



student services

A guide to the CSU author-date System of referencing

CSU has developed a comprehensive guide to referencing. You can find it on my.csu at <http://www.csu.edu.au/division/library/tutorial/reference/refbib.htm>. This article provides a short user friendly introduction to referencing based on CSU guidelines.

When you refer to another person's ideas or direct words in the text of your essay you must acknowledge that person. You must acknowledge their contribution to your writing in two places.

The first is in the body of your essay at the point where you use their idea or words. This is called in-text referencing.

The second is at the end of your essay under the heading 'Reference List'. This is called end-text referencing.

Failure to acknowledge the source of your ideas or information is called plagiarism. In academic circles this is regarded as stealing.

In-text referencing

A direct quotation (when you use another author's actual words) needs a record of:

Author's surname year of publication, page number(s).

For example: 'The notebook ... is one of the most important documents written by a police officer' (Jakob 1991, p. 39).

Take note of the comma after the year and the small 'p' for the page number followed by a full stop and a space.

A short quote -less than 30 of the author's exact words - is enclosed in **single inverted commas**.

This could also be written: Jakob (1991, p. 39) states that, 'The notebook...is one of the most important documents written by a police officer'. (Bold type is for emphasis only!)

In this example, the author's surname is part of your sentence so it is not placed in brackets. The year of publication and the page number are added **in brackets** immediately after the surname.

An author may be the person who wrote, edited or translated the work, or the corporate organisation (eg NRMA) or the government department (eg NSW Police) which sponsored the work.

Anonymous works without an author are simply cited by title, for example
Oxford Australian Dictionary (1996) defines evidence as ...

Year of publication If this is not available, write **n.d.** This signifies **no date** and shows that you have not simply forgotten to enter the year.

Long quotes-A direct quote **over about 30 words** is considered long and is set out differently from a shorter quote. For example:
As Mayne (2001, pp. 45-46) aptly states:

Correct referencing and presentation indicate a professional approach [to essay writing] ... Essays are about answering the question in a logical sequence of ideas, backed up by reference to relevant, reputable source material.

- Leave a line above and below the quote
- Indent from both the left and the right margins
- Use single line spacing or type in smaller font (the first approach avoids eye strain for the reader and is therefore recommended)
- **No** inverted commas are now needed.

Adapting a direct quote

A direct quote can be manipulated to add a comment, necessary punctuation or an explanation, so that it fits more comfortably into your sentence, as long as

- any added word(s) or adapted words are enclosed in square brackets. For example,

[to essay writing] was added in the above quote.

- three dots ... are used to indicate that one (or more) of the author's exact words has been left out of (omitted from) a direct quote.
- the meaning of the quote does not change.

Books and articles with up to, and including, three authors

All surnames are acknowledged each time they are recorded.

Books and articles with four or more authors

Use the surname of the first author and 'et al.' (This is a Latin phrase meaning 'and the others').

Thus, a book written by Burgoon, Wilson, Mathers and Becker in 1992 can be referenced as (Burgoon et al. 1992, p. 137) or Burgoon et al. (1992, p. 137) state that ...

However **all** authors' surnames must be added in the Reference List entry.

Lectures, tutorials etc.

Information from university lectures and tutorials, based on your lecture notes or recollections, should be cited within the text as a personal communication.

... (P Suter 1999, pers. comm., 27 March).

Dr P Suter outlined the correct method of sampling in his lecture on 27 March 1999.

Further details of personal communications are not included in the list of references.

Information cited in the text, based on lecture notes distributed by a lecturer, should be accompanied by a standard in-text citation, including the lecturer's name, year and page numbers as required. The corresponding entry in the list of references should be in the form of an unpublished work.

Personal communications (including interviews).

When personal comments from lecturers or interviewees are used in an essay, they are acknowledged in the text only and are not included in the Reference List. The in-text reference should include surname, date (and person's position if it is important).

Use the format

(JA Brownlow 2001, pers. comm., 1 April) after you have written information or include the reference in your text:

In an interview with Inspector Wilson in August 2001, she indicated that the implementation of harm minimisation strategies had a significant impact on police work.

A paraphrase is the expression of an author's ideas/facts in your own words, not as a direct quote. If you have simply taken a quote and summarised it in your own words (paraphrased) you should **still write the surname and year** the same way you did for the direct quote. A page number is included to accurately locate the source of your information. A paraphrase is not enclosed in inverted commas. For example:

Eye contact is an effective form of non-verbal communication (Robbins 2001, p. 58).

If you have summarised the main idea of a whole article, chapter, book or pamphlet, the page numbers are not needed. For example:

In a recent study, Jakob (1991) reviewed the importance of police notebooks.

Quoting from a secondary (or intermediate) source

Occasionally you may want to quote from an author who is quoted by the author of the book you are reading (secondary source).

Record information in the order given in this example:

Brown (1989 cited in Jakob 1991, p. 47) emphasises the critical nature of accurate police notebook entries.

