REFERENCING
At Xavier Catholic College you are required to reference the work you submit for your assessment tasks. This means that you need to acknowledge any statements, opinions, ideas or data that comes from other sources. Whether you quote directly, paraphrase or summarise the work you need to state which book, journals, website or other source that it is from. This procedure is known as ‘citing your sources’ or referencing.

Why reference?
• shows you have properly researched your work
• proves that your ideas have a basis in facts
• allows the reader to follow up any ideas you referred to
• adds credibility to your work
• not acknowledging other people’s ideas and data is a breach of copyright known as plagiarism.

Where to find reference details
The location of the details you need to correctly reference will depend on the source.
• Books – the title page and the verso title page (back of the title page)
• Journals – usually near the contents page but can be difference for each one
• Websites – at the bottom of the home page or on the ‘About us’ page
• Newspapers – the front cover and the page uses
• Others – some details will need to be searched for or developed yourself i.e. if you interview someone you will need to record the date and time etc. Always try to include as many details as possible.

How to reference
There are a number of different systems of referencing including Harvard, MLA (Modern Language Associations), APA (American Psychology Association) and Footnoting. Each school and university makes their own decisions about which system they will use and how it will be applied.

At Xavier we use the Harvard system which is described briefly below. Further information can be obtained from your teacher, the library staff or on the college website.

There are two parts to the Harvard system of referencing:

• In-text references which are made up of direct and indirect quotes.
• End-text references which are compiled into a list at the end of your assignment. This list is commonly known as a Bibliography.

Further information on how to construct and use direct and indirect quotes can be obtained from your subject teacher, Library staff or Student Workspaces.

BIBLIOGRAPHIES (END-TEXT REFERENCES)

A bibliography is a list of the sources of information that you referenced in your assignment as well as other sources you read or viewed but did not directly quote.

Setting out the bibliography
These are some points you should follow when setting out a bibliography.

• use a separate page at the end of your assignment
• sort the list of references into alphabetical order
• double space the references to make them easier to read
• check that each source you quoted from in your assignment is listed in your bibliography

What do end-text references look like?
Books
Author’s surname, Author’s first initial, Year of publication, Title, Publisher, Place of publication.

Encyclopedias
Author’s surname, Author’s first initial, Year of publication, ‘Title of article’, Title of encyclopedia, vol. number, Publisher, Place of publication.

Journals
Author’s surname, Author’s first initial, Year of publication, ‘Title of article’, Title of journal, vol. number or date of issue, page numbers of article.

Websites
Author of site, year of site’s creation, ‘Title of document or page’, Title of home page, date site viewed, <URL>.

Sample Bibliography
The following is a sample bibliography showing an example for each of type of reference listed above.


