

St Paul's Grammar School Penrith



STYLE GUIDE

TABLE OF CONTENTS

Referencing Research Essays	3
The Bibliography.....	6
Citing References in Essays and Bibliography Entries	6
Sample layout of Bibliography	15

NOTES:

1. For help with any aspect of referencing included in this Guide, speak to the Teacher-Librarian or the Careers Advisor. For help with **subject-specific referencing** requirements not included in this Guide, speak to your class teachers.
2. This document is available in hard copy in the Careers Carousel in the Library, the Careers Office and in soft copy from the StudyGuides_StyleGuide sub-folder in the Careers Folder on the <StudentPublic> server (accessed via My Computer on school computers)

The Careers Office & Library 20 April 2007

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Referencing Research Essays

Harvard (Author-Date) System of Referencing: Developed by Harvard University in the USA. It is a simple method that details your references as you write so that they form part of your work.

This system of referencing is now the most widely used method in most academic disciplines (areas of study and research) and by most university faculties.

This *Style Guide* is based on this referencing system.

Minimal capitalisation: Titles of works are written using minimal capitalisation. In this system, only the first letter of the first word of the title and of proper names is capitalised. For example,
The how and why of love: an introduction to evangelical ethics.

Consistency of style is the most important thing in your referencing method.

WHY REFERENCE?

Referencing is necessary to avoid plagiarism*, to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments.

The conventions/customs of writing Argumentative Essays require that you provide information and evidence to support your **considered** opinion or point of view presented in the essay.

Doing this shows that it is your **considered** opinion and not just a reaffirmation of your formerly held prejudices and biases.

Documenting your sources is important so that you give the credit due to the person who came up with the original work, idea, thought or research.

***Plagiarism** is presenting someone else's work, ideas, thoughts or research as your own; that is, taking credit for someone else's work, ideas, thoughts or research.

St Paul's expects all students to respect others and to deal honestly with all people. These are hallmarks of the

Christian faith and therefore of St Paul's Grammar School.

St Paul's respects all students for their individuality and giftedness. Therefore they have no need to substitute the achievements of others as their own to be recognised as valued contributors to our community.

St Paul's requires all students to learn to document and acknowledge sources of their research correctly. They must process their sources and integrate them appropriately into knowledge meaningful to themselves. Thus, a simple cut-and-paste approach to using the information and ideas of others is ruled out.

St Paul's will penalise students detected plagiarising. They will receive a zero mark for that assessment task and they will not be permitted to redo the task.

St Paul's processes all student work through www.turnitin.com for plagiarism against all material on the internet, other student work (including that of students at other schools) and a large volume of published material that has been converted to an electronic format to allow cross checking.

International Baccalaureate students who submit plagiarised work to the IB will not receive their MYP Certificate or IB Diploma.



WHEN TO REFERENCE

- **directly quote the exact words of another writer/author;**
- **paraphrase another writer's ideas, theories and/or research**, that is, refer to someone else's ideas, theories and/or research using your own words;
- **state specific, factual, and/or anecdotal** (retelling a story) **information** such as statistics, graphs, verbal interviews, diaries;
- **present another writer's interpretation, point of view, opinion or understanding** about a piece of literature, legislation, history, discourse, or academic/scientific inquiry.

Things to avoid in the text and in referencing

Never use

1. full stops at the end of abbreviations
2. exclamation marks except for the rare exclamatory statements beginning with *how* or *what*: What shocking news!
3. contractions of words or phrases such as don't, can't, I'll, etc. Always write the word or phrase out in full.

1. Note down the full bibliographic details including the page number(s) from which the information is taken.

In the case of a **book**, 'bibliographic details' refers to: author/editor, year of publication, title, edition, volume number, publisher and place of publication as found on the front and back of the title page. (Not all of these details will necessarily be applicable.)

In the case of a **journal article**, the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.

For all **electronic information**, in addition to the above you should note the date that you accessed (retrieved) the information, and database name or web address (URL).

2. Insert the citation at the appropriate place within the text of the document (see examples below).
3. Provide a bibliography of works cited and works consulted at the end of the document (see examples below).

Subject-specific referencing requirements

This Guide may not cover referencing conventions/customs specific to Subjects, for example quoting or referring to poetry in English. Therefore, students are advised to check with class teachers for specific referencing requirements of individual subjects.



