

HELPS + UTS Library



How to Reference in your Assignments

David Sotir, Advisor, HELPS Centre

Patrick McManus, Information Services Librarian, UTS Library

Workshop Objectives

- To **understand plagiarism** and the importance of its avoidance
- To become familiar with the **Harvard-UTS** referencing system and conventions
- 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.

Academic Integrity

- ❑ Trust
- ❑ Reputation
- ❑ Respect
- ❑ Accurate



Using sources in assignments

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



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 summarising, 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

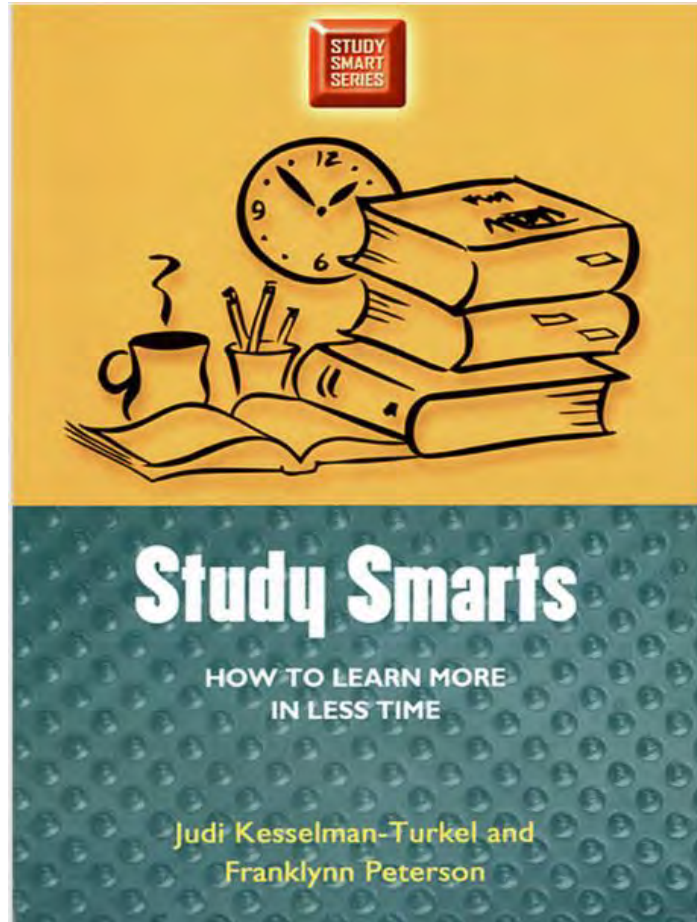
Physical and digital objects and artworks.



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


Copyright © 1981 Judi Kesselman-Turkel and Franklynn
Peterson
All rights reserved

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

The SAGE Handbook of Public Relations	
Second Edition	
Edited by Robert L. Heath <i>University of Houston</i>	
	
Los Angeles London New Delhi Singapore Washington DC	
Copyright © 2010 by SAGE Publications, Inc.	

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<i>Robert L. Heath</i>	
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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

Karen Freberg^{a,*}, David Remund^{b,1}, Kathy Keltner-Previs^{c,2}

^a 310 Strickler Hall, Department of Communication, University of Louisville, Louisville, KY 40292, United States
^b School of Journalism & Mass Communication, Drake University, 2807 University Avenue, Meredith Hall 105, Des Moines, IA 50311-4505, United States
^c Department of Communication, Combs 316, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, KY 40475, United States

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Public relations
Social media