- Brown is the primary author's surname. The primary author is the first author, the one who wrote first and has the earliest year of publication.
- 1989 is the year Brown's work was published
- It was quoted (or cited) in Jakob's work.

Jakob is the author of the secondary source that was published in 1991. This is the one you are reading from. Jakob is the work you will include in your End Text list of references because that was the work you had in your hands.

While it is better to go back to the original source if possible, if you use a direct quote from a secondary source you should use the above method.

'Violence is the last resort of the incompetent ...' (Asimov 1974 cited in Carter 1990, p. 26). Again, the End Text Reference List entry only requires details for Carter's book (the one in your hand).

Legislation

Include year, then Commonwealth or state jurisdiction in brackets. Add all of the title in Italics. For example,

Crimes Act 40/1900 (NSW) s. 352(2)

Drug Misuse and Trafficking Act 1985 (NSW) s. 37(4)

Crimes Act 1914 (Cwlth)

Note no comma is used before the year. It is not usually necessary to refer to legislation in the Reference List, but if you do, it is entered separately under the heading Legislation.

Electronic sources (including World Wide Web)

These are acknowledged in the same way as books with author and year (page number is not often given). For further information see page 5 and/or the full CSU Referencing Guide on the Web at

<<http://www.csu.edu.au/division/library/tutorial/reference/refbib.htm>.>

End-text referencing

In an Author-date system the end-text referencing is called a Reference List. It is not a Bibliography. It is a list of all the books or other sources that you actually referred to in the text of your essay. You do **not** record the books you may have looked at but did not refer to in your essay. With the CSU system, you only use a Reference List.

The Reference List should:

- Be on a separate page at the end of your essay.
- Be set out in alphabetical order according to the author's surname, regardless of the type of source being used.
- Have a matching In-text Reference under the same surname.
- Be set out exactly as follows:

Author's surname, Initials Year of publication, *Title in italics* or underlined if handwritten, edition (if not first) (abbreviated to edn), publisher, place of publication.

Please note the punctuation. If the entry has more than one line, the extra lines are indented (brought in a centimetre or more) from the left margin, as above. This is done so that the author's surname stands out clearly in the first line. Here are some examples:

Books, pamphlets and brochures

Jakob, K 1991, *A guide to police writing*, Carswell, Canada.

Verderber, FV & Verderber, KS 2002, *Communicate!*, 10th edn, Wadsworth, Belmont, CA.

References cited from a secondary (intermediate) source

If Jakob (author of the most recent publication, 1991) quoted Brown (who wrote an earlier text, 1989), only Jakob's book needs to be listed in the entry in the Reference List. This is the only time that the author's surname In Text does not match the surname in the End Text reference.

Jakob, K 1991, *A guide to police writing*, Carswell, Canada.

Books of Readings

Articles in the Book of Readings for each subject are treated as primary sources (as though it was actually the author's book in your hand) not as a secondary source, and are therefore entered under the surname of the author of the article you want to quote from or whose ideas you want to paraphrase.

An article or chapter in an edited book

Palmer, M 1992, 'Controlling corruption', in *Policing Australia: Old issues new perspectives*, eds P Moir & H Eijkman, MacMillan, Melbourne.

An article within a journal (periodical)

Smith, DP 1996, 'Characters and cops', *Australian Policing Journal*, vol. 19, no. 5, pp. 323-342.

Please note: It is the journal name, not the title of the article, that is recorded in Italics or underlined.

A newspaper article

Smith, DP, Jones, K & Wrightson, R 1999, 'The great English debate', *Sydney Morning Herald*, 8 August, p. 6.

When there is **no author**, details are only included in the In Text reference.

CD ROM

NSW Police Service Information and Intelligence Centre 1999, *Analysis of the crime environment*, CD ROM, NSW Police Service, n.p.

No Place of publication: Note in this example, the publisher is the NSW Police Service but the place of publication is unavailable, so **n.p.** is written to indicate **no place**.

Unpublished works (including lecture notes)

Unpublished works (manuscripts, unpublished papers presented at a lecture, conference or seminar, reports prepared for a meeting, theses, etc.) are included in the list of references with the title in roman type and enclosed in inverted commas.

Gawne, B, 2002, 'The effects of drying on wetlands: A disturbance or an opportunity?', Lunchtime Seminar Series, Johnstone Centre, Charles Sturt University, Thurgoona, NSW, 6 November.

Tait, R 2004, 'Introduction to ecotourism', Lecture notes, Charles Sturt University, Thurgoona, NSW, 30 May.

Electronic sources (World Wide Web)

There are five different types of information found on the Internet. In most cases the same basic information is required as when referencing a book. However each type needs some extra identifying information. Follow the examples like a maths formula, recipe or a step by step set of instructions.

Web site: The group of Web pages and documents that make up a Web site can generally be accessed from a single home or index page.

Extra referencing information includes the type of web source (home page), the date (day and month) of the most recent update or revision, the date the document was viewed, and the Universal Resource Locator (URL) or Internet address of the site.

