Government
of South Australia

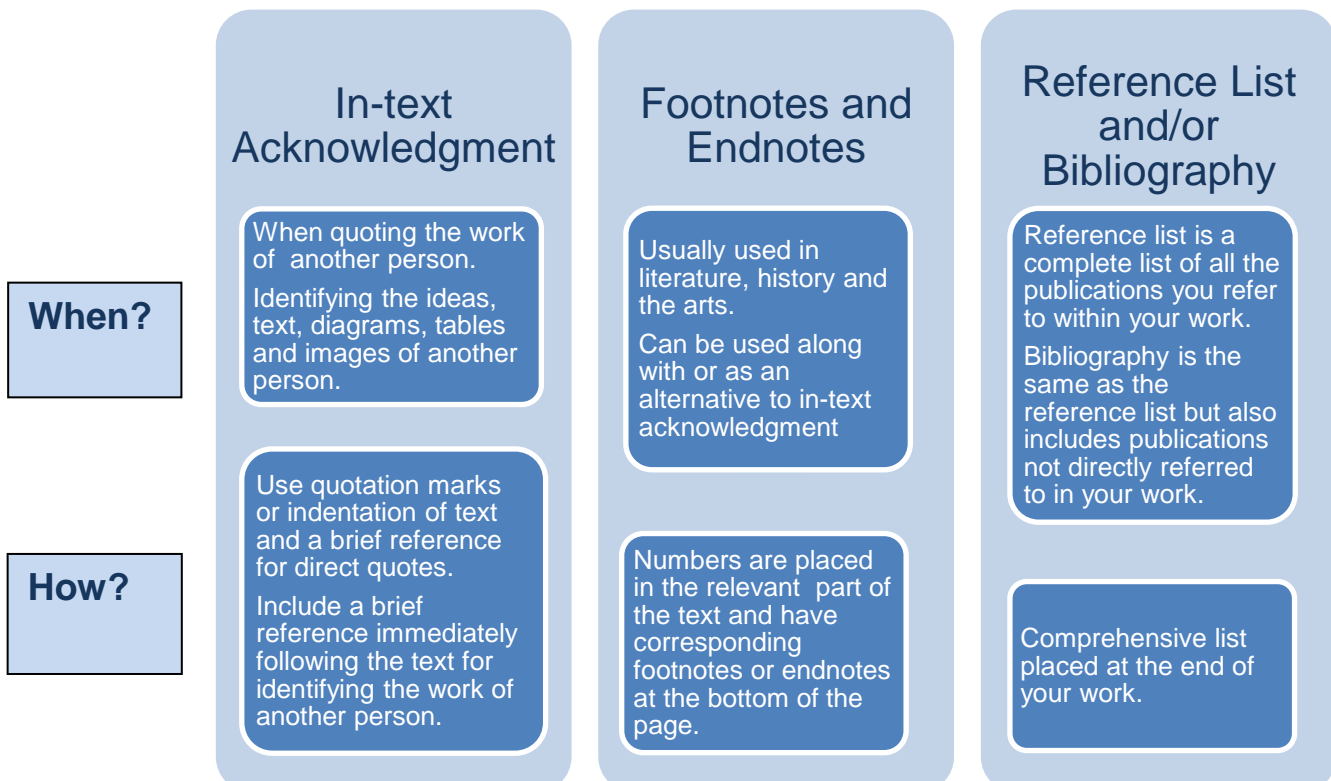SACE
Board of SA

Student Guide to Referencing

You will be required to use referencing in many of the subjects you study as part of the SACE. You will have to research different topics and collect information from a variety of sources. All of these sources, including Internet sources such as web pages, blogs and emails need to be acknowledged appropriately.

You need to acknowledge other people's work which you have used to create your own work. Referencing helps you to avoid plagiarism and shows your readers what you have researched and how you have used the information.

This can include many things, such as exact words (quotes), ideas, diagrams, tables and other images that you use. These may have been compiled from paper sources such as books, multimedia such as television broadcasts, or from internet based sources such as websites. If you have used web based sources you must remember to also provide the date you accessed them.