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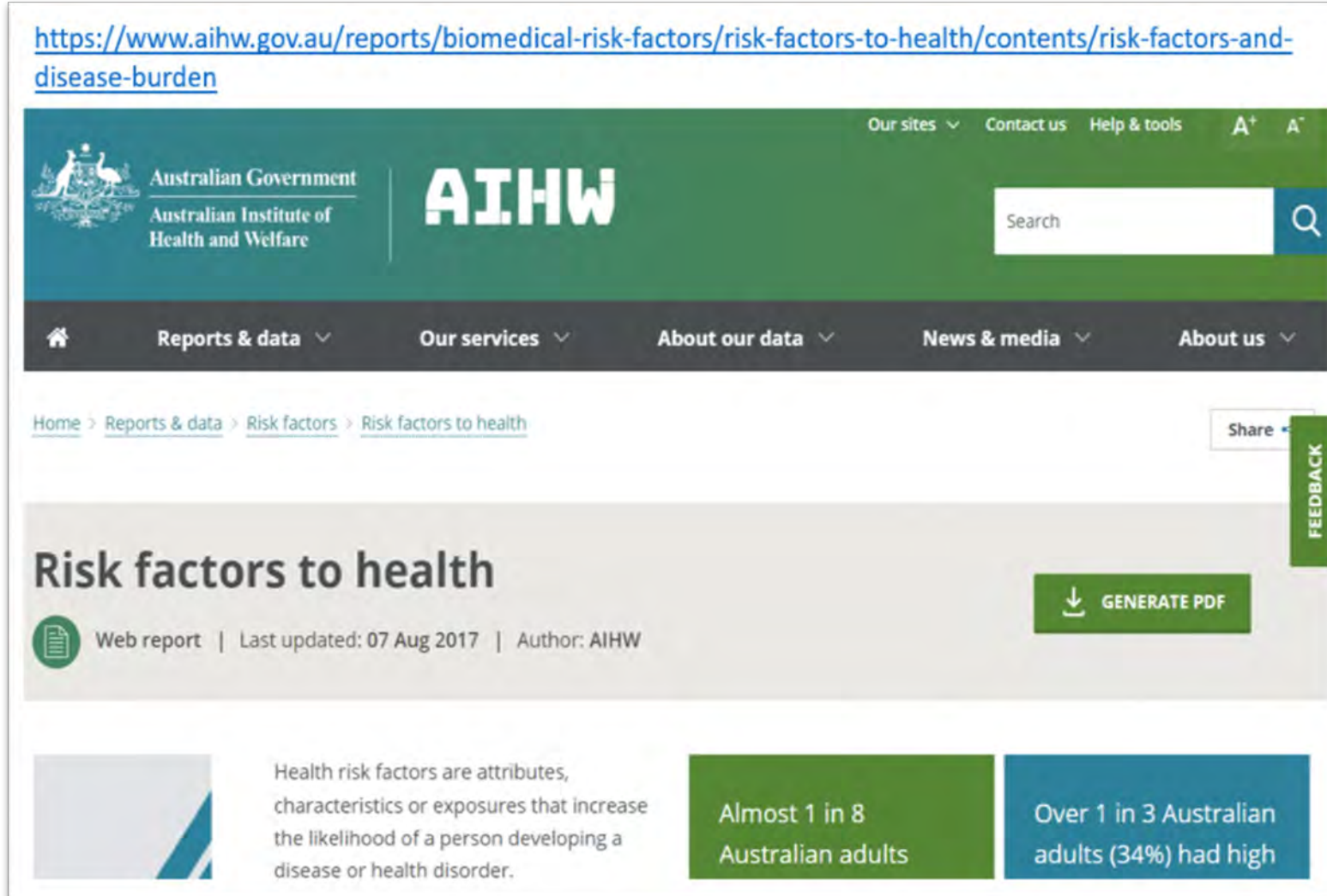
Author Year, 'Title of journal article', Journal title, Volume number, Issue number, Page range.

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 screenshot shows the AIHW website header with the Australian Government logo and the AIHW name. A search bar is visible. The main navigation bar includes links for Reports & data, Our services, About our data, News & media, and About us. The breadcrumb trail indicates the path: Home > Reports & data > Risk factors > Risk factors to health. The page title is 'Risk factors to health'. Below the title, it says 'Web report | Last updated: 07 Aug 2017 | Author: AIHW'. There is a 'GENERATE PDF' button. A 'FEEDBACK' button is on the right. The main content area starts with a definition of health risk factors and two statistics: 'Almost 1 in 8 Australian adults' and 'Over 1 in 3 Australian adults (34%) had high'.

Australian Government
Australian Institute of Health and Welfare

AIHW

Search

Home > Reports & data > Risk factors > Risk factors to health

Risk factors to health

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

GENERATE PDF

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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Ask a Librarian

[View published](#)[New draft](#)[Moderate](#)[Panel layout](#)[Panel content](#)




Answers

Find the answer, ask a question, or answer someone else's question...




Online Chat

Chat LIVE! available during session times.




By Email

You will receive a response within one working day.




