



Academic Learning Support



Referencing Workbook

TEACHING MATERIALS: HARVARD REFERENCING

Academic writing must use referencing.

Harvard Referencing involves:

1. **In-text Referencing**, which provides information about the source material of direct quotations and paraphrases within the body of your assignment; and
2. **Reference list** of sources. This is an alphabetical list of all the books, articles and electronic sources that you have referred to within the body of your assignment. The Reference list is the final page of your assignment.

Quotations and the Reference list **are not included in your word count**. Paraphrases can make up approximately 30-40% of your whole text. The rest of your text (60-70%) should be your own arguments or 'point of view' stated in your own words. You should develop this point of view by continuing study in lectures and tutorials, as well as wide reading of relevant source material in the form of journal articles, textbooks, websites, study guides and so on.

Avoid Plagiarism:

You must acknowledge the source of your information. If you **copy** the words, phrases, sentences or paragraphs of another author without indicating that these words are quotations, then you are plagiarising. If you **take an idea** from another author without referencing the paraphrase, then you are plagiarising. If you do not acknowledge the source of your information, this may be seen as **plagiarism**: you will be awarded **0 marks**, you will **fail** your assignment and it may lead to your **expulsion** from Kent Institute.

Footnotes and endnotes:

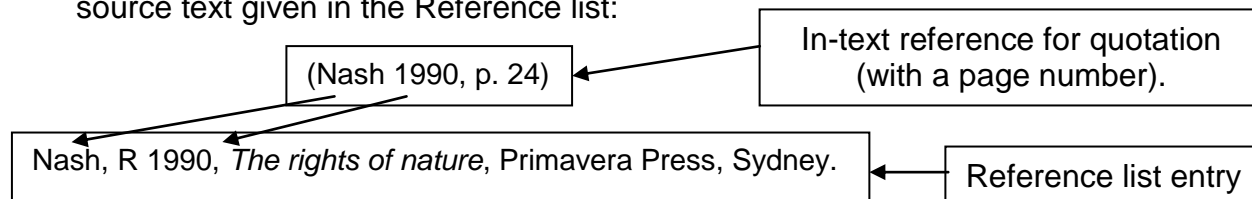
Footnotes are explanations of details or comments about a particular point that are placed at the bottom of the page. They are used in order to avoid distracting the reader from the flow of information in the text. Use superscripts to signal footnotes, like this¹:

¹ To make superscript in Word, highlight the numeral and under Font tick the superscript box. Alternatively you can use the Insert Reference function on Word.

Endnotes differ from footnotes in that they are grouped at the end of the book, chapter or article.

1. In-text referencing

- You must provide an in-text reference for all **direct quotations** and **paraphrases**.
- All in-text references need the name/s of the **author/s** and **year** of publication.
- Direct quotations (or 'quotes') also need a **page number**.
- The purpose of in-text referencing is to lead the reader to the full details of the source text given in the Reference list:



Note about author/s:

There **may be more than one** author of a source (or text), or the author may be a **corporation, organisation or Government Department**. For individual author/s, use the family name/s only for an in-text reference. If there is **no author**, use the *Journal Title* for an online article, the 'Web page title' or the *Website title* (if no Web page), or the 'Article title' for a printed journal or magazine article.

1.1 Direct quotations

- Copying the words from a source (book/journal/website etc.)
- A direct quotation requires the name of author/s (family name/s only for individual/s), year of publication and page number. (See note above about author/s.)

For **short quotations** (quotations less than 30 words)

- Use single quotation marks around the quotations and then follow with your in-text reference, which includes author/s, year and page number in brackets
- Incorporate the quote into your sentence by beginning the sentence with your own words:

Evidence suggests that 'writing pedagogy may be successfully integrated into instruction within a particular discipline area' (Allen & Rochecouste 1997, p. 12).

Alternatively, you may refer to the author/s in the sentence and include the year and page number in the brackets that follow:

Allen and Rochecouste (1997, p. 12) suggest that 'writing pedagogy may be successfully integrated into instruction within a particular discipline area.'

For **long quotations** (quotations longer than 30 words)

- Start on a new line and do not use quotation marks.
- Use a smaller font size (eg. font size 11 if your main font size is 12).
- Indent 1 cm from right and left margins.

Anorexia nervosa can be defined as follows:

Anorexia nervosa is a disorder characterized by deliberate weight loss, induced and/or sustained by the patient. The disorder occurs most commonly in adolescent girls and young women, but adolescent boys and young men may be affected more rarely (World Health Organization 1992, pp. 24-25)

This essay discusses the eating patterns of ...

1.2 Paraphrasing

- Paraphrasing means summarising information **in your own words**.
- You can either provide an in-text reference directly after the information with the name/s of author/s (see note about author/s at top of page) and year of publication,

However, context will need to be considered when choosing between two or more equally accurate variants (Raimes 1990).

or include the author's name in the sentence and place the year in the brackets.

However, as Raimes (1990) argues, context will need to be considered when choosing between two or more equally accurate variants.

1.3 In-text referencing for Web pages of Websites

- Look for the author/s – this may be one or more people, a company, an organisation or a Government Department.
- If there is no author, write the 'Document or Page title' in single quotation marks. If this is unavailable, write the *Title of the website* in italics.
- Include the year of publication or last update. This may be at the bottom of the page, often near a copyright symbol ©. If there is no date, write 'n.d.'
- If necessary, indicate page numbers by using, for example, page 3 of 4. To see the page numbers, click on [File] then [Print Preview] while in Internet Explorer.
- Do **not** use the URL (web address) for your in-text reference.

Fosters is 'one of the world's leading brewers and wine producers, employing more than 14,000 people' (Fosters 2000, p. 3 of 4).

