WHAT IS REFERENCING?

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 specifically 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 the author, or title if the author is not known.

An accurate reference list will ensure you

*Avoid plagiarism

*Strengthen any arguments with evidence

*Can find the resources again when needed

*Demonstrate the extent and depth of research

When to reference

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

Information Types	Example	Reference?
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, organisations or websites ideas, quotes, data, research, interviews, pictures, graphs, illustrations, diagrams, statistics, tables	-anything read in any written publication, whether hardcopy or online -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

Books	DVDs	eResources (online books and journals)
Magazines	Films	Personal interviews
Journals/newspapers	Websites	TV Programs

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

Creators/Author's name or names	Title of work	Year of publication
City where published	Publishing company	Web address and date viewed
Other information if relevant (edition, page numbers, database or journal name)		

Referencing Style

- ✓ There are several different referencing styles including APA, AMA and Harvard
- ✓ 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
- ✓ TAFE NSW referencing guides can provide further assistance

Need More Help?

Contact a TAFE NSW librarian