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

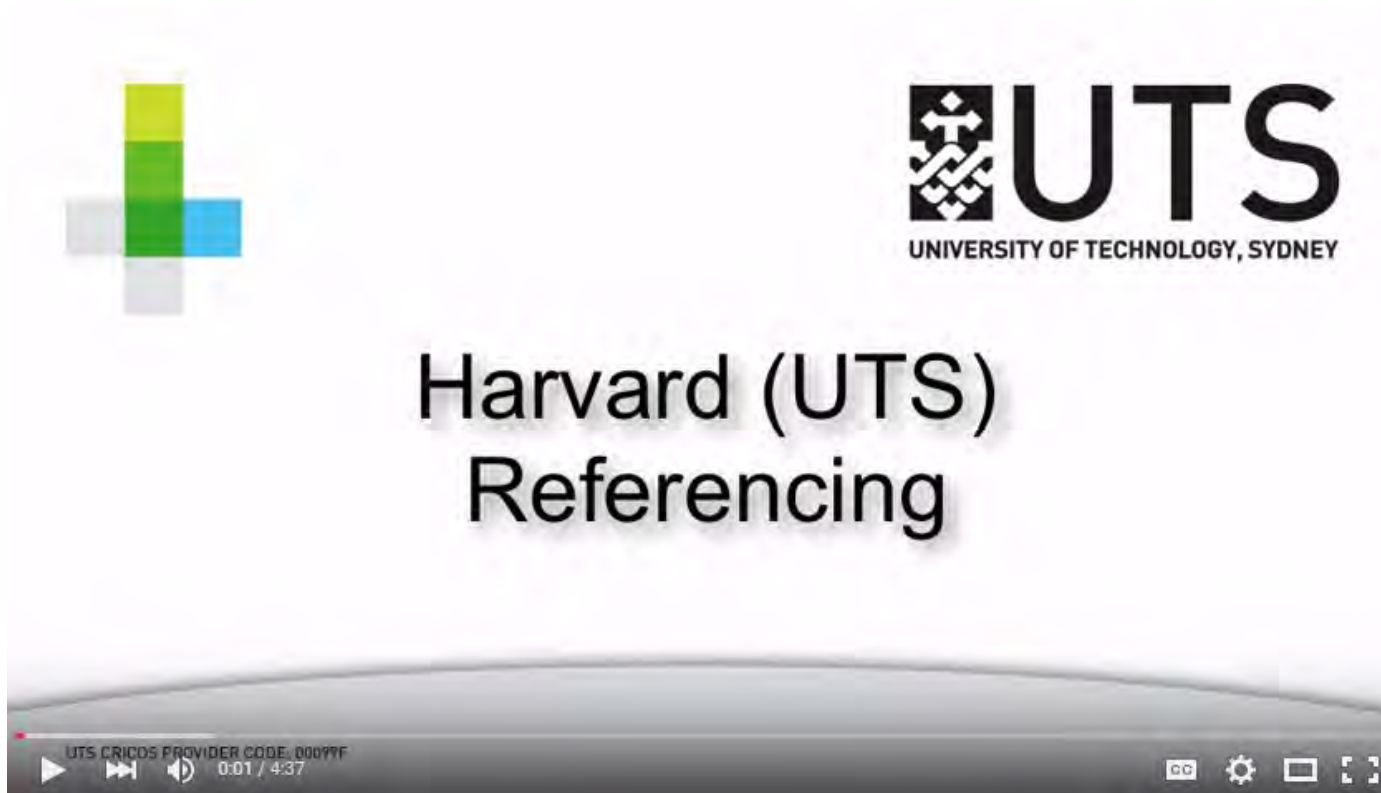
A free reference manager and academic social network.

UTS:

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HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

UTS Library Video (Harvard UTS)



(Click on the image to go directly to the video)

UTS:

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HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

