APPENDIX:

1. Referencing

1.1 <u>What is a Bibliography</u>?
A bibliography is a list of source references of all the information used when preparing an assignment and is attached to the end of the assignment.

1.2 <u>General Rules</u>:
- All citations must appear in the List of References and each entry in the List of References must have been cited in the text.
- The List of References and/or bibliography must be in alphabetical order by author's surname or title if there is no author.
- Always use the title page of a book for bibliographic details, not the front cover.
- If there is no author or anonymous, those sources are listed by title with the date following.
- If no date is given cite as (n.d.).
- Title – capitalise only the first letter of the first word of the title, subtitle and any proper names.
- If there is a subtitle put a colon (:) between the main title and the subtitle.
- Publisher – leave out words such as Publisher, Co., Press or Inc. that are not required to identify the publisher.
- Place of publication – if an Australian publisher, write town/city, comma, and, State, full stop. Example: Sydney, NSW. If an International publisher, write town/city, comma, and country, full stop. Example: London, UK.
- If there is no publisher, cite as n.pub, and no place of publication, cite as n.p.
- If there is more than one place of publication for a publisher, use the Australian town/city. If there is no Australian place listed, use the first listed town/city.
- Be consistent

1.3 <u>In-Text Referencing</u>:
- It is necessary to identify briefly the source of ideas and quotations used in an assignment.
- In-text citation is given within the body of an assignment to any ideas directly quoted or copied, any ideas adapted from an original source and any ideas original diagrams or pictures, or major ideas paraphrased to help explain concept.
- In-text references need to supply only enough details to uniquely locate the document in the *Bibliography* where full details will be provided.
- The basic reference in the author-date system consists of the last name of an author and the year of publication of the work, in round brackets.
  Examples:

One Author	(Laidler 2005)

Two Authors	(Waterhouse & Penhallow 2005)
Three Authors	(Eshuys, Guest & Lawrence 1991)
More than three authors	(Johnson et al. 2005)
Multiple books by the same author	(Reily 1991, 2001, 2004)
Editor	(ed. Anderton 2005)
No date available	(Hopney n.d.)
Corporation	(CSIRO 2005)
Journal, Periodical, Magazine if no author	(Time 2005)
Website with author	(Australian Government 2007) and/or www.understandingmoney.gov.au/
Website with no author *(title of website and year created or updated)*	(Van Gogh & Gaughin 2002) and/or www.vangoghgaughin.com

- If the name of the author appears as part of the sentence in your essay give only the year of publication in brackets. Example:

Tileston (2005) has compared…..

- When citing a string of references in the text, it is best to list them in chronological order. Two or more references are separated by semicolons. Example:

(Bonnington2001; Jacobs 2003; Callow 2004)

- If reference is made to a specific part of a book or article, indicate the page number. Always give page numbers for quotations. Example:

(Laidler 2005, p.65)

1.4 Bibliography:
- The Bibliography must be organised alphabetically and include full details of every resource that has been used in your research. It is important to set out correctly, using full stops, commas and italics as shown in the examples.

1.4.1 Books- Non Fiction, Novels and Picture Books:
- Authors surname, comma
- Initials of authors given names, full stop
- Year of publication, in brackets, full stop
- Title of book, in italics or underlined, full stop
- Edition – if it is not the first edition eg 2nd edn., full stop
- Publisher, colon

- Place of publication – see 'General Rules'
- Series (if applicable) – in brackets, title of series, colon, number in series (if applicable), full stop
- Examples:

One author	Laidler, G. (2005). <u>Science search: Book 3</u>. 2nd edn. Oxford University: South Melbourne, VIC. Verne, J. (2006). *20,000 leagues under the sea*. Saddleback: Irvine, CA. USA. (Saddleback Illustrated Classics)
Two authors	Waterhouse, J. and Penhallow, D. (2005). *Concrete to canvas: Skateboarders' art*. Laurence King: London, UK
Three authors (in the order they appear on the title page)	Eshuys, J., Guest, V. and Lawrence, J. etc
More than three authors	Johnson, R. S. et al. etc
Editors, compilers, revisers or translator	Anderton, J. (ed.) etc Anderton, J. (trans.) etc (rev.); (comp.)

