Southern Christian College
Rules and procedures for referencing
Referencing (an introduction) p.3

Plagiarism p.3

Use of Quotations p.4
  a. Direct quotations
  b. A quote used in another text
  c. Indirect quotations

Referencing Standards p.4
  a. Footnotes
  b. Writing footnotes

Instructions for Microsoft Word p.5

Instructions for Pages p.7

Source Information for the Footnote p.8
  • Books
  • Magazines or Journals
  • Web Pages
  • Information provided by the teacher
  • Abbreviations for repeated references

Bibliography p.10

Writing a Bibliography p.10

Submission of Assessment Tasks p.10

Sample Assessment Task Cover Page p.11
When preparing written work for your assessment tasks, you will inevitably use or refer to the work of others. This may include the use of another’s ideas or a direct quotation from their writing or work. In the case of primary source material, you will often need to quote directly from the original source or a reprint of that source. In all of these cases, you must reference the source of your information through the use of the ‘Oxford’ Referencing System (also referred to as the Footnote / Bibliography Referencing System).

This guide explains how to prepare your footnotes and the technical process for including footnotes when using word processing software. If you have any doubt as to whether you should provide a reference, include it. It is preferable that you err on the side of caution rather than risk plagiarising another’s work. You may refer any task-specific referencing queries to the teacher setting the task.

If you require further detail regarding the College’s approach to assessment and academic honesty, refer to the relevant policy documents (these are available from your teacher).

1. Plagiarism
You may use the ideas and words of other authors. However, you must not attempt to represent it as your own work. This is called plagiarism. Plagiarism is the unacknowledged use of another’s work, including images. That is, any attempt to pass off anyone else’s work as your own. Appropriate referencing, including the use of footnotes, ensures that you recognise other’s work as their own and do not misrepresent it as your own work.

The following explanations from the Academic Honesty Policy will help you to understand the expectations for your work:

• Work submitted must be wholly the work of the student(s) submitting the work. It must be produced for the assigned assessment task. All instances of the use of another’s work will be appropriately referenced according to the College’s referencing guidelines (see below).
• Intellectual property rights including, but not limited to copyright will be respected by students and staff.
• Students and staff will strive to submit work that gives a true reflection of their knowledge, skills, and understanding1.

1 Southern Christian College, Academic Honesty Policy (2012), p.1
2. Use of Quotations

a. Direct Quotations
Direct quotations are quotes taken directly from a source without rewording. Direct quotations must be rewritten word for word (you may start and begin the quote wherever you choose). When you use a direct quotation you must include it in the body of your text (not separate from the paragraph).

b. A quote used in another text
Sometimes authors use quotes from elsewhere that you may wish to reproduce in your work. When you choose just to use the quote (usually from a secondary source) your footnote should begin with the words ‘Quoted in....’

c. Indirect Quotations
If you rewrite another author’s words into your own words you must do this in a way that accurately reflects their ideas and include a footnote to show the source of the information

3. Referencing Standards

a. Footnotes
Footnotes tell readers where you have found your information in a clear and concise way that enables them to review your sources or read more if they wish to do so.

References must be provided for:
• all direct and indirect quotations
• evidence which is or might be in dispute
• other writers’ interpretations
• statistics

Footnotes can also be used to include additional information or supporting information not included in the body of the text.

b. Writing Footnotes
Footnotes are essentially notes that are placed at the foot (or end) of a page. Most word processing software, including Microsoft Word and Pages, has a footnote function that will insert a footnote for you. You will then need to complete the reference information as outlined below.

2 School of History and Classics, UTas, “Notes on Writing Essays”, (Hobart, 2011) p.10
3 Ibid. p.12
Instructions for Microsoft Word

In order to insert a footnote in Microsoft Word follow these steps:

1. Place the cursor on the spot (at the end of the quote and after closing quotation mark) where you would like to insert the footnote.

2. Go to the menu at the top of the screen and click on Insert.

3. Scroll down the pop up menu that appears and click on Footnote.

4. You will then be given some choices regarding formatting. Simply click on the highlighted button Insert (or press enter).
5. The programme will automatically insert a footnote and take you to the bottom of the page ready to type the footnote referencing information.