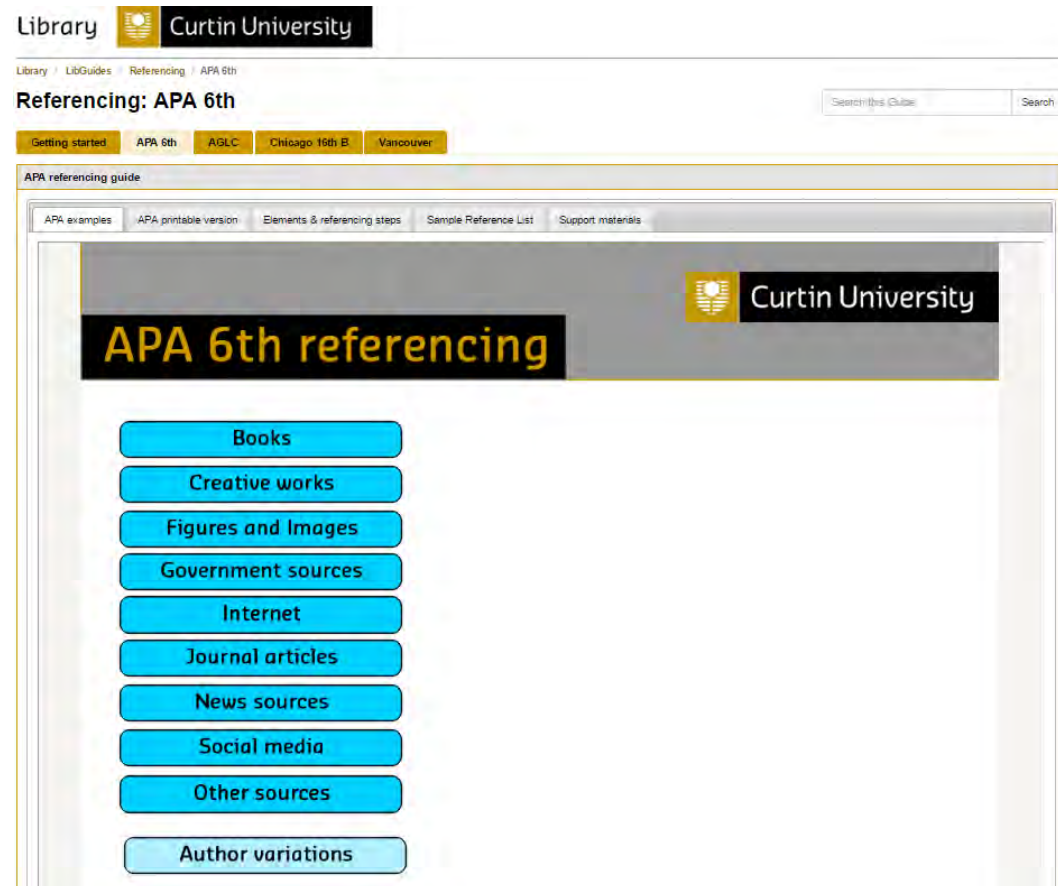
UTS Library Video (APA)



https://www.youtube.com/watch?v=dQRQZS_d21U

(Click on the image on the left to go directly to the website)

APA Referencing



American Psychological Association

Before you start

Some details in the Library's referencing guides may differ from the assignment requirements for your unit.

Please check your unit guidelines as you may be penalised for not conforming.

Queries regarding referencing should be addressed to your lecturer or tutor.

<http://libguides.library.curtin.edu.au/referencing/apa>

(Click on the image on the left to go directly to the website)

APA referencing guide

[APA examples](#)[APA printable version](#)[Elements & referencing steps](#)[Sample Reference List](#)[Support materials](#)

Book

In-text

(Fleer, 2015) OR Fleer (2015, p. 5) claimed that

Reference list - Print book

Fleer, M. (2015). *Science for children*. Cambridge, UK: Cambridge University Press.

Reference list - Electronic book (eBook)

Bull, M. (2015). *Punishment and sentencing: Risk, rehabilitation and restitution*. Retrieved from <http://CURTIN.ebib.com.au/patron/FullRecord.aspx?p=1985996>

Style notes

- ❖ For eBooks, use DOI where available, or in the absence of DOI use URL (shorten the URL)
- ❖ Where a DOI is assigned do not include Retrieved from
- ❖ The DOI can be expressed as either doi:10.1037/rmh0000008 or <http://dx.doi.org/10.1037/rmh0000008>
Make sure however that you are consistent and use the same format throughout the reference list.

[Author variations](#)[What is a DOI?](#)[Publication details](#)[← Back](#)

Webpages (documents)

In-text- with author and date; without author; without date

(Haigh's Chocolates, 2015) OR ("All 33 Chile miners," 2010) OR (Royal Institute of British Architects, n.d.)

Reference list - with author and date; without author; without date

Haigh's Chocolates. (2015). Wedding collection. Retrieved from
<http://www.haighschocolates.com.au/gifts/browse/#gifts>

All 33 Chile miners freed in flawless rescue. (2010). Retrieved from
http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/

Royal Institute of British Architects. (n.d.). Becoming an architect. Retrieved from
<http://www.architecture.com/EducationAndCareersBecomingAnArchitectBecominganarchitect.aspx>

Style notes

- ❖ For multiple pages from the same website your reference list would include a unique reference for each. Differentiate each reference with a, b c after the date. For e.g. (2011a)
- ❖ The title is not italicised. Shorten title in the in-text citation
- ❖ When you quote directly from a web page include the paragraph number instead of a page number e.g. para 2

Whole website (not a specific document)

In-text

The Department of Health (<http://www.health.gov.au/>) has travel health information.