As shown on 'Famili Kami' (n.d.), family photos can be posted on the Internet.

1.4 Multiple authors of a text

- Authors should be listed in the order they appear on the title page.
- **If two or three authors**, include all authors' family names when you refer to the text. If writing the authors' names in the brackets, use '&' between the last and second last names in your in-text reference. If including the authors' names in the sentence, use 'and' between the last and second last names.

It has been argued that E-commerce makes the issue of international business law more complex (Zugelder, Flaherty & Johnson 2000).

Wright and Noe (1996) explain that organisational structure needs to support the organisation's strategy in order to maintain competitive advantage.

- **If four or more authors**, use the author's name that appears first on the title page + 'et al.' (and others). For example, the four authors of *Management: A Pacific Rim Focus*, 2nd edn, are Bartol, Martin, Tein and Matthews, but only the first author's name + 'et al.' is used in the in-text reference:

In more diverse organisations, change tends to occur more slowly and allows the various functions to coordinate their activities (Bartol et al. 1998).

- If there are several texts with the same first author, all authors should be given in-text to avoid confusion. (Do not use 'et al.' in this case.)

1.5 Multiple works by the same author

- Multiple works by the same author, but published in different years are listed chronologically, oldest first.
- Multiple works by the same author that are published in the same year are distinguished by adding letters (a, b, c, d, etc.) to the year. The letter added to each work is determined by the alphabetical order in the Reference list, so Felstead (2000a) will appear before Felstead (2000b).

1.6 More than one source for the same idea

- Name the author and year of each source, and separate them by a semicolon in the in-text reference, or refer to them separately. (Alphabetise according to authors' names.)

Various studies (Blakely 1993; Johnson 1995; Larsen 1995) have shown that . . .

Blakely (1993), Johnson (1995) and Larsen (1995) have shown that . . . Revised

1.7 Unpublished sources: print materials

- **Lecture handouts/print materials (unpublished)**
You need to include details of Lecture handouts both in the *Reference list* and *in-text*. Write the Lecturer's name and/or the year in brackets.

It is expected the first teaching day may result in mixed emotions (Thompson 2001).

- **Papers presented at a conference or seminar (unpublished)**
You need to include details of presenter's notes both in the *Reference list* and *in-text*. Write the author's name and/or the year + 'unpub.' in brackets.

According to Callaghan, McPhail and Yau (1994, unpub.) there is...

It has been suggested (Callaghan, McPhail & Yau 1994, unpub.) that ...

1.8 Unpublished sources: Lecturer's statements and non-print materials

- *You do not need to include non-print lecture materials in the Reference list* but you **MUST** include the following details *in-text*:
Lecturer's full name, Unit name, Place of presentation, and full date.

In a lecture, in MAMT 102 Management Principles, presented at Kent Institute of Business and Technology, Sydney, on 17 April 2013, Dr J. Watson suggested that...

Dr Jean Watson (Lecture in, presented at Kent Institute of Business and Technology, Sydney, on 17 April 2013) suggested that ...

1.9 Unpublished sources: personal communication (e.g. discussion, e-mail, or interview)

- This includes discussion with managers, lecturers, experts and so on.

- Personal communications are *not included in the Reference list*, but **MUST** be referenced *in-text*, including the name, full date and description of the communication.

(See example on the next page)

In an e-mail communication on 6 March 2001, Geoff Dixon, Chief Executive Officer of Qantas, explained ...

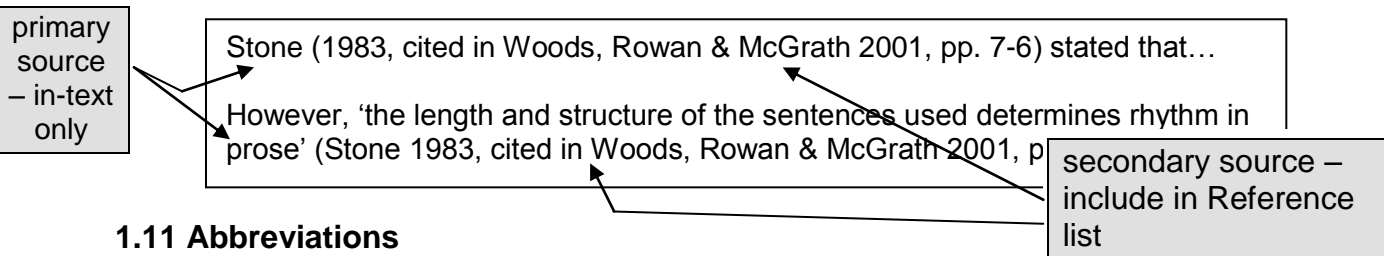
Evidence given (Dixon, G 2001, email, 5 March) ...

In an interview conducted on 19 July 1999, Dr B. Brown said ...

Evidence given (Petty, H 1999, pers. comm., 17 July) ...

1.10 Secondary source: the author you are reading refers to another author

- Sometimes you may be reading a source that refers to the idea of another author ('primary source'). The source you are using is then called a 'secondary source'.
- If you wish to refer to this idea, you must use *both sources* in your *in-text* referencing, but include *only* the *secondary source* (that you are reading) in the *Reference list*.



