

Referencing: the key to successful essay writing

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Why reference?

For many students new to university the issue of referencing (or citing) is confusing and lack of adequate referencing is often a reason for poor grades, which is difficult for some students to understand. You may have written a well-argued essay, with beautiful sentences and well-structured paragraphs, but without those references, or with only partial or inconsistent referencing, your assessor is just not going to give you the grade you think you deserve. The truth of the matter is that referencing is not just a pedantic requirement designed to make your life miserable, it actually goes to the heart of the disciplinary culture (and indeed, the whole culture of university scholarship)—you *must* cite and recognise the work of others as part of the requirement to present evidence in support of your position. Failing to acknowledge others' work and knowledge is to commit plagiarism, a crime that universities consider as serious as theft.

Referencing is also important because it makes it possible for your reader to locate your sources independently, whether out of interest or the need to verify your information. By referring to the work of others you are indicating to your assessor that you have read widely, that you have relied on quality sources and that you are aware of the body of knowledge that already exists on your topic.

When to reference?

You need to provide a reference whenever you quote, paraphrase or summarise someone else's opinions, theories or data. You must also reference any graphical information you use such as tables, photos or diagrams. Some of the sources you will need to learn how to reference include:

- books or chapters in books;
- journal or newspaper articles;
- conference papers;
- video or television excerpts;
- personal communications such as interviews, emails or letters; and
- electronic sources such as webpages, electronic journals or journal articles from online databases.

How to reference?

Just as there are right and wrong 'ways of doing things' in any human culture, there are right and wrong ways of doing referencing, and learning the right way as early as you can will save much time and unnecessary agony. Be assured that taking the time to learn the rules will guarantee a smooth initiation into the culture. Following

consistently the guidelines that follow will ensure your assignments are properly referenced, delighting your assessors.

There are several different referencing styles to choose from, and different journals in the discipline of political science tend to have their own preferences, as do your lecturers. The important thing to remember is to ***choose one style and be consistent***. Most of your lecturers will be happy for you to use an acceptable style consistently, but to be sure, check with your lecturer if they have a preferred style and follow that.

The Harvard (or author-date) referencing style is one of the most commonly used. The basic principle of the Harvard style is to place the name of the author and publication date as close as possible to the idea that you are discussing in the text. This is reinforced by placing all of the publication details at the end of your essay. Thus, there are two places where information from the one source must appear: *in the text* and *in the reference list*. Guidelines for both, for most variations you are likely to encounter, follow.

In-text referencing guidelines (Harvard style)

Quotations

Quotations shorter than 30 words can be integrated into the text of your essay but must be placed within ***single*** quotation marks. For example:

Athenian democracy has been described as 'not so much a set of political institutions as a quality of life and an attitude amongst its citizens' (Maddox 2000, p.80).

Quotations that are more than 30 words are ***not*** enclosed within quotation marks and should be set apart in the text in the following way:

- decrease the font size of the quote by one size;
- leave a one line space above and below the quote; and
- indent the entire quote on the left hand side.

Always introduce a long quotation by a colon, for example:

The federal system of government was chosen as the preferred option by the founding fathers because it would preserve many of the discrete and distinct responsibilities previously held by the existing colonies, at the same time, putting in place a national government to take care of issues such as defence and foreign affairs (Singleton et al. 2000, p.61).

If you leave out a word or words from a quote, insert three trailing dots in place of the missing words, without losing the meaning. For example:

'The reluctance of voters to give more power to the Commonwealth at referendums ...illustrates the significance of the states for the political behaviour of their citizens' (Singleton et al. 2000, p. 62).

When directly quoting the author's words, or paraphrasing the author's words in a particular passage, put the name of the author(s) and date (no comma in between),

followed by a comma and p./pp. and page numbers (Singleton 2000, p. 61 *or* Singleton 2000, pp. 61-62) directly after the quote, as shown in the examples above.

