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Referencing and Plagiarism Student Handbook



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Dear SIA student,

This handbook has been written especially for current Swan Institute Australia (SIA) students, to clarify what referencing and plagiarism is, and provide practical examples of how referencing should be used in the writing of assessments at SIA.

Many students find referencing and plagiarism difficult concepts to grasp. Referencing can seem to be an overwhelming requirement. As a student at SIA, you'll come to understand that referencing is a set of rules that you need to follow to acknowledge the work and thinking of others in your assessments. These rules are important because they allow your teachers to decide whether you've demonstrated that you understand the topic and show that you have completed the work yourself.

To ignore the requirements of reference source materials in your assessments, SIA may decide you have committed 'plagiarism'. Plagiarism is considered academic misconduct and is a very serious matter that can result in unpleasant consequences for your studies and career. Please take the time to understand the advice we have prepared for you in this handbook.

You are not expected to read, remember and master this handbook in one sitting. Use the Table of Contents to help guide your reading and find the examples that will help you understand how to reference each particular source of information. This handbook is a resource to read and consult each time you have to write an assessment so you can remind yourself about what you need to do.

I wish you every success in your studies at Swan Institute Australia and encourage you to ask your teachers for help in learning referencing techniques.

A handwritten signature in black ink, appearing to read 'Di Fowler'.

Di Fowler

Principle

Swan Institute Australia



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What is referencing?

Referencing (also known as citing) is the process of acknowledging that you have used someone else's ideas, theories, data or words in your writing. You do this by identifying the source.

Why do I need to do it?

Any piece of work submitted under your name should be your own work. When you use someone else's words or ideas, you need to acknowledge this. Not doing so is dishonest and may be a breach of copyright or plagiarism. Acknowledging your sources helps to support your arguments and demonstrates that your ideas and conclusions are based on research. Also, by providing details of the source, you allow your reader to locate and follow-up the information or idea.

When do I need to do it?

You need to reference a source when you do any of the following in your writing:

- Paraphrase or summarise an idea, argument or analysis from another source.
- Quote exact words from another source.
- Copy or adapt a graph, image, diagram or table from another source.
- Copy a procedure or method from another source.
- Present factual information, data or results from another source

Sources do not need to be cited for universally known facts, quotations or arguments.

How do I do it?

Referencing is not difficult. All you need to do is identify each source in your writing at the point where you use it, then provide further identifying details at the end of your paper. This allows your reader to locate or follow-up the cited information, such as who created it, what it is called, who made it available and when. This information is presented in a particular way depending on the referencing style used.

Which referencing style should I use?

Swan Institute Australia (SIA) uses the APA referencing method. This is a common referencing method used in Australia, including many universities. This handbook gives advice on APA citation style based on the Publication Manual of the American Psychological Association (6th ed., 2010).

What if I break the rules?

Some students feel anxious about referencing because they are worried about the rules. Your teachers or lecturers will not fail you if you have left out a comma. They are more interested in seeing that you understand the concepts of referencing and apply these to produce acceptable references in the required style. Follow the instructions and examples and you will be fine.

What can I use as a source?

You can use anything as a source. It could be a film, a book, a map, an idea, a journal article, data, a theory, or an online post. The important thing is to acknowledge the source at the relevant point in your writing, and provide enough identifying detail that would allow your reader to locate it.

Are online sources cited differently?

Sources accessed online are cited using the same principles as other sources, with extra identifying information added—usually related to retrieval details. A reference for an online source should include enough identifying details to indicate its likely credibility and allow it to be retrieved. See the section covering your style for specific examples.

How do I know if an online source is reliable?

Formal print publications generally undergo a process of evaluation, review and editing before release. However, material can be published online instantly by anyone with Internet access, with no particular level of ability or authority. While there is material online that is as authoritative as that in print, you still need to be careful when using online content for reference sources. To assess the value of online material as a source, consider the following questions.

- What is the purpose, intended audience, and motivation for creating the material?
- Who has control over the content: the site owner, or a third-party contributor?
- What is the authority and expertise of the site owner/host?
- How up-to-date is the material?
- How permanent is the material?



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What is plagiarism?

Plagiarism is the act of passing off someone else's ideas or information as your own, such as:

- Copying words, data or ideas from another source without acknowledgement
- Paraphrasing (rephrasing another person's words) without acknowledgement
- Presenting work under your own name that has been written by someone else
- Collaborating with others on assignments that are meant to be undertaken individually

Why is plagiarism wrong?

