Tranby Referencing Guide

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Tranby uses standard referencing protocols for written assessment submissions. The Tranby Student Handbook states:

"Referencing demonstrates that the student has read the issued material or has undertaken research in other sources. Failure to reference appropriately is considered unethical academic behaviour and will result in a students' work not being accepted."

(Tranby Student Handbook 2020 p 54)

Referencing Terms

Bibliography:

A reference list of what you have read or referred to for your research. This list sits at the end of your submission. It's a good idea to write up a bibliography for your own use, as you go. The reference should have information that will enable your assessor to identify and locate documents or other sources.

References:
Information about who produced and who published the work and when, such as a book, journal article, video, website, etc. The reference should include details that enable your assessor to locate the source, as shown below.

Citation:

This is used **in text** as a shorthand way to show where your information or idea has come from.

This is simply identifying your sources. This lets readers know that parts of your work came from someone else and gives proper credit to authors' written works or ideas. Consistent and accurate citation will help you avoid plagiarism. It also gives the reader (in this case your assessor) the information on how to find that same source or author.

Plagiarism

"The practice of taking someone else's work or ideas and passing them off on one's own"

oxforddictionary.com

Work submitted must consist of original effort. It is insufficient to simply copy work from other sources and submit it, even if those sources are appropriately acknowledged. Work must have an original component.

Tranby Student Handbook (2020)

The following are examples of plagiarism:

- Direct copying of paragraphs, sentences, or significant parts of a sentence
- Direct copying of paragraphs, sentences, or significant parts of a sentence with an end reference but without quotation marks around the copied text
- Copying ideas, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these.
- Paraphrasing, summarizing, or simply rearranging another person's words, ideas, etc., without reference or explanation
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is
- A 'cut and paste' of statements from multiple sources
- Presenting work done in collaboration with others as independent work
- Copying or adapting another student's original work into a submitted assessment item"

(Tranby Student Handbook 2020 pp 54 - 55)

Common Knowledge

In every field, there is a body of knowledge and material that has become part of the public domain and which can be drawn on without specific acknowledgement.

Common knowledge includes facts that are generally known, such as common facts of history, common sense information, accepted folklore and aphorisms that have been adopted as part of common English language.

For example, it would not be necessary to reference that:

- Bob Hawke was the Prime Minister of Australia (common fact of history)

- Humans need food and water for survival (common sense observation)

- The Bunyip is a man-eating Australian animal that lives in waterholes, swamps and creeks (accepted folklore).

Personal Opinion and Experience

Common knowledge is not the same as personal opinion and experience. Personal opinion and experience are valid inclusions in your submission, however, you'll need to identify that this information is an opinion or from your personal experience.

It is not enough to say that you just know something in an academic submission. Wherever possible, it is best practice to find and reference other written sources that back up information that we already know or believe to be true. Without referencing other sources to back up our information, it is not academically verifiable. This means that the information and can only be considered opinion and must be presented as such.

For example:

Aboriginal culture is being taught in schools more these days.

This **requires a reference** to an author and the published article, Department of Education report or something similar.

My nephew's in Adelaide tell me that Aboriginal culture is being taught at their school as a regular part of the curriculum.

This **clearly states** that the information is **from your own knowledge or experience**.

Incorporating Information from Other Sources into Assessment Responses

Information from other sources such as a book, website, magazine/newspaper or other sources, may be incorporated in at least two ways. These are:

Paraphrase:

Rewriting the information in *your own words*

Or

Quote:

When you can't find an easier or better way to state the information in the original source, you copy the text, word-for-word and enclose the text in "quotation marks". This shows your reader that these are someone else's words, not your own.

In both cases you must provide referencing information about **where** you got the information/ text.

Using Quotations

Do not use a direct quote as a stand-alone sentence. You must incorporate quotes into your own sentence.

This can be as simple as saying:

The NSW Government (2017) highlights that "……" (p.75)

You must always elaborate on the quote e.g. explain **why** you have used that quote; its significance; whether you agree or disagree with it or; how it relates to the assessment task or question.

Remember to include the page number in the citation if the quotation has come from a book, journal or other publication!

In-Text Referencing

Please include in-text referencing (citation) that corresponds to the full source information in your bibliography.

In-text references should be cited as **Author's surname only (year, page/s).**

For example:

Book:

(Bloggs & Smith 1998, p. 56)

(Acme 1923, pp. 45-7)

Or

Bloggs and Smith (1998, p.56) have shown that……

Journal Article:

(Gibbs et al, 2020)

Gibbs et al (2020) found that.......

If an author is quoted from the same source on more than one occasion, the respective pages should be identified for each passage in the bibliography.

Bibliography: Reference list

All references cited in the text must be listed in ***alphabetical order*** in a bibliography (reference list) at the end of the submission.

Authors and editors' names are written: Surname, initial/s of first name/s, e.g.: John Brown will be written: Brown, J.

Examples:

Journal/magazine article:

Author's Surname, A., Surname, B. & Surname, C. (YEAR) 'Article title', *Journal/Magazine Title* Vol(issue) pp. # - #

Book:

Surname, B. (YEAR) *Book title,* Publisher, Place of publication.

Chapter in edited book:

Surname, A.B. (YEAR) 'Chapter title', in Editor, A., Editor, B. & Editor, C. (eds) *Book title*, Publisher, Place of publication, pp. # - #

Website:

Surname, A. (YEAR) 'Title of article or website', available from: www.website.com (accessed 10 June 2020).

Note: if no author is given for a website, use the company name or title of the website.