

Refe encing i ed o ackno ledge o he people o k ed o c ea e o o n o k. Thi can incl de ch hing a : an idea, e ac o d , a o k, a diag am, an image o a able ha i ed in a piece of i ing o non- i en e . Refe encing ho e pec fo o he people in ellec al igh and a oid plagia i m. I al o enable he eade o follo p he o k of o he a ho and c ea o efe ed o in he piece of o k.

The e a e a n mbe of efe encing le a ailable fo e. Diffe en in i ion /p bli he e hei o n le and/o a ia ion of a efe encing em, o ligh diffe ence ma be ob e ed. De ailed de c ip ion of he e em a e gene all made a ailable ia he in i ion/p bli he eb i e. Some e ample of he e i e a e li ed a he end of hi doc men.

The p po e of all efe encing em i o ackno ledge he o k of o he and o enable eade / ie e o find he efe enced ma e ial. Refe encing of ne o ce pe, ch a eme ging echnologie, e he ame ba ic p inciple and a e con i en i h he efe encing le being ed.

I i ea ie fo den and eache if a chool adop and eache a con i en efe encing em. The e ample of efe encing ed in hi g ide a e ba ed on he Ha a d efe encing em, al o kno n a he A ho Da e em.

E ample incl ded he e a e in ended a a g ide onl . O he app oache o efe encing migh al ead be in place in ome chool . The a e al o app op ia e o e.

The main ad ice i ha he le ho ld emain con i en h o gho a piece of o k.

Refe encing le can e i e h ee pe of ackno ledgmen :

- 1) In-e ackno ledgemen (ee Pa Abelo)
  - a) When o ing ano he o d, inden a ion of e (fo en ence, ee Pa A, 1) o e of o a ion ma k (fo a ph a e, line o o, ee Pa A, 2) a ell a b ief efe ence
  - b) To iden if ano he idea, od, a ok, diag am, image o able, b ief efe ence (a ho, da e, page n mbe / ) immedia el follo ing he e (ee Pa A, 3)
- 2) Foo no e and endno e (ee Pa B belo)

Foo no e and endno e a e ea o e and do no b eak he flo of e . The a e ed in li e a e, hi o and he a he e o ce ma e ial ma ha e leng h efe ence info ma ion. Gene all , foo no e a e ed fo a mall n mbe of ci a ion and endno e fo la ge n mbe o leng h endno e . Con ec i e pe c ip n mbe a e placed in he e and co e ponding foo no e a e loca ed a he bo om of he ame page a he e o hich he efe . End no e a e placed a he end of a chap e o he end of he comple e piece of o k. 3) Refe ence li and/o bibliog aph

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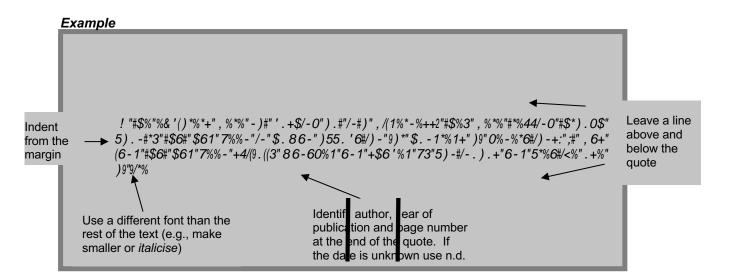
When oing in nning e, al a incl de:

- a ho
- da e
- page n mbe o loca ion efe ence he e pecific e i efe ed o.

No e: Yo m keep hi o a minim m o en e ha ha o bmi fo a e men i o o n o k. Thi i ed in ca e of 30 o d o mo e.

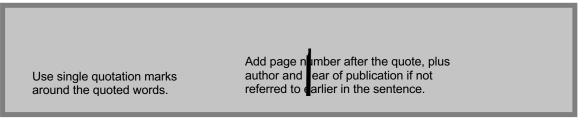
Se o he o a ion in a epa a e block of e , b :

- inden ing f om he ma gin
- ing a malle fon i e o i alici ing he e .



Incl de he o d in he no mal e ing of he en ence. Thi i ed in ca e of le han 30 o d .

## Example



When pa aph a ing ano he pe on o d

In e The info ma ion ha Col mb an ed mo a : Whe e i he gold?<sup>1</sup> Co e ponding foo no e a he bo om of he page o endno e 1. Ho a d Zinn, !"#\$%&'\$()" \*+),%-. "%/",0\$"12+,\$3"4,5,\$)6"789:";"#-\$)\$2," (Ne To k: Ha pe Collin P bli he , 2005), 2

- 1. Ho a d Zinn, *!* "#\$%&'\$()" \*+),%-. "%/",0\$"12+,\$3"4,5,\$)6"789:";"#-\$)\$2," (Ne Yo k: Ha pe Collin P bli he , 2005), 2
- 2. Robe Gei e, ! < \$-+=52" \*+),%-.",%"7>??"(Ne R

## !"#\$%9% 4\*:\*#\*(,\*%;<8\$%"(1=.#%6<>0<.2#"?@A%

A efe ence li i a f ll li of all p blica ion efe ed o in he o k. I i placed a he end. A bibliog aph diffe in ha i al o incl de p blica ion ha a e no pecificall efe ed o in he o k. I i al o placed a he end.

- 1. A ho and Da e (The Ha a d o A ho -Da e le of efe encing).
- 2. The de ail of he ci a ion ho ld be o gani ed in he o de ho n in he able belo . Incl de onl ha i app op ia e fo o o ce pe.
- 3. The ba ic elemen o e a e ho n in in he able belo. When o gani ing o ci a ion look fo he ba ic elemen fi and hen e hem in he o de ho n in he able.
- 4. Finall claif o ciaion i h he o he elemen if he applo o ce.

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Refe encing g ide of en e ligh I diffe en p nc a ion. Yo ho ld <u>e he ame</u> <u>p nc a ion le con i en I h o gho o o k.</u>

A le ha i imple o follo and idel ed in A alia i ha de c ibed in he 4,.'" < 52@5"'/%-"5@,0%-)A"\$3+,%-)"523"&-+2,\$-) (2002), in hich he elemen a e di ided b a comma and fini hed i h a f II op.

O de he li alphabe icall b he fi o d o o d of he en , igno ing defini e and indefini e a icle (a, an, he).

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BOOKS		

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