Plagiarism is wrong for the following reasons:

- It is dishonest, because it involves the theft of another person's information or ideas.
- It is unfair to other students, because their work is graded against dishonest work.
- It is disrespectful to lecturers, tutors and teachers, because it is a betrayal of their trust.
- It is harmful to the reputation of the college and the qualifications it awards.

Are there any penalties for plagiarism?

Plagiarism is a breach of student discipline and is considered academic misconduct. It may incur a range of penalties including failing an individual assessment or even being asked to leave the college. The college's policy on academic misconduct can be accessed via the Principle.

How can I avoid plagiarism?

Avoiding plagiarism is simple when you follow these guidelines:

- Keep careful records of your sources when taking notes.
- Know when and how to reference your sources.
- Know how to paraphrase. Paraphrasing is presenting information or ideas from another source in your own words. A good way of doing this is to summarise the original in your own words, using dot points, and then prepare your writing from this summary.
- Use quotation marks (" ") when using direct quotes in your assessments.
- Take care when copying and pasting from online so you don't lose track of the source.
- Never include made-up data, quotes or sources in your work.
- Don't copy other students' work or ask anyone else to prepare work for you.
- Don't allow other students to copy your work or help them to copy the work of others.

In-Text Referencing

In-text referencing is as the name suggests, where you provide a reference in your body of text that relates to the idea that is being presented in your assessment. This means you insert a brief reference ('citation') into your writing whenever you use a source. The in text citation is made up of the source's author and year of publication enclosed in round brackets.

It has been found that consumers in Australia often favour products that promote patriotism (McPherson, 2006).

Example:

A page number is also included if you have a direct quote, paraphrase or specific passage that you want to refer to (Author, Year, Page #).

It has been found that consumers in Australia often favour products that promote patriotism (McPherson, 2006), which is often illustrated by the words "Made in Australia" (McPherson, 2006, p. 35).

Example:

Developing a Reference List

A reference list contains the books, articles, and web pages etc. that are cited in the text of your assessment. It is compiled as the last page of your assessment submission. You must only use the sources from your in-text referencing in your reference list. A reference list is arranged alphabetically by author, and provides full details of the source of information you have used in your assessment. Each reference appears on a new line and there is no numbering of the references.

Please see the pages below for full examples of how to reference (in-text and list) different types of information according to the APA format. This guide will help you to reference properly and avoid plagiarism.

How to Reference Guide:

<u>Books and eBooks</u>		
Material Type	In-Text Reference	Reference List
Book: Single author	(Pegrum, 2009) Or Pegram (2009) suggested that...	Pegrum, M. (2009). <i>From blogs to bombs: The future of electronic technologies in education</i> . Crawley, W.A: UWA Publishing.
Book: Two authors	(O'Donoghue & Clarke, 2010) Or O'Donoghue and Clarke (2010) suggested that...	O'Donoghue, T., & Clarke, S. (2010). <i>Leading learning: Process, themes and issues in international contexts</i> . London: Routledge.
Book: 3-5 authors	<i>First citation:</i> (Ranzijn, McConnochie, & Nolan, 2009) <i>Subsequent citations:</i> (Ranzijn et al., 1997)	Ranzijn, R., McConnochie, K., & Nolan, W. (2009). <i>Psychology and indigenous Australians: Foundations of cultural competence</i> . South Yarra, Vic: Palgrave MacMillan. If you have two or more references with the same first author and date, name as many authors as necessary to distinguish the references in every iteration.
Book: 6-7 authors (See Journal Articles for 8 or more authors)	(Jones et al., 1984)	Jones, E. E., Farina, A., Hastorf, A. H., Markus, H., Miller, D. T., & Scott, R. A. (1984). <i>Social stigma: The psychology of marked relationships</i> . New York: W.H. Freeman.
Book: Different editions	(Howitt & Cramer, 2008)	Howitt, D., & Cramer, D. (2008). <i>Introduction to research methods in psychology</i> (2nd ed.). Harlow, England: FT Prentice Hall.
Book: No author	(<i>The Australian Oxford dictionary</i> , 1999)	<i>The Australian Oxford dictionary</i> (3rd ed.). (1999). Melbourne: Oxford University Press.
Book: Editor	(Hallinan, 2006)	Hallinan, M. T. (Ed.). (2006). <i>Handbook of the sociology of education</i> . New York: Springer.
Book: 2 or more editors	(Dawson & Venville, 2007)	Dawson, V., & Venville, G. (Eds.). (2007). <i>The art of teaching primary science</i> . Crows Nest, N.S.W: Allen & Unwin.
Book: Organisation as Author	(Australian Bureau of Statistics, 2000)	Australian Bureau of Statistics. (2000). <i>Population by age and sex, New South Wales, 30 June 2000</i> (ABS Cat. no. 3235.1). Canberra, Australian Capital Territory: Author. Where the author and publisher are identical, use the word Author as the name of the publisher.



