



# Oxford or Traditional Note Referencing System

## An introduction: Senior School

### Q. Why do you need to reference?

#### A. To show your teacher where you conducted your research.

Referencing is a system that allows you to acknowledge your research and the contribution of others when you write. When you use **ANY** words, ideas, or information from **ANY** source they must appear as a footnote and in the bibliography you create as you construct your essay or assignment. The Oxford referencing system is a format often used to acknowledge information used in academic subjects.

It is always important to remember that in all the different referencing systems there can be variations on how they are applied. Your teacher or examiners may have a preference to how they want you to apply the Oxford System to any work you do for them. This guide should be viewed as an **introduction only**. The most important thing to remember is to be consistent in how you apply this style throughout your assignment.

### General Principles

The Oxford style of referencing consists of the following elements:

1. **Citations in the body of the paper** refer to corresponding footnotes at the bottom of each page. They are made up of a superscript (raised) number, generally at the end of a sentence. These citations record the fact that you have used another person's words or ideas.
2. **Footnotes** provide the bibliographic details of a source you have cited and appear at the bottom of the page. Footnotes are numbered consecutively throughout your assignment.
3. **A bibliography** appears at the end of your assignment. It is a full list of all the sources you have cited in the text, additional sources you have consulted when carrying-out your research and other sources which may be of interest to the reader. This list is in alphabetical order according to the family name of the first-listed author.

### Footnote: First citations

The first time you cite a source in your work you must provide full bibliographic details in a footnote. This citation may be a full quote, a summary of an author's work or works, or ideas that you have paraphrased.

A superscript number is placed at the end of the sentence where your citation is written and corresponds with the footnote at the bottom of the page. This footnote will provide the reader with the following bibliographic details: author / title / place of publication / publisher / date of publication. Quotations and paraphrasing will also need to supply the page number as well. For example:

Boyce notes, 'After 1827 the number of hangings dropped off somewhat, although the substitutes developed by Arthur as part of a sophisticated seven layered hierarchy of penal punishment were scarcely more humane'.<sup>1</sup>

<sup>1</sup> J. Boyce, *Van Diemen's land*, Melbourne, Vic, Black Inc, 2009, p. 169.

This would appear in the bibliography

Boyce, J., *Van Diemen's land*, Melbourne, Vic, Black Inc, 2009.



## Summarising and paraphrasing

You are able to discuss the ideas and findings from sources you consult when constructing your research or essay. This is how you would use the superscript number when paraphrasing work from a book.

Nicholas Clements considers the Tasmanian 'Black War' comparable with other guerrilla wars found throughout history.<sup>2</sup>

<sup>2</sup>. N. Clements, *The Black war: fear, sex and resistance in Tasmania*, Brisbane, Qld, University of Queensland Press, 2014, p. 208.

## Repeat citations

You may need to cite a source more than once in your essay. If this is the case you do not need to repeat the full bibliographic details each time. It would be appropriate to use the author's surname and the new page number if required. Check with your teacher as they may prefer that you use the Latin abbreviations, *ibid*, *op. cit.* and *loc. cit.* for repeat citations.

### '*ibid*' (is abbreviation for the Latin *ibidem*, meaning "The same")

Use '*ibid*' in a footnote to refer to the same author and source (e.g. book or journal) as in the immediately preceding reference..

<sup>1</sup> J. Boyce, *Van Diemen's land*, Melbourne, Vic, Black Inc, 2009, p. 169.

<sup>2</sup> *ibid*.

If it is the same source, but a different page number, add the page number.

<sup>1</sup> J. Boyce, *Van Diemen's land*, Melbourne, Vic, Black Inc, 2009, p. 169.

<sup>2</sup> *ibid.*, p. 247.

### '*op. cit.*' and '*loc. cit.*'

#### ***op. cit.* (abbreviation for the Latin *opus citatum*, meaning "the work cited")**

Use '*op.cit.* to reference work cited earlier by the same author, standing in for repetition of the full title of the work.

#### **'*loc. cit.*' ( abbreviation for the Latin , short for *loco citato*, meaning "in the place cited")**

'*loc. cit.*' is used when repeating the title and page number for an author/work already cited.

<sup>1</sup> J. Boyce, *Van Diemen's land*, Melbourne, Vic, Black Inc, 2009, p. 169.

<sup>2</sup>. N. Clements, *The Black war: fear, sex and resistance in Tasmania*, Brisbane, University of Queensland Press, 2014, p. 208.

<sup>3</sup>. Boyce, *op. cit.* p. 156.

<sup>4</sup>. N. Clements, *loc. cit.*

## Bibliography

A bibliography is compiled using all of the sources you have cited in your assignment; as well as other sources you have consulted in preparing your paper, as well as any other research material you think may be of interest to the reader.

Divide your bibliography into subsections **only** if you have been advised to do so, for example, Primary and Secondary sources.

The punctuation and capitalisation differs between the footnote and the bibliography, for example:

- In the footnote the initial of author comes before their family name (surname).
- In the bibliography the family name (surname) comes before the initials of their first name.

Also note: All entries in the bibliography are arranged alphabetically according to the family names of authors. **No numbers are used.**

Boyce, J., *Van Diemen's land*, Melbourne, Vic, Black Inc.,1969.

Clements, N., *The Black war: fear, sex and resistance in Tasmania*, Brisbane, Qld, University of Queensland Press, 2014.

Reynolds, H., *Fate of a free people*, Ringwood, Vic, Penguin Books, 1995.



## How the basic elements would appear in a bibliography using the Oxford or Traditional Note system.

### Book

**Author, Title, Edition, Place of Publication, Publisher, Date of Publication.**

Boyce, J., *Van Diemen's land*, Melbourne, Vic, Black Inc., 1969.

