



How to Reference in your Assignments

HELPS + UTS Library

Workshop Objectives

- To **understand plagiarism** and the importance of its Avoidance
- To become familiar with the **Harvard-UTS** referencing system and Convention
- To learn how to provide **in-text citations** and compile **reference lists**

What is plagiarism?

- No acknowledgement of the author or its source
- Deliberate cheating or copying and pasting
- A type of student misconduct
- Results in serious consequences

Examples of plagiarism/cheating

(this is not an exhaustive list!)

- **copying** out part(s) of any document **without acknowledging** the source.
- **using** another person's concepts, results, processes or conclusions, and **presenting** them **as your own**.
- **paraphrasing** and/or **summarising** another's work **without acknowledging** the source.
- **buying** or **acquiring** an assignment written by someone else on your behalf.

Using sources in assignment

Writing assignments involves bringing together two sources of ideas:

- The ideas of others - discovered in their research process and readings
- Your own ideas - formed through critical thinking in the research and reading processes; also, influenced by what they have read/seen/watched ...

Using others' ideas

When you use others' ideas, you can:

→ **Quote**

use the writer's actual words, which requires the least input from you

→ **Paraphrase**

rewrite the writer's ideas in your own words, which requires more thinking on your part

→ **Summarise**

rewrite the writer's ideas in your own words in a shorter form, which achieves the best balance of your thinking and others' ideas.

Quotes vs Paraphrase vs Summarise

You should summarise much more than you paraphrase or quote because when you summarise, you show that you can:

- Understand others' ideas
- Synthesise and connect those ideas in order to support your argument

Quoting

To quote correctly:

- Use quotation marks
- Copy the exact words
- Give reference details, including the page/paragraph number

Paraphrasing

To paraphrase correctly:

- Keep the meaning of the original text
- Keep the key words
- Change most of the words
- Change the word order/order of information
- Give reference details

Summarising

To summarise correctly:

- Keep the authors' main ideas
- Avoid quoting the authors' words
- Make it clear which ideas are yours, and which are the authors'
- Give reference details

Avoiding Plagiarism Quiz



AVOIDING PLAGIARISM

SELECT A DISCIPLINE

[CLICK HERE TO SELECT](#)

[GET STARTED](#)

Referencing Styles & Systems at UTS

➤ **Harvard UTS Referencing**

Most faculties at UTS

➤ **APA Referencing**

School of Education

➤ **AGLC Referencing**

Faculty of Law



Harvard UTS Referencing Guide

A guide to using the Harvard UTS reference style, with examples.



AGLC Guide

Helpful links including University of Melbourne's - Australian Guide to Legal Citation ('AGLC').



APA Referencing Guide

Links to authoritative APA guides and videos from UTS and other universities

Components of Referencing

➤ In-text referencing

When use others' ideas in your writing: quotes or paraphrasing or summarizing, acknowledge the work or ideas of others!

Butler et al. (1997) noted that the English language diaspora has significantly enriched the language.

➤ Reference list

Full details of sources you have used for your writing

Butler, J.E., Severino, C., Guetta, D. & Guerra, J.C. 1997, *Writing in multicultural settings*, 4th edn, Modern Language Association of America, New York.

Harvard UTS Referencing Guide



Creating References

How to build references in Harvard UTS style.



Book

Chapters, editions, eBooks, translations and adaptations.



Journal Article

Print, online, in press, unpublished and more.



Website and Social Media

Blogs, wikis, memes, posts and more.



Sound, Video and Image

Graphs, TV, YouTube, radio and more.



Newspaper and Magazine

Press releases, pamphlets and zines.



Legal Material

Legislation, case law, treaties and more.



Indigenous Material

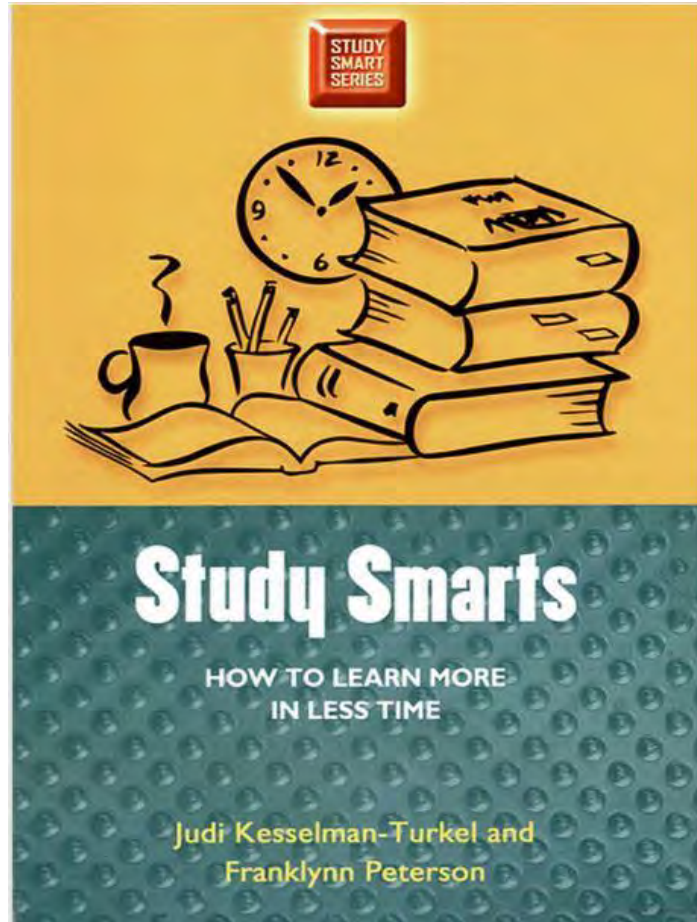
Physical and digital objects and artworks.



