

Why Referencing is Important

To cite or acknowledge another author's work in a reference list provides the authority, or proof, of where you carried out your research. This supports your work and any conclusions you make in your essays or assignments.

It is also essential that you acknowledge what you have read to protect yourself against possible charges of plagiarism. It is not **plagiarism** to use another person's work to help you construct your assignments and essays. But it is **plagiarism** when you take another person's work, or ideas, and pass them off as your own in a completed essay.

The best way to avoid plagiarism is to take careful notes from any of the material you use while carrying-out your research. Any of this material referred to in your completed assignment must then appear in a reference list, works cited list, or in a bibliography.

Acknowledging other people's ideas

If you are still not sure why you have to make this effort, think about it from the point-of-view of the person who has produced the material you are using.

By supplying a reference to a person's work you are rewarding them for going to the trouble to research and publish their ideas. Without this acknowledgement people may choose not to publish their work. This would prevent new ideas and research being developed and made available to everyone.

It is also your responsibility to ensure your work is true, accurate and clearly presented. This applies to both the body of your work and the citations and references you refer to in the construction of your assignment.

Any research taken from any of the following sources must be acknowledged in a bibliography or reference list:

- books
- magazines and newspapers
- websites
- databases
- transcripts of radio and television programs
- plays and poems
- motion pictures
- photographs
- paintings
- your class textbooks

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A reference list, works cited list or bibliography

This is where you will provide your teachers with a complete list of the works that you have referred to in a completed assignment or essay. Be consistent with the arrangement and ensure you are giving enough information for someone else to be able to locate it for themselves.

References usually have the following basic elements in each one:

- Author's last name
- Author's initial(s)
- Date
- Title
- Edition (if not the first one)
- Publisher
- Place of publication
- date viewed (electronic publications only)
- URL (electronic sources only)

Reference List

Pears, R, Shields,G 2010, *Cite them right: the essential referencing guide*, Palgrave Macmillan, New York.

Style Manual for authors, editors and printers, 2002, 6th edition, Australian Government Publishing Service, Canberra.

Tasmanian Assessment & Qualifications Authority, 2015. 'Authenticity and Academic Integrity: a Guide' v.3.1, Tasmanian Assessment & Qualifications Authority, Viewed 1 December 2016, http://www.tqa.tas.gov.au/4DCGI/_WWW_doc/047444/RND01/Academic_Integrity_Guide.pdf

University of Tasmania 2012, *Referencing and assignment writing*, University of Tasmania, viewed 27th April, 2012, <http://utas.libguides.com/content.php?pid=27520&sid=199792>