

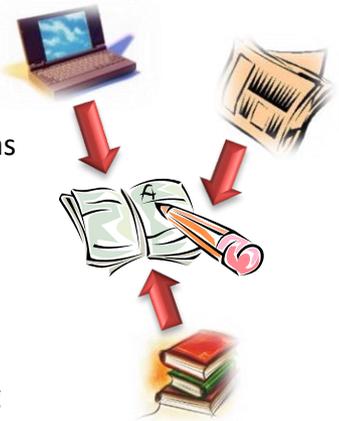
Understanding Referencing

This resource will help you understand:

- ❖ What referencing (citing) involves
- ❖ Why you need to reference (cite) the information you use
- ❖ What you need to reference (cite)
- ❖ Where you look for reference information

What is referencing?

As you write your assignments, you will find that you are including thoughts and ideas which you have come across in your reading. This work is usually published in books, journal articles or on websites. When you use these ideas in your assignments they become your sources of information. It is very important to acknowledge the sources you have used or mentioned in your work.



If you fail to do this, you could be penalised for plagiarism. Plagiarism is representing another person's work or ideas as your own and includes using ideas without appropriate acknowledgement.

What is the difference between referencing and citing?

There are two ways to acknowledge your sources of information:

- ❖ A Citation in the text of the document shows that the information comes from a published source.

...is able to perform its functions in formulating terminology, classifications, and hypotheses. In working out a concrete causal of individual events, the procedure of the historian is essentially the same.²²

White argued at a *global* level of generality, or at least at that of the whole

²¹ H. Paul Santmire, *The Travail of Nature: The Ambiguous Ecological Promise of Christian Theology*, 1 ed., 1 vols. (Philadelphia: Fortress Press, 1985), 11

²² Max Weber, *Economy and Society: An Outline of Interpretive Sociology*, 1 ed., 2 vols., translator J.C.B Mohr (Berkeley: University of California Press, 1978), 21

- ❖ A Reference list or Bibliography at the end of your assignment provides full publication details of the sources of information you have used to write your assignment. This appears at the end of your assignment.

Bibliography

Discovering the Murray-Darling Basin. Canberra: Murray-Darling Basin Commission.

"Murray-Darling Basin Commission Website." www.mdbc.gov.au

The Sydney Morning Herald, 13 February 1999, 4/3.

""Striking the Rock" Alfred Deakin as Moses, the Deliverer." Melbourne Melbourne Punch, 1886.

"The Gospel Car." *The Methodist*, 21 October 1899.

The Reader's Digest Complete Atlas of Australia Including Papua New Guinea. Sydney: The Reader's Digest, 1968.

A reference list only includes those authorities that have been cited in the document. A Bibliography is a complete list of all resources you have consulted about a topic and can also include sources that you have used to generate ideas or 'read around' a topic but may not have referenced in your assignment.

What do I need to reference?

<p>Quotations When you use a phrase or sentence exactly as it appears in the published work.</p> <p>Enclose the phrase in quotation marks " " and</p> <p>Cite the original source</p>	<p>Paraphrases When you use the ideas from a source but express them in different words.</p> <p>Cite the original source</p>	<p>Summaries When the idea you are using in your argument is a summary of the main points you have read.</p> <p>Cite the original source</p>
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Where do I find what I need to complete my referencing?

When you are preparing ideas for your assignment, it is essential to keep an accurate record of the sources you have used. This is especially so when you make a photocopy. Even if you are in a hurry to get back to class or to catch the bus, be sure to note the details of the book or journal on the photocopy. It's not always possible to work out where you have found the information at a later stage. And if you don't have this information, you won't be able to use this material in your assignment.

