Referencing

What is referencing?
- A linking of words, ideas, creations, arguments, images, etc. to their original sources so that the reader knows where the information and the ideas in each sentence come from.
- A system with clear rules for acknowledging the work of others. It consists of two parts: the in-text citations and the reference list.

What are sources?
- The people whose words, ideas, creations, arguments, images, etc you refer to in your assignments. They are usually authors of written texts but you can refer to films, television programs and personal communication.

What is an in-text citation?
- Reference to a person’s work in the text of your assignment e.g. According to Williamson (2008) civil engineering is an exacting science.

What is a reference list?
- A list at the end of your assignment of all the sources you have mentioned in your assignment. The list is arranged alphabetically by authors’ surnames.

Why do we reference?
Referencing is an integral part of academic writing. Some reasons for acknowledging your sources are:
- to situate your work within a field of study and a larger intellectual context
- to demonstrate your research skills and show the research you have done
- to provide support for your ideas and lend credibility to your work
- to allow readers to benefit from your research by finding your sources, reading and using them
- to show your ability to communicate using the conventions of academic writing
- to allow readers to distinguish between your assertions and ideas and those of others
- to show courtesy and respect to others by acknowledging the ownership of their ideas (their intellectual property) and involving them in your dialogue
- to avoid plagiarism (and its associated penalties)
What needs to be referenced?
All published ideas, words, ideas, creations, arguments, images, etc that come from the work of others, except those that are common knowledge (something that is generally known).

In addition to referencing published material (books, journals etc), you also need to reference

- personal communication - information from meetings, surveys, emails or conversations
- websites - anything you look at online that was written by someone else
- unpublished material - company reports, theses, etc
- lecture notes - material given to you by your lecturer which may have been written by them and/or based on other information

How do we reference personal communications?
If you intend to use personal communications (face-to-face conversations, interviews, phone calls, faxes, letters, etc), first get permission to use the name of the person you communicated with.

In your assignment you should reference in-text in one of the following ways. Choose one way and use that consistently throughout your report.

- Include reference information in the text, e.g. When interviewed on 8 July 2008, Ms S Barrett-Lennard confirmed….
- Include reference details in brackets, e.g. Dr C Lange (personal communication, 8 July 2008) confirmed that …
- Remember to include the surname and the first name initial of the person
- Do not include the details of personal communication in the Reference list at the end of your report

How do we reference graphics in our work?
In your assignment

- refer to the graphic in the body of your assignment, e.g. Mechanical Engineering graduates increased dramatically in 2008 (see fig. 1).
- place a title and a number for the graphic (model, chart, etc.) under the image and acknowledge its source, e.g. Figure 1, Mechanical Engineering Graduates (Reilly 2008, p. 5).
- include full publication details in the reference list.

Which reference style do I use?
The Faculty of Engineering, Computing and Mathematics uses the Harvard style of referencing.

What is the Harvard reference style
- Go to the Harvard Reference Style Guide for a comprehensive explanation.
  http://www.library.uwa.edu.au/education_training_and_support-guides/harvard_citation_style