Reference list

No reference list entry is required

Style notes

- ❖ When citing the whole website (not a specific document from that website) you just provide the URL of the whole website in the in-text citation
- ❖ A website is not a specific document
- ❖ No reference list entry is required

Citing multiple pages from the same website

- ❖ If you quote or paraphrase information from individual pages on a website, create a unique reference for each one
- ❖ When you quote directly from a web page include the paragraph number in lieu of a page number e.g. para 2

APA referencing guide

[APA examples](#)[APA printable version](#)[Elements & referencing steps](#)[Sample Reference List](#)[Support materials](#)

Print journal article

In-text

(Stannard & Sanders 2015) ORas in ("New Baltic Icebreakers," 2005)

Reference list - Print

Stannard, C. R., & Sanders, E. A. (2015). Motivations for participation in knitting among young women. *Clothing and Textiles Research Journal*, 33, 99-114.

Reference list - Print (no author)

New Baltic icebreakers under construction at Baltiyski Zavod. (2005). *Naval Architect*, (July/August), 32-34.

Style notes

- ❖ For articles with no author, use a short title with capitalisation and enclosed in quotation marks in the in-text citation
- ❖ Issue numbers are not in italics. Where the page numbers in the entire volume run consecutively, do not use issue number after the volume number

[Author variations](#)[Publication details](#)[← Back](#)

Author variations

[No author](#)[Single/Two authors](#)[3-5 authors](#)[6-7 authors](#)[8 or more authors](#)[Multiple authors](#)[Multiple works,
same author](#)[Multiple works, same
author, same year](#)[Different authors,
same surname](#)["With" reference](#)[Authors citing other
authors](#)

Authors citing other authors

- ☐ In text, name the original authors (primary source) and provide the citation for the secondary source (the source you read)
- ☐ In your reference list, provide a reference for the source you read (secondary source)

In-text citation from a book

... including neuralgia (Carini & Hogan, as cited in Thibodeau & Patton, 2002, p. 45) OR

Carini and Hogan's study (as cited in Thibodeau & Patton, 2002, p. 45)

Reference list

Thibodeau, G. A., & Patton, K. T. (2002). *The human body in health and disease* (3rd ed.). St. Louis, MO: Mosby.

In-text citation from a journal

Walker & Moscardo discussed whale populations (as cited in Kessler, Harcourt, & Heller, 2013)

Reference list

Kessler, M., Harcourt, R., & Heller, G. (2013). Swimming with whales in Tonga: Sustainable use or threatening process? *Marine Policy*, 39, 314-316. <http://dx.doi.org/10.1016/j.marpol.2012.12.013>

[← Back](#)

Avoiding Plagiarism Tutorial + Quiz

The screenshot shows the UTS HELPS website interface. At the top left is the UTS logo. To the right are three navigation links: 'WHAT IS PLAGIARISM?', 'TUTORIAL', and 'TEST YOURSELF'. The main heading is 'WHAT IS PLAGIARISM?'. Below it, a paragraph defines plagiarism: 'Plagiarism means presenting someone else's work in any format as your own original work without appropriate acknowledgement of the author or its source. It can also be deliberate cheating if copying and pasting from sources without correct acknowledgement. [Learn more...](#)'. The bottom section is titled 'TUTORIAL' and contains the instruction: 'There are three exercises for each topic below. In each, determine if the student's writing is acceptable. Have a guess before turning the card to see the answer.' At the bottom of this section are four yellow circular icons: the first contains the number '66', and the other three contain horizontal lines representing a card or document.

(Click on the image to go directly to the website)

UTS:

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Interactive Harvard UTS Referencing Guide

Click to Continue



UTS:
Library

*(Click on the image to go directly to
the webpage)*

[01. Books](#)[02. Journals & Newspapers](#)[03. Websites or Online](#)[04. Other Sources](#)[05. Ref Lists & General Rules](#)

Interactive Harvard UTS Referencing Guide



01 Books



Please Click On What You Would Like To Reference:

- | | |
|-----------------------------------|--|
| 1.1 One Author | 1.8 Edited Book With Only One Editor |
| 1.2 More Than One Author | 1.9 More Than One Editor |
| 1.3 No Author | 1.10 Chapter Within An Edited Book |
| 1.4 Organisation As Author | 1.11 Online Book |
| 1.5 Book (No Date) | 1.12 Book On An eReader |
| 1.6 Different Editions | 1.13 Books with a foreword written by a different author |
| 1.7 Translation From The Original | |

01. Books

1.1

One Author

Interactive Harvard UTS Referencing Guide ← →

02. Journals & Newspapers

03. Websites or Online

04. Other Sources

05. Ref Lists & General Rules

In-text Referencing

Reference List Model

In Use

[Lester 2005]
or
Lester (2005) was the first to propound the theory

[Siirtola 2007, p. 16]

[Carpenito-Moyet 2010, pp. 19–20]

Lester, J.D. 2005, *Writing research papers: a complete guide*, 11th edn, Pearson/Longman, New York.

