

EXTRACT - UTS BELL PROGRAM

摘录 – 悉尼科技大学 Bell Program

<http://www.bell.uts.edu.au/referencing>

The Bell Program Referencing Guide

悉尼科技大学 Bell Program 参考资料援引指南

This guide provides instructions for the three most commonly used referencing systems for academic writing at UTS. These include the author and date systems in the Harvard and APA styles and the numerical Note system.

这份指南提供三个在悉尼科技大学学术写作时最常用的参考资料援引系统。这包括哈佛的作者和日期系统,与及澳大利亚研究生奖(APA)的格式系统和数字笔记系统。

The guide has been prepared in consultation with the UTS Faculties and lists the preferred styles for each Faculty *unless otherwise stated*. Your lecturer/tutor may impose other conditions that would override this general guide and these conditions will be noted in Subject Outlines.

在编写这份指南时我们咨询了悉尼科技大学各院系,列出各院系各自采用的参考资料援引系统(除非另外说明)。你的讲师或导师也许会规定加入其它条件限制,替代这份指南的一般指引。这些限制会在科目大纲中列明。

A brief introduction to the importance of acknowledging sources, plagiarism and referencing provides a basis for the following style guides. Staff and students can also use Endnote bibliographic software to collect, store and organise references.

以下提供的模式指南,是以简单介绍资料来源确认,剽窃和援引的重要性为基础。教师和学生也可以使用附注书目软件(Endnote Bibliographic software)收集,储存和组织援引资料。

This table links you to the referencing system preferred by your Faculty and includes a comprehensive list of both in text citation and reference list formats and examples for each style.

这表格连接你到各院系采用的参考资料援引系统,并详列正文援引和参考目录的格式,以及各种格式的例子。

<u>Introduction</u> 引言	All Faculties 各院系
<u>Harvard (UTS)</u> 哈佛 (悉尼科技大学) <i>In text referencing</i> Reference List 正文援引和参考目录	Adult Education 成人教育 Design Architecture and Building 设计、建筑及建造 Engineering 工程 Humanities and Social Sciences 人文及社会科学

	Information Technology 信息技术 Science 科学 Institute for International Studies 国际研究学院
Harvard Business (UTS) 哈佛商学(悉尼科技大学) (Avail. by 27 Feb 2006)	Business 商学
<u>APA system</u> 澳大利亚研究生奖系统 In text referencing Reference List 正文援引和和参考目录	Nursing Midwifery & Health 护理、助产及健康 Education 教育
<u>Note System</u> 附注系统	Law 法学

Acknowledging Sources

确认资料来源

Any material - facts, statistics, statements, arguments, concepts, ideas, and so on - which is used in an assignment and which is derived from another source (articles, books, newspapers or any other forms of publication, lecture notes, radio or T.V programmes, personal communications, Web sites, etc.) must be acknowledged. This includes direct quotation, paraphrases or summaries. A good essay would include many references to an extensive range of source material. This does not indicate lack of originality; rather the original contribution of the writer lies in the way that the ideas of others are utilised, organised, analysed and synthesised into a coherent argument.

任何从其它来源(文章,书本,报纸或其它形式的出版物,演讲笔记,电台或电视节目,个人通信,网站等等)获得的材料 -

事实,统计,声明,论据,概念,想法,等等,如在作业中使用,必须确认标明资料来源。这包括直接引文、释义或总结。一篇好文章会有一个广泛的参考资料来源,而且会经常引用。这不表示缺乏独创性;相反地,作家的原创贡献在于其如何运用,组织和分析他人的想法,综合而成一个凝聚连贯的论据。

Sources should definitely be cited if a sentence begins...

如果句子起首如下,资料来源就应该确切援引。

It has been found that...

有人发现...

Researchers have...

研究员有...

Studies have shown...

研究显示...

Some think that...

有些人认为...

It has been suggested that...

有人建议...

You do not need to acknowledge 'common knowledge'; for example, 'oxygen is essential to human life'. However, a reference would be required if you stated that 'brain damage occurs if oxygen is absent for longer than 3 minutes'. If you have any doubt about whether to cite or not cite, you probably should cite the source.