Book: Chapter [i.e. Article] in edited book	(Groundwater-Smith, 2007)	Groundwater-Smith, S. (2007). As rain is to fields, so good teachers are to students. In S. Knipe (Ed.), <i>Middle years schooling: Reframing adolescence</i> (pp. 151-170). Frenchs Forest, N.S.W: Pearson Education Australia.
eBook: Entire book	(Chisum, 2006)	Chisum, W. J. (2006). Crime reconstruction [Adobe Digital Editions]. Retrieved from Ebook Library.
eBook: Chapter	(Mitchell, 1913)	Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. White & S. E. Jelliffe (Eds.), <i>The modern treatment of nervous and mental diseases</i> (Vol. 1, pp. 287-330). Retrieved from PsycBOOKS.
Book: Different works by same author in same year	Distinguish the works by placing 'a' 'b' 'c', etc after the publication date (Glenn & Johnson, 1964a) (Glenn & Johnson, 1964b)	Glenn, W. H., & Johnson, D. A. (1964a). <i>Calculating devices</i> . London: John Murray. Glenn, W. H., & Johnson, D. A. (1964b). <i>Graphs</i> London: Murray.
Reference book: Entry	(Keyormarsi, O'Leary, & Pardee, 2007)	Keyormarsi, K., O'Leary, N., & Pardee, A. B. (2007). Cell division. In <i>McGraw-Hill encyclopedia of science & technology</i> (9th ed., Vol. 3, pp. 618-621). New York: McGraw-Hill.
eReference book: Entry	(Keyormarsi & Pardee, 2014)	Keyormarsi, K., & Pardee, A. B. (2014). Cell division. In <i>McGraw-Hill encyclopedia of science & technology</i> . Retrieved from AccessScience.

Journal Articles

Material Type	In-Text Reference	Reference List
Journal article in print: 8 or more authors	(Sohrabi et al., 2011)	Sohrabi, H. R., Weinborn, M., Badcock, J., Bates, K. A., Clarnette, R., Trivedi, D., ... Martins, R. N. (2011). New lexicon and criteria for the diagnosis of Alzheimer's disease. <i>Lancet Neurology</i> , 10(4), 299-300. Complete author list: Sohrabi, H. R., Weinborn, M., Badcock, J. Bates, K. A., Clarnette, R., Trivedi, D., Verdile, G., Sutton, T., Lenzo, N. P., Gandy, S. E., Martins, R. N.
Journal article in print: With direct quotation or paraphrase	(Greenop et al., 2007, p. 31) Or Greenop et al. (2007) reported that "AQ-D and DEX ratings by controls were significantly lower than those of the CIND participants" (p. 31), ...	Greenop, K. R., Xiao, J., Osvaldo, P. A., Flicker, L., Beer, C., Foster, J. K., . . . Lautenschlager, N. T. (2011). Awareness of cognitive deficits in older adults with cognitive-impairment-no-dementia (CIND): When paraphrasing text include page number/s in the in-text citation but do not use quotes.
Journal article	First citation:	Almeida, R. A., Dickinson, J., Maybery, M. T., Badcock, J. C., & Badcock, D.



