

# **Chancellor State College Student Policy**

## **Referencing – An Outline for Students**

### **Definition of the term “Referencing” or “Citing”**

This means providing information about a publication (book, journal article, video, website, CD etc.) 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.

### **Definition of the term “Plagiarism”**

Failure to acknowledge other people's ideas, words, sources of inspiration, etc. either intentionally or deliberately is plagiarism.

Plagiarism is defined as “taking and using (the thoughts, writings, inventions etc. of another person) as one's own.” (The Australian Oxford Concise Dictionary 2004 p.578)

### **Acceptable behaviour when researching**

- Using your own ideas and thoughts about the topic expressed in your own words  
e.g. in a Research Task about conserving water you may have undertaken a survey on water use in the home and wish to use the results in your assignment
- Using information that is common knowledge for everyone.  
e.g. the date when the First Fleet landed in Australia. Even if you have to look historical facts up in a book, you do not have to acknowledge the source because the information is common knowledge material

### **Unacceptable behaviour when researching**

The RMIT Plagiarism Policy (2002, p1) outlines the following examples of what is considered plagiarism:

- “Copying sentences or paragraphs word-for-word from one or more sources, whether published or unpublished, which could include but is not limited to books, journals, websites etc. without proper citation;
- Closely paraphrasing sentences, paragraphs, ideas or themes without proper citation;
- Piecing together text from one or more sources and adding only linking sentences;
- Copying or submitting whole or parts of computer files without acknowledging their sources;
- Copying designs or works of art and submitting them as your original work;
- Copying a whole or any part of another student's work; and
- Submitting work as your own that someone else has done for you.”

## Consequences of Plagiarism at Chancellor State College

If a teacher suspects a student has submitted work that has been wholly or partly plagiarised, he/she will approach the student (after consultation with the Principal, Deputy Principal and/or Head of Department) and discuss the work with them. The action then taken will depend on whether the plagiarism was

**intentional** i.e. the student knowingly copied another person's work

OR

**unintentional** e.g. the plagiarism occurred as a result of mistakes in source citation,

### Actions may include:

- No penalty other than a warning
- A reduction in the overall result for the assessment item
- No result awarded for the assessment item
- Student is required to resubmit the item or complete an alternative piece of assessment
- Extra assistance provided in using correct referencing skills
- Closer monitoring of future work

If intentional plagiarism has occurred, the following actions will also take place:

- A letter will be sent to parents/guardians
- A note will be made in the student's file and a copy of the work will be retained for future reference

## Avoiding Plagiarism

When you locate a resource and you think it would be useful, you are urged immediately:

- to write the full bibliographical details at the top of the page on which you intend to take notes from that work OR to fill in the Bibliography Tables available on the Intranet
- learn how to reference correctly using the Harvard system (refer to the attached Style Guide)
- Develop an effective note-taking system that helps you to avoid plagiarising others' ideas

## Correct referencing (see attached Style Guide for further assistance)

Referencing using the Harvard system requires two types of acknowledgement:

1. **In-text referencing** (immediately citing sources within the document) by stating:  
surname(s) of the author(s)  
year of publication  
page number(s)

2. **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 for a bibliography 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 in a bibliography

<b>NOTE</b>	<ul style="list-style-type: none"> <li>• A list of references contains details only of those works cited in the text.</li> <li>• A bibliography includes sources not cited in the text but which are relevant to the subject.</li> </ul> <p>Your teacher will indicate which one to use.</p>
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## Quoting, Paraphrasing and Summarising

### Quoting

- When you quote someone else's words from whatever source, ensure that you copy them exactly regards spelling, punctuation and wording.
- Use quotation marks to enclose the direct quote even if it is only one word.
- If you want to leave some words out of the quote, use an ellipsis mark . . .
- If you want to add words within the quote, enclose them within brackets ( )

### Paraphrasing

Paraphrasing is when you take the meaning of what another author has said and write this in your own words. It does not mean simply using synonyms for key words or changing the sentence patterns. .Because you are **RETELLING** someone else's ideas, you must still add a reference acknowledging from where those ideas came.

This must be done **within the text**, though without the quotation marks, and **at the end**.

### Summarising

Summarising is when you take the main points of what another author has written and incorporate them into your own work.

Even though you are not quoting directly, you are still using someone else's ideas and must acknowledge them both within the text and at the end.

### Further Assistance

- The following style guide is available on the Chancellor State College website
- Commercial style guides are available in the Resource Centre

Disclaimer: *The policies and procedures of Chancellor State College may be subject to change throughout the school year. Any changes will be notified to parents and carers through the College Newsletter and updated on the College Website. Students will be advised through email and student assemblies.*

