

---

## PRINCIPLES OF REFERENCING

### *Other Handouts:*

- Quoting & Referencing
- Avoiding Plagiarism
- Paraphrasing & Referencing
- Why is Plagiarism so wrong?
- Writing from Sources

### **The principles of referencing**

Marshall & Rowland (2006, p. 249) suggest the following reasons for acknowledging your sources appropriately in academic work:

- To give the source of a quotation, paraphrase or idea so that your readers can locate and refer to this item if they want to;
- To give the source for a 'fact' which a reader might question as true;
- To make a cross-reference to another part of your text;
- To lend authority or support to your ideas;
- To demonstrate the breadth of your research on the topic.

These principles or reasons apply to all referencing systems and styles.

### **Systems of referencing**

There are two common ways used in academia to tell whoever is reading your essay or report what is the source of the information or ideas.

These are:

- author - date cited within the text such as (Marshall & Rowland, 2006)
- numbering either as a footnote<sup>1</sup> at the foot of each page or as an endnote at the end of the document, both of which are written in a smaller font than the main text.

#### ***Tip!***

*When you are writing your document on a computer using the software, Microsoft Word you can insert a footnote, either at the end of a quotation or of a paraphrase by going to the Insert command and scrolling down to Footnote where you can choose either the footnote or endnote option. The software will then insert a number in superscript in the text and take you to the end of the page or of the document where you can write out the reference details.*

### **Styles of referencing**

Whether you are using an in-text (author - date) system or a footnote /endnote system you need to write out the reference information in a consistent manner. It is important that the order of the information such as: name of the author/editor, title of the book or article, date of publication, place of publication, name of the publisher is presented each time in the same way and with the same form of punctuation. There are any number of ways that this information could be presented so you are asked to choose a style and to follow the rules of

---

<sup>1</sup> Marshall, L and Rowland, F. *A guide to learning independently*. (4<sup>th</sup> ed). Melbourne: Addison Wesley Longman, 2006.

that style as set out in a manual details of which are at the Murdoch University Library site <http://wwwlib.murdoch.edu.au/find/citation/>.

The two main styles currently in vogue are:

- Chicago
- APA (American Psychological Association)

**Tip!**

*Each time you present a reference in your essay or report check the Murdoch University Library website *How to Cite References* <http://wwwlib.murdoch.edu.au/find/citation/> to make sure you are using the correct punctuation and order of information.*

### **What style of referencing should you use?**

Know which referencing styles are favoured by the discipline you are studying, for example most of the social science disciplines use the Chicago style whilst Psychology, Education and Linguistics favour APA. The disciplines of History and Literature favour the footnote or endnote system, Law uses the Legal Citation system and Engineering uses the IEEE system. If in doubt check with your tutor/lecturer and consult the Murdoch Library *How to Cite References* website at: <http://wwwlib.murdoch.edu.au/find/citation/>

**Tip!**

*First year students enrolled in a Foundation Unit at Murdoch University will be given tuition on how to reference correctly using the in-text author- date system of *The Chicago Manual of Style*. Go to: <http://wwwlib.murdoch.edu.au/find/citation/chicago.html> to check you have correctly written out your references in the Chicago style.*

### **Reference:**

Marshall, L. & Rowland, F. (2006). *A guide to learning independently* (4<sup>th</sup> ed). Melbourne: Addison Wesley Longman

## Principles of Referencing

- Acknowledge the work of others that is their intellectual property (IP)
- Show the sources that you have consulted in your work (breadth and depth of your research)
- Provide sufficient information for others to access your sources.

## Referencing systems

There are two kinds of referencing systems.  
Both share the three principles of referencing.

**In-text author-date**  
referencing system

**Numerical footnote or endnote**  
referencing system

With each referencing system, there are several **referencing styles**.  
A referencing style endeavours to provide sufficient information to satisfy the three principles of referencing with the least repetition, the maximum accuracy and in a standardised way.

Referencing styles:  
Chicago  
APA  
MLA  
IEEE

At the end of every academic document there must be a reference list.  
For examples of how to set out your reference list in your chosen style go to Murdoch University Library site  
<http://www.lib.murdoch.edu.au/find/citation/>