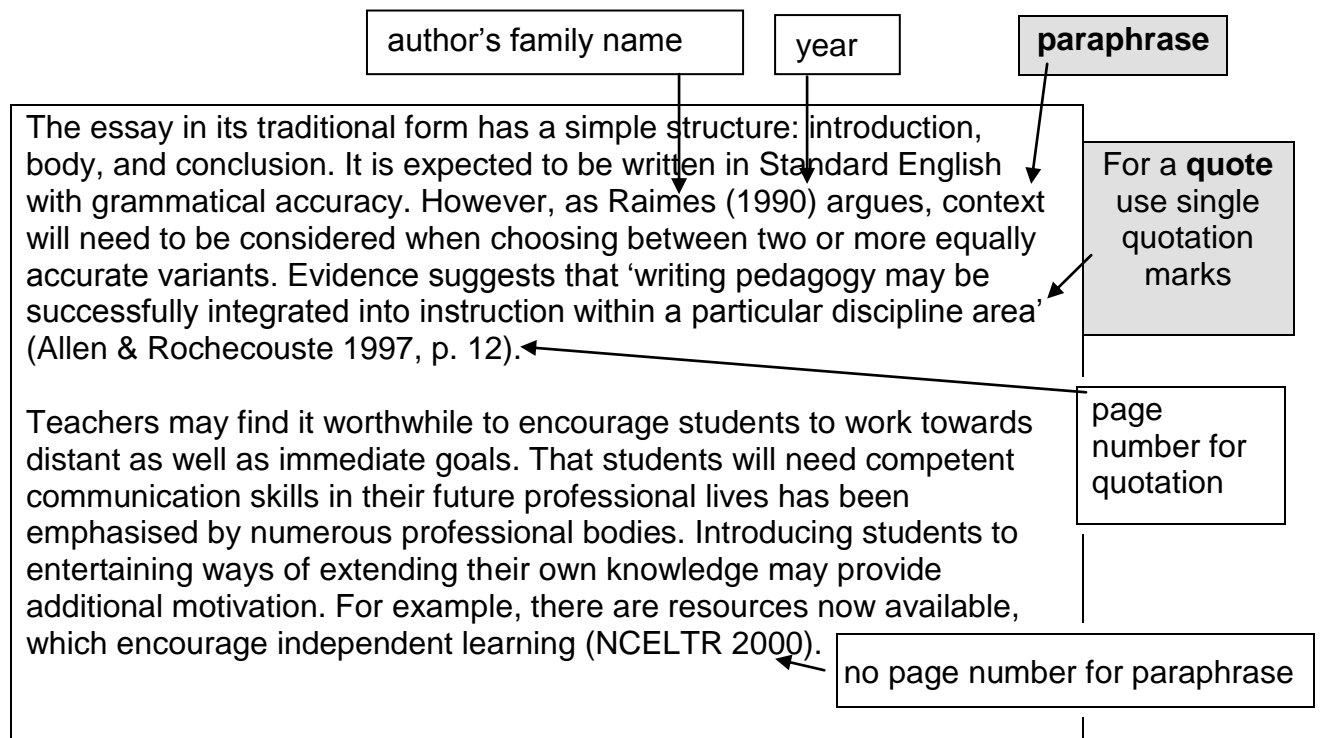
1.11 Abbreviations

edition: edn	editors: eds	volume: vol.	page: p.
editor: ed.	no date: n.d.	issue number: no.	pages: pp.

1.12 Minimal capitalisation

- Unless otherwise directed in your course profile, use **minimal capitalisation**.
- Capitalise only the first word in the title of a book, chapter or journal article.
- Do not capitalise the word following a colon (:) unless it is a proper noun.
- Capitalise authors' names and initials and Publishing Firms.
- Use **maximal capitalisation** for titles of Journals, Magazines and Newspapers (Periodicals): capitalise every word in the title apart from conjunctions (but, and, or), prepositions (for, of, on, to) and articles (a, an, the).

1.13 An example of in-text referencing



NCELTR is the acronym or abbreviation for the National Centre for English Language Teaching and Research, which is the organization or author being referred to.

In the **Reference list** this text will be shown as:

National Centre for English Language Teaching and Research (NCELTR) 2000, 'Resource Centre: ESL on the Net', *NCELTR*, viewed 24 March 2001, <http://www.nceltr.mq.edu.au/eslnet.htm> .

2.0 The Reference List – a short guide (check the online version for more sources)

2.1 General rules to follow when writing a Reference list:

- Start a new page. This is the final page of your assignment and it provides all the details necessary to locate the sources referred to in your assignment.
- The title **Reference list** should be in the same font size as your text (12pt), but **bold**, and justified to the left margin.
- Most entries should begin with the Family name/s of the author/s, or the author may be an Organisation, Company or Government Department. If there is no author (no person/s, Organisation, Company nor Government named), check the table below to find the order of information for the type of text you are using.
- List sources/texts in alphabetical order.
- Use single line spacing and separate each reference with a single line space.
- Unless otherwise directed, use Minimal Capitalisation: see 1.12 on page 6.
- Use italics for the names of published materials, such as book titles, journal titles, newspaper titles and website titles.
- Use single quotation marks for the names of chapters, articles, and web pages.
- Do not use italics or quotation marks for unpublished print sources such as Lecture notes and papers presented at a conference or seminar.
- Do not add 'Co.', 'Inc.' or 'Pty Ltd' to the name of the publisher
- 'Source' means the text (book, journal article, web site, etc.) you are using.
- Sources that are not referred to in your assignment are not included in the Reference list. You can list other research materials used in preparation, but not cited in your assignment, in a **Bibliography**, which is presented using the same format as a Reference list. You should only use a Bibliography if requested.