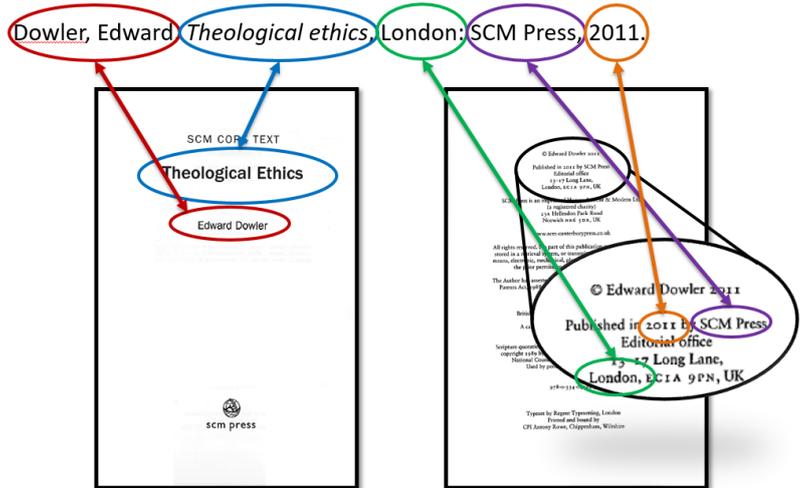
A reference or citation consists of elements that allow the reader to trace the original book, book chapter or journal article.

Books

A reference to a book generally requires the following information



You can find this information from the title page and the page following the title page in the book.



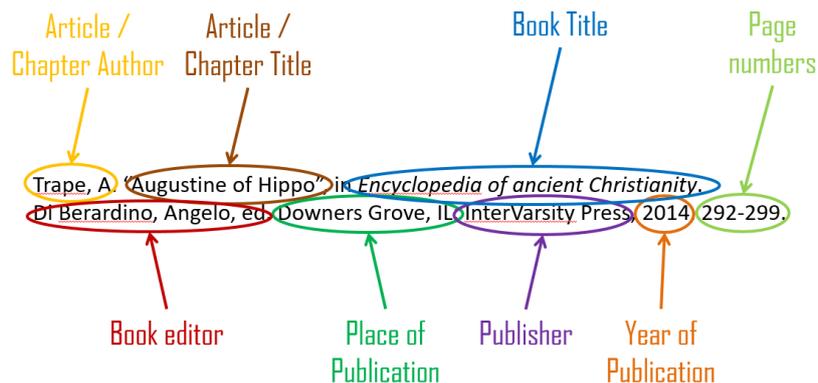
The record in Revelation can also provide this information.

1. *Theological ethics* / Edward Dowler
 By: Dowler, Edward (London: SCM Press, 2011), x, 196 pages ; 24 cm. Language: English, Database: Revelation
 Subjects: Christian ethics; Religious Ethics
 Retrieve Catalog Item

Location	Call No.	Status
Camden Theological Library : Reserve - 3 Day Loan	BJ1251 DOW TE	Available

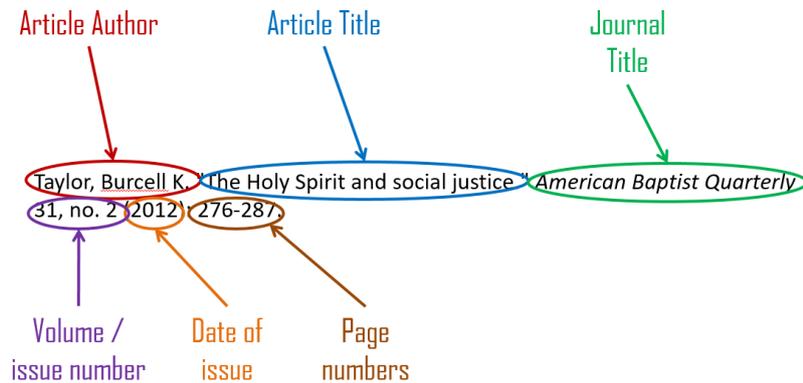
Book chapter or article from an encyclopedia

A reference to a chapter from a book or an article from an encyclopaedia requires additional information to that of a book



Journal article

A reference to a journal article requires



This information can be found in Revelation for online journal articles or in the journal issue for physical copies of journals.



Need help?

If you're looking for more information about referencing in Chicago style which is the preferred style for UTC, you can look Chicago Manual of Style in the Library Reference collection or view the online version.

http://www.chicagomanualofstyle.org/tools_citationguide.html