online: Digital Object Identifier supplied	(Almeida, Dickinson, Mayberry, Badcock, & Badcock, 2010) Subsequent citations: (Almeida et al., 2010)	R. (2010). Visual search performance in the autism spectrum II: The radial frequency search task with additional segmentation cues. <i>Neuropsychologia</i> , 48(14), 4117-4124. http://dx.doi.org/10.1016/j.neuropsychologia.2010.10.009
Journal article online: No DOI supplied (Pheme authentication required)	(Anderson & Reid, 2009)	Anderson, M., & Reid, C. (2009). Don't forget about levels of explanation. <i>Cortex: A Journal Devoted to the Study of the Nervous System and Behavior</i> , 45(4), 560-561. Retrieved from ScienceDirect.
Journal article online: No DOI supplied (free on the Web)	(Thomas & Bosch, 2005)	Thomas, K., & Bosch, B. (2005). An exploration of the impact of chronic fatigue syndrome and implications for psychological service provision. <i>E-Journal of Applied Psychology: Clinical Section</i> , 1(1), 23-40. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/article/download/4/13
Journal article online: Advance publication	(Starrfelt & Behrmann, 2011)	Starrfelt, R., & Behrmann, M. (2011). Number reading in pure alexia: A review. <i>Neuropsychologia</i> . In press, Uncorrected proof. http://dx.doi.org/10.1016/j.neuropsychologia.2011.04.028
Journal article online: in preprint archive	(Martinez, in press)	Martinez, M. (in press). Imperative content and the painfulness of pain. <i>Phenomenology and the Cognitive Sciences</i> . Retrieved from http://cogprints.org/6599/1/Imperative_Content_and_the_Painfulness_of_Pain.pdf
Journal article submitted for publication	Delgado, Suriyagoda, Zúñiga-Feest, Borie, & Lambers, 2014)	Delgado M., Suriyagoda L., Zúñiga-Feest A., Borie F., Lambers H. (2014). Divergent functioning of Proteaceae species: The South American <i>Embothrium coccineum</i> displays a combination of adaptive traits to survive in high-phosphorus soils. Manuscript submitted for publication.
Reports		
Material Type	In-Text Reference	Reference List
Government reports	(Western Australia. Department of Health Nursing and Midwifery Office, 2013).	Western Australia. Department of Health Nursing and Midwifery Office. (2013). <i>Aboriginal Nursing and Midwifery Strategic Plan 2011-2015</i> . Retrieved from http://www.nursing.health.wa.gov.au/projects/
Non-government reports	(Kendall, 2011)	Kendall, C. (2011). Report on psychological distress and depression in the legal profession: Prepared for the Council of the Law Society of Western Australia. Retrieved from http://www.mhlcwa.org.au/wp-content/uploads/2013/08/Psychological-distress-depression-in-the-legal-profession-16-May-2011.pdf



Newspapers

Material Type	In-Text Reference	Reference List
Newspaper article in print	(Hatch, 2006)	Hatch, B. (2006, July 13). Smoke lingers for those who keep hospitality flowing. <i>Australian Financial Review</i> , p. 14.
Newspaper article: No author	Use first few words of article title in quotation marks ("Comstock drill plans," 2009)	Comstock drill plans reined in. (2009, January 9). <i>Upstream: The International Oil and Gas Newspaper</i> , p. 20.
Newspaper article online: Electronic database	(O'Leary, 2006)	O'Leary, C. (2006, June 29). Landmark study to aid push for public smoking ban. <i>The West Australian</i> , p. 14. Retrieved from Factiva.
Newspaper article online: freely available on the web	(Hilts, 1999)	Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. <i>The New York Times</i> . Retrieved from http://www.nytimes.com Some online newspapers are un-paginated, so no page numbers can be given in the reference

Multimedia formats & Software

Material Type	In-Text Reference	Reference List
Films or videorecordings and DVDs of films	(De Heer & Djigirr, 2007)	De Heer, R. (Director), Djigirr, P. (Co-Director). (2007). <i>Ten canoes</i> [Motion picture]. Australia: The AV Channel.
Television programme	(Crystal, 1993)	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.
Audio podcast	(Zijlstra, 2011)	Zijlstra, M. (Presenter). (2011, May 28). <i>Natural semantic metalanguage</i> [Audio podcast]. Retrieved from http://mpegmedia.abc.net.au/rn/podcast/2011/05/lin_20110528.m3
Video podcast	(Kloft, 2006)	Kloft, M. (Producer/Director). (2006). <i>The Nuremberg trials</i> [Motion picture]. In M. Samuels (Executive Producer), <i>American experience</i> . Podcast retrieved from WGBH: http://www.pbs.org/wgbh/amex/rss/podcast_pb.xml
YouTube video	(PsycINFO, 2013)	PsycINFO. (2013, March 5). <i>Sample PsycINFO search on OVIDSP</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=jlb_84ykXj0

