Referencing

What is referencing?

When you use someone's ideas you need to acknowledge them by referencing.

Student: What's all this about referencing? I heard it's really important.

Mentor: Yeah it is. I lost marks on my first assignment because I didn't reference properly.

Student: So what is it?

Mentor: Well… it's when you use someone's ideas like from a book or journal you need to acknowledge them by referencing.

Student: Why do you have to do that?

Mentor: Cause it shows who owns the ideas.
Student: So what happens if I don’t reference?

Mentor: You can get into trouble for plagiarism. It’s like cheating.

Student: So is plagiarism using other people’s ideas in your assignment without referencing them?
Mentor: Yeah. And if you reference well you should get better marks.

Student: OK….So how do I do it?
Mentor: Look it’s not that hard once you know how. Well... you have to reference in two places. In the writing and have a reference list at the end.

How do I reference?

In text – direct quotes and paraphrasing

At the end – reference list

Student: How do you reference in your writing?

Mentor: You can quote the exact words or you can rewrite it. In your own words is generally better. I’ll show you some examples.
Mentor: See how I used quotation marks and page numbers in the direct quote. But in the paraphrase I changed the words and then I included the author's name and year.

Student: OK I get it. But how do I put it into my writing?

Mentor: Well of course you've got to write good paragraphs. But you've got to learn to use linking words and introduce your references with reporting words.

**How do I put references into my writing?**

- linking words
- appropriate reporting words

Student: Ok. Can you give me some examples?
Mentor: Here’s some examples. Linking words help your paragraph flow. You add them at the beginning or in the middle of sentences.

**Linking words and phrases**

- Furthermore
- Significantly
- As a result

**Therefore, team cohesiveness enhances team effectiveness.**

- In addition
- Clearly

Student: What about reporting words?

Mentor: You need to use a word to introduce your references. Words like *suggests that* or *concludes that*. But make sure you use a word that suits the meaning of your sentence. Look at this example. The reporting word *predicts* talks about the future so it fits into the meaning of this sentence.

**Appropriate reporting words**

- reports (that)
- suggests (that)
- concludes (that)

**Burrows (2010) predicts that there will be no further interest rate rises until late next year.**

- argues (that)
- maintains (that)
Student: You also mentioned a reference list?

Mentor: Yeah. That's when you list all the references in alphabetical order at the end of your assignment. You've got to make sure you format them in the right way.

**Example of Reference List**

**Alphabetical order**


Student: I get it. Like books are listed differently from web sites.

**Further Information**

http://www.dlsweb.rmit.edu.au/lsu/content/4_WritingSkills/04paraphrasing.htm

http://www.dlsweb.rmit.edu.au/lsu/content/1_StudySkills/02referencing.htm


http://www.dlsweb.rmit.edu.au/lsu/content/4_WritingSkills/09linkingwords.htm