A list of useful abbreviations and terms

ab initio	Latin: from the beginning
ad hoc	Latin: for this (particular) object or purpose
ad hominem	Latin: to an individual's interests or passions; used of an argument that takes advantage of the character of the person on the other side
ad infinitum	Latin: to infinity, that is, endlessly
ad lib	Latin: at pleasure, that is, to improvise in speech or action
anon	Anonymous
a priori	Latin: from cause to effect, that is, deductively or from prior principle
c or ca	Latin: circa = around or about (used for dates or large quantities)
cf	Latin: <i>confer</i> , meaning compare
citation	the acknowledgment of references in the text of your work
de facto	Latin: in point of fact
de jure	Latin: from the law; by right
direct quotation	the use of the exact words of another author
documentation	the acknowledgment of references in the text of your work
edition	a revised work which may correct errors, update information, delete irrelevant sections or add new information to a previously published work
eg *	for example
et al *	and others
etc	et cetera = and so forth
f and ff	and on the following page (f) or pages (ff)

ie *	that is; in other words
indirect quotation	the quotation of words which were not found in their original text but as a quotation in another work (see secondary reference)
NB *	take careful note of this; note well
Nd, nd	No date
plagiarism	the use of the work, ideas, thoughts or research of someone else without acknowledgment
prima facie	Latin: at first sight, meaning apparently from a first impression – and having no connection with love
primary reference	the citation of material taken from the original work of another author
quid pro quo	Latin: something for something (or one thing for another), something in return, an equivalent; usually given
reference	any material which you have consulted to help you collect the necessary information to compile your work
reprint	a work which has no changes from the original but which has been put through the printing presses again because of continued demand
respectively	separately or individually and in the order already mentioned; in the order given
secondary reference	the citation of material not taken from the original source but obtained through reading about it in the work of another
status quo	Latin: status quo ante = the same state as before

* Do not use these abbreviations in your own writing. Write the words out in full.



The Bibliography

The **Bibliography** is a list of all the publications you used in preparing and producing your essay. It is separated into two sections **Works Cited** and **Works Consulted**.

Under **Works Cited** you list all the publications that you have specifically referred to, quoted, and/or paraphrased in your own words in the text of your essay.

Under **Works Consulted** you list every other publication that you read and/or looked at as part of your preparation (but did not actually or knowingly refer to, quote and/or paraphrase in the text of your essay).

The **Bibliography** follows immediately the body of the essay, or the last appendix of the essay. Entries in both sections are listed in alphabetical order. (See below for format, including sample layout.)



Citing References in Essays and Bibliography Entries

NOTES:

1. You must be **accurate** in quoting directly from an author. You must be very careful to use the **exact** words and punctuation of the original.
2. You must **not** change the intended meaning of the original when you change a quotation by omission or addition.
3. Use single 'quotation marks' for direct quotations up to 15 words.
4. A direct quotation longer than about 15 words begins after a line space and is indented from the margin. There is no need to use quotation marks.
5. The quotation may be in a different font size *and/or* font (typeface) to the normal text.
6. The normal text of the essay is resumed at the margin and with a line space between it and the quotation.



Books	In-text Example	Bibliography (Works Cited) Example (also called a Reference List)
<i>Single author</i>	<p><i>Direct quote:</i> Ryken (1987, 128) states that '...work reaches back to the very beginning of the world'.</p> <p><i>Indirect (paraphrased) reference:</i> Ryken (1987, 128) states that work is as old as creation.</p>	<p>Ryken, Leland. 1987. <i>Work & leisure in Christian perspective</i>. Portland. Multnomah Press.</p> <p>Format bibliography entries as a 'hanging indent' paragraph.</p>
<i>2 or 3 authors</i>	Bernbaum and Steer (1986, 3) declare that 'work is a God-ordained function'.	Bernbaum, John A and Steer, Simon M. 1986. <i>Why work? Careers and employment in biblical perspective</i> . Grand Rapids. Baker Book House.
<i>4 or more authors</i>	Leeder et al (1996, 69)	Leeder, SR, Dobson, AJ, Gibbers, RW, Patel, NK, Mathews, PS, Williams, DW & Mariot, DL. 1996. <i>The Australian film industry</i> . Adelaide. Dominion Press.
<i>No author</i>	In <i>Advertising in the Western Cape</i> (1990, 14) it was claimed that ...	<i>Advertising in the Western Cape</i> . 1990. Cape Town. ABC Publishers.
<i>Multiple works by same author</i>	According to Brown (1982, 1988) university research has indicated that ...	<p>Brown, P. 1982. <i>Corals in the Capricorn group</i>. Rockhampton. Central Queensland University Press.</p> <p>Brown, P. 1988. <i>The effects of anchor on corals</i>. Rockhampton. Central Queensland University Press.</p> <p>Order chronologically in the bibliography.</p>



