Slide 1: Introduction

Welcome to a presentation on ‘Referencing: What is it?’ Referencing is an important convention in academic writing. Different schools in the university, use different referencing conventions. It is important for you to confirm with your school about the referencing style that you have to use. This presentation refers to the UniSA Harvard Referencing convention which is the style that is used in most schools in UniSA.

Slide 2: Copyright notice

Slide 3: What is referencing?

Referencing is a procedure that is used in academic writing to acknowledge sources. When using other people’s idea to support our arguments, we need to make this clear in our writing by citing them. To cite means to provide the condensed details of the source by giving the family name of the author and year of publication. When this is done, the reader can check the information if they want to or even use the same source if they found it useful. Referencing is a standard practice in academic writing.

Slide 4: Text Comparison

Look at Texts A and B. Which of these texts is more academic? Why? If you submitted an assignment similar to Text B, you may not get very high grades because although the writer has put in a lot of effort researching the topic, they have not demonstrated that in their writing. The source of evidence is not indicated thus making the arguments less credible. Furthermore, the discussion is not justified with evidence. The reader does not know if the writer has referred to reliable and expert opinion on the topic. For all these reasons, Text A is a better representation of academic writing.

Slide 5: Why is referencing important?

It is important to practise referencing in your writing as it demonstrates good research practice and shows that a range of ideas and approaches have been consulted and thought about. Citing
your sources also indicate that your discussion is based on expert and reliable sources. Finally, referencing helps prevent circumstances where plagiarism can occur.

**Slide 6: Different referencing styles**

There are many different referencing conventions such as Harvard, APA and Chicago Manual. The common referencing style used in UniSA is the UniSA Harvard Referencing Style which is quite different from the Harvard Referencing convention. You can access a copy of the UniSA Harvard Referencing Style from the L3 website. You can also refer to the Roadmap to Referencing resource from this website.

**Slide 7: UniSA Harvard Referencing Style**

The UniSA Harvard Referencing convention uses the author-date system. Here is an example of what this entails. You need to have in-text referencing in the body of the text and include a reference list at the end of your assignment. The in-text reference is a condensed version of the source. You would indicate the author’s family name, year of publication and page number where appropriate. The reference list contains the full bibliographic details of the source.

**Slide 8: How to reference?**

You need to insert in-text reference each time you refer to ideas or information from other sources. Look at the example on this slide. You do not include first or middle names or initials of the author. You must include page number when you have directly quoted from the source. When you include a quote, you enclose it in single quotation marks.

**Slide 9: When to include page numbers?**

Besides including the page number when you quote, you would also include it when you paraphrase or summarise specific information pertaining to an author such as theories or concepts. The page number is also included when you copy or adapt tables, diagrams, data or statistics. If you are not sure about whether or not to include the page number, include it anyways. You will not be penalised for doing so.

**Slide 10: Referencing resources**

You can find some referencing resources at the following links.