Siirtola, H. 2007, *Interactive visualization of multidimensional data*, Tampere University Press, Tampere.

Carpenito-Moyet, L.J. 2010, *Handbook of nursing diagnosis*, 13th edn, Lippincott Williams & Wilkins, Philadelphia, Pa.

Explanation

When you cite a reference in the text of your document, use the author's surname and the year of publication.

If you are quoting, enclose the quote in single quotation marks and add a page number into the text citation.

Add a page number or numbers to the in-text citation. Use p. for one page and pp. if the quote starts on one page and ends on another.

The key elements for this book reference are:

- > Author's family name followed by initials
- > Year
- > Book title (in italics)
- > Edition
- > Publisher
- > Place of publication

Interactive Harvard UTS Referencing Guide ← →

01. Books
02. Journals & Newspapers
03. Websites or Online
04. Other Sources
05. Ref Lists & General Rules

2.1 Journal Article One Author

	In-text Referencing	Reference List Model
In Use	[Vixie 2011]	Vixie, P. 2011, 'Arrogance in business planning', <i>Communications of the ACM</i> , vol. 54, no. 9, pp. 38-41.
Explanation	<p>Print or online Almost all online journals have a printed equivalent and are available in PDF format. When this is the case, it makes more sense to reference it as the print version.</p> <p>See Section 5.3 Referencing Quotations or Section 2.5 Online Journal Article</p> <p>See Section 5.4 Quote From A Work Citing Another Author</p>	<p>The key elements of a journal article are:</p> <ul style="list-style-type: none"> > Author[s] > Year of publication > Title of the article ('in single quotes') > Journal name (in italics) > Volume and issue numbers > Page numbers

018

Interactive Harvard UTS Referencing Guide ← →		
01. Books 02. Journals & Newspapers 03. Websites or Online 3.1 Websites 04. Other Sources 05. Ref Lists & General Rules		
	In-text Referencing	Reference List Model
In Use	<p>[Australian Electoral Commission 2012]</p> <p>[Rio Tinto 2012]</p> <p>[Sydney Festival 2012]</p>	<p>Australian Electoral Commission 2012, <i>2010 Federal election</i>, AEC, Canberra, viewed 28 June 2012, <http://www.aec.gov.au/elections/federal_elections/2010/index.htm>.</p> <p>Rio Tinto 2012, <i>History</i>, viewed 13 June 2012, <http://www.riotinto.com/aboutus/history.asp>.</p> <p>Sydney Festival 2012, <i>Sydney festival</i>, viewed 13 June 2012, <http://www.sydneyfestival.org.au/info/>.</p>
Explanation	<p>[Author Date] If no author, replace with title. If year is not found, replace year with n.d. The author can be a government body or a company name</p> <p>GOVERNMENT WEBSITE: [Australian Electoral Commission 2012] COMPANY WEBSITE: [Rio Tinto 2012] GENERAL WEBSITE: [Sydney Festival 2012]</p>	<p>The key elements of a website reference are:</p> <ul style="list-style-type: none"> > The person or organisation who wrote or created the webpage (if known) > The year the webpage was created or last updated. If the year is not found, use n.d. > The title of the webpage (in italics) > The type of website (if necessary, e.g. weblog, podcast) > The organisation responsible for 'publishing' the website. If this is the same as the author, it can be left out. > The place where the publisher is located (can be left out if it is unclear) > The day, month and year you last accessed the website > The full URL <in angle brackets>. <p>The year and information about the website host can often be found at the bottom of the webpage.</p>

[01. Books](#)[02. Journals & Newspapers](#)[03. Websites or Online](#)[04. Other Sources](#)[05. Ref Lists & General Rules](#)

Interactive Harvard UTS Referencing Guide



04 Other Sources

Please Click On What You Would Like To Reference:

[Legal Material](#)[Sound, Film and Image](#)[Unpublished Sources](#)[Written Academic Sources](#)

01. Books

02. Journals & Newspapers

03. Websites or Online

04. Other Sources

05. Ref Lists & General Rules

5.1

An Example of a Reference List

The reference list is sorted alphabetically by author (or title when no author is found).