Published print source	Instructions and examples for Reference list
<i>Book</i>	<p>Author/s (family name, + initial/s for given names) + year, + <i>Book title in italics</i>, + edition number (if applicable), + Publisher, + City of publication.</p> <p>Hinchy, RD 2007, <i>The Australian legal system: history, institutions and method</i>, Pearson Education Australia, Frenchs Forest, NSW.</p> <p>Bartol, K, Martin, D, Tein, M & Matthews, G 1998, <i>Management: a Pacific Rim focus</i>, 2nd edn, McGraw Hill, Sydney.</p>
<i>Hard copy Journal or Magazine article with author/s</i>	<p>Author/s (family name, + initial/s for given names) + year, + 'Title of article in single quotation marks', + <i>Title of Journal in Italics</i>, + volume, + issue/number or date/season, + page numbers.</p> <p>Dewhurst, C 1986, 'Hot air over the Himalayas', <i>World Geographic</i>, vol.1, no. 4, pp. 34-38.</p>
<i>Encyclopaedia (with author/editor)</i> NO author/editor = NO NEED TO REFERENCE	<p>Author/s (family name, + initial/s for given names) + (eds) if editors + year, + <i>Encyclopedia title in italics</i> + Publisher, + City.</p> <p>Morris, RB & Morris, JB (eds) 1996, <i>Encyclopedia of American History</i>, Harper Collins, New York.</p>

<i>Dictionary (author/s or editors)</i>	<p>Author/s (family name, + initial/s for given names) + (eds) if editors + year, + <i>Dictionary title in italics</i> + Publisher, + City.</p> <p>Harris, P, Nagy, S & Vardaxis, N (eds) 2006, <i>Mosby's dictionary of medicine, nursing & health professions</i>, Mosby/Elsevier, Sydney.</p> <p>Note: if there is no author for a dictionary (meaning it is a well-known and readily available printed source), there is no need to include it in your reference list.</p>
Published print source	Instructions and examples for Reference list
<i>Newspaper article with author/s</i>	<p>Author/s (family name, + initial/s for given names) + year, + 'Title of article in single quotation marks', + <i>Title of Newspaper in Italics</i>, + date, + page numbers.</p> <p>Warren, M 2007, 'Kyoto targets flouted', <i>Australian</i>, 21 November, p.3.</p>
<i>Kent Institute study guide (If no individual author/s, use Kent Institute of Business and Technology –KIBT, as author).</i>	<p>Author/s (family name + initial/s for given names) + year, + <i>Unit number</i> + <i>Unit name</i>: + <i>study guide</i>, Kent Institute of Business and Technology, Sydney.</p> <p>Fisher, J 2009, <i>HLTH12029 Mental health promotion: study guide</i>, KIBT, Sydney.</p>
<i>Government publication with author/s</i>	<p>Author/s (family name + initial/s for given names) + year, + <i>Publication title in italics</i>, + edition number (if applicable), + Publisher, + City of publication.</p> <p>Rilling, N, Johnston, A & Fox, FL 1990, <i>Trees and shrubs of Australia</i>, 6th edn, Australian Government Publishing Service, Canberra.</p>
<i>Government publication: individual author/s unknown</i>	<p>Government Department + (acronym in brackets) + year, + <i>Publication title in italics</i>, + Publisher, + City of publication.</p> <p>Australian Bureau of Statistics (ABS) 1999, <i>Tourist accommodation Australia, June quarter</i>, ABS, Canberra.</p>
Unpublished source	Instructions and examples for Reference list
<i>Lecture notes (unpublished)</i>	<p>Author/s (family name, + initial/s for given names) + year, + Title of notes, + lecture notes distributed in the course, + Unit name and number, + Kent Institute of Business and Technology (Institution name), + Place of presentation + on day month.</p> <p>Note: no italics or quotation marks for titles.</p> <p>Thompson, R 2001, The first day experience, lecture notes distributed in the course, EDED48314 Professional practice III, at Kent Institute of business and Technology, Sydney on 21 April.</p>
Audio-visual source	Instructions and examples for Reference list
<i>Film (for DVD see the online guide mentioned at the front of this booklet)</i>	<p><i>Title of film in italics</i> + year, + motion picture, + Publisher/ Distributor, + City of publication.</p> <p><i>Harry Potter and the philosopher's stone</i> 2002, motion picture, Warner</p>

	Bros, New York.
<i>Television broadcast</i>	<p><i>Series title in italics</i>, + year, + television program + Broadcaster, + City, + date.</p> <p>60 minutes 2008, television program, Channel 9, Sydney, 22 June.</p> <p>Note: transcripts of television broadcasts will appear on the website of the sponsoring body. Look up the transcript if you wish to use a direct quote from the broadcast (see below).</p>
<i>Television transcript</i>	<p>'Broadcast title in single quotation marks' + year, <i>Series title in italics</i>, + Broadcaster name + television transcript, + transmission date, + view date, + URL</p> <p>'At death's door' 2005, <i>Australian story</i>, ABC television transcript, 27 June, viewed 14 August 2007, http://www.abc.net.au/austory/content/2005/s1400735.htm</p>
<i>Online Dictionary entry</i>	<p>Name of Online Dictionary + year, + <i>Word defined</i>, view date + URL</p> <p>Oxford Dictionaries 2009, <i>Magnetism</i>, viewed 6 October 2009, http://www.askoxford.com/concise_oed/magnetism?view=uk</p>
Specialised sources	Instructions and examples for Reference list
<i>Wiki</i>	<p>Name of Wiki +year,+<i>wiki page title</i>,+wiki,+date viewed,+URL.</p> <p>The Psychology Wiki 2009, <i>Introduction to philosophy</i>, wiki, viewed 7 July 2010, http://psychology.wikia.com/wiki/Introduction_to_philosophy</p> <p>Note: Avoid using Wikis as they are not considered academic resources and can be easily altered.</p>
<i>Facebook</i>	<p>Author/s (family name + initial/s for given names) + year, + on <i>Facebook Page name</i>, + Date of post, + time of post, + view date, + <u>URL of specific page</u>.</p> <p>Krishna, G 2011, on <i>KIBT Facebook</i>, 9 November, 6.26 am, viewed 14 November 2011, http://www.facebook.com/specificpageURL</p> <p>Note: social networking postings are not permanent so add the information to your assignment as an appendix.</p>
<i>YouTube</i>	<p>Author/s (family name + initial/s for given names) /Sponsor (uploaded by) + year, + <i>Title of the video</i>, video, + date video was uploaded, + view date + <u>URL</u></p> <p>iMindMap 2007, <i>Maximise the power of your brain: Tony Buzan mind mapping</i>, video, 8 January, viewed 24 June 2008, http://www.youtube.com/watch?v=MlabrWv25qQ</p>