Alternatively, you may include the author's name in the sentence, followed by the year and page number in brackets, for example:

Maddox (2000, p.80) describes Athenian democracy as 'not so much a set of political institutions as a quality of life and an attitude amongst its citizens'.

If you are drawing information from a particular source (but not paraphrasing the author's words or directly quoting from it), place the author's surname and date of publication in brackets at the end of the sentence before the full stop, for example:

The process leading up to Australia adopting its Constitution was characterised by heated debate in the colonial parliaments of the late 19th century (Smith 1997).

Rules about authors:

Works may bear the name of one author or several authors. An author's name can be a personal name (such as L. Carson) or the name of an organisation, institution or corporation (e.g. Australian National University; Australian Labor Party; National Australia Bank). Sometimes a work will bear the name of a sponsoring organisation in addition to the names of individual authors. In this case, treat the organisation as the author of the work. You can use a well-known shortened form of an organisation's name (e.g. ALP or UNESCO) in both the textual reference (for the sake of space) and the reference list provided you include an alphabetical list of all abbreviated names used. Place this before the reference list. Remember that ***the name you use in the textual reference must match the name you use in the reference list.***

Follow these guidelines for different author types:

- If the reference has ***one author***, quote name (no initial) and date e.g. (Smith 1997).
- If the reference has ***two authors***, quote both separated by & e.g. (Smith & Jones, 1997). Use 'and' between the names if using their names in the text, e.g. Smith and Jones (1997) argue ...
- If the reference has ***three authors***, separate first and second authors by comma and third by & e.g. (Smith, Jones & Brown 1997); again, use 'and' instead of & in the text.
- If there are ***more than three authors***, use first author's name followed by et al. (meaning 'and others') e.g. (Smith et al. 1997).
- If author has ***more than one publication in the same year***, use a, b, c etc after the date e.g. (Smith 1997b), according to how they appear in the reference list (alphabetically by title).
- If there are ***two authors with the same name with a publication in the same year***, use the author's first initial following the surname e.g. (Smith R. 1997). If using the name in the text, place the initial before the name, e.g. According to R. Smith (1997) ...

- If the publication has *no author identified*, include the work's title (in italics) within the brackets with the date e.g. (*Concise Oxford Dictionary of Politics* 1996).

Other variations:

Publication with no clear-cut publication date—use one of the following conventions (remember that whatever you use in the textual reference you must also use in the reference list):

- No date on publication—use the abbreviation **n.d.** for **no date** e.g. (Australian Democrats n.d.)
- Date only approximate—precede the approximate date with a lowercase **c** for **circa** e.g. (Jones c1890).
- Dubious date—precede a questionable date with a question mark (e.g. Jones ?1899).

An unpublished work—give the abbreviation unpub. in place of a date if a work is unpublished e.g. (Fisher unpub.).

One volume of a multi-volume work—include the volume number in the reference between the date and the page numbers (e.g. Katz 1990, vol. 5, p. 10). Omit the page number(s) if referring to the entire volume.

Newspaper articles—if the article has an author, cite with name and year (and page number if quoted) as for other sources (exact date will appear in the reference list); if there is no author, cite with the name of the newspaper in italics and the exact date and page number (e.g. *Sydney Morning Herald* 24 March 2004, p. 2).

Personal communications—a personal communication can be a letter, memo, email, interview, informal conversation or a lecture presentation. When referencing a personal communication, give the communicator's surname and initials, include the phrase *pers. comm.* in the textual reference, and give the exact date of the communication. For example:

According to a personal source, discussions about raising HECS at the University are already taking place (Trembath G. 2004, pers. comm., 23 February).

Alternatively, give as much descriptive information about the communication as you can in the text of your essay and omit the textual reference altogether. For example:

In a lecture for World Politics (GOVT 1202) presented on 19 April 2004 at the University of Sydney, D. Maguire suggested ...

NB: As personal communications are untraceable, they are **not** included in the reference list.

