

Chancellor State College Student Policy

Referencing – An Outline for Students

Definition of the term “Referencing”

Referencing means providing information about a publication that allows someone to identify and locate that publication. When presenting an assignment, report or essay you must identify and acknowledge all quotations, ideas, paraphrased comments, pictures, diagrams etc. that are not your own. You must do this within the text of the assignment and in a bibliography or reference list at the end.

The USC Referencing Policy (2006) explains what does and does not need referencing.

“Needs to be Referenced

- books, journal articles, magazines and newspapers
- films, documentaries, television programs, videos and DVDs
- advertisements, pamphlets and brochures
- Web pages, CD ROMS and other computer based resources
- personal correspondence such as letters or emails
- unpublished documents such as notes, theses and personal papers
- speeches and lectures
- illustrations, maps, diagrams, pictures, tables or charts”
(USC Referencing Policy 2006)

Does Not Need to be Referenced

- personal observations such as field trip notes or results of experiments
- personal experiences
- personal thoughts or opinions
- common knowledge and folklore (eg well known information, general facts, information you already know before researching)
- generally accepted facts or information in the field of research

In other words, you need to reference any source of information that is not common knowledge or is not from your own personal experience, knowledge or thoughts.”

Correct referencing (see Chancellor Style Guide for further assistance)

At Chancellor Secondary College we use the Harvard system which requires two types of acknowledgement

In-text referencing (immediately citing sources within the document) by stating:

- surname(s) of the author(s)
- year of publication
- page number(s)

List of References or Bibliography at the end

- All items are listed in strict alphabetical order of the author's surname (or the title, if there is no author)
- The information required should be taken from the work's **TITLE PAGE** and its **VERSO** (reverse side)
- General format: Author's Surname, Initials or first name, Year of publication, Title of book, Publisher, Place of Publication
- The main title of the item is either underlined (if handwritten) or italicised
- Page references are not required

What is the Difference Between a Reference List and a Bibliography?

A **reference list** is a list of all items from which you quoted, paraphrased or summarised information.

A **bibliography** includes all items used in preparation of the assignment. This may include titles that are not listed in the reference list

Reference list

University of the Sunshine Coast Library Online Tutorial 2006, University of the Sunshine Coast, Queensland, viewed 23/11/2006

<http://www.usc.edu.au/University/Library/ResearchSkills/OnlineUndergrad/>

Further Assistance

- The Chancellor Style Guide is available on the Chancellor Website
- Commercial style guides are available in the Resource Centre
- University of the Sunshine Coast Library Webpages
<http://www.usc.edu.au/University/library>

APPENDIX 1

TEXT PRODUCTION PROCESS SHEET

Resources	Stages of Text Production				
Material	Original ideas influenced by:	Rough Draft	Date	Final Copy	Date
<i>Internet</i>					
<i>School Library</i>					
<i>Outside Libraries</i>					
<i>Computer</i>					
<i>Other</i>					
Human	People who helped:		Date		Date
<i>Teacher</i>					
<i>Peers</i>					
<i>Member of Family</i>					
<i>Librarian</i>					
<i>Tutor</i>					
<i>Other</i>					

Student's Signature: _____

Parent's Signature: _____

Appendix 2

Student documentation of the text production process

To assist teachers in assessing student responses to tasks, students should provide documentation that shows resources accessed during text production. Such documentation should be part of the task requirements and conditions. A sample is provided below.

Resources	Stages of text production		
<i>Material</i>	<i>Original ideas</i>	<i>Rough draft</i>	<i>Final copy</i>
Internet school library outside libraries computer magazines other			
<i>Human</i>			
Teacher peers member of family librarian ESL teacher tutor other			
Signed: _____			