

SAMPLE ESSAY EXTRACT

Social issues can be classified into three types : individual, institutional and structural (Ife, 1995:52). Alston (1995:107) says leisure time is generally an individual issue. Yet education is an institutional issue (Alston & Kent 2008:428).

One commentator of early childhood education believes 'Coping with the external factors is required of us by law and government, and we cannot put it off' (Leo Prendergast quoted in Arthur *et. al.* 2005:348). Yet there is no reason it cannot be a cooperative relationship (Ozanne in Moore (ed) 2009:230)

SAMPLE REFERENCE LIST

- Alston, M. & Kent, J. 2008, 'Education for isolated children: Challenging gendered and structural assumptions', *Australian Journal of Social Issues*, v.43 i.3, pp427-440, from *Australia/New Zealand Reference Centre* database.
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WHY WE REFERENCE

To avoid the risk of **plagiarism** you must reference all of the sources you use accurately. Plagiarism results when ideas, and/or words from another person are passed off as a student's own work. Paraphrasing or rewording another person's work, without acknowledging the source of the idea is also regarded as plagiarism.

When preparing an assignment be aware that you are usually expected to:

1. Provide references in the text to any material you quote, paraphrase or summarise. This will include the Author's surname and year of publication.
2. Provide page numbers and single quotations around any particular passages you quote in entirety.
3. Provide a list of references which were used in completing the work. This list should appear at the end of your assignment arranged in alphabetical order, by author's surname.

Keep a record of all your sources so that you are able to verify your statements. The TAFE NSW Library Catalogue is a good source for bibliographic information of books and DVDs:

<http://tafecat.tafensw.edu.au/tafecat.html>

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Other source used : *Style manual for authors, editors and printers*, 2002, 6th rev. edn, John Wiley & Sons Australia, Australia.

HOW TO REFERENCE

The Author-Date method of referencing is one of the most common. As you are writing an essay or similar work you insert the Author's surname and date of the publication into the text, along with the page number. Then at the end of the essay you make an alphabetical reference list which contains more information about the works you used.

Here are some examples of the reference appearing in the text :

SINGLE AUTHOR

Blainey (1966:11) has shown that improved rates of nutrition ...

OR

Improved rates of nutrition were important to the voyage's success (Blainey 1966:11).

DIRECT QUOTATIONS

Use single quotation marks around any text you are quoting and include page number/s. Blainey (1966:11) states that 'Improved nutrition was a major factor in Cook's continuing success after 1770'.

TWO OR THREE AUTHORS

Cite all of the authors.

A recent study (Runstein & Haber 1989)...

MORE THAN THREE AUTHORS

Use the first author only, followed by 'et al.' King *et al.* (1989) discussed the glossary of terms...

NO AUTHOR

When there is no author cite the item using the title.

The SBS World Guide (1995:8) defines...

NO PUBLICATION DATE

When there is no publication date, use n.d. Field (n.d.:303) states...

JOURNALS

Referenced in a similar fashion to books. Shea (1959) recognised this problem...

OR

Shea (1959:504-522), in an early study of this phenomena, argued that ...

NEWSPAPERS

Same as books.

Bill Mason reported in the Sydney Morning Herald (15 January 2004:26) that..

If there is no author of an article :

The Sydney Morning Herald (15 January 2000:26) reported that...

VIDEOS

Include the title in *italics*, and year of production

Strictly Ballroom (1992) highlighted the dance culture ...

MULTIPLE WORKS BY AN AUTHOR

If an author has written two or more works in a year you can use a, b, c, etc.

(Fulton 2008a:99)

(Fulton 2008b:5)

REFERENCE LIST

A Reference List is placed at the end of an essay. It is the reader's way of finding-out what 'Alston (1995)', or whatever, means. The format of a Reference List is generally:

Surname, Initials. Year of publication, *Title*, edition/volume if relevant, Publisher, Place of publication.