A work described in another work—sometimes you may need to reference an original idea by one author (a primary source) found in a book or article written by another author (a secondary source). In such circumstances you should always try to locate the primary source and read it for yourself, simply because the secondary work may have misconstrued the original message. When this is not possible, you must acknowledge both sources in the body of your essay. However, only include the work you actually read (i.e. the secondary source) in your reference list.

In the following examples, Clarke is the author of a work discussed in an article by Brown:

Clarke's 1992 study (cited in Brown 1995, p. 10) demonstrates that ... OR
Brown, (1995, p. 10) in reporting a 1992 study by Clarke, states ...

Information found in more than one source—include all sources in your references to strengthen the legitimacy of your argument, citing all sources in the same brackets, placing them in order of publication date (earliest first). Separate one reference from the next using a semi-colon (;). For example:

A number of political theorists present persuasive arguments in favour of a more participatory democracy (Barber 1984; Painter 1992; Catt 1999; Dryzek 2000).

Documents published in electronic formats—in general, cite in the same way as print documents. If the electronic document has an author and date of publication, use these for the in-text citation. The full description of the document (including its electronic source data) will be given in the reference list or bibliography at the end of your assignment. If page numbers are not given use paragraph or other section numbers if you need to be specific. If there is no author or date follow the guidelines above for print publications. In the unlikely case that the document has no author, date or obvious title then the web address may be cited in the text. (Please keep in mind that citing information from a webpage with so few credentials may not be suitable for academic work.)

Reference list/bibliography (Harvard style)

Guidelines for the layout of the reference list:

- list in alphabetical order by author name (or by title where there is no author);
- if a single reference goes on for more than one line, indent all lines except the first (i.e. a hanging indent);
- if there are several works by the same author, list these works in chronological publication date order (i.e. start with the earliest publication date and end with the latest); also the author's name can be repeated or use a 2-em rule (without a following space) before the date;
- if the same author has publications in the same year, sort alphabetically by title using a, b, c after the dates (1999a, 1999b, 1999c etc.)

Book references

Include the following elements in the order given (noting punctuation):

- author(s), surname followed by initials
- year of publication,
- title of the book, italicised and as it appears on the *title page*, not the book cover,
- title of series (if applicable),
- volume number, or number of volumes (if applicable),
- edition (if not the first) written as 2nd edn, 5th edn etc.,

- editor(s), reviser, compiler or translator, if other than the author,
- publisher (or publishers when item is co-published),
- place of publication—give the name of the suburb or city and of the state or country if the city is not well-known; if more than one place is listed, give only the first-named place.

Examples:

Authored books

Smith, R. 1997, *Politics in Australia*, Longman, Melbourne.

Painter, M. 1998, *Collaborative Federalism: Economic Reform in Australia in the 1990s*, Cambridge University Press, Melbourne.

Quick, J. & Garran, R.R. 1976, *The Annotated Constitution of the Australian Commonwealth*, Angus and Robertson, Sydney

Davis, G., Wanna, J. Warhurst, J. & Weller, P. 1993, *Public Policy in Australia*, 2nd edn, Allen & Unwin, Sydney.

Government and parliamentary publications

Australian Bureau of Statistics 2001, *Voluntary Work, Australia, 2000*, Cat. no. 4441.0, ABS, Canberra.

Management Advisory Board/Management Improvement Advisory Committee, 1992, *The Australian Public Service Reformed: An Evaluation of a Decade of Management Reform*, AGPS, Canberra.

Roughead, E. E., Gilbert, A. L., Primrose, J. G., Harvey, K. J., & Sansom, L. N. 1999, *Report of the National Indicators: Evaluating the Quality Use of Medicines Component of Australia's National Medicines Policy*. Publications Production Unit, Commonwealth Department of Health and Aged Care, Canberra.

Senate Select Committee on Superannuation and Financial Services 2001, *Prudential Supervision and Consumer Protection for Superannuation, Banking and Financial Services*, First Report, Commonwealth of Australia, Canberra, August.

