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

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 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

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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Author Year, Title, Edition, Publisher, Place of Publication.
Exercise: A book chapter

Author Year, ‘Chapter title’, in Editor (ed.), Book title, Publisher, Place of Publication, Page range.
Public relations review 2013 vol:39 iss:3 pg:235 -237

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

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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Referencing guides

- 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: HELPS
HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

UTS Library Video (Harvard UTS)

Harvard (UTS) Referencing

(Click on the image to go directly to the video)
UTS Library Video (APA)

https://www.youtube.com/watch?v=dQROQS_d21U

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

American Psychological Association

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

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

In-text

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

Reference list - Print book


Reference list - Electronic book (eBook)


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/mnh0000008 or http://dx.doi.org/10.1037/mnh0000008
  Make sure however that you are consistent and use the same format throughout the reference list.
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


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
Print journal article

In-text

(Stannard & Sanders 2015) OR .....as in (“New Baltic Icebreakers,” 2005)

Reference list - Print


Reference list - Print (no author)


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

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


In-text citation from a journal

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

Reference list

Avoiding Plagiarism Tutorial + Quiz

WHAT IS PLAGIARISM?

Plagiarism means presenting someone else's work in any format as your own or critical work without appropriate acknowledgment of the author or its source. It can also be deliberate cheating if copying and pasting from sources without correct acknowledgement. Learn more...

TUTORIAL

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.

66

(Click on the image to go directly to the website)
Interactive Harvard UTS Referencing Guide

(Click on the image to go directly to the webpage)
In-text Referencing

[Lester 2005]

or

Lester (2005) was the first to propose the theory

[Saariola 2007, p. 14]

[Carpentino-Moyet 2010, pp. 19-20]

Reference List Model


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

See Section 5.3 Referencing Quotations
See Section 5.4 Quote From A Work Citing Another Author
<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print or online</strong></td>
</tr>
<tr>
<td>Almost all online journals have a printed equivalent and are available in</td>
</tr>
<tr>
<td>PDF format. When this is the case, it makes more sense to reference it as</td>
</tr>
<tr>
<td>the print version.</td>
</tr>
<tr>
<td><strong>See Section 5.3 Referencing Quotations</strong></td>
</tr>
<tr>
<td><strong>or Section 2.5 Online Journal Article</strong></td>
</tr>
<tr>
<td><strong>See Section 5.4 Quote From A Work Citing Another Author</strong></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Reference List Model</strong></td>
</tr>
<tr>
<td>Vixie, P. 2011, 'Arrogance in business planning', *Communications of the</td>
</tr>
<tr>
<td>ACM*, vol. 54, no. 9, pp. 38-41.</td>
</tr>
</tbody>
</table>
### Websites

**In-text Referencing**

<table>
<thead>
<tr>
<th>In Use</th>
<th>Reference List Model</th>
</tr>
</thead>
</table>

**Explanation**

*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.

**GOVERNMENT WEBSITE:** [Australian Electoral Commission 2012](http://www.aec.gov.au)  
**COMPANY WEBSITE:** (Rio Tinto 2012)  
**GENERAL WEBSITE:** (Sydney Festival 2012)

The key elements of a website reference are:

> 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 angled brackets.  

The year and information about the website host can often be found at the bottom of the webpage.
04 Other Sources

Please Click On What You Would Like To Reference:

- Legal Material
- Sound, Film and Image
- Unpublished Sources
- Written Academic Sources
An Example of a Reference List


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.
If you are using a short quote use single quotation marks and your in-text reference must give the page number 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. 139).

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 devil 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.
5.4 A Quote From a Work Citing Another Author

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

- Thorne (2003, p. 17) notes that in 1906 Einstein stated that ‘time is relative’.
- According to Thorne (2003, p. 17) it was Einstein who stated that ‘time is relative’ in 1906.
- Einstein (1906, cited in Thorne 2003, p. 17) stated that ‘time is relative’.
- ‘Time is relative’ according to Einstein (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

Find the errors in Harvard-UTS referencing.


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)  
9. (Minogue 1968; Lopez 1971)  
10. (Dickinson 2009a)  
11. (Copyright Act 1968)


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:
Useful Websites

» Avoiding Plagiarism Tutorial and Quiz:
  https://avoidingplagiarism.uts.edu.au/

» UTS Business Faculty Guide to Writing Assignments:

» UTS library guide to using EndNote:

» UTS library guide to using RefWorks:
Discover these!

- Online self-help learning resources
- Drop-in & 1:1 consultations
- Writing support sessions
- Conversations@UTS
- Intensive academic English programmes
- Daily workshops
- Volunteer programmes

🌐 [www-helps.uts.edu.au](http://www-helps.uts.edu.au)