UNDERSTANDING REFERENCING
HARVARD AUTHOR-DATE REFERENCING

REFERENCING – THE WHAT & WHY

Referencing – What is it?
- When you study and write assignments in an educational organization it is expected that you will conduct research on a topic using information from a variety of sources – these sources can include books, articles, videos, web pages, etc.
- By reading widely you can learn about the current ideas, opinions and theories on a topic.

Referencing is: when you write your assignment you refer to the research you have undertaken by acknowledging the opinions, theories, information and ideas of others. To reference is to give credit to the original authors or sources of information.

Why it is great to reference in your assignment:
- Referencing demonstrates the breadth of your research
- Referencing strengthens or supports your work or academic argument – you are backing up your argument with the authoritative work of another author.

Why is it bad not to reference?
- If you don’t reference you are letting down your assignment by not showing your research and wider reading on a topic.
- You don’t have anything to support the argument or opinions you are raising in your writing.
- And most importantly, if you use the thoughts of others and don’t reference them, you are committing the crime of plagiarism.

Why is Plagiarism a bad thing? Plagiarism is a form of theft. To plagiarise is to steal the ideas of others and present them as your own. Students who are found to have plagiarised may face disciplinary action under the TAFE NSW Student Discipline Policy.

YOU CAN NOW SEE THE IMPORTANCE OF REFERENCING.
LET’S NOW LOOK AT WHEN AND HOW TO REFERENCE.

Referencing – When do you reference? There are 3 Golden Rules!

1. Whenever you use another’s ideas, opinion, information or theory in your assignment you must make reference to the author.

2. A reference must be included when you:
   - Paraphrase (express another’s idea into your own words)
   - Summarise (express another’s idea in a reduced form in your own words)
   - Quote (express another’s idea in their exact words)
   i. **In-text reference**: As a shortened reference in the text of your assignment.
   ii. **Reference list**: As a full reference in the reference list at the end of your assignment.

(Learning Connection, University of South Australia 2007, pp. 1-2; Central Queensland University 2010, p. 5).

When do you reference? It helps to see this thought process in a flowchart:

- **Another's Words OR Image?**
  - **YES**: Words: Quote & Cite It OR Image (diagram, graph or table) – Cite It
  - **NO**: Paraphrase & Cite It OR Summarise & Cite It

- **Another's Idea?**
  - **YES**: Paraphrase & Cite It
  - **NO**: Do NOT Cite It

Remember – when you cite you do it twice!

1. **In Text**
2. **Reference List**

Here are some points to help you with your writing.

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copying text directly from another source without acknowledging whose work it is.</td>
<td>Paraphrasing and acknowledging the source of the original information.</td>
</tr>
<tr>
<td>Paraphrasing by reordering original text but not putting the ideas into your own words.</td>
<td>Paraphrase and demonstrate your comprehension.</td>
</tr>
<tr>
<td>Heavily basing references on one source of information.</td>
<td>It is important to have a good understanding and wide representation of views and ideas on a topic – this will be reflected in your research and referencing.</td>
</tr>
<tr>
<td>Using too many quotations (no more than 10% of an assignment should be in the form of direct quotations).</td>
<td>Referencing the ideas of others in your assignment to ‘reinforce the arguments you present in your assignment’ (Learning Connection, University of South Australia, 2007, p.1)</td>
</tr>
</tbody>
</table>
Paraphrasing
- Successful paraphrasing makes use of the ideas and concepts of the original text and demonstrates comprehension.
- Can also help demonstrate that you as a student can analyse and apply information to the assignment question – by using sources of information to support your arguments.

Quotations
- Should be limited (no more than 10% of the assignment) – only use where if you were to paraphrase you would lose the impact or meaning of the original language and syntax.
- Selected very carefully
- Used in context
- Integrated into your text
- Reproduced exactly

REFERENCING – HOW TO REFERENCE IN-TEXT

So what is an in-text reference?
When you are writing your assignment and you use another person’s (the author’s) information or idea – you give credit to this author by making a small reference – this is called an in-text reference.

Why do I do this in the sentence or paragraph I am writing?
The in-text reference is flagging to the reader of your assignment that:
- You have used another’s information / idea
- If they would like to view the author’s work themselves (article, book, website etc) you have the full reference detail provided in your reference list at the end of your assignment.