## Chancellor State College

### Reference Policy: Harvard Style Guide

	Reference List	In-text
<b>Books</b>		
Single Author	Walker, Jane. 2003, <i>Atmosphere in Danger</i> . Aladdin Books, London	“As a result, there could be large scale crop failures, grain shortages and famine.” (Walker 2003, p.12) <b>OR</b> Walker (2003, p.12) claims that “there could be large scale crop failures, grain shortages and famine.”
2 Authors	Alexander, D. & Rouen, M. 2003, <i>Heinemann SOSE for Queensland Book 1</i> , Heinemann, Sydney	“Many gender roles are perpetuated or weakened by media portrayals.” (Alexander & Rouen, 2003, p.54) <b>OR</b> Alexander & Rouen (2003 p.54) claim that the media is responsible for perpetuating or weakening many gender roles.
3–5 or more authors	Cameron, K., Lawless, J., & Young, C. 2000, <i>Investigating Australia's 20<sup>th</sup> Century History</i> , Thomson Nelson, Victoria	Cameron et al (2000, p.185) state.....  Names of all authors must be given in the List of References
Editor	Knauer, K. (ed.) 2001, <i>Time: Great Discoveries</i> , Time Books, New York	(Knauer, 2001. p.59)
No Author or Editor	<i>The CCH Macquarie Dictionary of Business</i> 1993, CCH Australia, North Ryde, NSW	<i>The CCH Macquarie Dictionary of Business</i> (1993) defines the term as ..... Do not use Anon or Anonymous.
Book with corporate authorship	CSIRO, 2004. <i>Laboratory Handbook</i> , CSIRO Publishing, Collingwood, VIC	(CSIRO,2004)
<b>Encyclopedia</b>	<i>World Book Encyclopedia</i> , 2003, 4th edn, Oxford University Press, Melbourne	<i>World Book Encyclopedia</i> (2003, p.212)
<b>PERIODICALS</b>		
<b>Newspaper/ Journal Article (Print)</b>		
Article	Piper, W. 2005, ‘Plants for People’, <i>ECOS – Towards a Sustainable Future</i> , ECOS, 123 Jan – March 2005, p.22.	As described by Piper (2005)..... <b>OR</b> “.....to build successful business enterprises.” (Piper 2005, p.22).

	Reference List	In-text
Journal Article, multiple authors	Gibberd, R. Snow, PT, Rice, PG. & Patel, NB. 1991, 'Nuclear Power at what price?', <i>The Bulletin</i> , Vol.113, June 4, pp 51-5.	Gibberd et al (1991, p. 52) state .....
Article (no author)	<i>ATSIC News</i> 2002, 'Aboriginal identity and the loss of certainty', Vol. 12, No.3, pp50-2.	"The contemporary aborigine ....."(ATSIC News 2002. p. 46. ).
<b>ELECTRONIC NEWSPAPER/ JOURNAL ARTICLE</b>		
With author	Cotton, K. 2002. 'Virtual Violence'. <i>The Bulletin</i> , 28 May, p.62. Retrieved 1 July, 2005 from Australia and New Zealand Reference Centre..	Homework is ruining the eyesight of American children (Howser1999).
No author	Virtual Violence 2002 <i>The Bulletin</i> , 28 May, p.62. Retrieved 1 July, 2005 from Australia/New Zealand Reference Centre.	(Homework Should Be Banned 1999).
<b>INTERNET SOURCES</b>		
Document on World Wide Web An organisation/company can also be an author	Dawson, J. & Johnson K.2002, <i>Referencing made easy</i> (Online) Available at <a href="http://studyguide.unsw.edu.au/">http://studyguide.unsw.edu.au/</a> (Accessed 20 April 2004).	"It is essential you learn how to reference properly", (Dawson & Johnson 2002).
Document on World Wide Web – no author	<i>Plagiarism</i> .2001 Available at <a href="http://www.researching/writing.qld.edu.au">http://www.researching/writing.qld.edu.au</a> (Accessed 10 November, 2005).	("Plagiarism" 2001) Inverted commas used if NOT needing to shorten title.
Whole web site : Personal author	Mendel, S. 2004. SparkNotes on King Lear (Online), Spark notes. Available: <a href="http://www.sparknotes.com/shakespeare/lear">http://www.sparknotes.com/shakespeare/lear</a> (Accessed 20 April 2004)	Mendel (2004)
Whole web site: organization or group as authoring body	The Melanoma Foundation 1997, <i>Melanoma Facts</i> (Online).University of Sydney, Sydney. Available: <a href="http://www.med.usyd.edu.au/medicine/melanoma.htm">http://www.med.usyd.edu.au/medicine/melanoma.htm</a> (Accessed 15 May 2003)	The Melanoma Foundation (1997)
Document from an Electronic Database	Set out as above but cite database used (Ebscohost or Electric Library) after word 'Available'. E.g. Available in Electric Library Australasia <a href="http://elibrary.com.au/education">http://elibrary.com.au/education</a>	Author or Title (if no author) (2001)
Online images (pictures, maps, cartoons and so forth)	The Lunar Interior.2000 (Online Image). Available at <a href="http://www.planet.jpg">http://www.planet.jpg</a> (Accessed 28 November 2000)	
Email	Saville, A. 2001,email,24 April, <asaville@rockets.com.au>	Saville (2001)

	Reference List	In-text
<b>OTHER ELECTRONIC SOURCES</b>		
CD Rom	"Snakes", 1994, <i>Habitats of Reptiles</i> (CD ROM). Crunch Media, N.Y.	Habitats of Reptiles, (1994)
Databases	AGRIS database, United Nations Food and Agriculture Organisation, SilverPlatter (vendor), annual updating	Agris .....
<b>AUDIO VISUAL SOURCES</b>		
Sound Recordings - CD or Tape Cassette	Hopkins, S. 1994 <u>Reclaiming the Spirit</u> , (Sound Recording) Red Hill, Qld.: New World Productions	Hopkins, (1994)
DVD or Video Motion Picture	<i>South American Wetland</i> 1982, (Video Recording) BBC, London	South American Wetland, (1982)
TV Broadcast Radio Broadcast	<i>Upon this Rock</i> .1999 (TV Broadcast) ABC: May 31	Upon this Rock, (1999)
<b>OTHER SOURCES OF INFORMATION</b>		
Interviews	Berger, P. Aug 2004, <u>Teaching in Australia</u> , Interviewed by M. Brown (Transcript of Interview) Melbourne Conference Centre.	Berger, (2004)