

Referencing Guidelines

Original copy prepared by Dr Lindsey Harrison, Graduate School of Public Health, University of Wollongong, 1993. Amended, 1995. Revised 2005.

Whenever you use another person's work (a fact, an idea, an argument), you must acknowledge your source in the text and, in the reference list at the end of the paper, provide all the details necessary to allow the reader to find the original. To do otherwise would be to 'steal' another person's intellectual work and is dishonest. This is called plagiarism and the University imposes penalties on students who do not acknowledge their sources. You should consult the University's policy on Acknowledgement Practice/Plagiarism which may be found on the University web site. This policy defines plagiarism and discusses how to avoid it.

There are several ways of referencing but one of the most common is a name and date system, such as the Harvard system which is used by the Graduate School of Public Health. All students enrolled in POP or GHMD subjects are required to use this system.

Referencing in the text

In the text of an assignment, you write the name of the author (or authors), followed by the date of publication. For example, 'Smith (1999) found that . . . ' or 'Recent research by Smith and Brown (2000) demonstrated that . . . ' or 'Recent research (Smith and Brown 2000) demonstrated that....' or 'It has been argued that... (Smith and Brown 2000) '.

When there are three or more authors (eg Smith, Brown and Bloggs), they appear in the text as Smith et al. ('et al.' means 'and others'). For example, 'Smith et al (2002) argue that...' However, **all** names must be given in the reference list at the end of your paper (see below).

How to quote

If you use direct quotes, you must also supply the page number. Brief quotations can be included in the text and are indicated by single quotation marks. Indent the quotation if it is longer than 30 words. Quotation marks are not required if quotes are indented. For example:

Minority groups such as homosexuals, intravenous drug users, prostitutes and prisoners are targets for the imposition of public health laws and policies that may be both restrictive and discriminatory (Lansdell 1991, p.61).

This may also be expressed as: Lansdell (1991, p.61) argues that:

Minority groups such as homosexuals, intravenous drug users, prostitutes and prisoners are targets for the imposition of public health laws and policies that may be both restrictive and discriminatory.

Remember that it is not necessary to quote in order to reference. In fact, keep quotes to a minimum as they disrupt the rhythm of your work. Discuss any quotations used. What is their purpose in your paper? Quotes should not be used in the place of your own words.

Tables and graphs

Tables and graphs should also be referenced with the author's name, date of publication and page number. You should discuss in your paper any material presented in this way. Do not assume that tables or graphs speak for themselves.

The reference list

Full publication details of the books and articles you have referred to in your paper should appear in a reference list at the end. Material you have consulted but not used may be written in a **separate** list. This is called a bibliography and is not an essential requirement. The reference list **is** an essential requirement. Both the reference list and bibliography are arranged alphabetically by author's family name (surname), followed by initials or first name (be consistent).

If an author has published more than one work in the same year, distinguish between them by using a and b, both in the text of your paper and in the reference list. Otherwise list the same author's work chronologically. For example:

Smith, L. T. 1989a, Principles of painting and decorating, *American Journal of Painting and Decorating*, 14(2), pp. 124–132.

Smith, L. T. 1989b, *International Painting and Decorating*, Paintbox Publishers, Sydney.

Smith, L. T. 1991, Brushwork for beginners, *American Journal of Painting and Decorating* 15(1), pp. 16–19.

Notice that the journal and book titles above are *italicised*.

Where there are two authors, continue to list them chronologically. If the second author is different each time, list them first alphabetically by second author's family name and then chronologically. (Do not change the order in which authors' names appear in a reference.) For example:

Smith, L. T. & Brown, R. G. 1985.

Smith, L. T. & Dunn, P. T. 1982.

Smith, L. T. & Johnson, K. P. 1987.

Smith, L. T. & Johnson, K. P. 1989.

Where there are three or more authors, include all of them, for example:

Walsh, R. A., Bowman, J. A., Tzelepis, F. and Lecathelinis, C. 2005, Regulation of environmental tobacco smoke by Australian drug treatment agencies, *Australian and New Zealand Journal of Public Health* 29(3), pp. 276–278.

Journal references must include the title of the article and the title of the journal, as well as the volume (and issue number, if applicable) and inclusive page numbers. For example:

Gulliver, P. and Begg, D. 2005, Usual water-related behaviour and 'near-drowning' incidents in young adults, *Australian and New Zealand Journal of Public Health* 29(3), pp. 238–243.

Book references must include the edition and place of publication as well as publisher. If you are referencing a chapter in a book include the title of the chapter, the editor(s) of the book and the page numbers of the chapter. For example:

Parsons, C. 1990, Cross-cultural issues in health care, in J. Reid & P. Trompe (eds) *The Health of Immigrant Australia: a social perspective*, Harcourt Brace Jovanovich, Sydney, pp. 108–153.

Rogers, E. M. 1983, *Diffusion of Innovations*, 3rd edn The Free Press, New York.

Corporate bodies

Some assignments may require the use of reports published by federal and state government departments and by non-government and voluntary organisations. In these cases, the 'author' is usually the department or organisation itself. Occasionally, an individual is named as the author of a report, in which case his or her name should be used. For example:

Commonwealth Department of Health 1987, *Statistics on Drug Abuse in Australia, March 1987*, Australian Government Publishing Service, Canberra.

Tupling, H. 1988, *Review of Educational Materials available for Heart Disease Prevention Projects*, NSW Department of Health, Health Promotion Unit.

Some reports tell the reader how they should cite the source. This information may be found on the second page, after the title page.

Newspaper articles

It may be appropriate to use newspaper articles for some assignments, but these articles do not have the same standing as articles in academic journals, as journalists do not usually reference their work. Most academic journals have a system of peer review, where people knowledgeable in the relevant subject check articles before they are published. This is not the case with newspapers, but they may still be useful if, for example, you want to look at how information is selected and presented to the public. If there is an author, newspaper articles should be referenced in text as usual and in the reference list thus:

Garcia, L. M. 1991, Schools to require proof of immunity, *Sydney Morning Herald*, 18 April, p. 3.

If there is no author, provide all the details in the text, e.g. (Sydney Morning Herald 3rd May 2001, p.10) or ...in the Sydney Morning Herald (3rd May 2001, p.10). You do not need to repeat this in the reference list.

Cited in

If an author has referred to another person's article, book or report and you want to use the data it apparently contains, you should go to the original work and read it for yourself. You cannot know if the second author has been accurate. In rare circumstances only, you can refer to the original work by writing, for example, Smith (1982, cited in Brown 1987). However, such references must be kept to a minimum, since you cannot vouch for their authenticity. If the original work is not available in the library or from a database, it is preferable not to rely on the data in question. In the reference list, provide the details of the citing author (Brown 1987 in the above example).

Online sources

For web sites put in the text the name of the person or the organisation responsible for the site as the 'author' and the date of the site's creation or update (usually at the bottom of the screen). In the reference list: author (person or organisation responsible for the site), year (when site created or last revised), name and place of the source, when viewed (day month year), and <URL>.

The GSPH prefers that web addresses not be given in the text.

Full-text journal article in electronic database (reference list)

Author, year, article title, *journal title*, volume(issue), paging if given or indication of length, viewed day month year, name of database, item number (if given).

Journal article on the web (reference list)

Author, year, article title, *journal title*, volume(issue), viewed day month year, <URL>.