Hupalo, P. & Herden, K. 1999, *Health Policy and Inequality*, Department of Health and Aged Care Occasional Papers Series no. 5, Department of Health and Aged Care, Canberra.

Industry Commission 1997, *Private Health Insurance*, Parl. Paper 79/97, Canberra.

Publications by sponsoring organisations

Service/Public Management Committee, OECD, Paris. (in this case the OECD 1998, *Environmental Performance Reviews: Australia—Conclusions and Recommendations*, OECD, Paris.

OECD 1998, *Public Management Reform and Economic and Social Development*, by M. Keating, Public Management author's name appears on title page)

A chapter in an edited work

Reference author and the chapter that the information came from, rather than the entire work:

Jackson, M. 1997, 'Democratic theory and practice' in *Politics in Australia*, ed. R. Smith, 3rd edn, Allen & Unwin, St Leonards, pp. 35-50.

If the work has been compiled rather than edited, set out the reference in the same way but use the abbreviation 'comp' (singular) or 'comps' (plural) in place of 'ed' or 'eds'.

An edited work

When you want to reference the entire edited work (e.g. in a bibliography or if referencing an editor's foreword):

Parkin, A. Summers, J. & Woodward, D. (eds) 1994, *Government, Politics, Power and Policy in Australia* 5th edn, Longman, Melbourne.

A translated work

Inhelder, B. & Piaget, J. 1958, *The Growth of Logical Thinking*, trans. A Parsons & S Milgram, Routledge & Kegan Paul, London.

A book that is part of a series

Gibbs, G. & Habershaw, T. 1992, *Preparing to Teach: An Introduction to Effective Teaching in Higher Education*, Interesting Ways to Teach Series, Technical & Educational Services, Bristol.

(If the series is numbered include the number in the series statement.)

Journal articles:

Include the following elements in the order given (noting punctuation):

- author(s) and initials
- year of publication,
- title of the article, in single quotation marks, only first word capitalised,
- title of the journal, *in italics*,
- volume number, written as vol. (only use Arabic numerals such as 4, 5 rather than Roman numerals such as IV, V, even if the journal uses these),
- issue number written as no., or some other identifier (usually a month or season),
- page number(s) written as pp.

Examples:

- Eveline, J. 1994, 'The politics of advantage', *Australian Feminist Studies*, vol. 12, no. 25, pp. 105-118.
- Johnson, C. 1996, 'Negotiating the politics of inclusion: Women and Australian Labor governments 1983 to 1995', *Feminist Review*, vol. 52, Spring, pp. 102-117.
- Thompson, S. & Hoggett, P. 2000, 'The emotional dynamics of deliberative democracy', *Policy & Politics*, vol.29, no.3, pp.351-364.
- Morrell, M. E. 1999, 'Citizens' evaluations of participatory democratic procedures: Normative theory meets empirical science', *Political Research Quarterly*, vol.52, no.2, pp.293-322.

Published conference proceedings

- Clare, J. & Hawes, C. 1999, 'Breaking down the barriers for women: Empowering nurses to take part in a research culture', *Winds of Change: Women and the Culture of Universities: Conference Proceedings*, eds D. Cohen, A. Lee, J. Newman, A. M. Payne, H. Scheeres, H. Shoemark & S. Tiffin, University of Technology, Sydney, 13-17 July 1998, University of Technology, Sydney.

Unpublished conference paper

The general rule for unpublished works is to use no quotation marks for the titles of papers.

- Lyons, M. & Chan, V. 1999, The effect of competitive markets on non-profit organisations, paper presented to the National Social Policy Conference, University of New South Wales, Sydney, 22 July.

Discussion/working/research paper

- Ruddock, P. 1999, Democratic governance: Improving the institutions of accountability, Discussion Paper No. 68, Graduate Program in Public Policy, ANU, Canberra.

Unpublished thesis

- Carson, L. 1996, How do decision makers in local government respond to public participation? Case study: Lismore City Council 1991-1995, Unpublished PhD thesis, Southern Cross University, Lismore.