There are different referencing styles you can choose to use, one of the most frequently used is the Harvard referencing system. Whichever style you choose, the most important thing is for the style to remain constant throughout your work.

Types of Acknowledgment

	In-text Acknowledgment	Footnotes and Endnotes	Reference List and/or Bibliography
When?	When quoting the work of another person. Identifying the ideas, text, diagrams, tables and images of another person.	Usually used in literature, history and the arts. Can be used along with or as an alternative to in-text acknowledgment	Reference list is a complete list of all the publications you refer to within your work. Bibliography is the same as the reference list but also includes publications not directly referred to in your work.
How?	Use quotation marks or indentation of text and a brief reference for direct quotes. Include a brief reference immediately following the text for identifying the work of another person.	Numbers are placed in the relevant part of the text and have corresponding footnotes or endnotes at the bottom of the page.	Comprehensive list placed at the end of your work.

Examples of Referencing

In-text Acknowledgment

1 Quote sentences from another source	• You should keep this to a minimum to ensure the work you submit is your own. • The quotation should be set out separately from the rest of your text by: indenting from the margin; using a smaller font size or italics
2 Quote a few words from another source	• These should be kept within your text but identified using quotation marks
3 Acknowledge the ideas of another person	• When you put another person's ideas into your own words you must still acknowledge the source as you are using their ideas.

1 Quote sentences from another source

At the time of the European colonisation the Australian landscape was portrayed as untouched wilderness. In fact, Indigenous Australians were using various techniques, particularly fire, to manage the land:

Leave a line above and below the quote

Indent from the margin →

… the explorers were not pushing out into wilderness, they were trekking through country that had been in human occupation for hundreds of generations. It was land that had been skilfully managed and shaped by continuous and creative use of fire. (Reynolds 2000, p.20)

Use a different font than the rest of the text (e.g., make smaller or *italicise*)

Identify author, year of publication and page number at the end of the quote

2   Quote a few words from another source

Reynolds (2000) argues that the Australian landscape was 'skilfully managed and

shaped' (p. 20) by Aboriginal people through the use of fire.

Use single quotation marks
around the quoted words.

Add page number after the quote, plus
author and year of publication if not
referred to earlier in the sentence.

3   Acknowledge the ideas of another person

Refer to the author
in your sentence.

Follow with year of publication
and page number in brackets.

More recent studies, including those by Ward and Foot (1999, p.6), note increasing

dissatisfaction with how the taxation system handles superannuation.

Footnotes and Endnotes

Referencing a source for the first time	• Include the author's initial, surname, name of the book or article, publisher name and location, year published • Exact page numbers (for a direct quote, an idea or any graphic or image used).
Subsequent references	• Include the author's surname and exact page numbers

In text

F. Carbone states that the Eureka stockade failed because they all went home. 1……..

Corresponding Footnote at bottom of page or in endnote

1. F. Carbone, 'Eureka: the End', CWA Press, Australia, 1989

2. Carbone, p 102

Reference List and/or Bibliography

These are the basic elements, in order, for referencing a source in a reference list or bibliography.

The example below shows a full reference to a source with the basic elements in **bold**.   The references should be listed in alphabetical order.

1	Author's name: surname followed by first name.
2	Date of publication.
3	Title of publication.
4	Publisher.
5	Place of publication.

Referencing new types of sources

It is important that you reference **all** Internet sources, including acknowledgment of websites, wikis, blogs, twitter and emails, and that you do so in the same way as your other sources to ensure consistency.

For a website:

> **In text:**
>
> The Reconciliation Australia website (2005-2009) …
>
> **In the reference list or bibliography:**
>
> Reconciliation Australia 2005-2009, accessed 21 December 2009, <http://www.reconciliation.org.au>

Referencing and word count

- The word count includes headings, direct quotations and footnotes which are used for explanation.
- It does not include the title/question page, the contents page, reference list / bibliography, footnotes or in-text references (which list authors), and appendices.