你不需要确认'普通知识'。例如，'氧气对人的生存是必需的'。但是，如果你阐明缺氧超过3分钟会引致脑损伤,你便需要确切援引参考资料。如果你有怀疑,不肯定是否需要援引，你大概应该援引资料来源。

Plagiarism

剽窃

It is important to acknowledge and properly document your sources to avoid plagiarism. Plagiarism is a form of theft and occurs whenever you use somebody else's words or ideas without acknowledging the original source. Inaccurate or incomplete or missing references are also regarded as plagiarism. Proper acknowledgment of sources of information is an essential part of good academic practice and UTS' Rules, Policy and Procedures provide clear guidelines on referencing and plagiarism.

确认和适当地纪录资料来源,避免涉及剽窃是十分重要的。剽窃是偷窃的一种形式。每当你使用他人的文词或想法,但是没有确认资料来源,便会构成剽窃。不精确,不完全或缺掉援引,亦会构成剽窃。正确确认资料来源是良好学术实践的根本部份。悉尼科技大学的"大学规则、政策和规程"提供清楚的有关参考资料援引和剽窃的指南。

Referencing

参考资料援引

Acknowledgments to the original source are called references. A number of standard systems of referencing have been developed which provide clear guidelines on how to reference material so that the source can be traced easily. The two most commonly used systems are the author and date systems (including the Harvard or APA styles) and numerical systems such as the Note system.

确认原始资料来源叫做参考资料援引。已经有若干开发了的标准参考资料援引系统,对于怎样援引参考资料,俾能容易地追索资料的来源,提供清楚的指南。其中两个最常用的系统是作者和日期系统(包括哈佛或澳大利亚研究生奖(APA)的格式系统)和数字笔记系统如笔记系统 (Note System)。

In the author and date systems a reference is acknowledged in two ways. Firstly, a brief note of the author and date is made in the text at the time the original source is used. The full reference is then recorded at the end of the text in a Reference List. 在作者和日期系统,有两种方式确认参考资料。首先,在使用原始资料时,在正文中做一段简短的关于作者和日期的注明。然後在全文的结尾参考目录中详列援引的参考资料。

The APA and Harvard styles differ only by the arrangement of the bibliographic items in the full reference. Each reference type has a number of prescribed items that are needed to enable the reader to locate the reference. For books, the items are Author; Year of Publication; Title; Place of Publication and Publisher. The following example for a book is in the Harvard style:

澳大利亚研究生奖(APA)和哈佛系统的格式唯一不同之处是关于在参考目录中的书目的安排。各种类型参考资料都有一定的规定项目,使读者查出参考的文献。在书籍方面,规定项目是作者,出版年份,书名,出版地和出版者。以下例子是哈佛系统中的书籍援引格式:



Regardless of which referencing system is preferred by your Faculty, it is important that it is followed consistently so that all patterns of punctuation (including use of capitals and italics for example) and the details needed to identify sources are included.

不管你的院系采用那个参考资料援引系统,重要的是需要贯彻使用,以便所有标点的式样(包括大写字母和斜体字的使用),以及辨认资料来源的细节,都在其中。

Recording Details

记录细节

It is a good idea to get into the habit of recording the full bibliographic details of sources at the time of locating them. This will overcome the frustration of trying to find details such as publisher or date of publication at the last minute when your assignment is due. Wherever possible, details should be taken from the title page of publications used rather than from the front cover. Listed below are the details you

will need to record for books, journals and non-print (including electronic) sources for your reference lists and bibliographies.

