

Referencing

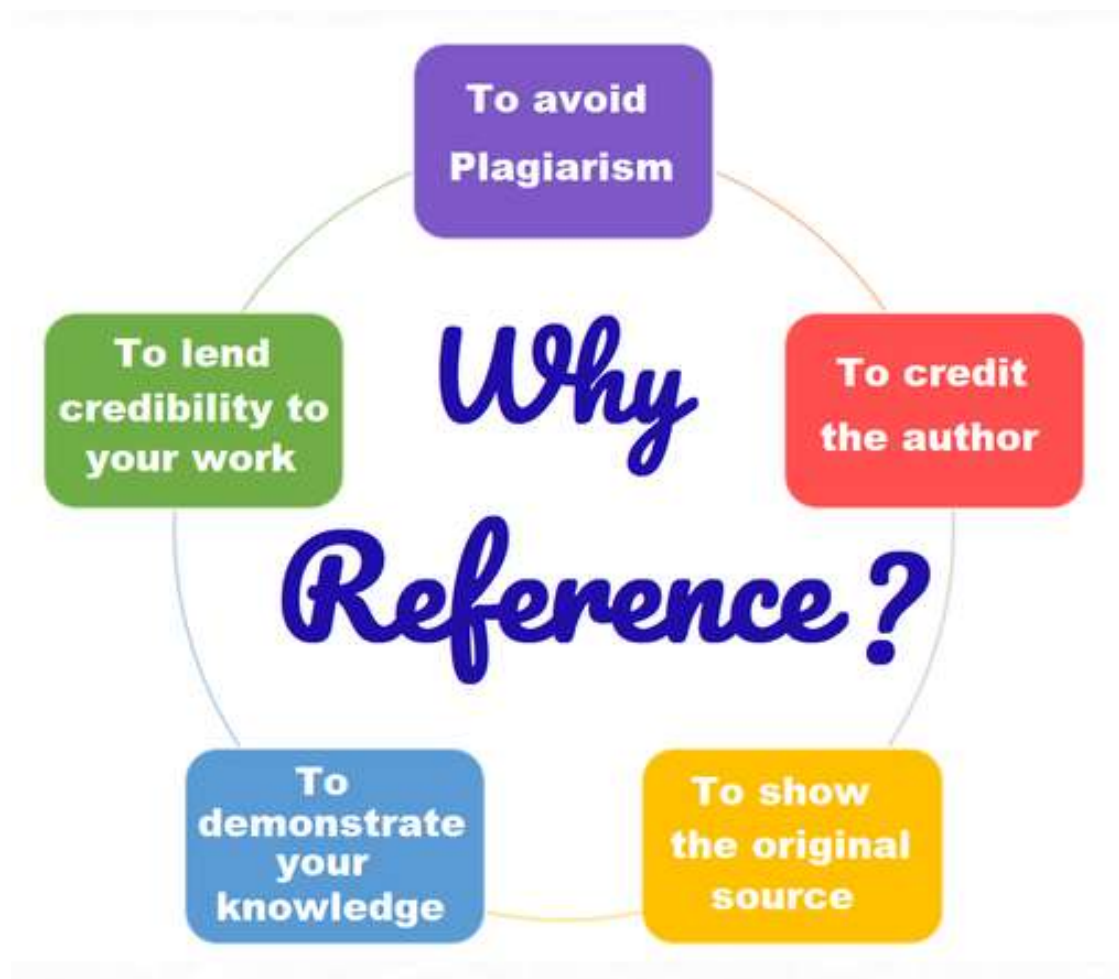
In-Text & Bibliography

Cite Them
Right



You CAN use other people's words or ideas in your writing, if you:

- Quote directly and reference correctly
- Put it into your own words (still a good idea to cite a reference if it's not your own ideas)



How much of an assignment can be quoted?

- You can use as many quotes as you like to help make your point or explain your ideas
- BUT you can't just make up your whole essay out of quotes!
- Usually quotes don't count towards the word count. Only your own words do.



Two types of references



In-text referencing



Bibliography or Reference List

In-Text referencing

- If you quote, paraphrase or summarise a source, you should acknowledge this with an **in-text reference**. Briefly mention the source of the information within your informative text.
- Put the author's last name, year and page number (if there is one) directly after the quote or sentence.
- If there's no specific author name, use the name of the organisation, website, or publisher.

Different types of otters have a slightly different diet due to their different habitat. Asian small-clawed otters, who live in rivers rather than in the ocean, also mainly eat fish, but they can sometimes prey on birds, rabbits, or small rodents, (Sea World Parks & Entertainment 2021) while the African clawless otter's diet consists of 'crabs, lobsters, insects, and frogs and a wide array of fish species' (BioExplorer 2021). African clawless otters are even known to eat some unusual things such as small starfish! Otters can eat a variety of different things depending on where they live, but all otters are an important part of the ecosystems of earth.

Bibliography or Reference List

- At the end of an informative text, you should include a **reference list or bibliography**
- Here you should list the full details of any sources of information that you used:
 - Author's name
 - Date published
 - Title
 - URL of website
 - Date viewed

Detractors of shoe collecting have complained that the hobby is a frivolous waste of time and serves no useful function to society (Dunn 2018). These concerns are valid, but research shows that they have no basis. Shoe collecting has been proven to have several benefits to both physical and mental health, including 'boosted immunity and improved mood' (World Health Organisation 2021).

Bibliography

Andrews, J & Bradbury, C 2002 *Australian Mathematics in Detail*, 2nd edn, Pearson, Sydney.

Crenshaw, M 2019, *Shoe science*, <http://famoushoesoftheworld.com>, accessed 20 August 2020

Dunn, C 2018, 'The Dangers of Shoe Collecting', *The Advertiser*, 20 November, p. 9.

Bibliography



There are **VERY SPECIFIC** rules about the order and formatting for a bibliography, and they are different for each type of source. For a website, the correct order & formatting is:

1. Author(s) of the website:

- If there's an author, use their last name & initial - e.g. **Watson, J**
- If there's 2-3 authors, list all of them separated by commas – e.g. **Watson, J, Smith, Q & Jones, P**
- If there's 4+ authors, just list the first and then use 'et. al' – e.g. **Watson, J et. al**
- If there's no specific author – use the publisher or company name – e.g. **BBC Wildlife**

2. Year of publication

3. **Title of the website:** Give the title as presented in the source. Only the first letter of the first word and proper nouns are capitalized.

4. **URL:** Give the full URL of the web page including the http://

5. **Date of access:** give the day, month and year



Website: Bibliography

Author's last name (comma) first initial (NO comma) Year (comma) Title of webpage in italics (comma) URL (comma) date accessed

Examples:

- Crenshaw, M 2019, *Shoe Science*, <http://famoushoesoftheworld.com> accessed 4 September 2019
- World Health Organization 2021, *WHO recommendations for routine immunization*, http://www.who.int/immunization/policy/immunization_tables/en accessed 1 May 2021