<i>Multiple works published in the same year by the same author</i>	Napier (1993a, 1993b) ... Use a/b etc to differentiate between works in the same year.	Napier, A. 1993a. <i>Fatal storm</i> . Sydney. Allen & Unwin. Napier, A. 1993b. <i>Survival at sea</i> . Sydney. Allen & Unwin. Order alphabetically by title in the bibliography.
<i>Editor</i>	Kastenbaum (1993, 78) ...	Kastenbaum, R ed. 1993. <i>Encyclopedia of adult development</i> . Phoenix. Oryx Press.
<i>Different editions</i>	Renton (2004, 5) suggests that ...	Renton, N. 2004. <i>Compendium of good writing</i> . 3rd edn. Milton. John Wiley & Sons. An edition number is placed after the title of the work – this is not necessary for a first edition.
<i>Encyclopedia or Dictionary</i>	According to Knechtges (2004, 510-511)... <i>The new Grove dictionary of music and musicians</i> (1980, 85) defined it as ...	Knechtges, D. 2004. Chinese language. <i>World Book Encyclopedia</i> . Chicago. World Book Encyclopedia. Vol 3, 510-511. Sadie, S ed. 1980. <i>The new Grove dictionary of music and musicians</i> . 6th edn. London. Macmillan.
<i>Article or chapter in a book</i>	As discussed by Blaxter (1976, 121) ...	Blaxter, M. 1976. Social class and health inequalities. In C Carter & J Peel eds. <i>Equalities and inequalities in health</i> . London. Academic Press, 120-135.
<i>Article or chapter in a book – no author</i>	According to <i>Solving the Y2K problem</i> (1997, 23) ...	Solving the Y2K problem. 1997. In D Bowd ed. <i>Technology today and tomorrow</i> . New York. Van Nostrand Reinhold, 23-27.



<i>Brochure</i>	According to the Research and Training Centre (1993, 2) ...	Research and Training Centre on Independent Living. 1993. <i>Guidelines for reporting and writing about people with disabilities</i> . Brochure. 4th edn. Melbourne. Research and Training Centre. The publisher's name may be abbreviated if it is also the author.
<i>E-book</i>	Pettinger (2002) ...	Pettinger, R. 2002. <i>Global organizations</i> . E-book. Oxford. Capstone Publishing. Retrieved 28 September 2004 from NetLibrary database.
<i>Thesis</i>	Jones (1998, 89) ...	Jones, F. 1998. The mechanism of Bayer residue flocculation. PhD Thesis. Perth. Curtin University of Technology. Retrieved 21 December 2005 from Curtin University of Technology Digital Theses.
<i>Conference Proceeding</i>	Debono (2000) ...	Debono, C. 2000. The National Trust into the new millennium. <i>Proceedings of the ninth meeting of the International National Trust</i> . Alice Springs NT. Australian Council of National Trusts, 44-46. Retrieved 20 January 2006 from Informit Online database.
<i>Annual report of an organisation</i>	Billabong's annual report (2005) ... OR Department of Transport and Regional Services (2001) ...	Billabong International Ltd. 2005. <i>Annual report 2005 – brands</i> . Retrieved 27 January 2006 from Connect4 database. OR Department of Transport and Regional Services. 2001. <i>Annual report 2001-2002</i> . Canberra.
<i>Image in a book</i>	The poster 'Buy Australian Apples' (Cowle & Walker 2005, 65) ...	Cowle, C & Walker, D 2005. <i>The art of apple branding</i> . Hobart. Apples from Oz.