Online Journal Articles	
<p>What to look for when using an online journal article:</p> <ul style="list-style-type: none"> • Author's name (may be company, organisation or government department name) If no author, use the <i>Journal Title</i> in italics. • Year the article was published. This is usually the date the journal was published. • If there is no volume or issue number, include the month or the season (e.g., Spring, Summer). • Article title: this appears at the top of the article you are reading. • <i>Journal Title</i>: this is the title of the entire online magazine or journal, often at the top of the page you are using or after the article title. • Volume number (vol.), issue number (iss. or no.), and page number/s (p. or pp.). • Database Title, such as Ebschost, Infotrac, Emerald, or WebSPIRS, if you used a database to find the article. <p>If you did not access the article from a database you will also need:</p> <ul style="list-style-type: none"> • View date: the date you accessed the information. • URL: full internet address including http://www. 	
Online Journal articles	Instructions and examples for Reference list
<i>Journal article from a database or CQUniversity Library Discover It!</i>	<p>Author/s (family name + initial/s for given names) + year, + 'Article title in single quotation marks', + <i>Journal Title in Italics</i>, + volume, + issue number, + page number/s.</p> <p>Gavenith, G, den Hartog, E & Martini, S 2011, 'Heat stress in chemical protective clothing', <i>Ergonomics</i>, vol. 54, no. 5, pp 497–507.</p>
<i>Journal article (individual author/s unknown), from a database.</i>	<p><i>Journal Title in Italics</i> + year, + 'Article title in single quotation marks', + volume, + issue number &/or date, + page number/s.</p> <p><i>Human Resource Management International Digest</i> 2008, 'Happy employees have a good work-life balance', vol. 16, no. 6, pp.27-28.</p>
<i>Journal Article from a Website with author/s (usually from an internet search rather than the library)</i>	<p>Author/s (family name + initial/s for given names) + year, + 'Article title in single quotation marks', + <i>Journal Title in Italics</i>, + volume number + page number/s, + viewed day month year, + <u>complete URL underlined</u>.</p> <p>James, D 2004, 'Digging for those elusive truths', <i>BRW</i>, vol. 5, no. 3, pp. 45-46, viewed 9 September 2004, http://www.brw.com.au/freearticle.aspx?docId=27851</p>
<i>Online journal article: individual author/s unknown</i>	<p><i>Journal Title in Italics</i> year, + 'Article title in single quotation marks', + volume + number, + page number/s, + viewed day month year, + <u>complete URL underlined</u></p> <p><i>E-Commerce Times</i> 2000, 'Dot Com layoffs continue surge', vol. 6, no. 2, pp.3-4, viewed 2 November 2002, http://www.ecommercetimes.com/</p>
<i>A stand-alone article within a database (but not part of a journal)</i>	<p>Author/s (family name + initial/s for given names) + year, + <i>Article Title in Italics</i>, + view date, + URL</p> <p>Griggs, K 2008, <i>Evidence summary: chronic wound management</i>, viewed 5 October 2010, http://connect.jbiconnectplus.org/default.aspx</p> <p>Note: Sometimes there is just the article from the database and there is no journal.</p>

<i>Journal article from CQUniversity Course Resources Online</i>	Author/s (family name + initial/s for given names) + year, + 'Article title in single quotation marks', + <i>Journal Title in Italics</i> , + volume + number + page number/s, CQUniversity Course Resources Online (course id.) Watkins, D & Langford, J 2007, 'A new phase in Australia's double tax agreements', <i>Taxation in Australia</i> , vol. 42, no. 2, pp.30-35, CQUniversity Course Resources Online (LAWS19034).
Web pages, Websites, Online Newspapers and Images from the Internet	
What to look for on an Internet site: <ul style="list-style-type: none"> • Author's name (may be company, organisation or Government Department name) If no author, use 'Web page title' in single quotation marks. If this is also unavailable, use <i>Website title in italics</i>. • Year the document or web page was created or last modified. This may be at the bottom of the page near a copyright symbol ©. If no date, use 'n.d.' • Web page title: this appears at the top of the page you are using. • <i>Website title</i>: this is the title of the entire website, often at the top of the page you are using or on the homepage of the website. • View date: the date you accessed the information. • URL: full address of web page including http://www. 	
Internet source	Instructions and examples for Reference list
<i>Document on the World Wide Web with individual author/s</i>	Author/s (family name, + initial/s for given names) + year, + <i>Website title in italics</i> , + viewed day month year, <u>complete URL underlined</u> . Brizee, HA 2007, <i>Paramedic method: a lesson in writing concisely</i> , viewed 7 July 2010, http://owl.english.purdue.edu/owl/resource/635/01/
<i>Document on the WWW—no date</i>	Organisation/company/Government author + n.d, + <i>Website title in italics</i> , + viewed day month year, <u>complete URL underlined</u> . Greenpeace n.d., <i>Save our tuna</i> , viewed 7 July 2010, http://www.greenpeace.org/australia/issues/overfishing/our-work/save-our-tuna Note: the title of a Web page is treated like the title of a book. It is written in italics in the reference list. Note: Check the 'Last updated' date and the website's copyright information for a publication date for an online document.
<i>Document on the World Wide Web—no author/sponsor</i>	Follow the advice at the top of this page; however please note that the use of such sites is <i>highly</i> discouraged. The same applies to Websites with no known author/s and no specific Web page (next example over page)
<i>Photographs on the Web with name of creator</i>	Artist (family name, + initial/s for given names) + Year of publication, <i>Title of image</i> , + digital image, + Name of Website, +view date, + <u>URL</u> Lloyd, H 2008 (1951), <i>Marilyn Monroe arrives at Greenacres</i> , digital image, Photographers Gallery, viewed 12 July 2020, http://www.photographersgallery.com/photo.asp?id=1315 Note: in the reference above, the website publication has a different date than the original publication. In this case, the website publication date is given first and the original publication date is added in brackets.
<i>No creator of the</i>	<i>Title of image</i> + year, + digital image, + Name of Website, +view date, + <u>URL</u>