6. When you have finished typing the required information, simply return your cursor to the section of the text that you are working on.
Instructions for Pages documents

In order to insert a footnote in Pages follow these steps:

1. Place the cursor on the spot (at the end of the quote and after the closing quotation mark) where you would like to insert the footnote.
2. Go to the menu at the top of the screen and click on Insert.
3. Scroll down the pop up menu that appears and click on Footnote.
4. The programme will automatically insert a footnote and take you to the bottom of the page ready to type the footnote referencing information.
5. When you have finished typing the required information, simply return your cursor to the section of the text that you are working on.
Source Information for the Footnote

The information required for Books, Magazines and Webpages is different. You should read the following information carefully and write your own footnotes according to these expectations.

Books

When referencing books, include the following information in this order:

Name of the Author,  
*Name of the Book* (in italics)  
(Place of Publication, Year of Publication),  
page number *(use p. for one page and pp. for multiple pages)*.  
THE PUBLISHER IS NOT REQUIRED FOR A FOOTNOTE.

Example:


OR (in the case of Shakespeare):

*Romeo and Juliet*, Act I, Sc. 5, 25)

Magazine or Journal Articles

When referencing magazines or journal articles, include the following information in this order:

Name of the Author,  
‘Title of the Article’ *(in single quotation marks)*  
Name of the Magazine or Journal  
Edition Number  
(Year of Publication)  
Page number *(use p. for one page and pp. for multiple pages)*.  
THE PUBLISHER IS NOT REQUIRED FOR A FOOTNOTE.

Example:

Web Pages

When referencing a web page, include the following information in this order:

URL (website address from the web browser)
Date accessed

Example:

www.online-literature.com/dickens/copperfield/0/, 28 March 2012

NB: Ensure that your teacher is happy for you to access web material and key websites prior to their inclusion in your work.

Information Provided by the Teacher

It is always preferable to find the original documents. Your teacher will usually provide referencing details with documents that they provide you. However, if they do not and you wish to use information provided by the teacher, include the following information in this order:

Name of the Teacher,
Title of the Material *(in italics)*
(Year of Preparation or Presentation)
Page number *(use p. for one page and pp. for multiple pages).*

Example:

S.James, *Versailles Briefing Notes*, (1999) p.1

Abbreviations for Repeated References

1. *ibid*: Where a reference is exactly the same as the preceding one, put ‘*ibid*’. 
or, where it is exactly the same as the preceding one except for the page, add 
the page number (e.g. Ibid., p. 157.)

2. *Op. Cit.*: Where a reference is from a source that has already been cited but is not immediately above, use op.cit. (e.g. James, op.cit., p.2)

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4 Ibid. p.14
4. Bibliography
A bibliography is a list of the books, articles and other resources that you have used in preparing your task.

Writing a Bibliography
Your bibliography includes a complete list of your sources with the authors surnames usually placed in alphabetic order. It is a separate page at the back of your work and includes all of the information contained in your footnotes.

Example

Bibliography

Dickens, C., *David Copperfield*, www.online-literature.com/dickens/copperfield/0/


5. Submission of Assessment Tasks
All written assessment tasks should be submitted with a cover page. The cover page will include (see overleaf):
- Subject
- Teacher
- Task name
- Due date
- Date submitted
- Word count
A declaration that the work submitted is wholly your own and is properly referenced according to the College guidelines.
# Task Cover Page

<table>
<thead>
<tr>
<th>Subject</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Submitted</td>
</tr>
<tr>
<td>Task</td>
<td>Word count</td>
</tr>
</tbody>
</table>

Check the following details before you submit your assignment:

1. All work is your own.
2. You have completed the requirements according to the task sheet.
3. You have fulfilled the word count requirements.
4. You have referenced your work according to the College guidelines.
5. You have agreed to the declaration below.

**Declaration**

*All of the material in this assessment task is my own work except where referenced.*

Student: __________________________________________ Date: ________________