

Tarremah Steiner School

Style guide

Introduction

No matter whether you are quoting directly, or just referring to another writer's work, you must acknowledge your source. If you do not do this, you are plagiarising. This is a dishonest practice, as you are pretending that someone else's ideas are your own.

There are two ways you can cite references:

1. In-text citations in the body of your work are used when you use other people's specific ideas or words;
2. Reference lists (at the end of your work) list all the sources you have used to write your paper, **in alphabetical order**.

Most schools use the Harvard System, commonly known as the "author-date" system.

When using online resources, remember that many provide the citation. Select "Harvard" style.

A. LISTING RESOURCES

1. Books

List in this order:

- author's surname and initials - if more than one, list all, separated by "&"
- year of publication
- title (using minimal capital initial letters)
- volume number (if applicable)
- publisher
- place of publication

Note: Titles must be in italics if word-processed, or underlined if handwritten. List the authors alphabetically.

- **Book with one author**

Example: Ross, J 2008, *Every picture tells a story*, Craftsman House, Fisherman's Bend, Vic.

- **When a book has an editor**

Example: McGrath, H (ed.) 2006, *Bullying Solutions*, Pearson Education Australia, French's Forest.

- **For a chapter in an edited book**

Example: Davis, P 2007, 'From knowledge to action', in B Comber (ed.) *Literacies in place*, PETA, Sydney.

- **If the name of the author is not known**, cite the work by its title and date:

- Example: *Multiple intelligences: Teaching for success*, 1996, Hawker Brownlow Education, Melbourne.

2. Indirect quotations

If an author cites material not taken directly from the original but obtained through an intermediate source, the reference may quote both sources:

Example: Lewis, C S 1959, 'Letter to the *Times Educational Supplement*', quoted in Cooper, B 1964, *Writing technical reports*, Penguin, Harmondsworth, p.72.

3. Encyclopedias, dictionaries, reference books

List in this order:

- title
- date of publication
- the volume number
- page numbers
- publisher
- place of publication

Example: *World Book Encyclopedia* 1997, vol.21, p. 243, World Book Inc., Chicago.

4. Websites

List in this order:

- author (ie the person or organisation responsible for the site)
- site date (the date the site was created or last revised)
- site name
- name and place of sponsor or publisher
- date of viewing the site
- URL
- If there is a DOI (Digital Object Identifier), include that also

Example: Department of Finance and Administration 2001, Department of Finance and Administration, Canberra, viewed 9 September 2008, <<http://www.finance.gov.au>>

Smith, J 2007, 'The Renaissance Scientists' In *ABC Science Online*, viewed 24 March 2009, <<http://abc.net.au/science/articles>>

5. Internet images

List in this order:

- author (ie the person or organisation responsible for the image)
- date
- title of image (or a description)
- title of document or article (if applicable)
- name and place of sponsor or publisher of the source
- date of viewing the site
- URL

Example: Smith, R 2001, *Rainforest*, Tasmanian Environment Centre, viewed 24 January 2006, <<http://www.tec.org>>

6. Online encyclopedias and databases

If you use information from an article in an online encyclopedia or database, you should note the details of the article, not just the database itself.

Example: 'Nutrition, human.' *Encyclopedia Britannica* 2008. Encyclopedia Britannica Online School Edition, viewed 9 September 2009, <<http://www.school.eb.co.article-32468>>

7. Magazines and newspapers

List in this order:

- author
- date
- title of article (in single inverted commas)
- name of magazine or newspaper
- volume and number, if appropriate
- pages

Example: Bezzina, J 2008, 'A journey of appreciation', *The Australian Educational Leader*, vol. 30, no. 4, pp. 11-17.
O'Brien, N 2009, 'Security failures leave airports open to attack', *The Weekend Australian*, 4-5 April, p.1.

8. Films, videos, television and radio programs

List in this order:

- title
- date
- format
- publisher
- place of recording

Example: *Emma* 1996, motion picture, Miramax International US
Sixty Minutes 2009, television program, Nine Network, Melbourne, 1 May.

9. Email

List in this order:

- author's name
- year
- email
- day and month of email
- email address

Example: Jones, B 2009, email, 13 March, <brian.jones@starship.com.au>

Note: Email addresses should not be used without the permission of the owner of the address

10. Interviews

List in this order:

- author's name
- month and year
- title of interview
- type of interview
- place of interview

Example: Marsden, J August 2007, *Writing for teens*, interview, Hobart Conference Centre.

B. HOW TO CITE TITLES

Handwritten titles

- Underline titles of major works -- novels, books, plays, films, video, DVDs, television programs, radio programs, newspapers, collections of essays or poems etc and use minimal capitals for the initial letters of words in the title.
- Use single inverted commas around titles of small works such as individual poems, songs, articles, essays.

Word-processed titles

- Use italics and minimal capital letters for the initial letters of words in the titles of novels, books, plays, films, video, DVDs, television programs, radio programs, collections of essays or poems etc.
- However, the titles of periodicals (journals, magazines and newspapers) are written with capital letters throughout.

Example: *The collected poems of Alfred Lord Tennyson*
The Sun-Herald Newspaper

- Use inverted commas around titles of small works such as individual poems, articles or essays.

Example: Bruce Dawe's poem, 'Life cycle'.

C. IN-TEXT REFERENCING

When you refer to the work of another published writer, you must place the following in parentheses (brackets) immediately after the reference:

- author's name
- year of publication
- page numbers, if appropriate.

Example: The theory was first propounded by a group of German philosophers at the turn of the century. (Mather 1972)
or

Mather (1972) stated that a group of German philosophers was the first to propound the theory.

or

Odysseus, son of Laertes, was well known for his study of crafty designs. (Lattimore 1969, p. 137).

D. QUOTATIONS

- If you are only quoting one or two lines, quote them in the body of your writing by using quotation marks.

Example: Machaut (1998) asserted that 'from the point of view of hygiene, it is preferable to keep pigs in sties, although they are intelligent pets and can be house-trained easily.'

- If your quotation is longer, indent it and do not use inverted commas.

Example: In Hamlet's famous soliloquy, his indecisiveness is evident as he agonises over the course of action he must take.

To be, or not to be: that is the question:
Whether 'tis nobler in the mind to suffer
The slings and arrows of outrageous fortune,
Or to take arms against a sea of troubles
And by opposing end them.

(III.i.56-60)

Works cited

A style guide for Collegiate 2008, St Michael's Collegiate School, Hobart, used with permission.

Faigley, Lester 2013, *The little Penguin handbook*, Pearson, Boston.

Style manual: for authors, editors and printers 2002, 6th edn, John Wiley & Sons, Australia.