

REFERENCING GUIDELINES

There are specialised programs available to help you to keep track of your resources as you use them throughout your study. These can be particularly helpful if you are writing an extensive project, essay or dissertation. These programs are Endnote, Procite or Refworks. These types of programs will store and organise references as well as automatically create reference lists.

When referencing sources of information, the Harvard system should be used. It is important to realise that there are different referencing systems, such as the APA system and there are even differences within the Harvard System. Below is a basic referencing method that should be used. Any additional information required using the Harvard system can be found by performing a search on the Harvard system via the Internet.

ACS prefers the use of the Author and Date method which is the simplest method for both the writer and reader. There are two places where each source should be cited:

1. within the text of the essay
2. under the References section at the end of the essay.

Referencing Within the Text

The surname(s) of the author(s) and date of publication are given in the body of the text. There are three key ways in which you may need to refer to sources within your text:

- When an author is specifically referred to in a sentence

Jones (2000) provides a useful comparison of scientific reviews...

- When an author is cited as the source of a statement or discovery

In a recent study, a large proportion of newly-planted shrubs in densely populated areas were found to fail to establish successfully (Brownson, 1998).

- When an author is quoted directly in the text

In social surveys, "at least one pilot survey is essential" (Haynes, 2001: 368).

If there are two authors, the surnames of both are given separated by '&'.

If there are more than two authors, the first time they are referenced all the authors are listed, separated by a coma with the last separated by the '&' e.g. Smith, Brown & Jones 2000.

Every time after that, only the surname of the first author is given and followed by 'et al.' e.g. (Smith et al, 2000).

If you include diagrams or maps taken from books or periodicals, you MUST always provide the source. The authors name and date are usually shown in brackets below the diagram or map.

If you refer to more than one source by the same author published in the same year, use lower case letters to distinguish each publication; these letters are assigned in the order that the works appear in the text e.g.

(Murphy, 1989a) (first source)

(Murphy, 1989b) (second source)

(Murphy, 1989c) (third source).

Referencing at the End of the Document

At the end of your written work you must include a reference section, a detailed version of each reference made throughout the text. The order of information in the references section is always as follows:

Surnames and initials of the author(s).

Year of publication (in brackets).

If the source is a periodical, the full title of the article in single inverted commas followed by the name of the periodical itself in italics, volume number, page(s).

If the source is a book, the title (in italics and using capital letters for all significant words) and chapter number (if appropriate) followed by the publisher and place of publication.

The full listing of references is to be alphabetical by Authors' surnames.

Examples

Reference type	In text and reference list
<i>WWW:</i> <i>Government Website</i>	<i>In Text</i> Cuttlefish belong to a group of animals known as cephalopods (PIRSA, 2009) <i>Reference List</i> <i>Primary Industries and Resources SA (PIRSA) 2009, Cuttlefish</i> , viewed 1 November, 2009, from http://www.pir.sa.gov.au/fisheries/recreational_fishing/target_species/cuttlefish
<i>WWW</i> <i>In general:</i>	<i>Online periodical</i> Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. <i>Title of Periodical</i> , xx, xxxxxx. Accessed month, day, year, from [identify web address].
	<i>Online document</i> Author, A. A. (2000). <i>Title of work</i> , Accessed month, day, year, from: [identify web address]
<i>Video/Audio</i>	<i>In Text</i> (<i>Title</i> , Year)

	<p><i>Reference List</i></p> <p>Title, Year, Video or Audio, Publisher, Place, Track (if Audio)</p>
<i>Periodical (Journal)</i>	<p><i>In Text</i></p> <p>(Name, Year)</p> <p><i>Reference List</i></p> <p>Author, Surname, initial(s). (Year) 'Title of article' <i>Journal title</i>, Volume number (issue number): pages</p>
<i>Book</i>	<p><i>In Text</i></p> <p>(Name, Year)</p> <p><i>Reference List</i></p> <p>Author surname, initial(s). (Year) <i>Title of book</i>, Publisher, Place of publication</p>
<i>Chapter in book</i>	<p><i>In Text</i></p> <p>(Name, Year)</p> <p><i>Reference List</i></p> <p>Author surname, initial(s). (Year) 'Title of Chapter', <i>Title of book</i>, Publisher, Place of publication: pages</p>
<i>Edited book</i>	<p><i>In Text</i></p> <p>(Editor Name, Year)</p> <p><i>Reference List</i></p> <p>Editor surname, initial(s). (ed.) (Year) <i>Title of book</i>, Publisher, Place of publication</p>
<i>Chapter in edited book</i>	<p><i>In Text</i></p> <p>(Name, Year)</p> <p><i>Reference List</i></p> <p>Author Surname, initial(s). (Year) 'Title of Chapter', in Editor surname, initial(s). (ed.), <i>Title of book</i>, Publisher, Place of Publication: pages</p>

<i>Newspapers</i>	<i>In Text</i> (Name, Year) <i>Reference List</i> Author Surname, intital(s). Year, Article Title, Newspaper Title, Section, Issue date, Page(s).
<i>Multiple references using the same author:</i>	Author, I. (1978) Author, I. (1979) Author, I. (1980a) Author, I. (1980b)
<i>Listing references with multiple authors/editors</i>	Author 1, A.B. and Author 2, C.D. Editor 1, A.B. and Editor 2, C.D. (eds.) Author 1, A.B., Author 2, C.D. and Author 3, E.F. Editor 1, A.B., Editor 2, C.D. and Editor 3, E.F. (eds.) etc

PLAGIARISM

Plagiarism is the illegal and/or unethical copying of material without acknowledgment of its source. **Plagiarism is not tolerated and will be penalised.** Therefore, it is very important that students understand the differences between plagiarism and acceptable use and interpretation of someone else's work.

It is acceptable to use information from another source as a minor part of your own work, **if the original source is properly referenced** (i.e. It is made clear where that information came from). It is not acceptable to present work which is substantially little more than an identical copy of information (words or graphics) from another source without acknowledging the source or in such a way that the reader (or Academic Officer) could believe it is your original work. Plagiarism is considered by most credible academics around the world to be unacceptable; and for this reason, **ACS cannot issue a formal pass and qualification** to anyone who practices plagiarism. Incidents of plagiarism have damaged the reputations of some colleges and universities. ACS has established a very good academic reputation in part because of the fact that we do not tolerate plagiarism. Students will be asked to rewrite and resubmit any plagiarised work. The school accepts no legal liability for the actions of its students during or after studies.