<i>image given</i>	<i>The falling man</i> 2006, digital image, Ananyah, viewed 12 July 2010, http://ananyah.com/blog/2006/03/16/the-falling-man/
<i>Government department</i>	Government name, + Department name + year, + <i>Title of webpage or document</i> , + view date + <u>URL</u> Australian Government, Department of Health and Ageing 2007, <i>What is bipolar mood disorder?</i> , viewed 28 August 2011, http://www.health.gov.au/ Note: if the site has a Search facility then the home page URL is sufficient. This is to avoid deep linking.
<i>Newspaper article with an author (website)</i>	Author/s (family name, + initial/s for given names) + year, + 'Title of article in single quotation marks', + <i>Title of Newspaper in Italics</i> , + date, + view date, + <u>URL</u> Kelly, P 2010, 'Labor leadership change rewrites rulebook', <i>Australian</i> , 24 June, viewed 7 July 2010, http://www.theaustralian.com.au/news/opinion/labor-leadership-change-rewrites-rulebook/story-e6frg74x-1225883864100
<i>Newspaper article with an author (electronic database)</i>	Author/s (family name, + initial/s for given names) + year, + 'Title of article in single quotation marks', + <i>Title of Newspaper in Italics</i> , + date, + page number. Gottliebse, R 2004, '1964–2004 and beyond', <i>Australian</i> , 28 July, p. 3.
<i>Newspaper article with no author (website)</i>	'Title of article in single quotation marks' + year, + <i>Title of Newspaper in Italics</i> , + date, + view date, + <u>URL</u> 'Anti-whaling activist Peter Bethune gets suspended two-year jail sentence' 2010, <i>Advertiser</i> , 7 July, viewed 8 July 2010, http://www.adelaidenow.com.au/news/breaking-news/anti-whaling-activist-peter-bethune-gets-suspended-two-year-jail-sentence/story-e6frea73-1225889019430
<i>Newspaper article with no author (from an electronic database)</i>	'Title of article in single quotation marks' + year, + <i>Title of Newspaper in Italics</i> , + date, + page number. 'Federal election: new Chip in politics' 2001, <i>Advertiser</i> , 23 October, p. 10.
<i>Encyclopaedia article available on the Web</i>	Encyclopaedia name + year, ' <i>Encyclopaedia entry title in italics</i> ', +view date, + URL Encyclopaedia Britannica 2012, <i>Australia</i> , viewed 25 June 2012, http://www.britannica.com/EBchecked/topic/43654/Australia
<i>Dictionary entry available on the Web</i>	Dictionary Name + year, ' <i>Dictionary entry title in italics</i> ', +view date, + URL Oxford Dictionaries 2009, <i>Magnetism</i> , viewed 6 October 2009, http://www.askoxford.com/concise_oed/magnetism?view=uk

2.2 SAMPLE PAGE OF REFERENCE LIST

SAMPLE ONLY:
Do not include
this column
in your
assignment.

Reference list

Govt body,
catalogue
number
available, no
author

Australian Bureau of Statistics (ABS) 1997, *Australian Economic Indicators*, Dec. 1997, Cat. no. 1350.0, ABS, Canberra.

Book; multiple
authors

Bartol, K, Martin, D, Tein, M & Matthews, G 1998, *Management: a Pacific Rim focus*, 2nd edn, McGraw Hill, Sydney.

Newspaper
article

Bock, J 1987, 'Down and out in Dubbo', *Weekend Australian Magazine*, 7-8 February, pp. 2.

Book; two
authors

Butler, JD & Walbert, G 1986, *Abortion, medicine and the law*, Facts on File Publications, New York.

Journal article

Dewhirst, C 1986, 'Hot air over the Himalayas', *World Geographic*, vol. 1, no. 4, pp. 34-38.

Journal article
from CQU
Library
'Discover It!'

Gavenith, G, den Hartog, E & Martini, S 2011, 'Heat stress in chemical protective clothing', *Ergonomics*, vol. 54, no. 5, pp 497-507.

Multiple authors,
journal article

Gillespie, NC, Lewis, RJ, Pearn, JH, Bourke, AC, Holmes, MJ, Bourke, JB & Shields, WJ 1986, 'Ciguatera in Australia', *Medical Journal of Australia*, vol. 145, no. 11-12, pp. 584-590.

Revised study
guide

Higgins, E 2000, *25142 Introductory and Contract Law: study guide*, rev. R Fisher, Central Queensland University, Rockhampton.

Study guide

Lister, J 2001, *TOUR19016 Thematic tourism: study guide*, Central Queensland University, Rockhampton.

Edited book –
whole book

Moore, LF & Jennings, PD (eds) 1995, *Human resources management on the Pacific rim*, Walter de Gruyter, New York.

