University of Canberra Reference Guide

This guide is based on the information found on the University of Canberra website.

About This Guide

This Guide has been created for the University of Canberra community using authoritative style manuals and associated web sites. These resources are listed on the Referencing Resources tab of this Guide.

Great care has been taken to ensure that the examples in this Guide conform to the guidelines set out in these style manuals, however the manuals are open to interpretation. For further guidance, please consult the original style manuals or web sites.

Please send any feedback or corrections to Ask a Librarian.

Welcome

This guide is designed to help you with referencing your sources for assignments. It replaces the book *A guide to referencing with examples in the APA & Harvard styles*.
This guide covers:

- ✓ AGLC (Australian Guide to Legal Citation)
- ✓ APA (American Psychological Association)
- ✓ Harvard

Which style should I choose?
Consult your unit outline or ask your lecturer.

Why Should I Acknowledge My Sources?

You need to acknowledge your sources:

- ✓ to acknowledge the work and ideas of other authors
- ✓ to allow the reader to check that what you are claiming is correct
- ✓ to show that you have read and understood the research published in your area of study
- ✓ to lend authority to what you are writing
- ✓ to strengthen your argument
- ✓ to support your own ideas
- ✓ to provide details or background to what you are writing
- ✓ to provide interest.

You must acknowledge and cite your sources. This is important to avoid plagiarism, whether or not you use the author's own words.

Plagiarism occurs when you use other people's ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the University's Student Academic Integrity Policy.

Reference List or Bibliography?

What is the difference between a Reference List and a Bibliography?

Reference List - all the references that you have cited in your assignment, report, essay or article.
Bibliography - all of the references that you have read, whether or not they are cited in your assignment.

How Do I Evaluate My Sources?

It is very important to evaluate the information you intend to use to ensure that it is from an authoritative source and is appropriate for your research. For more information use these guides for evaluating sources:

Evaluating Information Sources.pdf (Link to PDF)

When Should I Acknowledge My Sources?

You should acknowledge your sources whenever you use a source of information:

- ✓ as your inspiration
- ✓ as the source of a theory, argument or point of view
- ✓ for specific information such as statistics, examples or case studies
- ✓ for direct quotation (using the author's exact words)
- ✓ to paraphrase or summarise an author's work

How Do I Integrate My Sources into My Writing?

When you are taking something from another source, you are taking it out its original context and putting it into a new context - your own assignment. You must make sure it fits properly into this new context. This means:

- ✓ it must be relevant to your argument
- ✓ it must join neatly with what comes before and after
- ✓ it must make logical and grammatical sense.

Referencing Style Web Pages

- ✓ Australian Guide to Legal Citation 3rd ed (online) Online guide to the AGLC Style
- ✓ American Psychological Association's APA Style Help Links to Online tutorials, FAQs and APA Style Blog.
- ✓ Guide to Citing ABS Sources Australia Bureau of Statistics
- ✓ Basics of APA Referencing - Tutorial

Referencing Handouts

Evaluating Information Sources.pdf (Link to PDF)

Spot the Plagiarism test.pdf (Link to PDF)

Reference Management Software
Which program should I choose?

There are a large number of referencing programs available which are free, subscription based, or a combination of the two e.g. free for up to a certain amount of space or with additional paid features.

EndNote

The Library provides UC students and staff with access to EndNote reference management software:

- ✓ To create and organise your own database of references
- ✓ To use those references in your assignments
- ✓

EndNote is primarily computer-based and suited to the needs of postgraduate students and research staff preparing papers for publication, or people who work usually from a single computer. The EndNote program disk can be borrowed from the Library or the software can be downloaded to your computer from the Library Moodle page.

EndNote Online is a web-based version of EndNote which can be used alone, synced with a copy of EndNote installed on your computer, or synced with an iPad app (no Android support is available as from June 2016).

Online training modules and resources are available via Moodle at www.canberra.edu.au/studyhelp (Get Help / Study Help / Referencing Help) and further help is available in the Library at Study Skills drop in sessions.

EndNote Styles
These are EndNote Styles written for staff and students of the University of Canberra. These styles should be used in conjunction with the UC Referencing Guide.