NSW Police n.d., *NSW Police on-line*, home page, viewed 29 April 2004,
<<http://www.police.nsw.gov.au/main/>>.

Another example of a Web page with an author:

Crime Prevention Unit 1999, *Indigenous crime prevention projects*, Attorney-General's Department, South Australia, viewed 29 April 2004,
<http://www.cpu.sa.gov.au/sa_indproj.htm>.

A Web page without an author: follow the same process as for anonymous works and begin with the title.

The nature of cults 2002, last edited 24 October 2002, Concerned Christians Growth Ministries Inc., Nollamara, WA, viewed 10 November 2003, <<http://www.ccgm.org.au/articles/TheNatureOfCults1.html>>.

Punctuation must be exact. Be particularly careful in recording stops and slashes. The file address should be typed along the same line if possible.

Web page within a web site: For a single page or related group of pages within a Web site, add the date (day and month of the most recent update or revision), the date document was viewed, and the URL or Internet address of the site or, if that is not available, URL of the main site.

NSW Police n.d., *Crime prevention in NSW*, viewed 29 April 2004, <<http://www.police.nsw.gov.au/prevention/prevention.cfm>>

Works published only in electronic format: Some articles are published only in an electronic format (eg.HTML).

The date that the document is viewed and the URL must be included. Page numbers are not normally present and the arrangement or numbering of articles within issues can be used instead.

Metallic, C & Monture-Angus, P 2002, 'Domestic laws versus Aboriginal visions: An analysis of the Delgamuukw decision', *Borderlands e-journal*, vol. 1, no. 2, essay 3, viewed 29 April 2003, <http://www.borderlandsejournal.adelaide.edu.au/vol1no2_2002/metallic_angus.html>.

Electronic reproductions of works, based on a print source: Use for items where you have seen an exact electronic reproduction of the original print version, often in pdf format. Add 'electronic version' after the title, and the URL.

Safety for seniors, n.d., electronic version, NSW Police Service, Sydney, <<http://www.police.nsw.gov.au/BinaryData/s-seniors.pdf>>.

Electronic transcriptions of works: Use for works where you have seen an electronic version of a work originally published in print format. The original print work may have been transcribed into HTML, text (ASCII), text (ASCII) + graphics or be available in other formats. Add a description, the date viewed and the URL or database.

Geason, S & Wilson, PR 1988, *Crime prevention: Theory and practice*, Crime prevention series, Australian Institute of Criminology, Canberra, viewed 29 April 2003, <<http://www.aic.gov.au/publications/crimprev/theory/index.html>>.

When the publication date is not available use 'n.d.' where the date normally should be or add a question mark if the date is uncertain.

Galimany, M 1997?, *A visual aspect: Images of the State Library of Victoria*, State Library of Victoria, Melbourne, viewed 18 January 2001, <<http://www.slv.vic.gov.au/slv/exhibitions/pictures/7/>>.

The CSU Author-Date referencing guide:

If you require any further help, please contact a Learning Skills Adviser or consult the full version of the CSU referencing guide at:

<http://www.csu.edu.au/division/library/tutorial/reference/refbib.htm>

Index

Adapting a direct quote	2	Long Quotes	2
Adding or adapting words in quote	2	Matching In-text reference to entry in end text Reference List	6
Authors		Newspaper articles	6
Anonymous-no author	2,6	No place of publication	7
Corporate	2	Page number(s)	2
Multiple-	3	Pamphlets	5
Single	1	Paraphrases	4
Bibliography	5	Periodical articles	6
Book of Readings	6	See journal articles	
Brochures	5	Personal communication	3
CD Rom	7	Place of publication	5,7
Chapters in edited book	6	Plagiarism	1
Conversation marks- see Inverted commas	2	Publication date (year)	2,4
Dictionary-no author	2	Quotations-short	2
Direct quote	1,2	- long	2
Edition	5	- direct	1,2
Electronic Sources	5,7	Readings-in subject package	6
End Text Referencing	5	Reference List	1,5
<i>et al.</i>	3	Referencing within the text- See In-text referencing	1
Full CSU guide	1,9	Referencing at the end of text- See End text referencing	5
Intermediate(secondary) source	4,6	Secondary (intermediate) sources	4,6
Internet sources(World Wide Web)	5,7	Short quote	2
Interviews-see pers. comm.	3	Sources- Primary	4
In-text referencing	1	-Secundary	4,6
Inverted commas	2	Three dots...(ellipsis)	3
Journal articles	6	Unpublished works	7
Lecture notes	3	World Wide Web sites	5,7
Legislation	5	Year of Publication	2,4
List of References			
See End Text Referencing	5		

Adapted from the CSU guidelines for referencing and updated in Oct 2003, by Robyn Lance, Learning Skills Adviser, CSU, Goulburn Police College, with assistance from Mary Macaulay, CSU, Director, Client Services, Albury.

© Learning Skills, Charles Sturt University, 2004.