Newspaper/magazine article:

- Ramsey, A. 2004, 'A chronic pox on Labor's house', *The Sydney Morning Herald*, 21-22 February, p. 35.

If no author, begin with title of the article:

- 'Danger of academics growing dependence on private sector', 2001, *Getting Together: Social Justice Monitor*, Australian Coalition for Economic Justice, April, p. 13.

Lecture notes and study guides

Given that the central purpose of referencing is to allow the reader to check the source, it is unwise to cite your lecturer's spoken words in the same way that you would a journal article or book. However, in the unlikely event that you would be referencing lecture notes distributed by a lecturer, include the author's (lecturer's) name, the year of presentation, the lecture title, the unit being presented (capitalised), the name of the teaching organisation, the location and the date.

Maguire, D. 2004, History of the system until the end of the Cold War, lecture notes distributed in the unit Introduction to World Politics (GOVT 1202) at The University of Sydney, Camperdown on 17 March.

or for a **study guide**:

The University of Sydney, Discipline of Government and International Relations, 2004, Foundations of International Relations (GOVT 6247), a study guide distributed by The University of Sydney, Camperdown for Semester 1, 2004.

Films, videos, television programs, radio broadcasts

Layout the reference as follows:

- title of program, film or broadcast (in *italics*)
- format of the recording, in brackets (e.g. video recording, motion picture, radio program)
- date of production for films or date of transmission for broadcasts,
- title of series (if applicable),
- place of production and name of production company (e.g. London, Pinewood Studios) or name of broadcasting organisation,
- any special credits such as producer, sponsor or presenter, if applicable.

Rabbit-Proof Fence (motion picture) 2002, Miramax Home Entertainment, Australia, Director P. Noyce.

Bush's Brain and Howard's Election (radio program) 12 October 2003, Background Briefing, ABC Radio National, Presenter S. Correy.

Crean's Time in Politics (video recording) 28 November 2003, Lateline, ABC Television, Presenter T. Jones, Reporter C. McMurtrie.

Webpages

Include in your reference:

- author(s), if available
- date (either a last update or copyright date),
- title of the page (from the browser's title bar) in *italics*,
- medium (i.e. Online), written in square brackets,
- 'Available:' followed by the URL
- the access date, in square brackets, in the form 10 March 2004.

Faculty of Economics and Business, The University of Sydney 2004, *Centre for South Asian Studies*, [Online], Available: <http://www.econ.usyd.edu.au/CSAS/> [25 February 2004].

Human Rights and Equal Opportunities Commission 2004, *Human Rights and Equal Opportunities Commission Website* [Online], Available: <http://www.hreoc.gov.au> [25 February 2004].

Electronic journals

Some journals are available free on the Internet, without having to go through electronic databases. All you need to access articles from these journals is the URL of the particular electronic journal, for example:

Altman, J. 2003, 'People on country, healthy landscapes and sustainable Indigenous economic futures: The Arnhem Land case', *The Drawing Board: An Australian Review of Public Affairs*, vol. 4, no. 2, pp. 65-82, [Online] Available: <http://www.econ.usyd.edu.au/drawingboard/journal/0311/altman.html> [25 February 2004]

Electronic journal articles in full-text databases

If you access a journal article through a full-text database available from the Fisher Library website, such as Expanded Academic Index (supplied by the Gale Group), you would reference the article as follows:

Waltz, K.N. 1999, 'Globalization and Governance', *Political Science & Politics*, [Online], vol. 32 no. 4, Available: Gale Group/Expanded Academic ASAP [20 February 2004].

References:

Information about this style can be found in:

Commonwealth of Australia 1994, *Style Manual for Authors, Editors and Printers*, 5th edn, Australian Government Publishing Service, Canberra.

To investigate the style used by the Australian Journal of Political Science, go to: <http://www.ssn.flinders.edu.au/politics/journals/ajps.php>