More Sources

Reports, conferences, course materials and more.

Exercise: Book



The University of Wisconsin Press

1930 Monroe Street
Madison, Wisconsin 53711

www.wisc.edu/wisconsinpress/

3 Henrietta Street
London WC2E 8LU, England

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Peterson
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Author Year, Title, Edition, Publisher, Place of Publication.

Exercise: Book - Answer

Kesselman-Turkel, J. & Peterson, F. 1981, *Study smarts : how to learn more in less time*, University of Wisconsin Press, Madison, Wisconsin.

Exercise: A book chapter



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Author Year, 'Chapter title', in Editor (ed.), Book title, Publisher, Place of Publication, Page range.

Exercise: A book chapter - Answer

Taylor, M. 2010, 'Public relations in the enactment of civil society', in R.L. Heath (ed.), *The SAGE handbook of public relations*, 2nd edn, SAGE Publications, Los Angeles, pp. 5-16.

Exercise: Journal article

Public relations review 2013 vol:39 iss:3 pg:235 -237

Contents lists available at SciVerse ScienceDirect

 **Public Relations Review** 

Research in brief

Integrating evidence based practices into public relations education 

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ABSTRACT

Public relations continue to play an essential and changing role in society, requiring the regular reassessment of the education of future public relations practitioners. Academics and practitioners often differ in how they view the public relations field, how they define the discipline, and how they view the major pedagogical approaches. This paper explores the impact of integrating three different perspectives in public relations education including practitioner perspective, client perspective, and the evidence-based perspective. Results from students' reaction papers and an online questionnaire suggest that integrating an evidence-based approach improves the competence and clarity of communications counsel provided by aspiring practitioners.

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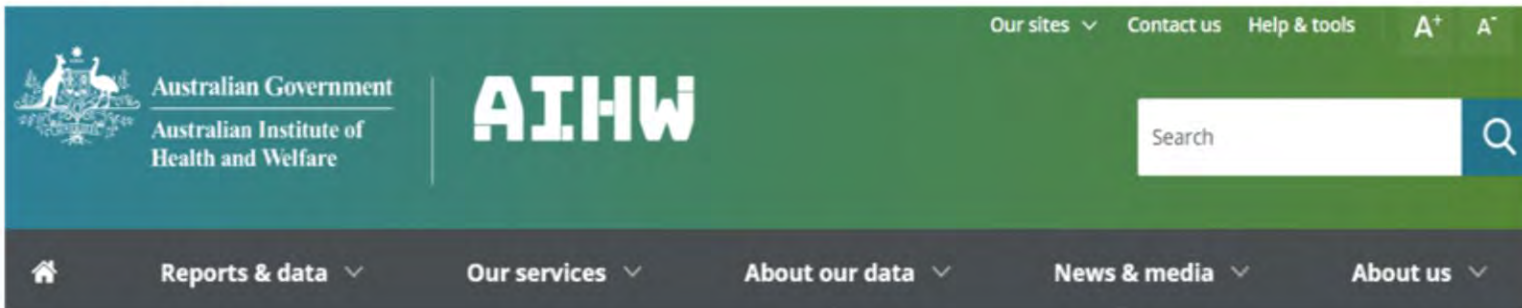
Author Year, 'Title of journal article', Journal title, Volume number, Issue number, Page range.

Exercise: Journal article - Answer

**Freberg, K., Remund, D. & Keltner-Previs, K. 2013,
‘Integrating evidence based practices into public
relations education’, *Public Relations Review*, vol.
39, no. 3, pp.235-7.**

Exercise: Website


<https://www.aihw.gov.au/reports/biomedical-risk-factors/risk-factors-to-health/contents/risk-factors-and-disease-burden>




The header of the AIHW website features the Australian Government logo on the left, the AIHW logo in the center, and a search bar on the right. Navigation links for 'Our sites', 'Contact us', and 'Help & tools' are in the top right. A secondary navigation bar contains 'Home', 'Reports & data', 'Our services', 'About our data', 'News & media', and 'About us'.

[Home](#) > [Reports & data](#) > [Risk factors](#) > [Risk factors to health](#)

Risk factors to health

 Web report | Last updated: 07 Aug 2017 | Author: AIHW

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FEEDBACK



Health risk factors are attributes, characteristics or exposures that increase the likelihood of a person developing a disease or health disorder.

Almost 1 in 8
Australian adults

Over 1 in 3 Australian
adults (34%) had high

Author Year, Title of webpage, Description, Publisher, Place of Publication, viewed date, <URL>.







Exercise: Website - Answer

Australian Institute of Health and Welfare 2017, *Risk factors to health*, viewed 26 March 2019, <<https://www.aihw.gov.au/reports/biomedical-risk-factors/risk-factors-tohealth/contents/tobacco-smoking>>.

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-  **By Telephone**
Contact us by telephone on +61 02 9514 3666
-  **In Person**
Rovers and staff at the service desks can assist with your inquiries.
-  **Research Consultation**
Postgraduate research students and staff can request a meeting for in person or online help.

Referencing guides



Harvard UTS Referencing Guide

A guide to using the Harvard UTS reference style, with examples.



AGLC Guide

Helpful links including University of Melbourne's - Australian Guide to Legal Citation ('AGLC').



APA Referencing Guide

Links to authoritative APA guides and videos from UTS and other universities

Use one referencing software

EndNote

EndNote software can assist you to collect, store, organise and use your references.

RefWorks

Collect, store and organise your references and create bibliographies.

Mendeley

A free reference manager and academic social network.