GLASSHOUSE CHRISTIAN COLLEGE REFERENCING POLICY
(Updated June 2015)

Purpose & Aim

To identify and define Glasshouse Christian College's expectations of students with regards to the referencing of their research for classwork and assessment items that require the use of published works, whether it be books, textbooks, journals, newspapers, magazines, website, or any other source where the information presented in a student's written work is not their own.

This policy clearly explains the process of referencing sources according to the College's chosen formats (which are a combination of Harvard and Footnoting). Key concepts are explained in the following pages and frequently asked questions are addressed so that the College's position on referencing is completely clear and there is a consistent approach to what is a very important component of quality writing/research.

This policy also outlines the College's expectations for various year levels in Middle and Senior School, clearly identifying what a student in a given year level should be able to do as far as creating a reference list and providing in-text references in their written work.

By the time students reach Senior School (Year 10), they should be able to meet the expectations of this policy in full, while in the Middle School years, the expectations for referencing increase from Year 7 to 9 as students become familiar with the referencing formats chosen by the College and the procedures involved in producing correctly referenced written work.

The expectations outlined in this policy document also apply to any works produced by staff at GCC.

GCC Referencing Format

There are many different formats that can be used when referencing others' work. Different academic institutions will choose different formats for various reasons, so it is important that students learn to adhere to whatever format they are given to work with.

Glasshouse Christian College requires that students use a Footnoting format to reference their research in-text (within the body of their written work). Students will also be required to provide a comprehensive Reference List at the end of their piece of written work, that lists all of the sources used. The format used to create the citations for both in-text referencing (footnoting) and the Reference List is a HARVARD format.

GCC Referencing Format Continued

To create a given citation, the College has chosen to use the School Library Association of South Australia (SLASA) Online Referencing Generator. This online referencing generator follows the HARVARD system of formatting, and is an effective way to make sure that sources used within student work are referenced correctly. Once a student has created a citation once using the SLASA generator, they can then simply copy and paste it into their footnotes or into their reference list, thus saving time and making the referencing more streamlined and efficient. As with any software that requires text fields to be filled in by the user, it is still very important that students review the generated reference to ensure it is accurate and free of errors due to incorrect user input.

SLASA is accessible through our Library Portal and is structured to suit the needs of various year levels. For example, the Middle School SLASA generator is less complex with regard to the types of sources that can be referenced compared to the Senior School generator, making it easier to understand and use for Middle School students.

Expectations for Referencing at Each Year Level (Years 7-12)

Year 7- Students, as a minimum requirement, will be expected to use the Middle School SLASA Online Referencing Generator to produce citations. With these citations, students are expected to be able to produce an alphabetical reference list (by author). Teachers may choose to expose Year 7 students to in-text referencing using footnotes, if time and opportunity allows them to.

Year 8- Students in Year 8 will continue to use the Middle School SLASA Online Referencing Generator to produce citations that can be used in the creation of reference lists, but will also be introduced to the process of in-text referencing using footnotes. As most written work is produced using Google Docs, this will be the focus of training, however student may also learn how to use footnotes in Microsoft Word. By the end of Year 8, students should be able to produce written work that is correctly referenced in-text using footnotes, and accompanied by a correctly formatted reference list.

Year 9- Students in Year 9 will consolidate their referencing skills and become confident in reference list creation, use of the Middle School SLASA Online Referencing Generator as well as using in-text referencing (footnotes). Students in Year 9 will also be introduced to the Senior School SLASA Online Referencing Generator, where they will learn to work with a wider variety of source types.

Years 10-12- By Year 10, students are expected to meet the College's referencing expectations in full. They should have a full understanding of College's chosen referencing formats, and should be able to effectively create reference lists, use the SLASA Online Referencing Generator, and use in-text referencing (footnotes). Focus in Senior School then shifts away from the process of referencing correctly, to the process of effective research, choosing appropriate sources (that are valid and reliable) and using sources more effectively to produce written work.

ANSWERS TO FREQUENTLY ASKED QUESTIONS REGARDING REFERENCING AT GCC

The following pages contain basic referencing vocabulary and terminology definitions and answers to some important questions regarding referencing. Students and parents should carefully read these pages and also use the links to the College's referencing web site at the end of this document. These links include a Step-by-Step Referencing Guides for each year level and the SLASA Online Referencing Generator (via the GCC Library Portal).

What is referencing?

When you are writing a piece of work and use someone else's words or ideas you must reference them. This means that you need to include detailed information on all sources consulted, both within your text (in-text citations- Footnoting) and at the end of your work (Reference List).[1]

Why is referencing important?

Referencing is an important part of writing for a number of reasons, but mostly because using others' ideas in your academic writing without appropriate acknowledgement is regarded as a form of intellectual dishonesty.[2]

Referencing also enhances your writing and assists your readers by:
- showing the breadth of your research
- strengthening your academic argument
- acknowledging and rewarding others for their contribution
- showing the readers the sources of your information
- allowing your readers to consult your sources independently
- allowing readers to verify your information.[2]

*By using referencing appropriately, you will avoid **plagiarism**, which is falsely claiming someone else's words or ideas as your own.[2]*

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[1] Queen's University Belfast 2015, *Cite2Write*, Queen's University Belfast, Belfast, accessed 28 April 2015, <http://www.qub.ac.uk/cite2write/home.html>.
[2] Central Queensland University 2015, *Why is Referencing Important?*, Central Queensland University, Australia, accessed 28 April 2015, <https://www.cqu.edu.au/student-life/services-and-facilites/referencing/why-is-referencing-important>.

