

Raffles

COLLEGE OF DESIGN

Harvard

Referencing Guide

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What is referencing?

When you write an assignment at university, you are required to refer to the work of other authors. Each time you do so, it is necessary to identify their work by making reference to it—both in the text of your assignment and in a list at the end of your assignment. This practice of acknowledging authors is known as **referencing**.

References **must** be provided whenever you use someone else's opinions, theories, data or organisation of material. You need to reference information from books, articles, videos, computers, other print or electronic sources, and personal communications. A reference is required if you:

- quote (use someone else's exact words)
- copy (use figures, tables or structure)
- paraphrase (convert someone else's ideas into your own words)
- summarise (use a brief account of someone else's ideas).

Why should you reference?

References enhance your writing and assist your reader by:

- showing the breadth of your research
- strengthening your academic argument
- showing the reader the source of your information
- allowing the reader to consult your sources independently
- allowing the reader to verify your data.

What is plagiarism and how can you avoid it?

Plagiarism is the intentional use of someone else's ideas, words or concepts in your assignment work. It is considered serious misconduct at Raffles College and should be avoided at all times.

Committing plagiarism can carry **very** serious penalties for students.

Regrettably, students have been known to commit offences of plagiarism by not understanding what acceptable paraphrasing, summarizing or quoting techniques are. The best way to avoid being accused of plagiarism is to acknowledge the resources upon which you have based your ideas.

Which referencing system should you use?

There are a number of different referencing systems used in academic writing. Raffles acknowledges:

- author-date systems commonly known as Harvard and APA (American Psychological Association)
- foot-noting or end-noting systems commonly used in History and Law.

It is important that you use the referencing system required by your lecturer for an assignment and maintain consistency in using that system.

This guide explains the Harvard system of author-date referencing. The information it contains is based on:

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. by Snooks & Co., John Wiley & Sons Australia, Brisbane. Copyright: Commonwealth of Australia reproduced with permission.

Principles of author-date referencing

There are two parts to the author-date system of referencing.

- The author and the date are referred to in the text or main body of your writing (called *embedded* or *in-text* referencing)
- All of the resources referred to in the body of the writing are included in the *reference list* at the end of the assignment. All information is included in this list: author, date, title of publication, publisher and where it was published.

The other features of author-date referencing include:

- A specific order in which this information should be structured

- The in-text reference which should be placed (cited) in such a way that it causes minimal disruption to the flow of your writing—this usually means at the very end or the very beginning of your sentences.

When you cite sources of information in the text of your assignment—regardless of whether you quote, copy, paraphrase or summarise—you should include:

- The author's surname (family name)
- The year of publication (latest edition)
- Page numbers when directly quoting or closely paraphrasing an author's words/material
- Correct punctuation and spacing.

Difference between a reference list and a bibliography

The reference list only identifies sources referred to (cited) in the text of your assignment. You may also be required to provide a bibliography. A bibliography is presented in the same format as a reference list but it includes all material consulted in the preparation of your assignment. In other words, a bibliography presents the same items as a reference list but it also includes all other sources which you read or consulted but did not cite.

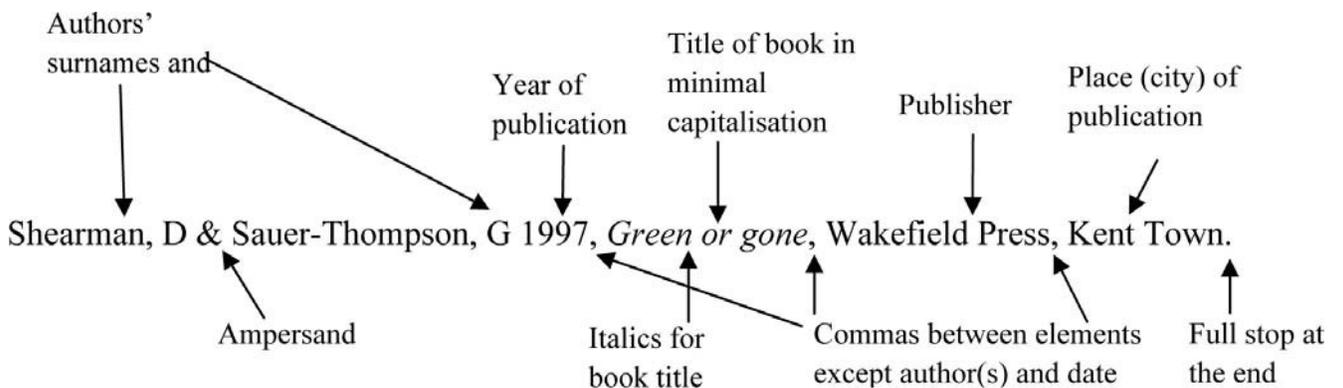
Features of the reference list

Elements for referencing a book

For a **book**, the following elements should be presented in this order:

- Surname and initials of author(s)
- Year of publication
- Title of book (in italics) in minimal capitalisation
- The edition, for example, 4th edn, if not the original publication
- Publisher
- Place of publication.

