To reference is to acknowledge the sources of information and ideas used to create a project or assignment. Referencing involves keeping a list of resources used for research, as well as ensuring that any quotes and ideas mentioned are recorded accurately.

What is the difference between a reference list and a bibliography?

- A bibliography is a list of all the resources read while researching
- A reference list refers only to the resources especially mentioned in the final document

Before completing an assignment, check with your teacher as to whether a reference list or a bibliography is appropriate, and the minimum number of resources to be included.

The reference list and/or bibliography is usually found at the end of the document, and is organised in alphabetical order by author, or title if the author is not known.

An accurate reference list/bibliography will ensure you

- avoid plagiarism,
- can find the resources again when needed
- strengthen any arguments with evidence.
- demonstrate the extent and depth of research

When to reference

A work will generally consist of three types of information. Check the table to see which should be referenced.

<table>
<thead>
<tr>
<th>Information Types</th>
<th>Example</th>
<th>Reference?</th>
</tr>
</thead>
</table>
| Personal opinions, ideas or observations or conclusions | - results from a science experiment  
- opinion about a topic. | No |
| Ideas that are common knowledge or in the public domain or information people in a particular field are expected to know. | - Canberra is the capital of Australia  
- Forestry Corporation is state-owned | No |
| Another person’s, organisation’s or website’s ideas, quotes, data, research, interviews, pictures, graphs, illustrations, diagrams, statistics, tables | - anything read in any written publication, whether online or hardcopy.  
- anything from TV or radio, a movie, podcast or YouTube, or live on stage. | Yes |

If in doubt about where the information came from, find a reference for it or do not use it!!!
In-text citations

In-text citations are references in the body of the text, usually consisting of the author’s name and when the work was published. Use them to quote or paraphrase someone else’s work. The short in-text citation is followed up by a complete reference in the reference list. Each referencing style has a different format. Check with your teacher or librarian for guidance.

A reference list may include information from the following sources:

<table>
<thead>
<tr>
<th>Books</th>
<th>DVDs</th>
<th>eResources (online books and journals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magazines</td>
<td>Films</td>
<td>Personal interviews</td>
</tr>
<tr>
<td>Journals/newspapers</td>
<td>Websites</td>
<td>TV Programs</td>
</tr>
</tbody>
</table>

Each source listed in a reference list is called a citation. Each citation should include, if applicable:

<table>
<thead>
<tr>
<th>Creators/Author’s name or names</th>
<th>Title of work</th>
<th>Year of publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>City where published</td>
<td>Publishing company</td>
<td>Web address and date viewed</td>
</tr>
<tr>
<td>Other information if relevant (edition, page numbers, database or journal name)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Referencing Style:

- There are several different referencing styles including APA, Harvard and AMA
- Check with your teacher to see which referencing style you are expected to use. Once you have determined a referencing style, it needs to be used throughout your research document, report or presentation.
- The Riverina Institute Guides to preparing a reference list can provide further assistance.

Need more help?

Ask a Riverina Institute librarian for help RITLibrarystaff@tafensw.edu.au

Or visit Riverina Institute Libguides at http://riverinainstitute.libguides.com