What is plagiarism?

Plagiarism is the taking of another person's ideas, writings or inventions and using them as your own; put bluntly it is referred to as 'academic theft'. This is a serious offence and should not be taken lightly. Re-wording and/or paraphrasing another person's work without citing the source is also considered plagiarism. Many academic institutions will penalise you and take disciplinary action if you are caught plagiarising. Please refer to **GCC Assessment Policy** to read how our College deals with this offense.[3]

What is a citation?

A "citation" is the way you tell your readers that certain material in your written work came from another source. It also gives your readers the information necessary to find that source again, including:
- information about the author
- the title of the work
- the name and location of the company that published your copy of the source
- the date your copy was published
- the page numbers of the material you are borrowing.[4]

When do I need to cite?

Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:
- whenever you use quotes
- whenever you paraphrase
- whenever you use an idea that someone else has already expressed
- whenever you make specific reference to the work of another
- whenever someone else's work has been critical in developing your own ideas.[4]

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[3] University of Auckland- Referencite 2015, *Why Do You Need to Reference?*, The University of Auckland, New Zealand, accessed 28 April 2015, <http://www.cite.auckland.ac.nz/index.php?p=why_reference>.
[4] Plagiarism.Org 2014, *Citing Sources*, iParadigms LLC, accessed 28 April 2015, <http://www.plagiarism.org/citing-sources/what-are-footnotes/>.

What is a Reference List?

A reference list should appear at the end of your written work (on a separate page). It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the written work. Each source you cite in your written work must appear in your reference list; likewise, each entry in the reference list must be cited within the text of your written work (in-text). Providing a reference list allows your readers to observe and analyse the variety, validity and reliability of the sources you've chosen. A reference list also enables the reader to find and read any of the sources you have used in your work themselves.[5]

The reference list that you are required to produce at GCC must list the sources (citations) you've used <u>alphabetically by author</u>, and the formatting of each citation should follow the HARVARD system according to the SLASA Online Referencing Generator that you have access to via the Library Portal (Connect).

It is important to note that although reference lists are in alphabetical order, the author may not always be a person. For example, the author could be a government organisation (eg- Department of Agriculture, Fisheries and Forestry), a community organisation (eg- The Red Cross), a business (eg- BHP Billiton), a foundation (eg- The Leukemia Foundation) or in some cases even a website (eg- The Biology Corner.com).

I've been using the term bibliography (not reference list), why doesn't this term show up in this referencing policy?

The term 'bibliography' is often misused in Prep to Year 12 Education. A reference list only lists the sources that you use or refer to directly to produce your written work. A bibliography includes all sources that you have read in preparation for, during the creation of and in the review of your written work. For example, this might include preliminary reading you completed of a number sources, but didn't end up citing those sources directly in your written work.[6] A reference list is a much more simple document to create, but must be given the correct term. Please do not use the term bibliography in your written work at GCC.

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[5] Purdue University Online Writing Lab 2015, *Reference List: Basic Rules*, Purdue University, Indiana, USA, accessed 28 April 2015, <https://owl.english.purdue.edu/owl/resource/560/05/>.

[6] Monash University 2009, *What is the Difference Between a Reference List and a Bibliography?*, Monash University, Melbourne, accessed 29 April 2015, <http://www.monash.edu.au/lls/OffCampus/Improve/11.5.html>.

What is Footnoting?

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it (on that page). A superscript number (see the end of this paragraph) is used to mark the text that a given footnote refers to. When your reader comes across the footnote in the main text of your written work (in-text), he or she can look down at your footnoted citation or comment right away, or else continue reading the paragraph and read your citations/comments at the end. This makes it convenient for your reader, as they have direct access to the sources you've referred to on that page and don't have to flip to the end of your written work and search through your Reference List to find that source.[7]

Where does the superscript number go in the body of my writing (in-text)?

Whenever possible, put the footnote at the end of a sentence, immediately following the full stop or whatever punctuation mark completes that sentence. Skip two spaces after the footnote before you begin the next sentence. If you must include the footnote in the middle of a sentence for the sake of clarity, or because the sentence has more than one footnote , try to put it at the end of the most relevant phrase, after a comma or other punctuation mark. Otherwise, put it right at the end of the most relevant word. If the footnote is not at the end of a sentence, skip only one space after it.[8]

LINKS:

GCC HOW TO REFERENCE WEBSITE (icite.glasshouse.qld.edu.au) This site contains resources for referencing and research for the Middle and Senior School. The SLASA Online Referencing Generator can also be accessed via this website.

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[7] Plagiarism.Org 2014, *Citing Sources*, iParadigms LLC, accessed 28 April 2015, <http://www.plagiarism.org/citing-sources/what-are-footnotes/>.
[8] Plagiarism.Org 2014, *Citing Sources*, iParadigms LLC, accessed 28 April 2015, <http://www.plagiarism.org/citing-sources/what-are-footnotes/>.