



UNIVERSITY OF
CANBERRA

AUSTRALIA'S CAPITAL UNIVERSITY



Referencing Basics

What should you reference?

Referencing is used in university writing to acknowledge the work and ideas of other authors and to allow the reader to access the source of the original idea. 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

Referencing consists of an in-text citation and a reference list or bibliography. It is important to reference all ideas that are not your own to avoid plagiarism.

Referencing Styles

There are two broad types of referencing styles: author-date, and numeric. Within each of the broad types are individual styles with their own rules. Examples of author-date styles are APA, and Harvard. Examples of numerical styles are AGLC, and Vancouver. Chicago can be used as an author-date or numeric style.

The style you need to use is usually determined by your unit convenor. Please check your unit outline for details.

When you have determined the style, you should use that style consistently, following the style guidelines. Every comma, full stop, colon, text format and capitalisation is important.

Author-Date Styles

In-text citations are entered in two ways:

- Information prominent - the author's name is within the round brackets.

Example: The conclusion reached in a recent study (Cochrane, 2007) was...

- Author prominent - the author's name is outside the round brackets.

Example: Cochrane (2007) concluded that...

Direct quotes include the page number of the quote:

- "... (Author, Date, Pages)

For example: ...the study concluded that "penguins are social beings" (Cochrane, 2007, p.53).

Reference Lists / Bibliographies are listed alphabetically by author, or by title if there is no author, following the rules of the referencing style.

For example in APA:

Duffy, A., Deakin, V., Wieniawa-Narkiewicz, E., & Wilson, K. (2001). *Guide to writing in biomedical sciences*. Australia: University of Canberra.

Gumby, T. F. (1972). *The brain specialist*. Cambridge, England: Python.

Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun. (1983). Oxford, England: Blackwell.

Merklein, H. A. (1972). *Macroeconomics*. Belmont, CA: Wadsworth.

Numerical Styles

In-text citations are entered in two ways:

- Superscript - Author^{Number}

Example: Cochrane¹ concluded that...

- In round brackets – Author (Number)

Example: Cochrane (1) concluded that...

Direct quotes include the page number of the quote.

- “.....”¹, pages
- “.....” (1, pages)

For example: ...the study concluded that “penguins are social beings”¹, p.53

Reference Lists / Bibliographies are listed in numerical order as they appear in the document, following the rules of the referencing style.

For example in Vancouver:

1. Duffy A, Deakin V, Wieniawa-Narkiewicz E, Wilson K. Guide to writing in biomedical sciences. Canberra: University of Canberra; 2001.

2. Noor A. Ethics, religion and good governance. JOAAG [Internet]. 2008 [cited 2012 Nov 13];3(2):62-77. Available from: http://www.joaag.com/Home_Page.php

3. Physics Education Server at Buffalo State College [Internet]. Buffalo (NY): Dan MacIsaac; [date unknown]. An introduction to action research; 1996 [cited 2012 Jul 3]; [about 7 screens]. Available from: <http://physicsed.buffalostate.edu/danowner/actionrsch.html>

4. Macroeconomics, prices and quantities: essays in memory of Arthur M. Okun. Oxford: Blackwell; 1983.

Handy links

UC Referencing Guide:

<http://canberra.libguides.com/referencing>

Study Help Moodle / Referencing

<http://learnonline.canberra.edu.au/course/view.php?id=11513§ion=3>