**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 Oxford (footnote) 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 comma space year comma space p fullstop space page number close bracket fullstop

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 comma space 2014 comma space p fullstop space 5 close bracket fullstop

**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**

**Oxford (footnotes)**

Different types of information sources such as books, book chapters, journal articles and webpages 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 book in Oxford style:**

TIP: In the footnote, author names are written as first name and surname, and in the bibliography they are reversed.

Author first name space surname comma space book title in italics space

Open bracket place of publication colon space publisher comma space

Year close bracket comma space page number fullstop

Example:

Stephen Mills comma space start italics *The Professionals: Strategy, Money and the Rise of the Political Campaigner* end italics space open bracket Collingwood, VIC colon space Black Inc. comma space 2014 close bracket comma space 22 fullstop

**The footnote format for a book chapter in Oxford style:**

TIP: In the footnote, author names are written as first name and surname, and in the bibliography they are reversed.

Author first name space surname comma space single quotation mark Chapter title single quotation mark space in editor first name space surname space open bracket eds fullstop close bracket comma space Book title in italics space open bracket place of publication colon space publisher’s name comma space year close bracket comma space page number fullstop

Example:

Timothy J. Clair comma space single quotation mark Global Financial Crisis single quotation mark space in space Mark Beeson and Nick Bisley space open bracket eds fullstop close bracket comma space start italics *Issues in 21st Century World Politics* end italics space open bracket Basingstoke, UK colon space Palgrave Macmillan comma space 2013 close bracket comma 45 fullstop

**The footnote format for a journal article with issue number in Oxford style:**

TIP: In the footnote, author names are written as first name and surname, and in the bibliography they are reversed.

Author name comma space single quotation mark Article title single quotation mark comma space Journal title in italics comma space volume forward slash issue space open bracket year close bracket comma space page fullstop

Example:

Jacqui True comma space single quotation mark Are War and Violence Really in Decline question mark single quotation mark comma space start italics *Australian Journal of International Affairs* comma end italics space68 forward slash 5 space open bracket 2014 close bracket comma space 489 fullstop

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

Author or Corporate author comma space

Single quotation mark webpage title single quotation mark comma space

Website title in italics space open square bracket type of medium close square bracket space

Open bracket year close bracket space

Less than symbol URL greater than symbol comma space

accessed Day space Month space Year fullstop

Example:

Cancer Council Victoria comma space single quotation mark Cancer in Victoria statistics and Trends 2013 single quotation mark comma space start italics *Australian Policy Online* end italics space open square bracket website close square bracket comma space open bracket 2013 close bracket space less than symbol <http://apo.org.au/research/cancer-victoria-statistics-trends-2013> greater than symbol comma space accessed 30 space Jan fullstop space 2015 fullstop

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

Resource Type:

A: Journal article

B: Webpage

C: Book

D: Book chapter

Footnote Format:

1. Dennis Altman and Kent Buse, ‘Thinking Politically about HIV: Political Analysis and Action in Response to AIDS’, *Contemporary Politics*,18/2 (2012), 130.

2. Bruce Pacsoe, *Convincing Ground: Learning to Fall in Love with your Country* (Canberra: Aboriginal Studies Press, 2007), 156.

3. Australian Bureau of Statistics, ‘Understanding Statistics’, *Australian Bureau of Statistics* [website], (2014) <http://www.abs.gov.au/websitedbs/a3121120.nsf/home/Understanding%20statistics?opendocument#from-banner=L>, accessed 27 Oct. 2014.

4. Katie Holmes and Sarah Pinto, ‘Gender and Sexuality’ in Alison Bashfort and Stuart Macintyre (eds.), *The Cambridge History of Australia* (Melbourne, VIC: Cambridge University Press, 2013), 302.

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)