstop space 54comma space no fullstop space 1 comma space pp fullstop space 57 hyphen 58 fullstop

**The reference format for a webpage in Harvard style:**

Author surname comma first initial space or corporation name space

Year comma space

Webpage title in italics comma space

Name of organisation or website comma space

Viewed day month year comma space

Less than symbol URL greater than symbol fullstop

Example:

National Institute on Drug Abuse space 2013 comma space start italics *Drugs comma brains and behaviour colon space the science of addiction comma* space end italics Australian Institute of Health and Wellbeing space viewed 30 January 2015 comma space less than symbol <http://www.drugabuse.gov/publications/> greater than symbol fullstop

Match the resource type to the correct reference format which follows the Harvard style of referencing.

Resource Type:

A: Journal article

B: Webpage

C: Book

D: Book chapter

Reference Format:

1. Shaw, S 2013, ‘Managing gender equity in sport’, in D Hassan & J Lusted (eds), *Managing sport: social and cultural perspectives,* Routledge, New York, pp. 186-200.

2. Loughran, J 2011, ‘On becoming a teacher educator’, *Journal of Education for Teaching,* vol. 37, no. 3, pp. 279-292.

3. Department of Transport, Planning and Local Infrastructure 2014 *Historical* archaeology, Department of Transport, Planning and Local Infrastructure, viewed 17 October 2014, <http://www.dtpli.vic.gov.au/heritage/historical-archaeology/historical-archaeology>.

4. Davies, P 2000, *Death and the emperor: Roman Imperial funerary monuments, from Augustus to Marcus Aurelius,* Cambridge University Press, Cambridge, UK.

Answers: 1=D, 2=A, 3=B, 4=C

Congratulations, you have finished!

For detailed examples on how to reference the full range of resource types in your style refer to the Referencing Tool: <http://www.lib.latrobe.edu.au/referencing-tool/>

Achieve@Uni guides include examples that demonstrate how to [quote](http://latrobe.libguides.com/using-information/quoting) and [paraphrase](http://latrobe.libguides.com/using-information/paraphrasing)