能够养成习惯,在你找到参考资料时,立即做好详细的参考书目记录,是一个很好的主意。这将排除你需要在作业限期的最后一刻设法查找如出版者或出版日期等细节,避免那时可能遇到的失望挫折。在可能的情况下,书目细节应该从书本的出版扉页,而不是从封面摘用。如下所示为你列出援引目录和参考书目时,对各类书本,学报和非印刷品(包括电子)需要记录的细节。

Books 书本	Journal Articles 学报文章	Non-Print Sources非印刷品
✓ Author's surname and initial 作者的姓氏和名字的首字母 ✓ Year of Publication 出版年份 ✓ Book title 书名 ✓ Publisher 出版者 If you take notes from a chapter in an edited book, then also collect the authors and chapter titles and the first and last page numbers of the chapters 如果你从一本经校订的书本的某章节摘取笔记,便应收集有关作者和章节的标题,以及该章节的第一和最后页数。	✓ Author's surname and initial 作者的姓氏和名字的首字母 ✓ Year of Publication 出版年份 ✓ Article title 文章标题 ✓ Journal name 学报名称 ✓ Volume number and issue number if available 卷数和版期,如果有提供 ✓ Page number 页数	Collect similar information for books and journals 收集与书本和学报的类似信息 Also collect 同时收集 ✓ Format (eg online image, Electronic, CD -ROM, video recording, DVD) 格式(例如网上图象,电子,光盘驱动器,录影,数码影碟) ✓ For Internet: the address (URL) and the date you visited the site 互联网: 网址及你参观了你参观网站的日期 ✓ For email : discussion list name and list address 电子邮件:讨论者名单名字和名单地址 ✓ For a database: the name of producer and database, any file/ document/ report codes that may help in locating the source 数据库: 数据库名称和制作者,任何有助查找资料来源的档案/文件/报告代码。

Endnote Referencing software

附注援引软件

UTS makes available to all staff and students the Endnote bibliographic software which enables you to collect, store and organise your references. References can be entered manually, or they can be found in databases and library catalogues and downloaded into EndNote. You can then seamlessly transfer references from EndNote into a Microsoft Word document such as a research paper or thesis.

悉尼科技大学对所有职员和学生提供附注书目软件(Endnote bibliographic software),使你能够收集,存储和组织你的援引资料。资料可用人手输入,又可从数据库和图书馆目下载至“附注书目”。然後你可以从“附注书目”将援引资料无缝地转入一些使用微软格式的文件,譬如研究文章或论文。

EndNote automatically creates a Reference List in your choice of reference style, for example APA or Harvard, both of which are widely used throughout the University. “附注书目”自动地在你选用的援引资料系统内,制造一份援引资料目录,例如澳大利亚研究生奖(APA)或哈佛系统。两者在大学中都受到广泛应用。

For more information on Endnote, training programs and the preferred style for your Faculty in Endnote see the UTS Library site at <http://www.lib.uts.edu.au/information/endnote>.

如需要更多信息,关于“附注书目”软件,使用培训和在“附注书目”软件中各院系采用的参考资料援引系统,参见大学图书馆网站 <http://www.lib.uts.edu.au/information/endnote>。

Useful Links

有用的链接

Australian Government Publishing Service 2002, *Style manual for authors, editors and printers*, 6th edn, AGPS, Canberra. Call No: 808.042STYL (ed. 6)
N.B. The 5th edition, 1994 is available in PDF format, see Chapter 9. Notes, references and bibliographies. http://www.agimo.gov.au/information/publishing/style_manual

Electronic referencing: 电子资料援引

Walker, Janice R. & Taylor, T. 1998, *Columbia guide to online style*. Columbia University Press, New York. Call No: 808.027WALK

Li, X. & Crane, N. B. 1996, *Electronic Styles: A Handbook for Citing Electronic Information*, 2nd ed., Information Today, Medford, N.J. Call No: 808.027LIXI (ed. 6)

For APA referencing: 澳大利亚研究生奖(APA)援引系统

The American Psychological Association 2001, *The Publication manual of the American Psychological Association*, 5th edn, APA. Call No: 808.02PUBL (ed. 5)

The American Psychological Association homepage, <http://www.apastyle.org/electref.html>, is regularly updated to reflect changes, or clarifications to APA style.

For Nursing students: 护理、助产及健康学院学生

Lock, L., Waters, C. & Phillips, A. 2001, *Guidelines for preparation, presentation and submission of written assignments*, Lindfield: Faculty of Nursing, Midwifery and Health, University of Technology, Sydney. Call No: 808.02LOC
An electronic version in pdf format is available at
http://www.nmh.uts.edu.au/information/guidelines_assignments.pdf