In order of appearance the first is a website, then a book chapter in an edited book, followed by a book and a journal article.

Barbas-Rhoden, L. 2003, *Writing women in Central America: gender and the fictionalization of history*, Ohio University Press, viewed 17 June 2010, <<http://site.ebrary.com/lib/utslibrary/Doc?id=10124766>>.

Furnham, A. 1990, 'Work and leisure satisfaction', in M. Strack (ed.), *Subjective well-being: an interdisciplinary perspective*, Pergamon Press, Oxford, pp. 235-60.

Tooth, A.S., Spence, J. & University of Strathclyde 1986, *Applied solid mechanics*, 2nd edn, Elsevier Applied Science, London.

Wagner, C.S., Shehata, S., Henzler, K., Yuan, J. & Wittemann, A. 2011, 'Towards nanoscale composite particles of dual complexity', *Journal of Colloid and Interface Science*, vol. 366, no. 1, pp. 115-23.

01. Books

02. Journals & Newspapers

03. Websites or Online

04. Other Sources

05. Ref Lists & General Rules

5.2

In Text References & The Reference List

When you cite a reference in the text of your document, use the author surname and the year of publication. This is called an in-text reference. For example:

- > The theory was first propounded in 1970 (Larsen 1971).
- > If there are 4 or more authors, list the first author and abbreviate with et al.
- > If the author name is already in the text immediately in front of the in-text reference, you can use just the year: e.g.: Larsen (1971) was the first to propound the theory.
- > If you have a group of references cited together in the text, they should be ordered alphabetically by first author surname: e.g. (Hawking & Weinberg 2009; Larsen 1971; Smith 1997).
- > If you have no date for a reference, use n.d. (for 'no date') instead of the year. If you only have an approximate date, put c. (for 'circa', meaning around) in front of the year: e.g. (White n.d.) and (Beethoven c. 1813).
- > All in-text references must be included in a single list of full references at the end of your document. The exception to this rule is personal communication (See [Personal Communication Section](#))
- > This list must be arranged alphabetically by author surname or by title in the absence of an author. It should begin on a new page, and can be either single or double spaced. If single spaced, when a reference is more than one line long the extra lines are indented by a tab space (this is called a 'hanging indent'). The preference for single or double spacing varies across faculties so you should consult your lecturer or faculty assignment writing guide about this.
- > If your author's name has 'Junior' or 'Senior', eg W. Strunk Jr, cite with just the surname in the text, eg: (Strunk & White 1979). In your reference list place Jr or Sr after the final initial of the author's first names, eg: Strunk W. Jr & White E.B. 1979, *The elements of style*, 3rd edn, Macmillan, New York.

01. Books

02. Journals & Newspapers

03. Websites or Online

04. Other Sources

05. Ref Lists & General Rules

5.3

Referencing Quotations

If you are using a short quote use single quotation marks and your in-text reference must give the page number(s) where the quote comes from. Use p. for a single page or pp. for several pages. For example:

It has been suggested that 'the taxation advantage enjoyed by superannuation funds, relative to private investment in shares, was somewhat neutralised in 1988' [McGrath & Viney 1997, p. 137].

When making a direct quote of more than about thirty words do not use quotation marks but include the quote as a separate paragraph, indented from the text margin and set in smaller type.

We see evidence of this in Ulysses:

Mr Bloom stood far back, his hat in his hand, counting the bared heads. Twelve. I'm thirteen. No. The chap in the macintosh is thirteen. Death's number. Where the deuce did he pop out of? He wasn't in the chapel, that I'll swear. Silly superstition that about thirteen. [Joyce 1992, p. 139]

If you are merely summarising or paraphrasing, rather than directly quoting, then you do not need to give page numbers. However you can if you wish, and it is strongly recommended that you do so if the work you are referencing has a large number of pages.

Continued



01. Books

02. Journals & Newspapers

03. Websites or Online

04. Other Sources

05. Ref Lists & General Rules

Interactive Harvard UTS Referencing Guide



5.4

A Quote From A Work Citing Another Author

Einstein stated in 1906 that 'time is relative' (Thorne 2003, p. 17).

OR Thorne (2003, p. 17) notes that in 1906 Einstein stated that 'time is relative'.

OR According to Thorne (2003, p. 17) it was Einstein who stated that 'time is relative' in 1906.

OR Einstein (1906, cited in Thorne 2003, p.17) stated that 'time is relative'.

OR 'Time is relative' according to Einstein (Thorne 2003, p. 17).

