

REFERENCING

When you are preparing your assignments at University, you will usually need to refer to the work of other authors that you have consulted during your literature research. Each time you use information or ideas from a particular source, it is essential that you identify this by making reference to the source.

From a positive perspective, developing your skills in referencing will enable you to strengthen your academic argument and allows the reader (the lecturer/marker) to: see the depth and breadth of your research from the sources used; verify your work; and see how you have interpreted and applied the theories, ideas and research of others. Good referencing skills will be rewarded by higher marks in your assignments.

ESTABLISH WHEN YOU NEED TO USE A REFERENCE

For information on when to use a reference, see:

<https://www.cqu.edu.au/student-life/services-and-facilities/referencing/why-is-referencing-important>

A simple way to decide if you need to use a reference or not is to ask yourself, Did I think of this? If the answer is no, then it needs to be referenced—you must cite the source of the information. This includes information from books, articles, websites, DVDs, other print or electronic sources and any personal communications from experts/specialists. You also need to reference figures, tables, photos, diagrams and statistics. This is especially true of images cut-and-pasted from a website—if your written text is based on your reading of the work of others, then it needs to be referenced. If you are in any doubt in a particular instance, you should include a citation; it is far more common for students to under-reference than to over-reference.

PUT REFERENCES IN THE RIGHT PLACES

You need to consider the use of references in two places in your assignments. The first place is within each of your paragraphs. This is often referred to as in-text referencing, or citation; you will often use two or three references in a paragraph within the body of an essay. To convey a very specific piece of information, you can use a direct quote, which uses someone else's exact words, but these should be used sparingly in your assignment. Paraphrasing—converting someone else's ideas into your own words—is the preferred option; however, you still have to acknowledge your sources of information because, even though you have created the sentence, it is based on information from someone else.

It is important to pay great attention to these aspects of your work to avoid any charge of plagiarism (using ideas and words of another person and passing them off as your own).

Whether deliberate or unintentional, plagiarism carries severe penalties, and can be avoided by:

Information on plagiarism and how to avoid it:

<https://www.cqu.edu.au/student-life/services-and-facilities/referencing/what-is-plagiarism>

- » Referring to (citing) all sources within your text, and listing them at the end.
- » Using quotation marks for short, direct quotes, followed by details of the source, for example, "*procrastination is the thief of time*" (McGrato-Hill 2002, p.25).
- » Using the correct layout for longer quotes: indent the whole section and use a slightly smaller font. For most academic assignments you should use quotes sparingly, since your lecturer will be looking for your analysis and personal input, based on the sources that you have consulted.

FOLLOW THE CORRECT REFERENCING STYLE FOR YOUR UNIT

Currently, CQUniversity has five approved referencing styles. These are: Harvard (author, date), American Psychological Association (APA), Australian Guide to Legal Citation, Turabian and Vancouver Style Referencing.

Check the assessment tasks in your unit profile to see which style you need to use, bearing in mind that it may differ for different units in your course.

CQUniversity's referencing guides are available online at:
<https://www.cqu.edu.au/student-life/services-and-facilities/referencing/cquniversity-referencing-guides>

ARRANGE REFERENCES IN THE CORRECT ORDER

The reference list is typically arranged in alphabetical order according to the author's family name (surname), following the specific rules of the required style. Numbers, letters or bullet points are not used. If a source has no author, list it alphabetically according to the sponsoring body or organisation, for example, Education Queensland or CSIRO. Finally, If there is no author or sponsoring body, list alphabetically according to the title.

The following frequently asked questions are based on student enquiries:

- » Is it sufficient to use a reference list with no in-text references?

No. There are two parts to the referencing process. First, each source is referred to in the text or main body of your writing, through citation (in-text referencing). Second, all the resources referred to in the body of your writing must be included in the reference list at the end of the assignment. The reference list and the in-text referencing must match. If a reference appears in-text it must also be included in the reference list and vice-versa.

- » Do I have to refer to a source in each of my sentences?

Some of your sentences will offer your own example or a summary of the main evidence in the paragraph. You must, however, include an in-text reference whenever you refer to the work of others, including their ideas and theories, facts and information, and all statistics, figures and graphs. This would go normally at the end of the sentence where you first refer to the work. A typical paragraph within the body of your assignment normally would have in-text references in many sentences, excluding the first and last (the topic sentence and the concluding sentence).

- » Are there differences between a reference list and a bibliography?

A reference list is a list of references you have referred to in the body of the assignment itself. In contrast, a bibliography (literally a *list of sources*) is only used for background reading and not referred to in the written assessment. You should aim to use a reference list, unless specifically instructed to supply a bibliography.

- » How do I know if a journal article is a scholarly source?

Generally, a scholarly journal article would be in a peer-reviewed journal whose articles are only published after they have been approved by expert reviewers (referees). Most of the academic journals in CQUniversity databases are peer-reviewed, but magazines and news publications, such as the *Business Review Weekly*, are also included in some databases.

ORGANISING REFERENCES

Trying to organise and manage lots of references for an assignment can be overwhelming. EndNote can help manage this task. All you need to do is download the software and take a tutorial. It can be frustrating at the start, but well worth the investment in time. CQUniversity has EndNote available for students to download and install on Windows and Macintosh. To get started follow these steps:

- » Log into the Student Portal
- » Click on IT Support under Student Support
- » Go to Software and downloads
- » Select EndNote
- » Read the License Terms and Conditions of Use
- » Follow the instructions for downloading a copy of EndNote to Windows or Mac.

TURNITIN

TurnItIn is a checking tool for originality. It identifies any text based materials you have used in your work, but you have no need for concern if you have referenced your information. Failure to do so is plagiarism.

Your submitted assessment automatically goes through TurnItIn and returns you with a report showing any similarity between your work and the work of others (including previous work by yourself). This report can assist you to avoid plagiarism, so be sure to check the report carefully and amend any concerns.

