When completing research it is accepted procedure to acknowledge the source of all the material you use from other people’s work, so that your work can be accurately marked. This process is referred to as REFERENCING.

The Harvard System of referencing is commonly used and involves two sections called BIBLIOGRAPHY and IN-TEXT CITATIONS. For additional information refer to the programs, Making a difference or Researching Together on the computer network or consult with a Teacher-Librarian.

**PREPARING REFERENCES**

When you take notes from a reference, remember to write down the bibliographic details before returning the resource.

1. Author/ Editor
2. Title
3. Publisher
4. Year of publication
5. Page numbers

**BIBLIOGRAPHY**

The Bibliography is included at the end of your research paper in alphabetical order by the author’s surname, or, in the case of no author, by the title of the work.

1. **BOOKS**
   a. Surname and then initials of author
   b. Date of publication  [in brackets]
   c. Title of book underlined
   d. Publisher
   e. Place of publication.
   *Examples.*
   Book with ONE author
   Book with TWO authors.
   Book with THREE or more authors.
   *Hazards by Mark Manuel et al [1997], Cambridge University Press, Cambridge [note that “et al” means “and others”]*

2. **NEWSPAPERS**
   a. Surname and then initials of author
   b. Year of paper in which article appeared in brackets
   c. Title of article [ in quotation marks]
   d. Name of paper [underlined]
   e. Specific date
   f. Page number
   *Example. Baker, R. [2006], “State in $100m bid to cut greenhouse emissions”, The Age, June 6*
3. MAGAZINES

a. Surname and then initials of author
b. Year of publication
c. Title of article [in quotation marks]
d. Title of magazine in which article appeared [underlined]
e. Volume number of magazine [if applicable]
f. Specific month
g. Page numbers

Example Perry, A. [2006], “On the brink”, Time, 3 June, pg 44-46

4. INTERNET

a. Surname and initials of author, webmaster or organisation, or title if there is no author.
b. Year in which location was found in brackets
c. Online in square brackets
d. Title of information underlined
e. Date site was accessed
f. URL which is the address of the provider.

Example. CSIRO [2006] [Online], The merchants of cool June7: http://www.pbs.org/wgbh/pages/frontline/shows/cool/

IN-TEXT CITATIONS

An in-text citation acknowledges the use of both direct and indirect quotations within your text. Any reference written as an in-text citation must be recorded in full detail in your bibliography. All quotations are to be written within the text with the author, date of publication and page number in brackets after the quote, eg.

Direct Quote

“Eating disorders are only common in societies that have plentiful food but place a high value on slimness. This includes North America, Western Europe and other countries that have Western cultural values.” [ Whelan, 2001, p39]

Indirect Quote

Whelan (2001, p39) has stated that eating disorders are common in Westernised societies that place a high value on the notion of slimness.

Note: no “inverted commas” because you are not quoting directly. You have used your own words.