**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**

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**

**AGLC**

Different types of information sources such as case citations, legislations, books and journal articles require different types of reference formatting.

Note: Footnoting styles use a numbering system in the body of the text to indicate when something is referenced. The reference becomes a footnote at the bottom of the page and is preceded by the corresponding number. In the following examples the number has been omitted.

**The footnote format for a case citation in AGLC style:**

TIP: Law citations generally include the volume number, law report series and starting page.

Start italics Party space v space party end italics space open bracket year close bracket space volume space report title abbreviation space starting page fullstop

Example:

Start italics Dietrich space v The Queen end italics space open bracket 1992 close bracket space 177 space CLR space 292 fullstop

**The footnote format for legislation in AGLC style:**

Title in italics space year in italics space open bracket jurisdiction close bracket fullstop

Example:

Start italics *Environmental Protection Act* space *1990* end italics space open bracket Vic close bracket fullstop

**The footnote format for a book in AGLC style:**

TIP: Footnotes are always required; if your lecturer has asked for a bibliography the first author’s name is reversed.

Author first name space surname comma space book title in italics space open bracket publisher comma space year close bracket fullstop

Example:

Jan Bowen comma space start italics The Macquarie Easy Guide to Australian Law end italics space open bracket Macquarie Library comma space 1994 close bracket fullstop

**The footnote format for a journal article in AGLC style:**

Author first name space surname comma space single quotation mark article title single quotation mark space open bracket year close bracket space volume space journal title in italics space start page fullstop

Example:

Pauline Rapaport comma space single quotation mark Social Media Policies and Unfair Dismissal single quotation mark space open bracket 2013 close bracket comma space 18 space start italics Media and Arts Law Review end italics space 75 fullstop

Match the resource type to the correct footnote format which follows the AGLC style of referencing.

Resource Type:

A: Journal article

B: Book

C: Legislation

D: Case

Footnote Format:

1. Abbe Smith, ‘Defending the Unpopular Down-Under’ (2006) 30 *Melbourne University Law Review* 495.

2. *Acts Interpretation Act 1901* (Cth).

3. Nickolas Smith, *Business* Law (John Wiley & Sons, 2010).

4. *South Australia v Totani* (2010) 242 CLR 1.

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

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)