Referencing
And
Referencing in WORD
What? Why? How?

• **What?** A standardised method of acknowledging other people’s ideas &/or work that has assisted in the creation of your assignment. Officially known as “methods of citation”

• **Why?** Because it is fair to do so. Allows for verification of your statements and further development of ideas. Prevents plagiarism.

• **How?** In-text citation and a Reference List or Bibliography, using a recognised format, such as, the Harvard system otherwise known as Author-date system; APA (American Psychological Association); Vancouver; documentary note system.
Preparation

During your research keep notes of the full bibliographic details, including page numbers, from the sources used.

- For books — title from Title page. Author(s)/Editor, Year of publication, edition, place of publication, date of publication, this information is on the verso of the title page.
- For journal articles – Author(s) of article, Title of the article, Name of journal, year of publication, volume, number and issue, page numbers.
- For electronic information (Internet based) Note all of the above and the URL (web address) or Database name and the date you accessed the website.
Harvard or APA?

• Your teacher will let you know which referencing system you are to use.
• Both Harvard and APA use a system that has two elements:
  - In-text citations
  - Reference List/Bibliography
In-text citation (reference)

• Occurs in the body of the work
• Place the citation at the end of a sentence or paragraph – somewhere so that it is clear what exactly you are referencing but in such a place as not to inhibit the flow of text.
• Generally there are two elements to the in-text citation which is presented in brackets. (the person or persons responsible & the year of the publication) If you quote, paraphrase or summarise then include the page number.
• In-text citations vary slightly depending on the source being cited. e.g. a book with one author: (Jones, 2010) Please refer to the guide on the Library webpage for detailed information http://wsi.tafensw.libguides.com/InfoSkills/Referencing
• In-text citations must agree with the information in the Reference List/Bibliography
When should I include an In-text citation?

• In-text references will appear throughout your assignment. You should include one.
  ➢ When you directly quote a source of information
  ➢ When you write about another person’s theory or research using your own words
  ➢ When you use an image from the web or scanned from a book/journal
  ➢ When you use facts or figures not commonly known
  ➢ When you include statistics
Extra tip

- If you write the author’s name in the main text, do not repeat the author within the brackets.

- Only record the year of publication and the page reference.

Wind generated energy is controversial at best. Disadvantages listed by Healey (2005, p3) include...
For example

Is intervention required?

The decision to intervene is made on consideration of the interests of the animals (including the pests themselves), people and environment involved. The relative value and weight given to each party, and the context in which the decision is made, are clearly central issues for consideration (Kirkwood 1992; Morrison 1996; Oogjes 1997; Warburton 1998; Marks 1999; Gregory 2001). Even the classification of particular animals as pests in need of control can pose a problem (eg Oogjes 1999). For instance, deer seen as a resource by hunters might be seen as a pest by a conservation authority (Eggleston et al 2003). And should cats be considered as companions and pets, useful predators of unwanted rodents, or unwanted predators of threatened species (Wilkins 1992)?

Sometimes, the need to intervene might be clear, such as in the case of mouse plagues causing devastation to animals, people and the environment (Caughley et al 1994).

Sometimes, it might be considered that we are duty-bound to rectify problems that we create (eg Kirkwood 1992; Marks 1996; Spedding 2000) or to protect the health or safety of humans, other animals or valued features of the environment (Marks 1996; Muschamp 1996).

In other cases, the decision to intervene might be more difficult: for instance, is it acceptable to harm sentient animals to protect non-sentient animals or (threatened) plants (Marks 1996, 1999; Singer 1997)? What about
The Reference List/Bibliography

• A Reference List is a list arranged alphabetically containing all sources cited in the assignment.
• A Bibliography expands the Reference List to include all sources used in developing and writing the assignment.
• It is presented on a separate and suitably titled page(s) at the end of the assignment.
• It must be presented alphabetically by surname of the author. Where there is no author the title is used and placed in the list alphabetically by the first significant word in the title.
• If there is more than one item by the same author they should be listed chronologically from earliest to latest.
• Be conscious of punctuation rules.
For example

References
Caughley J, Monamy V and Heiden K 1994 Impact of the 1993 Mouse Plague. Grains Research and Development Corporation: Canberra, Australia
Cook CJ 1998 Serotonergic and cholecystokinin antagonists change patterns of response in rats (Rattus norvegicus) to oral sodium monofluorooacetate. New Zealand Veterinary Journal 46: 76-78
Cowled BD, Elsworth P and Lapidge SJ 2008 Additional toxins for feral pig (Sus scrofa) control: identifying and testing Achilles' heels. Wildlife Research 35: 651-662
Referencing in Word

• Go to WORD
• Use the “References” tab
The References Tab...

1. Select the style you will be using – Harvard or APA
Inserting an In-Text Citation

• Begin to type your assignment OR Begin your citation list.
• When you need to place an in-text citation select “Insert Citation” – “Add a New Source” – the “Create Source” screen will display. Select the appropriate “Type of resource” and tick the “Show all Bibliography Fields in the bottom left hand corner.”
The quick brown fox jumped over the slow tortoise and landed in a heap.
The quick brown fox jumped over the slow tortoise and landed in a heap.

Create Source

Type of Source: Book

Bibliography Fields for APA Sixth Edition

- **Author**: Renard, Fox
- **Title**: Foxes in urban areas
- **Year**: 2012
- **City**: Sydney
- **Publisher**: Richmond College of TAFE

Tag name: Ren12
Example: Adventure Works Press

Show All Bibliography Fields: **on**
Recommended Field: **on**

OK | Cancel
The quick brown fox jumped over the slow tortoise and landed in a heap. (Renard, Foxes in urban areas, 2012)
Tips for “Create Source”

- The red asterisk denotes a mandatory field.
- Fill in the other fields for things such as edition, translator, pages (if you need to include this in your citation.)
- Use proper punctuation. e.g. first letter upper case for Names and the first word of the title.
Manage Sources

- Select Manage Sources to add, delete, update or search sources.
- Sources may be added to Manage Sources prior to writing assignments and then they may be selected as “Insert Citations”
Reference List/Bibliography

• The Reference List/Bibliography must be on a separate page.

• Start a new page at the end of your assignment. Title it either Reference List or Bibliography.

• Go to “Insert Bibliography”. Word has formatted the entries for you. You will choose Bibliography or Works Cited depending on whether you are creating a Reference List or Bibliography.