Brief Guide to Referencing

Citing Sources and Preparing Bibliographies

When writing an assignment it is important to consistently acknowledge the information sources that you have used. This:

- gives credit to the people whose work you have drawn on
- adds weight to your work, when supported by experts
- shows that you have read relevant books and articles (etc.)
- allows the reader to follow up on your sources

Before submitting an assignment, please check with your teacher to see if they have a preferred style of referencing. This guide is based upon the Harvard Style.

Citing Sources in the Text of an Assignment

Quoting directly from another person’s work (using their exact words):

- Place the quote inside inverted commas
- Include the author's surname, year of publication and the page number

**Examples:**

“The family is without doubt the most significant single agent of socialization in all societies”. (Robertson 1987 p.128)

Robertson (1987 p.128) supports this view when he states, “The family is without doubt the most significant single agent of socialization in all societies”.

According to Robertson (1987 p.128), “The family is without doubt the most significant single agent of socialization in all societies”.

Paraphrasing (putting somebody else’s ideas into your own words):

- Include the author’s surname in the text and year of publication in brackets.

**Examples:**

Robertson (1987) strongly supports the view that family influences socialization.

Many researchers in this field, including Robertson (1987) agree that the family is the most important factor when it comes to socialization.
Creating a Bibliography

Always include a bibliography at the end of your assignment. A bibliography is an alphabetical list of information sources (including books, journal and newspaper articles, statistics and documents found on the Web), which you have made use of in writing an assignment. Consistency is the key.

<table>
<thead>
<tr>
<th>Books</th>
<th>Articles</th>
<th>Web Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Author’s name&lt;br&gt; • Year of publication&lt;br&gt; • Title&lt;br&gt; • Edition number (if listed)&lt;br&gt; • Publisher’s name&lt;br&gt; • Place of publication</td>
<td>• Author’s name&lt;br&gt; • Year of publication&lt;br&gt; • Title of article&lt;br&gt; • Title of journal / magazine&lt;br&gt; • Volume &amp; issue number&lt;br&gt; • Date of issue&lt;br&gt; • Page number/s</td>
<td>• Author’s name (if listed)&lt;br&gt; • Title [online]&lt;br&gt; • Web address/URL&lt;br&gt; • Date updated&lt;br&gt; • Date accessed</td>
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</tbody>
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**Examples below**

- **1 author**- Robertson  
- **2 authors**- Nixon  
- **3+ authors**- Atkins  
- **Edited book**- Beadnell  
- **Chapter**- Sheringham

- **Journal article**- Thomas  
- **Newspaper article**- Pech  
- **Victorian Government**

**Details usually available**  
- on the title page (also via the Library Catalogue)  
- on the cover and contents pages (also via indexes)  
- in the address field, and at the top and bottom of the document

**Example Bibliography**

Atkins K et al 2014 *Ethics & law for Australian nurses* 2nd edition Cambridge : Port Melbourne

Beadnell C ed 2014 *The Law handbook* Fitzroy Legal Service : Fitzroy


**Patient care: plans and pathways** 2010 [videorecording] VEA : Bendigo


Sheringham M 2000 “Health and safety issues” in Nixon D & Gould K *Extending: Child development from five to twelve years* Social Science Press : Katoomba

Thomas J et al 2013 “Residents’ perceptions and experiences of social interaction and participation in leisure activities in residential aged care” *Contemporary Nurse* 45:2 October p. 244-254

Victorian Government 2014 *Mental Health Act* [online]  