- ✓ UC APA 6th ed This style is created by the University of Canberra.
- ✓ UC Harvard Style This style is created by the University of Canberra.
- ✓ UC AGLC 3rd ed
- ✓ Using EndNote with AGLC3

Related UC Information
- ✓ Plagiarism and collusion Student Academic Integrity Policy
- ✓ Uni policy on internet use? See permissible use (UC)
- ✓ Recording live performance. Live performances are covered by copyright and permission must be sought. See Copyright Guide section 3

Exceptions and Special Agreements

The Copyright Act's 'Fair dealing' allows the use of text material without permission for the following purposes:

1. research or study - 10% or one chapter/article
2. criticism or review - must acknowledge the work
3. parody or satire
4. reporting news
5. professional advice e.g. by a lawyer

(Australian Copyright Council *Fair Dealing* 2014)

Educational institutions also have special agreements with copyright owners to allow them to digitise and electronically communicate copyright material, see the UC Copyright Guide, sections 6 & 7 for details.

Some works may be copied under Creative Commons licence.

Your own work

An original work created by a student is protected by copyright. Your permission is required by anyone wanting to copy or communicate your work. The UC Copyright Guide has details.

Random Photographs by Parker Michael Knight under a CC BY 2.0 licence

Photocopying and Scanning

You may copy for your research and study:

- ✓ One chapter of a book, **or** 10% of the pages (10% of the words if the work is in electronic form)
- ✓ One article from a journal or newspaper (more if the articles are for the same assignment, or are on the same subject matter in a special edition)
- ✓ 15 pages from an anthology (for example: a collection of short stories)
- ✓ All of an artistic work, for example: a diagram or photo (when not available for separate purchase)
- ✓ 10% of a sheet music piece or play

Copying from the Internet

The Internet makes music, videos, pictures and text freely available to the general public. Like print material, Internet content can only be used if one of the following applies:

- ✓ The copyright owner gives you written permission in response to a request for copyright clearance
- ✓ The copyright owner has included a statement of permission in their materials
- ✓ Your usage falls within the scope of the Exemptions & Special Agreements provisions

Document Delivery

The Library may be able to supply copies through Document Services up to the following limits:

- ✓ One chapter or 10% of a book (whichever is greater)
- ✓ One article from a journal issue, or more than one if it is for the same research topic.

Copying from Library Databases

Copying of materials from databases, electronic book and journal collections to which the University Library subscribes (e.g. EBSCO and ProjectMuse), is governed by licensing agreements between the University and the database provider. In general, under such agreements students or staff may print or save limited amounts for their own study or research. Systematic printing or downloading is not permitted.

Copying Online Course Materials

Material in E-Reserve or Moodle are covered by copyright. You must not copy these and/or pass them on to people who are not staff or students of the University.

Copying Music

Music can be copied/downloaded only for study purposes. For details see UC Copyright Guide

Using images

Copyright for images follows the rules for other types of material. For more information look at the Images Guide.

Movies & TV shows

Students may play legitimate copies of DVDs, films, CDs or other audio or audio-visual resources in class (ie, as part of an assessment task). The resources cannot be 'pirate' versions, for example downloaded from peer to peer/BitTorrent sites or copied from Youtube. This kind of **'live'** presentation or 'performance' of content is allowed under Copyright Act (s. 28).

TV or radio programs can also be copied and played by students as part of an assessment task.

See the UC Copyright Guide

Software

As a general rule, copying software without permission from the copyright owner is illegal and is not permitted at the University. See the UC Copyright Guide

Campus Copyright Contact

University Copyright Officer

External Copyright Contacts

✓ Australian Copyright Council Provides advice to people working in educational institutions, galleries, libraries and museums.
✓ Copyright Agency Provides a legal and practical method for the public, business and government to copy published works
✓ Screenrights Administers provisions in the Australian Copyright Act that allow educational institutions to copy from television and radio, provided payment is made to the copyright owners.

University of Canberra. (2017). *UC Referencing Guide.* Retrieved from University of Canberra website: http://canberra.libguides.com/referencing