Study Skills Support

Referencing & Bibliographies
In learning about our areas of study, we must look at published work of many kinds, and draw upon this research when we are writing assignments and reports. But we must clearly state (cite) our sources when we do: presenting someone else’s work as our own, whether this is ideas, words, graphics or statistics, is an offence known as plagiarism.

When we present reports and assignments, overall that work must be our own writing and text. Where we depend on the work of someone else we must acknowledge this, whether we are using direct quotes or someone else’s ideas or information re-expressed in our own words. To do this we need to reference what we’re citing at that point in the body of our text, and put full details of all sources used in a reference list, called a bibliography, at the end of our text.

**Referencing**

There are two main systems of referencing which can be used. One is the Harvard or **Author/Date system**, and is the more common; the other is the Oxford or **Footnote** system. Both systems are used at Chisholm.

**Author/Date system**

This system provides references in the text or body of your work: any material used should be referred to with author (or source), publication date and page number/s:

“Social workers are trained to have a systems perspective” (Zastrow, 1999, p.16).

When the author is referred to in the body of the text there is no need to repeat their name/s: Zastrow (1999, pp.17-18) stated that… where p. means page, pp. means pages.

Where material is written by two authors they should both be named: “An older study (Elmasri & Navathe, 1989, p.50) notes that . . .”

For three or more authors the phrase “et al.” (meaning ‘and others’) should be used: Stanton et al. (1992, p.53) argued that . . .

If you are summarising or referring to an entire or large part of another’s work the page numbers can be omitted: Zastrow (1999) concluded that . . .

**Footnote System**

This system places sequential reference (footnote) numbers in the text. Like this.¹

These numbers point at references placed at the foot or at the end of your text. (Word processors automate this footnoting process.)


Notes on quoting:

- If you are using a short quotation, less than 3 lines, continue this in line in your writing. Put quotation marks and the in-text reference; with final punctuation following the reference, “like this” (Smith, 2006, p.7).

- If your quotation is longer, use 1cm indents from each margin. Your quote then looks like a block of writing and does not need quotation marks. As you lead into the quote, or at the end, include the in-text reference (Brown, 2004, p.8).

- When referencing a quotation from a secondary source, cite the primary reference, not the secondary source.
**Bibliographies**

Any in-text reference points to an entry in your bibliography. A bibliography is a list of all the material you drew on, including work you did not directly refer to in your assignment. The bibliography acknowledges all the sources you used in forming your opinions and ideas.

The bibliography should be placed on separate page/s at the end of your assignment, and entries should be arranged alphabetically by the author’s surname. If there is no author, place any associated organisation as you would the author’s surname. Thus a short bibliography would appear as:


If an author has published two works you’re citing in the same year, distinguish these by adding letters or numbers after the date, as: 2003-a, 2003-b.

When writing an entry for a citation from a secondary source, cite the original source as a full bibliography entry (using your secondary source’s bibliography to do so); and in the entry add an in-text reference pointing to your secondary source:


**Entries for books** should include:

1. Author name – surname, then given name (for one author; or surname + given for 1st author, and given + surname for others)
2. Year of publication
3. Title – italicised or underlined; & Edition – if not the first edition
4. Publisher
5. Place of publication:


**Entries for journal articles** should include:

1. Author name – surname, then given name (for one author; or surname + given for 1st author, and given + surname for others).
2. Year of publication
3. Title of the article (in plain type)
4. Title of the magazine – italicised or underlined
5. Volume number, issue number & page number/s:


**Newspaper articles** should be referenced:


**Named segments of a television program** should be referenced:


If a segment of a television program is unnamed, you can supply an appropriate name in square brackets. It should be referenced:

[Forests]. *Sixty Minutes*. GTV9, 10 July 1983.

**Interviews** should be referenced:

Carolan, Christine. Chisholm Institute, D’nong. 19 March 2001. [interview - self help groups]

**Internet** information must be referenced. The organization is the source, a page heading can be treated as a title, its URL address being publisher & place. If the page/site is undated we put “No date”; if citing several pages from an undated website we put “No date-a”, “No date-b” etc.


**Bibliography**