Internet –
organization as
author

National Centre for English Language Teaching and Research (NCELTR) 2000, 'Resource Centre: ESL on the Net', *NCELTR*, viewed 24 March 2001, <http://www.nceltr.mq.edu.au/eslnet.htm>.

Government
publication

Office for the Status of Women (OFSW) 1981, *Fair exposure*, AGPS, Canberra.

Journal article
from Electronic
Database

Westphal, JD & Bednar, MK 2005, 'Pluralistic ignorance in corporate boards and firms' strategic persistence in response to low firm performance', *Administrative Science Quarterly*, vol. 50, no. 2, pp. 262-298.

Chapter in an
edited book

Woodward, S 1991, 'Competitive marketing' in D Cowley (ed.), *Understanding brands*, Kogan Page, London, pp. 185-214

Model : Referencing different sources

Book

Nash, R 1990, *The rights of nature*, Primavera Press, Sydney

(Nash 1990)

In-text reference for a paraphrase from this book

Website

Qantas 2000, 'Business overview', *Qantas FactFiles*, viewed 14 March 2005, <http://www.qantas.com.au/company/factfiles.html>.

(Qantas 2000, p. 1)

In-text reference for a quote from this website

Journal article

Dewhirst, C 1986, 'Hot air over the Himalayas', *World Geographic*, vol. 1, no. 4, pp. 34-38.

(Dewhirst 1986, p. 34)

In-text reference for a quote from this journal article

Online Journal article

Wood, G 2006, 'Governance or regulation? Efficiency, stability and integrity in the financial sector', *Journal of Banking Regulation*, vol. 7, no. 1/2, pp. 2-16.

(Wood 2006)

In-text reference for a paraphrase from this online journal article

Exercise 1: Referencing different sources

When researching, it is important to note the publication details of each source as they will be required for your Reference List.

Consider the five different sources attached:

- 1) Book with one author;
- 2) Book with more than one author;
- 3) Online journal article from Discover It @CQUniversity Library;
- 4) Online journal article from EBSCOhost;
- 5) Webpage from website (homepage 5a and webpage 5b shown) with corporate author.

Task: Write a reference list for the five sources.

Reference List

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Exercise 2: In-text referencing

Task: Using the five sources from Exercise 1, complete the following in-text references.

a. (from source 2)

Extranets are a tool for communicating with customers, since web pages are set up with information of particular interest for individual customers
(_____).

b. (from source 4)

Luxon and Peelo (_____) assert that for internationalisation of higher education to be valuable, teaching and learning (in particular curriculum design and course development) must become the focus of tertiary institutions.

c. (from source 4)

It could be argued that 'teaching and learning must be addressed explicitly alongside policy and strategic perspectives' (_____
_____).

d. (from source 4: WARNING, this is an example of a primary source cited in a secondary source!)

However, it appears that 'internationalisation at the micro level of teaching and learning sometimes seems to be seen as only problematic' (_____
_____).

e. (from source 5)

Cengage Learning publishes textbooks and educational material for the tertiary, professional and reference material markets in Australia and New Zealand. They also can provide a range of technology options and custom solutions
(_____).

Exercise 3: Paraphrasing & Summarising

Task: Write a paraphrase of the exact below.

- 1) Read the extract carefully and decide what the main points are.
- 2) Write a few notes in point form.
- 3) Then explain these points in two or three sentences. Remember to use your own words and put the reference in brackets at the end.

This **source** is a newspaper article. You have written the Reference List details at the top of

Sarvananda, S 1998, 'Out with rote learning, in with creative thinking',
Inter Press Service, 15 April, p.1.

This **extract** is the part of the article that you found relevant for an assignment you are doing.

In its overhaul of their education system, Singapore is veering away from the current system that puts too much emphasis on paper-learning and regurgitation of facts, and too little on individual reasoning and creativity. Through a program called "Vision," the education ministry seeks to implement a two-stage scheme to encourage critical thinking. The first stage will involve, from next year onwards, a decrease in the workload of students in secondary schools and junior colleges by 10 to 30 percent. Parts of the syllabi deemed superfluous or irrelevant to real-world situations will be cut. More changes away from rote learning will be made in the year 2001, the second or "curriculum" stage. Officials hope these reforms will produce students that are confident of relying on their thinking, reasoning and creative skills for answers, instead of being heavily dependent on books or spoon-fed by teachers. Such students should turn out to be efficient and quality workers in an information-based society later on, they say.

Write down four key/ important points:

- _____
- _____
- _____
- _____

Now paraphrase the information (key points)

Answers: Exercise 1

Reference List

Branch, A 2006, *Export practice and management*, 5th edn, Thomson Learning, London.

Cengage Learning Australia 2010, *Welcome to Higher Education*, viewed 9 February 2010, <http://higher.cengagelearning.com.au/Default.aspx?ibcClientID=2071288&ibc>

Chaffey, D, Ellis-Chadwick, F, Mayer, R & Johnston, K 2009, *Internet marketing: strategy, implementation and practice*, 4th edn, Pearson Education Limited, Harlow.

Elmaraghy, HA & Majety, R 2008, 'Integrated supply chain design using multi-criteria optimization', *International Journal of Advanced Manufacturing Technology*, vol. 37, no. 3 /4, pp. 371-399.

Luxon, T & Peelo, M 2009, 'Internationalisation: its implications for curriculum design and course development in UK higher education', *Innovations in Education and Teaching International*, vol. 46, no. 1, pp. 51-60.

