When to acknowledge a source
You are expected to acknowledge any source that you refer to in assignments and essays, both within the text and at the end of it, by including a list of reference. All direct quotations, ideas and paraphrased comments, from both print and electronic source must be acknowledged. If you fail to this you are guilty of plagiarising.

Plagiarism
Plagiarism refers to the practice of using others writers’ ideas or comments and presenting them as your own.

There are a number of forms of plagiarism. The most common are:
1. Copying word for word a writer’s comments without acknowledging them by the appropriate referencing system.
2. Using a writer’s idea and not acknowledging them. Even if you do not use the writer’s exact words, you are still plagiarising the ideas.
3. Paraphrasing a writer’s comments by selecting key words, substituting some for you own, and then presenting the altered passage as your own work without acknowledging it.

How to acknowledge sources
Sources are acknowledged in two ways – in text reference which are incorporated into the main body of the essay or assignment, and a list of references or bibliography which is given at the end. There are many ways of acknowledging sources but Caloundra City Private School uses the Harvard System.

In text references
When you use another’s ideas you should acknowledge them immediately. Always give the surname of the author, year of publication and page numbers, unless referring to the general theme of the book, when page numbers are unnecessary. The year and page numbers are always placed in brackets, but the surname may be outside the brackets. If there is no known author, the title is used.

Examples

When quoting from a book
When quoting from one page:
Simpson (196, p.27) states lack of exercise is our most serious health problem.

When paraphrasing from two pages:
It has been claimed that there is a great rival of interest in religion (Reid, 1997, pp54-55) Reference to themes and arguments in entire work, so no numbers are necessary. Rogers and Philips (1978) have made a strong plea for the outlawing of nuclear weapons.

Quoting from an anonymous work:
It is stated in Wild Life in Australia (1973, p.9) that Australia is blessed with one of the largest varieties of bird life in any one country of the world.

When quoting from a journal or newspaper article
Use only the name of the author, followed by the year of the publication
Example: Griffith (1995)

When quoting from a web document (author known)
Use only the author, followed by the year of publication
Example: Adamson (2001)

When quoting from a Web homepage
Give the address of the site and the year of the last update
Compiling a bibliography or list of references
At the end of your essay all references which you have used must be listed. Arrange these entries in alphabetical order of authors’ surnames (or titles when referring to an anonymous work). This list should be presented on a separate page at the end of your assignment or essay.

Books
The basic layout is as follows:

Author’s surname, Initials. (Date). Title, publisher, Place of Publication.
- If a book has more than one author, list all the names up to three
- A book with more than three authors, list the first name then (et.al.)
- A book with an editor, list the editor’s name then (ed)
- A book which is anonymous, list the title first

Encyclopedias
Author’s surname, Initials, (Date). ‘Title of Article’. Title of the Encyclopedia, Volume, Page Number(s), Publisher, Place of Publication.
- If the author is unknown, list the title first

Newspapers
Author’s surname, Initials, ‘Title of the Article’, Name of the Newspaper. Date, page number(s), Place of Publication
- If the author is unknown, list the title first

Magazines
Author’s surname, Initials, (Date) ‘Title of the Article’, Name of the Magazine, Volume Number, page number(s)
- If the author is unknown, list the title first

Videos
When quoting from films, video and television

Title (Video) (Date). Production Company, Place of Publications.
Television productions are identified as video recordings:

For Example:
Australian Story (video recording) 13 August 2002, ABC Television

CD ROMS
‘Title of the Article’, sourced from the CD ROM Title (CD ROM). (Date). Publisher, Place of Publication.

Internet
When quoting from the World Wide Web/Podcasts

Web document with an author
Author, Year, Title [Online]. Available: URL [Access date].

Web document with no Author
Title [Online]. Year. Available: URL [Access date].

Newspaper article on the WWW
Author Day Month Year. ‘Article Title’, Newspaper Title [Online], page number (if given), Available: URL [Access Date]

E-mail
Personal Email
Sender (sender’s E-mail address). Day Month Year, Subject of Message, E-mail to recipient (Recipients E-mail address)

Interview/Phone Communications/Personal Communication
Personal communication with (person’s name): ‘Title or subject of interview’, Date