FACT SHEET:
Referencing Documents and Research

Contents

Purpose of Resource

Appropriate referencing is an important aspect of undertaking population health research for advocacy, policy development, project planning and evaluation. The purpose of this resource is to provide a quick reference guide to support learners to reference documents and research articles accurately.

Units of Competency

This resources support learning and completion of assessments for all units of competency for the Certificate IV and Diploma of Population Health qualifications.

Acknowledgement

This information fact sheet has been adapted from the *Brief Guide to Harvard Referencing, Durack Institute of Technology, Western Australia.*

What is Referencing?

Referencing is a standardised method of acknowledging sources of information, or other people's opinions or theories that you have included in your written work. This includes rewording or reworking (paraphrasing) of another person's works.

There are three main reference styles including the following:

- Harvard AGPS Referencing Style
- Oxford Referencing Style
- American Psychological Association (APA) Referencing Style

Any of the above referencing style serves two purposes:

1. Acknowledges the source.
2. Allows the reader to trace the source.

The key is consistency!

Which ever referencing style you use, the key is to maintain the same referencing style throughout your written work to ensure consistency.

For the purposes of this document we will focus on the one of the most commonly used referencing style, the Harvard AGPS Referencing Style.

Harvard Referencing

This information fact sheet has been adapted from the *Brief Guide to Harvard Referencing*, *Durack Institute of Technology, Western Australia.*

The Harvard style is an author-date system of referencing.

There are two parts to the author-date system of referencing.
1. the author and the date are referred to in the text or main body of your writing (called embedded or in-text referencing)
2. all of the resources referred to in the body of the writing are included in the reference list at the end of the document. All information is included in this list: author, date, title of publication, publisher and where it was published.

The other features of author-date referencing include:
- a specific order in which this information should be structured
- the in-text reference which should be placed (cited) in such a way that it causes minimal disruption to the flow of your writing. This usually means at the very end or the very beginning of your sentences (see ways of citing below).

Referencing Books and Authors - examples

Book without an author
In-text
In a reference to a work with no author, move the title to the author position, before the date of publication. For example:

The discussion of electronic sources has been greatly expanded, emphasising the role of the digital object identifier as a reliable way to locate information. (Publication manual of the American Psychological Association 2001, p. 225)

Reference
Publication manual of the American Psychological Association, 2001, A.P.A., Washington
D.C.

Book with a single author
In-text
Truss (2003, p. 45) tells us that "punctuation marks are the traffic signals of language: they tell us to slow down, notice this, take a detour and stop".

Reference
Truss, L. 2003, Eats, shoots and leaves, Profile Books, London.

Books with two or three authors
In-text
Campbell, Reece and Meyers (2006, p. 45) state that "Darwin realized heritable variation is what makes evolution possible, h
e could not explain why offspring resemble – but are not identical to – their parents".

OR

"Darwin realized heritable variation is what makes evolution possible, he could not explain why offspring resemble – but are not identical to – their parents". (Campbell et al. 2006, p.45)

Reference
Campbell, N.A., Reece, J.B. & Meyers, N. 2006, Biology, Pearson Education Australia, Frenchs Forest.

Referencing Journals and Magazines - examples

Article in a journal
In-text
As outlined by MacKenzie (2006, p. 5), "all facial reconstruction techniques start with the bare skull, and build up the soft tissue layer by layer".

Reference
MacKenzie, D. 2006, "Putting a face to a skull", New Scientist, vol. 19, iss. 2554, pp. 26-27.

Journal article from an online database
In-text
In an article by Ramsay and Kinnie (2006, p. 34) they say "We hear it at conferences and read it in the literature: students prefer the web to the library. So, it must be true".

Reference
Ramsay, K. & Kinnie, R. 2006, "The embedded librarian: getting out there via technology to help students where they learn", Library Journal, vol. 131, no. 6, pp. 34-35. Retrieved: 26 November, 2009 from General OneFile.

Referencing Audio-visual Sources - examples

Videorecording
In-text
The ideas put forward regarding time management (Good time management 2001) were sound and well thought out.

Reference
Good time management, 2001 [videorecording], Learning Essentials, Melbourne.

Referencing Web Pages - examples

Web document
In-text
"Handling of any sort is discouraged due to the likelihood of injuring this animal" (Department of Environment & Conservation n.d.).

Reference
Department of Environment & Conservation. n.d... Leafy sea dragon, Retrieved: November 26, 2009 from http://www.marineparks.wa.gov.au/fun-facts/leafy-sea-dragon.html

Creating a Reference List

The reference list should be started on a new page, with the heading **References**.

- The author's name consists of the surname and initials, it's not necessary to show their given names
- The list should be in alphabetical order by surname of author., If there is no author name, use the title instead
- Do not number the references
- The title of the publication is italicised, and the year of publication is written immediately after the author's name.

Below is an example of a reference list using the principles listed above:

References

Campbell, N.A., Reece, J.B. & Meyers, N. 2006, Biology, Pearson Education Australia, Frenchs Forest, N.S.W.

Department of Environment & Conservation. n.d., Leafy sea dragon, Retrieved: November 26, 2009 from http://www.marineparks.wa.gov.au/fun-facts/leafy-sea-dragon.html

Good time management, 2001 [videorecording], Learning Essentials, Melbourne.

MacKenzie, D. 2006, "Putting a face to a skull", New Scientist, vol. 19, iss. 2554, pp. 26-27

Publication manual of the American Psychological Association, 2001, A.P.A., Washington
D.C.

Ramsay, K. & Kinnie, R. 2006, "The embedded librarian: getting out there via technology to help students where they learn", Library Journal, vol. 131, no. 6, pp. 34-35, Retrieved: 26
November, 2009 from General OneFile.

Truss, L. 2003, Eats, shoots and leaves, Profile Books, London.

Additional Reading and Links
http://www.usq.edu.au/library/referencing/apa-referencing-guide
http://www.swinburne.edu.au/lib/studyhelp/harvard_style.html
http://www.flinders.edu.au/slc_files/Documents/Brochures/apa_referencing.pdf
http://www.csu.edu.au/student-services/my-studies/learning/pdfs/apa.pdf

WORKFORCE COUNCIL   CHECKUP