Print Journals	In-Text Example	Bibliography (Works Cited)
Article	As mentioned by Wharton (1996, 8)	Wharton, N. 1996. Health and safety in outdoor activity centres. <i>Journal of Adventure Education and Outdoor Leadership</i> . Vol 12 no 4, 8-9.
Article – no author	(Anorexia nervosa is) a growing problem in the UK (1969, 530) ...	Anorexia nervosa. 1969. <i>British Medical Journal</i> . Vol 1, 529-30.
Newspaper/Magazine article	Towers (2000) reports ...	Towers, K. 2000. Doctor not at fault, coroner. <i>Australian</i> . 18 January, 3.
Newspaper/Magazine article – no author	... in the <i>Sydney Morning Herald</i> (24 January 2000, 12).	Provide all the details in the in-text citation – no need for an entry in the bibliography.
Press release	Watersmith (2000) states ...	Watersmith, C. 2000. <i>BHP enters new era</i> . Media release. Melbourne. BHP Limited. 1 March.
Electronic Journals	In-Text Example	Bibliography (Work Cited) Example
Full text from an electronic database	Madden (2002) ...	Madden, G. 2002. Internet economics and policy: an Australian perspective. <i>Economic Record</i> . Vol 78 no 242, 343-358. Retrieved 16 October 2002 from ABI/INFORM Global database.
Full text from an electronic database – no author	According to <i>Internet economics and policy</i> 'the internet has had a huge impact on the Australian economy' (2002, 350).	Internet economics and policy: an Australian perspective. <i>Economic Record</i> . Vol 78 no 242, 343-358. Retrieved 16 October 2002 from ABI/INFORM Global database. You will need to edit the in-text citation for it to appear in italics.



<i>Full text newspaper, newswire or magazine from an electronic database – no author</i>	<i>WA packed with overseas appeal</i> (2004) reports ...	WA packed with overseas appeal. 2004. <i>West Australian</i> . 12 November, 47. Retrieved 13 November 2004 from Factiva database. You will need to edit the in-text citation for it to appear in italics.
<i>Full text from the internet</i>	It was proposed by Byrne (2004) that ...	Byrne, A. 2004. The end of history: censorship and libraries. <i>The Australian Library Journal</i> . Vol 53 no 2. Retrieved 16 November 2004 from http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html
<i>Article from database or CD-ROM</i>	La Rosa (1992, 58) ...	La Rosa, SM. 1992. Marketing slays the downsizing dragon. <i>Information Today</i> . Vol 9 no 3, 58-59. Retrieved 16 October 2002 from UMI Business Periodicals Ondisc database.
Secondary Sources	In-Text Example	Bibliography (Works Cited) Example
<i>Book</i>	Carini and Hogan (cited in Thibodeau & Patton 2002, 45) ...	Thibodeau, GA & Patton, KT eds. 2002. <i>The human body in health and disease</i> . St Louis. Mosby. Record the book that you actually sourced. You will need to type Carini and Hogan manually in the in-text citation.



<i>Journal Article</i>	Carini and Hogan (cited in Patton 2002, 2154) ...	Patton, KT. 2002. Neuralgia and headaches. <i>Science</i> . Vol 4, 2153-2155. Record the book that you actually sourced. You will need to type Carini and Hogan manually in the in-text citation.
World Wide Web	In-Text Example	Bibliography (Works Cited) Example
<i>Document on WWW</i>	Dawson et al (2002) asserts that 'It's essential you learn how to reference'.	Dawson, J, Smith, L, Deubert, K & Grey-Smith, S. 2002. 'S" <i>Trek 6: referencing, not plagiarism</i> . Retrieved 31 October 2002 from http://studytrek.lis.curtin.edu.au/
<i>Document on WWW – no author</i>	<i>Leafy seadragons and weedy seadragons</i> (2001) ...	<i>Leafy seadragons and weedy seadragons</i> . 2001. Retrieved 13 November 2002 from http://www.windspeed.net.au/~jenny/seadragons/
<i>Document on WWW – no date</i>	Royal Institute of British Architects (nd) ...	Royal Institute of British Architects. Nd. <i>Shaping the future: careers in architecture</i> . Retrieved 31 May 2005 from http://www.careersinarchitecture.net/
<i>Image on the web</i>	The image of bleached coral (2002) ...	<i>Coral bleaching and mass bleaching events</i> . Image. 2002. Retrieved 2 September 2005 from http://www.gbrmpa.gov.au/corp_site/info_services/science/bleaching
Government Publications	In-Text Example	Bibliography (Works Cited) Example