OR 'Time is relative' (Einstein, cited in Thorne 2003, p. 17).

Sometimes a work you are using discusses a work from another author. Citing work from another author may occur in PowerPoint slides, lecture notes, books or journal articles. For example, in a book by Thorne, written in 1994, on page 78 you find a reference to a 1906 paper by Albert Einstein. To cite the work by Einstein you should mention Einstein's paper in the text and use Thorne as your in-text reference, with page number:

In your reference list you must have the full reference for Thorne. If you wish, you may also include the reference for Einstein (you can get this from Thorne's bibliography), but this isn't necessary because you haven't actually consulted the Einstein paper directly.

Activity: In-text Referencing

(Refer to your handout)

Find the errors in the following in-text citations that should follow Harvard-UTS referencing conventions.

1. (Sheret, Sultana and Sotir 2016)
2. (Yeo, Oh, Pyke, McDonald 1998)
3. (Charman, 2007)
4. (Smith 2009 p 7)
5. (Brown nd)
6. According to Sotir (2016), academic literacy is 'critical for survival' at university.
7. (Seven news 1994)
8. (Turnbull in Shorten 2003)
9. (Minogue 1968, Lopez 1971)
10. (Dickinson 2009, a)
11. (Copyright Act 1968)

Activity – Reference Lists

(Refer to your handout)

Find the errors in Harvard-UTS referencing.

1. Clegg, S., 'Managing organization futures in a changing world of power/knowledge', in H. Tsoukas & C. Knud (Eds.), *The Oxford handbook of organization theory*, Oxford, Oxford University Press, pp. 536-567, 2003.
2. Irvine, J. 2005, *Commodity boom is over: Access*, 'Sydney Morning Herald', 27 July, p. 19.
3. A.J. Kim, 2002, *Community building on the web*, Safari Tech Books, Boston, Mass., <http://proquest.safaribooksonline.com/0201874849>.
4. Duffield, C., Macneil, H.F., Bullock, C., & Franks, H. 2000, 'The role of the advanced casualty management team in St John Ambulance', *Australian Health Review*, vol. 28, no. 1, pp. 191-199.

Activity: In-text Referencing

Check your answers!

Here are the corrected in-text citations **in red** according to Harvard UTS style.

1. (Sheret, Sultana & Sotir 2016)
2. (Yeo **et al.** 1998)
3. (**Charman 2007**)
4. (Smith 2009, p. 7)
5. (Brown n.d.)
6. According to Sotir (2016, **p. X**), academic literacy is 'critical for survival' at university.
7. (**Seven news** 1994)
8. (Turnbull, **cited** in Shorten 2003)
9. (Minogue 1968; Lopez 1971)
10. (Dickinson **2009a**)
11. (**Copyright Act 1968**)

Check your answers!

Clegg, S. 2003, 'Managing organization futures in a changing world of power/knowledge', in H. Tsoukas & C. Knud (eds), *The Oxford handbook of organization theory*, Oxford University Press, Oxford, pp. 536-37.

Duffield, C., Macneil, H.F., Bullock, C., & Franks, H. 2000, 'The role of the advanced casualty management team in St John Ambulance', *Australian Health Review*, vol. 28, no. 1, pp. 191-99.

Irvine, J. 2005, 'Commodity boom is over: Access', *Sydney Morning Herald*, 27 July, p. 19.

Kim, A.J. 2002, *Community building on the web*, Safari Tech Books, Boston, Mass.

What to do if you need more help with referencing

➔ Contact **academic staff** such as your tutor, instructor, lecturer or subject/course co-ordinator about your studies, either face-to-face in class, in a consultation or via email/discussion board

➔ Visit **HELPS** and talk to a **HELPS Advisor**:
www.helps.uts.edu.au

➔ Refer to the UTS Library Website at:
<http://www.lib.uts.edu.au>

➔ Use HELPS **Self-help resources online**:
<http://www.uts.edu.au/current-students/support/helps/self-help-resources/referencing-and-plagiarism>



Useful Websites

- ➔ Avoiding Plagiarism Tutorial and Quiz:

<https://avoidingplagiarism.uts.edu.au/>

- ➔ UTS Business Faculty Guide to Writing Assignments:

<http://www.uts.edu.au/sites/default/files/business-writing-guide-2014.pdf>

- ➔ UTS library guide to using EndNote:

<http://www.lib.uts.edu.au/help/referencing/endnote>

- ➔ UTS library guide to using RefWorks:

<http://www.lib.uts.edu.au/help/referencing/refworks>

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