Answers: Exercise 2

1. Extranets are a tool for communicating with customers, since web pages are set up with information of particular interest for individual customers (Chaffey et al. 2009).
2. Luxon and Peelo (2009) assert that for internationalisation of higher education to be valuable, teaching and learning (in particular curriculum design and course development) must become the focus of tertiary institutions.
3. It could be argued that 'teaching and learning must be addressed explicitly alongside policy and strategic perspectives' (Luxon & Peelo 2009, p. 51).
4. However, it appears that 'internationalisation at the micro level of teaching and learning sometimes seems to be seen as only problematic' (Qiang 2003, cited in Luxon & Peelo 2009, p. 51).
5. Cengage Learning publishes textbooks and educational material for the tertiary, professional and reference material markets in Australia and New Zealand. They also can provide a range of technology options and custom solutions. (Cengage Learning Australia Pty Limited 2010).

Sample answer: Exercise 3

Notes

Sarvananda, S 1998, 'Out with rote learning, in with creative thinking', *Inter Press Service*, 15 April, p. 1.

- Singapore – change in education (education ministry) – “Vision” program.
- ‘Spoon-fed’, ‘paper-learning’ (synonym: rote learning)
- reasoning (synonym: logic), creative and critical thinking

Paraphrase

By introducing a new program called “Vision” in secondary schools and junior colleges, Singapore’s education ministry aims to improve students’ critical thinking (Sarvananda 1998). This program attempts to shift the emphasis in education away from rote learning facts. According to Sarvananda (1998), students will instead be encouraged to think logically, critically and creatively.

1. Book with one author





Export Practice and Management, Fifth Edition

Alan Branch

Publishing Director
John Yates

Publisher
Jennifer Pegg

Editorial Assistant
Natalie Aguilera

Production Editor
Fiona Fret

Production Controller
Maere Healy

Marketing Manager
Leo Stanley

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KnowledgeWorks Global Ltd,
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Second edition published 1985 by Chapman & Hall
Third edition published 1994 by Chapman & Hall
Fourth edition published 2000 by Thomson Learning
Fifth edition published 2006 by Thomson Learning

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2. Book with more than one author



3. Online journal article from Discover It @ CQUniversity Library

Integrated supply chain design using multi-criteria optimization.

Authors: ElMaraghy, H. A.¹ hae@uwindsor.ca
Majety, R.² ramesh.majety@gm.com

Source: International Journal of Advanced Manufacturing Technology; Jun2008, Vol. 37 Issue 3/4, p371-399, 29p, 5 Diagrams, 21 Charts, 16 Graphs

Document Type: Article

Subject Terms: *SUPPLY chain management
*MATHEMATICAL optimization
*FUNCTIONAL analysis
*EQUILIBRIUM (Economics)
*INTEGRATION, Functional

Author-Supplied Optimization

Keywords: Supply chain design
Supply chain management

Abstract: Supply chain management (SCM) presents significant opportunities for improving profit margins and reducing cost. It encompasses functional and geographical integration as well as integration of tactical and operational decisions. The functional integration aspects involve purchasing, manufacturing, and logistics within the company and across the **supply chain**. A **supply chain design** framework has been developed including linear/mixed integer multi-criteria optimization models for determining the identified **supply chain design** parameters. The selection of suppliers, determination of production quantities, inventory locations and sizes, selection of transportation method and transported quantities in a multi-stage, multi-level **supply chain** are investigated. Additional **criteria** including first-time quality (FTQ) and suppliers on-time delivery risk with and without allowing splitting of customer demand between suppliers are considered. An example of typical automotive power train **supply chain design** and decision issues is used to illustrate the effect of various factors. [ABSTRACT FROM AUTHOR]

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4. Online journal article from EBSCOhost

Innovations in Education and Teaching International
Vol. 46, No. 1, February 2009, 51–60



Internationalisation: its implications for curriculum design and course development in UK higher education

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^a*Centre for the Enhancement of Learning and Teaching (CELT), Lancaster University, Lancaster, UK;* ^b*Student Learning Development Centre (SLDC), Lancaster University, Lancaster, UK*

As the numbers of international students attending UK universities increases, so the need grows to address the internationalisation agenda in a variety of ways. Much of what has been written in this area has been focused at the level of institutional and national policy and strategy. We argue here that this focus has tended to obscure the issue at the teaching and learning level, which is where students and teachers actually experience internationalisation, and because of its central importance, teaching and learning must be addressed explicitly alongside policy and strategic perspectives; otherwise there is a danger of a gap forming between policy and implementation. We describe several ways in which an aspect of internationalisation, i.e. supporting students' learning, is addressed through curriculum design which takes into account the international student population of many courses.

Keywords: internationalisation; curriculum design; embedding skills; policy and implementation

Introduction

Increasing numbers of non-UK students have been recruited in recent years, and this has presented British universities with new challenges. While much has been written about internationalisation at sector and policy levels (see, for example, the Bologna Declaration, 1999; Brown, 2000; De Witt, 1999; Knight, 2003; Qiang, 2003), only a limited amount has been written recently about its implications for the core higher education activities of teaching and learning (see, for example, Ryan, 2000; Wisker, 2000). Indeed, internationalisation at the micro level of teaching and learning sometimes seems to be seen only as problematic (see Qiang, 2003). So, while the word 'internationalisation' is in common use, we feel a need to question its specific implications for teaching and learning; and, rather than allowing these core education activities to remain implicit or tacit in policy-level discussions, we argue that for 'internationalisation' to have real meaning, teaching and learning (in this case expressed through the activities of curriculum design and course development) must be made explicit and brought to the forefront of the discussion.

The relationship between incoming students and the UK university could be stated baldly as a choice between two positions. One view is that students from other countries come to UK universities in order to avail themselves of a British education with uniquely British features. In this case, it is only necessary to keep doing what we

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