



Student Name: \_\_\_\_\_

## Referencing Guide for Nowra High School

There are two components to referencing: in-text citations in your paper and the reference list at the end of your paper.<sup>1</sup>

### The in-text citation:

Harvard is an 'author/date' system, so your in-text citation consists of author(s) and year of publication.

#### Direct quotes (short)

Examples:

'Having a solid plan as part of research design is essential' (Hatch 2011, p.46).

Or

Hatch (2002, p.46) believes 'having a solid plan as part of a research design is essential.'

Note: Always include page numbers when citing a quotation and enclose the quote in single quotation marks.

#### Blockquotes (long direct quotes)

For citations over 4 lines, blockquotes should be used. A blockquote is indented and written as a separate paragraph. It **does not have quotation marks** around it.

Even as Jimmy Cross burns Martha's letters, he realizes that "it was only a gesture. Stupid, he thought. Sentimental too, but mostly just stupid" (O'Brien 2002, p. 161).

### The reference list:

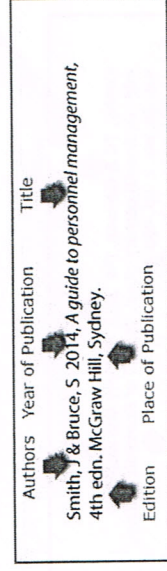
A bibliography is a list of resources used in preparing a piece of work.

When writing up a piece of work you will need to cite (quote) the bibliographical references of all the resources you have used.

For the purpose of this task, bibliographical references need to be cited in an alphabetical list at the end of the work.

All in-text citations should be listed in the reference list at the end of your document.

### Reference list entry for a book



<sup>1</sup> Harvard citation style (2014) Available at: [guides.is.uwa.edu.au/harvard](http://guides.is.uwa.edu.au/harvard)

### Web site

Author's surname, initials. (Year). Title. (*use italics*) [Internet]. Place of publication (city or town): Publisher (if ascertainable). Available at: URL [accessed date].

eg: Holland, M. (2011). *Harvard System*. [Internet]. Poole: Bournemouth University. Available at: <http://www.bournemouth.ac.uk/service-depts/lis/lis-Pub/harvardsys.html> [accessed 6 May, 2012].

### E-mail references

Langford, L (2008). Information Literacy (online). Available at: [emaillangford@csu.edu.au](mailto:emaillangford@csu.edu.au)

### Documents

Sickles, Dan. (2012). "Historicus's Version in *Selected Reports From the Official Records* (online). Available at [http://www.arthes.com:1030/Oct.23\\_2009](http://www.arthes.com:1030/Oct.23_2009)

### CD-ROMs

Author's surname, initials. (Year). Title: (*use italics*) [CD-ROM]. Place of publication: Publisher.

Hawking, S.W. (2008). *A Brief History of Time: an interactive adventure*. [CD-ROM]. New York: Crunch Media.

### Books

Author's surname, initials. (Year). Title of Book (*use italics*). Place of publication (city or town): Publisher.

Dixon, J. (2011). *How to be a successful student*. Ringwood: Penguin Books.

### Books (edited)

Editor's surname, initials. (ed.) (Year). Title of Book. Place of publication: Publisher.

Morgan, J. (ed.) (2013). *How to be a successful author*. Ringwood: Penguin Books.

### Reference Books

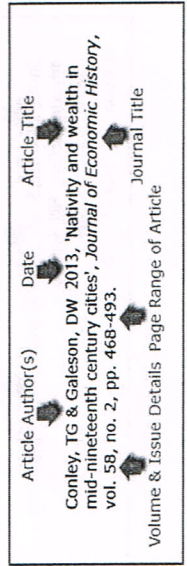
Title of book. (Year). Place of publication: Publisher.

*The Cambridge Encyclopaedia of Human Evolution*. (2005). Cambridge: Cambridge University Press.

### Journal articles

Author's surname, initials. (Year). Title of article. Title of journal (*use italics*) Volume, number, month/season, page numbers of article.

Burns, S. (2013). There's more than one way to learn. *Australian Wellbeing*. No 33, October, pp. 42-44.



### Newspaper articles

Author's surname, initials. (Year). Title of article. Title of newspaper (*use italics*). Date of publication, page numbers of article.

Popham, B. (2007). Saving the Future. *Weekend Australian*. 7 February, p.10.

### Interviews

Surname of interviewee, First initial. Kind of interview. Date of interview.

Archer, N. Telephone interview. 11 October, 2009.

### DVD's

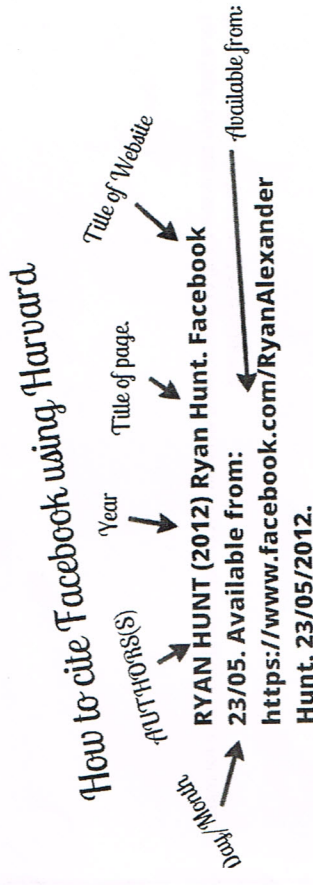
Series title. Series number. Title (*use italics*). (Year). Place of publication: Publisher. Date of transmission, [Medium: Format].

Fragile Earth. 5. *South American Wetland*. (1982). London: BBC. 17 October, [DVD]

### Annotated bibliography

An annotated bibliography is simply an organised list of sources, each of which is followed by a brief note or annotation. These annotations do one or more of the following: describe the content and focus of the resource; suggest the usefulness of the resource to your research; evaluate its method, conclusions or reliability; record your reactions to the resource.

### Referencing a social media site ( eg: twitter)



### Bibliography

1. UWA Information Services (2014) *Harvard citation style*. [internet] guides.is.uwa.edu.au/Harvard (accessed 10 April, 2014)

Practice page:

1. Take the time to write a short in-text citation for a book you are currently using in class.
2. Practice writing a block quote from your book.
3. Now write a reference list (sometimes called an endnote) for the same book, as it should appear at the end of your piece of work.
4. For a topic you are researching on the internet, write an in-text citation and reference for material from a website you have used as a resource.
5. Write a reference for one other type of resource material that you have access too. eg: DVD, journal article or social media page (one provided by your teacher ).