Referencing

Why reference?

1. Acknowledge ideas of others to avoid plagiarism (in-text citation)
2. To support ideas with evidence (in-text citation)
3. Have enough details to find this information again (reference list / bibliography)

3 most commonly used systems of referencing

<table>
<thead>
<tr>
<th>Referencing System</th>
<th>Nicknamed</th>
<th>Style (has its own published style manual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Author / Date</td>
<td>Harvard</td>
<td>AGPS (Snoooks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>APA (American Psychological Association)</td>
</tr>
<tr>
<td>2. Footnote</td>
<td></td>
<td>Oxford (Oxford University Press)</td>
</tr>
<tr>
<td>3. Numbered</td>
<td>Vancouver</td>
<td>NLM (National Library of Medicine) /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AMA (American Medical Association)</td>
</tr>
</tbody>
</table>

The ingredients of a reference

Each reference is a combination of similar ingredients, regardless of referencing system or style

1. Who wrote / produced / published this
2. When was this produced / was this viewed
3. What is it called
4. Where does it come from

Different sources are made of different ingredients

- Information used to produce academic work can come from many different sources.
- The type of information source needed will depend on task requirements and what it will be used for.
- Each information source is made up of its own combination of ingredients.
- A referencing system or style will identify which ingredients are required to make a reference for a particular source.
Different sources are made of different ingredients

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<table>
<thead>
<tr>
<th>Ingredients</th>
<th>Book</th>
<th>Journal article</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who</td>
<td>wrote / produced / published this</td>
<td>Author of book</td>
<td>Author of article</td>
</tr>
<tr>
<td>When</td>
<td>was this produced / was this viewed</td>
<td>Date published / View date</td>
<td>Year / volume / issue / View date</td>
</tr>
<tr>
<td>What</td>
<td>is it called</td>
<td>Title of book</td>
<td>Title of article</td>
</tr>
<tr>
<td>Where</td>
<td>does it come from web address if electronic</td>
<td>Place of publication / URL if ebook</td>
<td>Title of journal / URL if electronic</td>
</tr>
</tbody>
</table>

Referencing Guides provide information on the different referencing styles used at UTAS

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Apply a referencing system or style to make a source

A referencing system or style is like a ‘recipe book’ which provides ‘recipes’ for the ingredients of different sources of information.

The ‘recipe’ for each source indicates:
- The order in which the ingredients are added to make up in a reference
- The format for each ingredient
- The punctuation which needs to be included and where it is placed in a reference

See the Referencing Guides for more advice on a referencing system or style.

Using references in your writing

3 main ways to incorporate ideas from different sources of information into your own writing

1. Quoting – use the authors exact words
2. Paraphrasing – rephrase authors words using your own words
3. Summarising – briefly describe the main point/s or essence of what author is saying in your own words

- These are acknowledged within the text of your writing and are called ‘in-text’ citations.
- In-text citations are an abbreviated reference to the source the idea/s have come from.
- The referencing style you are using will indicate the format for how they need to appear in your writing.

The complete reference to the source of information appears in the Reference List or Bibliography at the end of your writing, or for the Footnote system it appears at the bottom of the page.

For a more detailed look at Referencing, see the Academic and Study Skills Development unit in MyLO