

Why Referencing is Important

To cite or acknowledge other author's work in a reference list provides the authority, or proof, of where your research was carried out. This supports your work and any conclusions you make in your essays or assignments.

It is also essential that you acknowledge what you have read to protect yourself against possible charges of plagiarism. It is **not plagiarism** to use another person's work to help you construct your assignments and essays. It is **plagiarism** when you take another person's work, or ideas, and pass them off as your own in a completed essay.

The best way to avoid plagiarism is to take careful notes from any of the material you use while carrying-out your research. Any of this material referred to in your completed assignment must then appear in a reference list, works cited list, or in a bibliography.

Acknowledging other people's ideas

If you are still not sure why you have to make this effort, think about it from the point-of-view of the person who has produced the material you are using.

By supplying a reference to a person's work you are rewarding them for going to the trouble to research and publish their ideas. Without this acknowledgement people may choose not to publish their work. This would discourage new ideas and research being developed and made available to everyone.

It is also your responsibility to ensure your work is true, accurate and clearly presented. This applies to both the body of your work and the citations and references you refer to in the construction of your assignment.

Any research taken from any of the following sources must be acknowledged in a bibliography or reference list:

- books
- magazines and newspapers
- websites
- databases
- transcripts of radio and television programs
- plays and poems
- motion pictures
- photographs
- paintings
- your class textbooks



Which Referencing System should I use?

The referencing styles used at St. Patrick's College are:

- Harvard or author/date system
- Traditional or Oxford note system
- APA system
- MLA system

Which reference system should you use?

You should always use the referencing style advised by your teacher for any assignment. Senior students should also be aware of any reference guidelines provided by TASC,

If a system is not specified, the default system at St. Patrick's College is Harvard or author/date system. Other styles you may need to use while at the College are:

- APA system – 6th edition
- MLA system – 8th edition
- Oxford or Traditional note system

Regardless of the reference style you are asked to use they all have the same basic elements. Always make a note of the following information:

- Author surname and first name or initial
- Title of the work
- Place of publication
- Publisher
- Date of publication

Additional information is required if you take information from a **journal** or **magazine**:

- Title of the article as well as the title of the magazine
- Volume and issue number, if provided
- Page numbers of the article used

Additional information required if you use material from the **internet** includes:

- Date it was published on the internet
- Date you view or download any material
- The full web address of the article or website

Before you use any resources from the Internet, you should also become familiar with the following document, which may also be found on the Homework Help.

- Evaluating information from the Web



Make sure all the references you use are presented the same way throughout your assignment or essay. Also make sure each citation within the text agrees with information presented in your reference list, works cited list or bibliography at the end of your work.

The Mary MacKillop Library has many study guides that can help you, and may be borrowed by all students. Please ask at the desk if you require any help locating them.

Mary MacKillop Fact Sheets online help are available from the referencing link in the Study Skills menu from the Library's Homework Help website. The following guides are available for you to view or download:

- APA (American Psychological Association) Referencing System: An Intro
- APA (American Psychological Association) Referencing System: A condensed Introduction
- Harvard (Author/Date) Referencing System: Using Multi-Media
- Harvard (Author/Date) Referencing System: an introduction: Middle School
- Harvard (Author/Date) Referencing System: an introduction: Senior School
- MLA Referencing System: An Intro
- MLA A Basic Intro
- Oxford or Traditional Note Referencing System: an introduction

Additional guides held in the Senior Study area:

- Citing classical texts – For students of Ancient Civilisations
- Referencing artwork viewed at MoNA and saved to their O-device

Copyright

The Mary MacKillop Library adheres and meets all obligations as defined in the Australian Copyright Act 1968; therefore the following documents are also important.

- **Fact Sheet 16** Copyright and the internet
- **Fact Sheet 17** Digital agenda and copyright reform
- **Fact Sheet 18** How long does copyright last?
- **Fact Sheet 19** Music and copyright
- **Fact Sheet 13** The role of copyright
- **Fact Sheet 15** What can you legally copy for research and study?
- **Fact Sheet 14** What is copyright infringement?

Reference List

Pears, R, Shields,G 2010, Cite them right: the essential referencing guide, Palgrave Macmillan, New York.
Style Manual for authors, editors and printers, 2002, 6th edition, Australian Government Publishing Service, Canberra.

Tasmanian Assessment & Qualifications Authority, 2015. 'Authenticity and Academic Integrity: a Guide' v.3.1, Tasmanian Assessment & Qualifications Authority, Viewed 1 December 2016, http://www.tqa.tas.gov.au/4DCGI/_WWW_doc/047444/RND01/Academic_Integrity_Guide.pdf

University of Tasmania 2012, Referencing and assignment writing, University of Tasmania, viewed 27th April, 2012, <http://utas.libguides.com/content.php?pid=27520&sid=199792>

