

Acknowledging Sources of Information

PURPOSE

To acknowledge when you have included other people's ideas and information. To demonstrate the amount and quality of your research and help readers seek out sources that interest them.

DESCRIPTION

Sources are first acknowledged briefly in the text and then more comprehensively in a reference list at the end of a document. There are many styles of referencing (APA, MLA, Harvard ...). Sources can be quotations, paraphrases and summaries of information as well as visuals and diagrams.

The trick to referencing is to remember to collect all the necessary information as you take notes for an assignment. If you don't include sources, you could fail an assignment. Visit the 'Plagiarism & Academic Integrity' website for advice on writing well and how not to plagiarise:

<http://www.lc.unsw.edu.au>

Collect the following

Books

- Author surname and initial
- Year of publication
- Book title
- Publisher
- City where published

If an edited book, then also collect the titles and authors of individual chapters that you take notes

Journal Articles

- Author surname and initial
- Year of publication
- Article heading
- Journal title
- Volume and issue numbers
- First and last page

Non-print Sources

- Collect similar information for books and journals. Also collect:
- Type of medium (eg. computer file, online image, internet, CD ROM)
 - URL (web-site address)
 - Date document was updated or when you accessed it
 - Email- discussion list name, e-mail

Standards

- Author (usually an organisation)
- Year of publication
- Title
- Standard/ patent number eg. AS3000
- Publisher
- City where

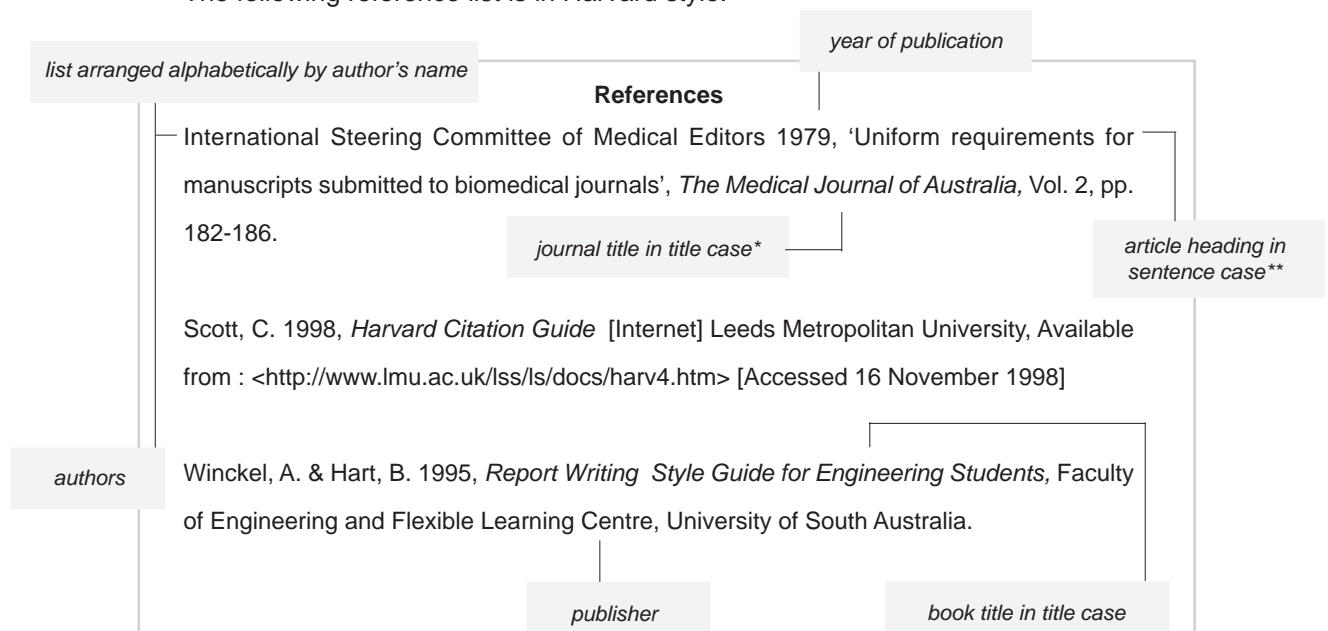
HARVARD STYLE

The following paragraph shows you how to acknowledge your sources according to Harvard Style.

Author surnames
only and year of
publication in round
parenthesis

Full details of referencing systems can be found in the some of the sources in the reading list of *In a Nutshell*. Among these, the *Report Writing Style Guide for Engineering Students of the University of South Australia* (Winckel & Hart 1995) gives a helpful comparison of both systems and examples of how they should be used. Precise details of the punctuation and layout of the reference list vary, despite attempts at standardisation in the past, for example in biomedical journals (International Steering Committee of Medical Editors 1979). Conventions for the growing range of multimedia sources are still to be officially explained, although there are some excellent university web site guides to help you in these matters (Scott 1998).

The following reference list is in Harvard style.



* Title case has the first letter of each word in capitals.

** Sentence case has the first letter of the first word in a sentence in capitals.