Software	(Skyscape, 2011)	Skyscape, (2011). Skyscape Medical Resources (Version 1.14.8) [Mobile application software]. Retrieved from http://itunes.apple.com/us/app/id293170168? mt=8&ign=uo%3D4
Web sources		
Material Type	In-Text Reference	Reference List
Web page	(Australian Psychological Society, 2008)	Australian Psychological Society. (2008). Substance abuse: Position statement. Retrieved from http://www.psychology.org.au/publication/statements/substance/ Note: When citing an entire website and not a particular document on the website give the address in-text only. No reference entry required (See APA Style Guide to Electronic Sources, 2013, p. 32)
Web page: No author	("Improve indigenous housing", 2007) Use the first few words of the page title	Improve indigenous housing now, governments told. (2007). Retrieved from http://www.architecture.com.au/i-cms?page=10220
Web page: No date	(Jones, n.d.)	Jones, M. D. (n.d.). Commentary on indigenous housing initiatives. Retrieved from http://www.architecture.com.au
Web page: No author or date: With quote	("Mindfulness meditation", n.d., para 8) Count paragraphs if not numbered	Mindfulness meditation. (n.d.). Retrieved from http://www.freemeditations.com/mindfulness-meditation.html
Press release	(Perth Zoo, 2014)	Perth Zoo. (2014, March 11). Meerkat kits born at Perth Zoo [Press release]. Retrieved from http://www.perthzoo.wa.gov.au/meerkat-kits-born-at-perth-zoo-19406/
Fact sheet	(CSIRO Minerals Down Under National Research Flagship, 2011)	CSIRO Minerals Down Under National Research Flagship. (2011). Driving sustainability through system innovation [Fact sheet]. Retrieved from http://www.csiro.au/Outcomes/Climate/Reducing-GHG/driving-sustainability-factsheet.aspx
Discussion forum	(Malissa, 2008)	Malissa, A. (2008, October 2). Re: Egypt planning DNA test on 3,500 year old mummy [Online forum comment]. Retrieved from http://www.topix.com/science/anthropology/2008/05/egypt-planning-dna-test-for-3-500-year-old-mummy
Blog	(Brown, 2008)	Brown, M. (2008, November 1). A royal pardon for the British witches? [Web log post]. Retrieved from http://www.worldhistoryblog.com
Electronic mailing list	(Anderson, 2005)	Anderson, O. (2005, June 2). Re: Psychology of terrorism [Electronic mailing list message]. Retrieved



		from http://archives.econ.utah.edu/archives/theory-frankfurt-school/2005w22/msg00000.htm
Wiki	(Sports psychology, n.d.)	Sports psychology. (n.d.). In The psychology wiki. Retrieved December 2, 2008, from http://psychology.wikia.com/wiki/Sports_psychology

Tables & Figures

Material Type	In-Text Reference	Reference List
All of a table, figure, or data used in text. From a print journal	Adapted from "A Conceptual validation study of the texture response on the Rorschach," by A. Marsh and D. J. Viglione, 1992, <i>Journal of Personality Assessment</i> , 58(3), p. 576.	Marsh, A., & Viglione, D. J. (1992). A Conceptual validation study of the texture response on the Rorschach. <i>Journal of Personality Assessment</i> , 58(3), 571-579. Republished or adapted tables, figures or data must be clearly marked and the original source provided in text and appended to the caption of the table or figure.
All of a table, figure or data used in text. From a book	Note. From "Thermophysical properties of fluids," p. 113, by M.J. Assael, 1998, London: Imperial College Press.	Assael, M. (1998). <i>Thermophysical properties of fluids</i> . London: Imperial College Press.
Part of a table, figure or data use in text. From the web	Note. The data in column # are from "International Merchandise Imports, Australia, Jan 2009", Australian Bureau of Statistics.	Australian Bureau of Statistics. (2009). International merchandise imports Australia, January 2009 (No. 5439.0), Retrieved from http://www.abs.gov.au/ausstats/abs@.nsf/mf/5439.0?OpenDocument

Images

Material Type	In-Text Reference	Reference List
Image original: Citation only in text	(Van Gogh, 1888)	Van Gogh, V. (Artist). (1888). <i>Van Gogh's Chair</i> [Painting]. London: The National Gallery.
Image reproduction: Citation only in-text	...the painting 'Mona Lisa' (Gombrich 1995, p. 203) ...	Gombrich, E. H. (1995). <i>The story of art</i> (16th ed.). London: Phaidon.
Image used in text: Electronic database	(Primal Pictures, 2009)	Primal Pictures. (2009). <i>Regional anatomy: Head and neck: Meninges</i> (layer 4, frame 19) [Image]. Retrieved from anatomy.tv .
Image used in	(linzart120, 2008)	linzart120 (2008). <i>Illusions</i> [Image]. Retrieved



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text: Freely available on the Web		<p>from http://browse.deviantart.com/?qh=&section&q=optical=illusions#/d1g5qs9</p> <p>If no artist name is available, use the first few words of the image title</p>
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These examples are for the most common types of sources you will use as a student at SIA. More information about using the APA format, including how to reference other types of sources, can be found at www.apa.org.

The staff at SIA hope you enjoy your time with us, and are successful in your chosen field of study.