<i>Act of Parliament</i>	The Commonwealth's <i>Copyright Act 1968</i> ... (future references do not include date)	Legislation is included in a Bibliography of Works Cited only if it is important to an understanding of the work. Set the list apart from the main body of the bibliography under the subheading 'Legislation'. Essential elements: <i>Short title Date (Jurisdiction)</i> for example, <i>Copyright Act 1968 (Commonwealth)</i> If legislation is obtained from an electronic database, add a retrieved statement as for electronic journal articles.
<i>Australian Bureau of Statistics Bulletin</i>	According to the Australian Bureau of Statistics (1999) ...	Australian Bureau of Statistics. 1999. <i>Disability, ageing and carers: summary of findings</i> . Cat no 4430.0. Canberra. ABS.
<i>Australian Bureau of Statistics AusStats</i>	According to the Australian Bureau of Statistics (1999) ...	Australian Bureau of Statistics. 1999. <i>Disability, ageing and carers: summary of findings</i> . Cat no 4430.0. Canberra. ABS. Retrieved 14 October 2002 from AusStats database.
<i>Census Information</i>	According to the Australian Bureau of Statistics (2001) ...	Australian Bureau of Statistics. 2001. <i>Census of population and housing: B01 selected characteristics (First release processing) postal area 6050</i> . Retrieved 20 November 2002 from AusStats database.
<i>Government Report</i>	According to the draft report of the Resource Assessment Commission (1991) ...	Resource Assessment Commission. 1991. <i>Forest and timber inquiry: draft report</i> . Vol 1. Canberra. Australian Government Publishing Service.
<i>Patent</i>	US Patent No 4554399 (1985) ...	Cookson, AH. 1985. <i>Particle trap for compressed gas insulated transmission systems</i> . US Patent 4554399.



<i>Standard</i>	According to Standards Australia (1997) ...	Standards Australia. 1997. <i>Size coding scheme for infants' and children's clothing – underwear and outerwear</i> . AS 1182-1997. Retrieved 10 January 2006 from Standards Australia Online database.
Other Sources	In-Text Example	Bibliography (Works Cited) Example
<i>Personal communication, e-mail and discussion lists with no web archive</i>	'It was confirmed that an outbreak occurred in London' (S Savien 1999, pers comm., 24 April).	Not included in bibliography of works cited as they cannot be traced by the reader. Enter in-text citation manually.
<i>Films and videorecordings</i>	<i>Grumpy meets the orchestra</i> (1992) presents ...	<i>Grumpy meets the orchestra</i> . 1992. Videorecording. Sydney. Australian Broadcasting Corporation. Featuring the Sydney Symphony Orchestra. Any special information may be noted after the citation.
<i>Television and radio programmes</i>	According to <i>What are we going to do with the money?</i> (1997) ...	<i>What are we going to do with the money?</i> 1997. Television programme. Sydney. SBS Television. 8 August.
<i>Podcasts</i>	According to <i>The wings of a butterfly – children, teenagers and anxiety</i> (2005) ...	<i>The wings of a butterfly – children, teenagers and anxiety</i> . 2005. Podcast radio programme. Sydney. ABC Radio National. 10 September. Retrieved 16 September 2005 from http://www.abc.net.au/podcast/default.htm#mind
<i>CD-ROMs</i>	<i>Dr Brain thinking games</i> (1998) provide ...	<i>Dr Brain thinking games</i> . 1998. CD-ROM. Torrance. Knowledge Adventure Inc.



<i>ERIC document (microfiche)</i>	Davis and Lombardi (1996) put forward the proposal that ...	Davis, RK & Lombardi, TP. 1996. The quality of life of rural high school special education graduates. In <i>Rural goals 2000: building programs that work</i> . ERIC Document No 394765. Microfiche.
<i>E-mail discussion list – web archive</i>	Little (2002) ...	Little, L. 2002. Two new policy briefs. ECPOLICY discussion list. 16 April. Retrieved 13 November 2002 from http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg0003.html

Sample layout of Bibliography

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- Billabong International Ltd. 2005. *Annual report 2005 – brands*. Retrieved 27 January 2006 from Connect4 database.
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- Jones, F. 1998. The mechanism of Bayer residue flocculation. PhD Thesis. Perth. Curtin University of Technology. Retrieved 21 December 2005 from Curtin University of Technology Digital Theses.
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Bibliographies of works cited may be divided into subdivisions such as 'Books', 'Articles', 'Electronic sources', 'Other sources', etc.