What details do I include when I write an in-text reference?
The in-text reference is very short and only includes 2-3 elements:
(1) Author’s surname
(2) Year of publication
(3) Page number(s) ONLY if referring to specific information located on specific pages in the author’s work.
   Page numbers are NOT included if you are referring to a theme that runs through the entirety of the author’s work.

How do I write an in-text reference?
How you write the in-text reference will now depend on how you construct your sentence that refers to the author’s information. There are two ways to do this:

i. Author Prominent – gives prominence to the author by using the author’s surname (family name or the corporate name) as a part of the sentence with the date and the page number(s) in parentheses. – Note – only include page numbers if you are referring to specific information on particular pages.

ii. Information Prominent - gives prominence to the information, with the author’s surname / corporate name, date and page number(s) in parentheses. – Note – only include page numbers if you are referring to specific information on particular pages.
What is Author Prominent sentence construction?
When writing if you refer to the author as a part of the sentence you are writing you are giving prominence to the author in your sentence – look at this example below which refers to the author Johnstone’s work:

The situation is known as an ethical dilemma, which Johnstone (2010, p. 102) defines as ‘a situation requiring choice between what seem to be two equally desirable or undesirable alternatives’.

- In this sentence you can see that because Johnstone is referred to within the sentence (author prominence) – part of the in-text reference requirement has been fulfilled.
- The year of publication and the page number are now included in brackets fulfilling the other in-text reference requirements.
- A page number is included as a short quotation from Johnstone’s work has been included in the sentence – so we have referred to a specific part of Johnstone’s work.
- Anyone reading this sentence would know to refer to the reference list at the end of the assignment for the full-reference entry for Johnstone’s work.

What is Information Prominent sentence construction?
When writing if you refer to the information/idea that the author has produced within your sentence – you are giving prominence to the information. Look at this example below which refers to a work with three authors but within the sentence the information has been paraphrased.

For example, until recently only 7 per cent of the Australian health-care budget was allocated to mental health services, despite the fact that approximately 20 per cent of the population experiences a mental illness and that depression is expected to become the second highest contributor to total disease burden by the year 2020 (Haman-White, Sgro & Happell 2006).

- In this sentence you can see that the information is the prominent feature of the sentence.
- To create the in-text reference – the brackets are placed at the end of the sentence including the author, publication year.
- For this particular in-text reference, page numbers have not been included as the idea/information being referenced is more generalized to the entire work by Haman-White, Sgro & Happell.
- If a specific element was being referred to from page 8 of Haman-White, Sgro & Happell’s work you would need to add pages to the in-text reference – this would appear as (Haman-White, Sgro & Happell, 2006, p. 8).

Extra points to use when creating an in-text reference
If there are four or more authors that have created a work when you refer to this work in-text you abbreviate your in-text reference to the first author’s surname followed by et al. (et al. is latin for ‘and others’):

McGorry et al. (2007) have argued successfully that the needs of children are quite different from the needs of youth and that the prevalence of mental health problems are greater in adolescence than any other age group.

Or another way to do this is to construct the sentence in a way that lets the reader know there are other authors involved in the creation of the work

McGorry and colleagues (2007) have argued successfully that the needs of children are quite different from the needs of youth and that the prevalence of mental health problems are greater in adolescence than any other age group.
While the in-text reference allows an abbreviation of the authors when there are four or more – the reference created in the reference list MUST include all of the authors.

For example this is how the reference would appear for McGorry et al. in the reference list at the end of the assignment:


More examples of in-text referencing and reference list details

It can help to look at some other examples of good referencing. Check out the extra examples we have provided in the document: In-text and Reference List Examples.

Need extra help?

Please call in and speak with library staff or ask a question via the Ask A Librarian Service on the TAFE Libraries website (Hunter / Central Coast): http://www.hunter.tafensw.edu.au/libraries

Submit your question via the Ask A Librarian webpage and we will email you back.

Remember our library staff can help you!

REFERENCE LIST:


For more in-depth examples of Harvard Referencing refer to the Harvard Referencing Guide: http://hunteertafe.libguides.com/bibliographies