Book

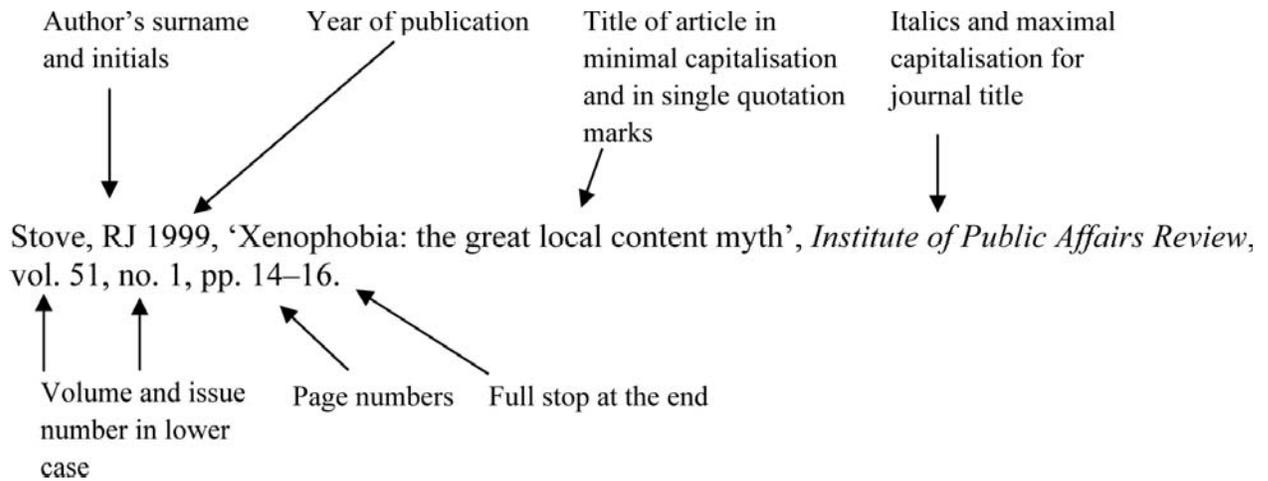


Elements for referencing a journal article

For a **journal article**, the following elements should be presented in this order:

- Surname and initials of author(s)
- Year of publication
- Title of article in single quotation marks
- Title of journal or periodical in italics and maximal capitalisation
- Volume number where applicable
- Issue number or other identifier where applicable, for example, Winter
- Page number(s).

Journal article



Arranging the reference list

1. The reference list is arranged in alphabetical order according to the author's family name.
(Do **not** use numbers, letters or bullet points to begin each entry.)
2. Any reference that starts with a number (e.g. 7:30 Report) precedes the alphabetical listing and is listed numerically.
3. Where there is more than one author of a publication, maintain the order of their names as they appear on the title page of the publication, even if they are not in alphabetical order on the title page.
4. If a reference has no author, list it alphabetically according to the sponsoring body.
5. If there is no author or sponsoring body, list alphabetically according to the title. The whole title of the resource must appear, but when listing alphabetically, ignore words such as, 'The', 'A', 'An' at the beginning of the reference's title. For example, 'The Australian child' should be alphabetised according to the 'A' in 'Australian'.
6. If there are two or more references by the same author, then list them in order of publication date with the **oldest** work first.
7. If references by the same author have been published in the same year, then list them

alphabetically according to the title and add the letter 'a' after the first date, and 'b' after the second date, and so on, (e.g. 1993a, 1993b, 1993c).

Formatting the reference list

The title should be **References** and it should be:

- bold
- Left aligned
- In the same font size as the document.

The references contained in the list should:

- be in single line spacing
- have a blank single line space between each reference
- be left aligned
- be arranged alphabetically
- be the **final page** of your assignment. (Appendices are placed after the reference list.)

Evaluating web sites for educational use

Take care to evaluate the *quality* and *trustworthiness* of any electronic information you wish to use in an academic assignment. The standard of reliability and validity for information on web sites is often not as high as for articles in published materials.

Anyone can place information on the WWW, often without any review process.

Reliable sources generally include:

- Refereed articles in online journals
- Articles from databases selected by the university
- Articles published by universities, government departments, business organisations, reputable lobby groups.

Consider the following:

1. What is the purpose of the web site? Ascertain the purpose (to inform, to persuade, to sell). If you know the motive behind the web page, you can judge it better.
2. Is there an author/sponsor? If you can not find an author or an organisation responsible for publishing the site, then it most probably is not reliable. Is the author qualified to write about this topic? What is the author's expertise? Is the sponsor reputable? Are opinions being presented as facts? Try to differentiate fact from fiction. Authenticity is not always easy to confirm, so test one source against another. Make sure there is no bias evident. Check that the person presenting the information does not have a vested interest in proposing the particular view point.
3. Are references or bibliographies included?
4. How current is the information?
5. When was the website last updated?
6. Is the information well written, free of spelling, punctuation and grammatical errors?

Sample reference list

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