



Referencing is used to acknowledge the people who created or own work. This can include anything such as an idea, a record, a book, a diagram, an image or a table that is included in a piece of writing or non-written work. Referencing helps protect the people in intellectual property and avoid plagiarism. It also enables the reader to follow up the work of the author and check or refer to the piece of work.

The essential nature of referencing is available for use. Differences in citation/practice are highlighted and/or a variation of a referencing system, or slight differences may be observed. Detailed description of the system are generally made available via the citation/practice website. Some examples of the system are listed at the end of this document.

The purpose of all referencing is to acknowledge the work of the author and enable the reader to find the referenced material. Referencing of new concepts, changing technology, the basic principle and a consistent in the referencing is being used.

It is easy to find and each staff should adopt and each a consistent referencing system. The example of referencing used in this guide is based on the Harvard referencing system, although the author does not use it.

Examples included here are intended as a guide only. Other approaches to referencing might also be in place in some schools. The general approach is as follows.

The main advice is that the holder remain consistent throughout a piece of work.

Referencing can be done in the following ways:

1) In-text acknowledgements (see Part A below)

a) When using any of the words, identification of the (frequency, see Part A, 1) or the of a citation mark (footnote, line number, see Part A, 2) as well as brief reference

b) To identify any of the idea, word, book, diagram, image or table, brief reference (author, date, page number /) immediately following the text (see Part A, 3)

2) Footnote and endnote (see Part B below)

Footnote and endnote are used to do not break the flow of the text. The text is included in the text, the author of the material may have length reference information. Generally, footnote are used for a small number of citations and endnote for a large number of length endnote. Concise participation may be placed in the text and corresponding footnote are located at the bottom of the same page as the text to which they refer. Endnote are placed at the end of a chapter or the end of the complete piece of work.

3) Reference list and/or bibliography

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When quoting in writing, always include:

- a header
- date

page number or location reference for the specific reference used.

Note: You must keep his or her minimum one-half inch margin for a minimum of one inch. This is required in case of 30 or more.

See the following in a separate block of text:

indenting from the margin

using a smaller font size or italicizing the text.

Example

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Indent from the margin →

← Leave a line above and below the quote

Use a different font than the rest of the text (e.g., make smaller or *italicise*)

Identify author, year of publication and page number at the end of the quote. If the date is unknown use n.d.

Include the word in the normal setting of the sentence. This is required in case of less than 30 or more.

Example

Use single quotation marks around the quoted words.

Add page number after the quote, plus author and year of publication if not referred to earlier in the sentence.

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1. Howard Zinn, *! "#\$%&'\$()" *+), %- . "%/ , 0\$ " 12†, \$3" 4, 5, \$) 6" 789: " ; "#-\$) \$2, "* (New York: HarperCollins Publishers, 2005), 2
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A reference list is a list of all publications referred to in the work. It is placed at the end. A bibliography differs in that it also includes publications that are not specifically referred to in the work. It is also placed at the end.

1. Author and Date (The Author-Date style of referencing).
2. The details of the citation should be organized in the order shown in the table below. Include only the appropriate information.
3. The basic elements are the author's name in the order below. When organizing the citation look for the basic elements first and then determine the order in the table.
4. Finally classify the citation in the order of elements if the appropriate information is available.

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Referencing guide of English literature in print. You should use the same printion convention throughout the work.

A list has a simple format and is organized in alphabetical order in the following table. (2002), in which the element is identified by a comma and finished in alphabetical order.

Order the list alphabetically by the author's name, ignoring definite and indefinite articles (a, an, the).

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**JOURNALS AND
NEWSPAPER
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