1.4.2   <u>Short Story:</u>
- Authors surname, comma
- Initials of authors given names, full stop
- Year of publication, in brackets, full stop
- Title of short story, comma
- Write "in" title of book in italics or underlined, comma – if there is a subtitle put a colon (:) between the main title and the subtitle
- Write "ed." (for editor/s) as per title page, comma
- Publisher, colon
- Place of publication, full stop
- Title of series (if applicable), colon, number in series (if applicable), in brackets, full stop
- Example:

> Klein, R. (2003). How Nellie Patch saved the little town of Sycamore, in *Fantastic!: Australian short stories*, ed. M. Kavanaugh and A. Tan, Oxford University: South Melbourne, VIC.

1.4.3   <u>Encyclopedia:</u>
- Authors surname, comma
- Initials of authors given names, full stop
- Year of publication, in brackets, full stop
- Title of article, full stop
- Write "in" and the name of the encyclopedia in italics or underlined,
- Volume and number, comma
- Write 'p.' and page numbers eg. P. 10-35, full stop
- Publisher, colon

- Place of publication – see 'General Rules'
- Example:

> Sproule, B. J. (2000). Bronchitis. In *The World Book Encyclopedia*, vol. 2B, p.636. World Book: Chicago, USA.

1.4.5 Journal / Periodical/ Magazine:

(WITH an author)
- Authors surname, comma
- Initials of authors given names, full stop
- Year of publication, in brackets, full stop
- Title of article, full stop
- Name of periodical in italics or underlined, comma
- Volume and number, comma
- Page numbers eg. p. 5-11, full stop
- Example:

> Davies, J. A. (2007). The Buddha business. *The Bulletin*, June 5, p. 22-27

(WITHOUT an author)
- Title of article, full stop
- Year of publication, in brackets, full stop
- Name of periodical in italics or underlined, comma
- Volume and number, comma
- Page numbers eg. p. 5-11, full stop
- Example:

> Swift and gone: box-ironbark forests. (2008). *Wildlife Australia Magazine*, Winter Vol.45 No.2, p.11.

1.4.6 Newspaper Articles:

(WITH an author)
- Authors surname, comma
- Initials of authors given names, full stop
- Year of publication, in brackets, full stop
- Title of article, full stop
- Name of newspaper in italics or underlined, comma
- Date, comma
- Page numbers eg. p. 5-11, full stop
- Example:

> Devine, M. (2007). Parties have lost their innocence. *Sydney Morning Herald*, June 14, p.15.

(WITHOUT an author)
- Title of article, full stop
- Year of publication, in brackets, full stop

- Name of newspaper in italics or underlined, comma
- Date, comma
- Page numbers eg. p. 5-11, full stop
- Example:

Dalai Lama cuddles a koala: and Bindi (2007). *The Daily Telegraph*, June 14, p.19

1.4.7 Film, Television, Other Electronic and Non-Print Sources

- Authors surname, comma
- Initials of authors given names, full stop
- Title of program, in italics or underlined
- Format, in brackets eg. (video recording), full stop
- Year of publication, in brackets, full stop
- Publisher, colon
- Place of publication – see 'General Rules'.
- If there is a date of transmission put a comma, if no date put a full stop
- Examples:

Film	*Rabbit proof fence* (video recording). (2002). Magna Pacific: Brisbane, QLD *The Crucible* (dvd). (1996). Fox Studios: Moore Park, NSW
Television Program	*Andrew Denton's: God on my side* (television program). (2007). ABC Television: Sydney, NSW, 21st May 2007.
CD ROM	Hawking, S. W. (1994). *A brief history of time: an interactive adventure* (CD ROM). Crunch Media: NY. USA.

1.4.8 <u>Website</u>

The information available about a website may vary. If possible, include:

- Authors surname, comma
- Initials of authors given names, full stop
- Year of publication or date of most recent update, in brackets, full stop
- Title of website, in italics or underlined
- Write the word 'Internet' in brackets ie. (Internet), full stop
- Publisher, colon
- Place of publication – see 'General Rules'.
- Write URL eg. http://www.taste.com.au
- Write 'viewed' and date in brackets eg. (viewed 18th August 2008), full stop
- Examples:

Cowie, N. (June 2006). Ned Kelly bushranger. (Internet). N. pub.: n.p. http://www.bailup.com/ (viewed 20th June 2007) Department of the Environment and Water Resources (2nd February 2007). Welcome! To the world of Australian plants, botany and horticulture! (Internet). Australian Government: Canberra, ACT. <http:www.anbg.gov.au/index.html> (viewed 18th June 2007)

Water (19th June 2006). (Internet). Wikipedia: Florida, USA
http://en.wikipedia.org/wiki/Water (viewed 18th June 2007)