

## In Text Referencing – A Guide for Students

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. This is a serious issue as it infringes on the intellectual property of someone else. It is academic theft.

When you are researching, make sure that you acknowledge where you took your ideas from.

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

The following text is taken directly from a book called Fish by Colin S. Milkins:

The biggest fish in the oceans of the world is the massive whale shark. This huge creature can grow to over 13m in length and weigh 21 tonnes. This is more than the weight of twenty cars. Although its mouth would be large enough for three men to crouch in, this 'gentle giant' only ever eats tiny shrimps, called krill. These are strained from the sea water through special gills in the fish's mouth.

A **direct quote** from this passage should be referenced as:

A whale shark is the largest fish in the ocean. "This huge creature can grow to over 13m in length and weigh 21 tonnes" (Milkins, 1991 pp:7).

Directly after the quote, I have referenced the source of the information by including the author's surname as well as the year the book was published and the page number where the quote was taken.

**Paraphrased information** from this same text would be saying the information again in my own words:

Whale sharks are magnificent creatures and are the largest fish in the ocean. They are large enough to swallow three men, however, they are gentle by nature and only feed on krill (Milkins, 1991 pp:7).

Directly after the information I have taken from the text and written in my own words (paraphrased), I have referenced the source of the information by including the author's surname as well as the year the book was published and the page number where the information was taken.

This is called in-text referencing. You may have several examples of in-text referencing in one report or essay. At the end of the work you should then take a fresh page to be titled: Bibliography.

This is where you include the full reference for the book. It is written in alphabetical order based on the author's surname.

The information on whale sharks used in the examples was taken from the following book:

Milkins, C.S. (1991) *Fish*. Puffin Books, England.

This is how the reference will appear in a bibliography.

**Internet referencing** is done in the same way. If you paraphrase or take a direct quote, you in-text reference in the same way as you would from a book.

However, you list all internet references in a separate section in your bibliography. You need to include the web address and state when you cited the article.

<http://www.environment.gov.au/coasts/species/sharks/whaleshark/index.html>

cited: 25/5/07

### **Bibliography**

Milkins, C.S. (1991) *Fish*. Puffin Books, England.

### References

<http://www.environment.gov.au/coasts/species/sharks/whaleshark/index.html>

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