

Which referencing system should I use?

The referencing styles used at St. Patrick's College are:

- Harvard or author/date system
- Traditional or Oxford note system
- APA system
- MLA system

Which reference system should you use?

Always check with your teacher to see if they have a preference for a particular referencing style. If they do not say they have a preference then you should follow this advice:

- Middle School (Grades 7 & 8) – Harvard or the Author/Date system
- Croagh Patrick (Grade 9) – APA system
- Senior School (Grades 10, 11 & 12). The default system is Harvard unless otherwise directed by your teacher and/or the guidelines provided by the TASQ.

Regardless of the reference style you are asked to use they all have the same basic elements. Always make a note of the following information:

- Author surname and first name or initial
- Title of the work
- Place of publication
- Publisher
- Date of publication

Additional information is required if you take information from a **journal** or **magazine**:

- Title of the article as well as the title of the magazine
- Volume and issue number, if provided
- Page numbers of the article used

Additional information required if you use material from the **internet** includes:

- Date it was published on the Net
- Date you view or download any material
- The full web address of the article or website

You should also become familiar with the following documents, which may also be found on the Homework Help.

- Evaluating information from the Web

Which referencing system should I use?

Make sure all the references you use are presented the same way throughout your assignment or essay. Also make sure each citation within the text agrees with information presented in your reference list, works cited list or bibliography at the end of your work.

Your teachers must always be consulted when you commence any research to ensure you are following the reference system that they prefer.

The Mary MacKillop Library has many guides that can help you, and may be borrowed by all students. Please ask at the desk if you require any help locating them.

Mary MacKillop online help is available from the referencing link in the Study Skills menu from the Library's Homework Help website. The following guides are available for you to view or download:

- **Why referencing is important**
- **Which referencing system should I use?**
- **Harvard referencing system: an introduction**
- **Sample Harvard List:** How the basic elements appear in a Harvard reference list / Sample Harvard reference list
- **APA referencing system: an introduction**
- **Sample APA List:** How the basic elements appear in an APA reference list / Sample APA reference list
- **Oxford and the Traditional Note referencing system: an introduction**
How to use footnotes and to construct a bibliography
- **Sample Oxford or the Traditional Note List:** How the basic elements appear in an Oxford/ Traditional Note bibliography
- **MLA referencing system: an introduction**
Sample MLA reference list

Additional notes held in the Senior Study area:

- Citing classical texts – For students of Ancient Civilisations
- Referencing artwork viewed at MoNA and saved to their O-device

Copyright

The Mary MacKillop Library adheres and meets all obligations as defined in the Australian Copyright Act 1968; therefore the following documents are also important.

- Copyright and the internet
- Digital agenda and copyright reform
- How long does copyright last?
- Music and copyright
- The role of copyright
- What can you legally copy for research and study?
- What is copyright infringement?