### Chapter in an edited book

**Author, 'Title of chapter', in Title of book, Place of Publication, Publisher, Date of publication, page range.**

Lowe, D., 'Australia in the world', in J. Beaumont ed., *Australia's war 1914-1918*, St Leonards, NSW, Allen & Unwin, 1995, pp.125-148.

### Journal article – Online, electronic database

**Author, 'Title of the article', Title of the journal, volume, issue, year, page range, <URL> accessed day month year.**

Lambert-Pennington, K. 'What remains? Reconciling repatriation, Aboriginal culture, representation and the past', *Oceania*, 313, 2007 <http://elibrary.bigchalk.com>, accessed 7 January 2015.

### Newspaper article – Online, electronic database

**Author, 'Title of article', Title of newspaper', Title of section, day month year, paragraph reference, <URL> accessed day month year.**

Kelly, D., 'Noel Pearson takes on the right's intelligentsia', *The Age*, 26 November 2014, <http://search.proquest.com/docview/1627687937?accountid=6381>, accessed 14 January 2015.

### Website, [without personal author]

**'Title of web section/article/document', Title of Website, [medium], day month year, <URL>, accessed day month year.**

'Indigenous disadvantage', *Wunan Foundation*, [website], 2014, <http://wunan.org.au/disadvantage>, accessed 14 January 2015.

### Webpage, web document [with personal author]

**Author, 'Title of webpage/article/document', Title of website, [medium], day month year, <URL>, accessed day month year.**

Gosford, B., 'Jurlak lintarrwaji ngujkaji ngarrungkap tankuwaji – Gurindji bird knowledge', *Crikey*, <http://blogs.crikey.com.au/northern/2015/01/04/jurlak-lintarrwaji-ngujkaji-ngarru>

### Online podcast

**'Title of podcast episode', Title of series, [podcast], Publisher, day month year, <URL>, accessed day month year.**

'A New constitutional approach to Indigenous recognition: Noel Pearson', *RN Breakfast*, [podcast], ABC, 11 September 2014, <http://www.abc.net.au/radionational/programs/breakfast/a/5735796>, accessed 14 January 2015.

### Online audio

**'Title of audio', Title of series, [online audio], Publisher, day month year, <URL>, accessed day month year.**

'Leading change: the women of Fitzroy Crossing', *Law Report*, [online audio], Radio National, ABC, 13 January, 2015, <http://www.abc.net.au/radionational/programs/lawreport/the-women-of--fitzroy-crossing/5827474>, accessed 14 January 2015.

### Online video, vodcast

**Title of video, [video], Publisher, day month year, <URL>, accessed day month year.**

*Gary Foley at NT intervention 2nd anniversary protects* – 2 June 2009, [video]. YouTube 'hllptr', 23 August 2010, <https://www.youtube.com/watch?v=HgD1rYeDaag>, accessed 14 January 2015.



## Film, DVD, video

**Title of video/film, [medium], dir, Publisher, year.**

*Beneath clouds* [DVD], dirc. I. Sen, Autumn Films, 2002.

## Government publication

**Government Department or other Author, Title, [website], day month year, <URL>, accessed day month year January.**

Department of Immigration and Border Protection, *Abolition of the White Australia Policy*, [website], October 2012, <https://www.immi.gov.au/media/fact-sheets/08abolition.htm>, accessed 14 January 2015.

## Personal communication

- Personal communication can include letters, emails, personal interviews, telephone conversations, private Facebook messages, lectures, other materials not available to the general public.
- Details about personal communication are included in footnotes but are not included in the bibliography.

## Bibliography

Your bibliography is arranged alphabetically and is a list of all the sources cited, but may include sources consulted in preparing your paper.

*Beneath clouds*, [DVD], dirc. I. Sen, Autumn Films, 2002.

Boyce, J., *Van Diemen's land*, Melbourne, Vic, Black Inc., 1969.

Department of Immigration and Border Protection, *Abolition of the White Australia Policy*, [website], October 2012, <https://www.immi.gov.au/media/fact-sheets/08abolition.htm>, accessed 14 January 2015.

Gary Foley at *NT intervention 2nd anniversary protects* – 2 June 2009, [video], YouTube 'hllptr', 23 August 2010, <https://www.youtube.com/watch?v=HgD1rYeDaag>, accessed 14 January 2015.

Gosford, B., 'Jurlak lintarrwaji ngujkaji ngarrungkap tankuwaji – Gurindji bird knowledge', *Crikey*, [website], 4 January 2015, accessed 15 January 2015.

'Indigenous disadvantage', *Wunan Foundation*, 2014, [website], <http://wunan.org.au/disadvantage>, accessed 14 January 2015.

Kelly, D., 'Noel Pearson takes on the right's intelligentsia', *The Age*, 26 November 2014, <http://search.proquest.com/docview/1627687937?accountid=6381>, accessed 14 January 2015.

Lambert-Pennington, K. 'What remains? Reconciling repatriation, Aboriginal culture, representation and the past', *Oceania*, 313, 2007, <http://elibrary.bigchalk.com>, accessed 7 January 2015.

'Leading change: the women of Fitzroy Crossing', *Law Report*, [online audio], Radio National, ABC, 13 January, 2015, <http://www.abc.net.au/radionational/programs/lawreport/the-women-of--fitzroy-crossing/5827474>, accessed 14 January 2015.

Lowe, D., 'Australia in the world', in J. Beaumont ed., *Australia's war 1914-1918*, St Leonards, NSW, Allen & Unwin, 1995, pp 125-148.

'A New constitutional approach to Indigenous recognition: Noel Pearson', *RN Breakfast*, [podcast], ABC, 11 September 2014. <http://www.abc.net.au/radionational/programs/breakfast/a/5735796> accessed 14 January 2015, accessed 14 January 2015.

