Referencing Guidelines

This document provides a summary of the main referencing styles which are in use in Universities today. It will also direct you to useful links and more detailed resources which will help you to learn how to reference.

Introduction

The purpose of using references and bibliographies is to enable the reader to identify and locate the work you have referred to. You must give the reader sufficient information and it must be presented in a clear, concise way.

Every department in the university has its own methods for how to document the work of others. Your first step is to check with your department and find out what the preferred style is. This may even vary across subjects so you should find out what is the referencing style for each subject that you are studying. Once you have adopted a style or format for a particular piece of writing then you should be **consistent** and **accurate** and use that format for each of your references. Using a referencing management system such as Endnote will ensure consistency and accuracy in your reference list and in your in-text referencing. Check for help in using Endnote on the library website. http://www.library.usyd.edu.au/skills/endnote.html

There are three main referencing systems you can choose from:
1. Author-date in-text referencing e.g. Harvard system, American Psychological Association (APA) or Vancouver
2. Numbered references in the text – Footnotes e.g. Chicago, MLA
3. Numbered references in the text – Endnotes, e.g. Chicago, MLA

Following is a summary of each system.

For full details on each style, including referencing of websites, see:
http://libguides.library.usyd.edu.au/citation

1.   In-text referencing

- Reference details (author surname, date) are in brackets in the text.
- The bibliography or reference list is on the last page (alphabetical).

Example:

> *"...Before discussing these ideas in more detail, it is necessary to clarify what the concept of culture is. Culture grows out group experience, is shared between members of a society and, is learned by the next generation of society. It can be thought of as the whole way of life of a society (Spradley,2002: 6). This can be taken further to say that the way of life defines the appropriate or required modes of thinking, acting and feeling (Chinoy, 2006: 97). This way of life can be divided into material culture - all the physical objects humans create - and the nonmaterial culture - all the abstract human creations such as language, ideas, beliefs, rules and customs (Robertson, 2008: 55)."*
>
> **References**
>
> Chinoy, E. (2006). Society and culture, in Rose, P. (ed) *The Study of Society: An Integral Anthology*, New York, Random House.

Robertson, I. (2008). *Sociology,* New York, Worth Publishers Inc.

Spradley, J. (2002) Foundations of cultural knowledge. In P. Spradley, (ed) *Culture and cognition: Rules, maps and plans*, San Francisco,Chandler Publishing Co.

2.   Numbered references in the text - Footnotes.

- The footnotes are at the bottom of the page.
- The bibliography or reference list is on the last page.

Example:

"...Before discussing these ideas in more detail, it is necessary to clarify what the concept of culture is. Culture grows out group experience, is shared between members of a society and, is learned by the next generation of society. It can be thought of as the whole way of life of a society. [1] *This can be taken further to say that the way of life defines the appropriate or required modes of thinking, acting and feeling.* [2] *This way of life can divided into material culture - all the physical objects humans create - and the nonmaterial culture - all the abstract human creations such as language, ideas, beliefs, rules and customs.* [3]

1. Spradley, J. (2002) Foundations of cultural knowledge. In P. Spradley, (ed) *Culture and cognition: Rules, maps and plans*, San Francisco,Chandler Publishing Co.

2. Chinoy, E. (2006). Society and culture, in Rose, P. (ed) *The Study of Society: An Integral Anthology*, New York, Random House.

3. Robertson, I. (2008). *Sociology,* New York, Worth Publishers Inc.

Bibliography

Chinoy, E. (2006). Society and culture, in Rose, P. (ed) *The Study of Society: An Integral Anthology*, New York, Random House.

Robertson, I. (2008). *Sociology,* New York, Worth Publishers Inc.

Spradley, J. (2002) Foundations of cultural knowledge. In P. Spradley, (ed) *Culture and cognition: Rules, maps and plans*, San Francisco,Chandler Publishing Co.

3.   Numbered references in the text - Endnotes

This is as for 2) above except that:
- The reference list is at the end and is written in the same number order as appears in the text i.e. not alphabetically.
- The bibliography is on the last page and is alphabetical but this is optional.