



## 2018 Referencing Guide

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Forme Education

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[RTO No. 31744]



## Overview

Below is a guide to the referencing system we recommend students of Forme Education use to acknowledge the work of others when referring to quotes, statements or passages of information in submitted assessment work.

The style outlined below is the Harvard citation style, however if you wish to use another form of referencing, please advise your trainer.

## In text referencing hints and tips

- When two or more works are quoted at one point in the text or if two or more works by different authors or authoring bodies are cited at one point in the text, use a semi-colon to separate them:

e.g. (Larsen 2000; Malinowski 1999)

Note: The authors should be listed in alphabetical order.

- Block quotations is a longer quote. It consists of more than about 30 words and when using the author-date (Harvard) system the actual quote is in slightly smaller font and indented from the left hand margin to distinguish it from the surrounding text.

eg. It was stated that:

- If the information you are referencing was obtained by a personal communication such as a telephone call, interview or email with your educator/assessor this should be documented in the text and are not added to the reference list.

If any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processes (Mullane 2006, p.66).



## In text & referencing list examples

### Books

Material Type	in Text Example	Reference List Example
Book: Single Author	(Holt 1997) or Holt (1997) wrote that...	Holt, DH 1997, Management principles and practices, Prentice-Hall, Sydney
Book: 2 or 3 Authors	(McCarthy, William & Pascale 1997)	McCarthy, EJ, William, DP & Pascale, GQ 1997, Basic marketing, Irwin, Sydney

### Internet / websites

Material Type	in Text Example	Reference List Example
Website	(Australian Securities Exchange 2009)	Australian Securities Exchange 2009, Market Information. Available from: [5 July 2009]
Web document	(Department of Industry, Tourism and Resources 2006)	Department of Industry, Tourism and Resources 2006, Being prepared for an influenza pandemic: a kit for small businesses, Government of Australia. Available from: [28 February 2009]
Blog	(Newton 2007)	Newton, A 2007, Newcastle toolkit. 16 January 2007. Angela Newton: Blog. Available from: [23 February 2007]



## In text & referencing list examples cont.

### Multimedia

Material Type	in Text Example	Reference List Example
YouTube	(The History of Project management 2010)	The history of project management, 2010 (video file), Available from: [26 October 2012]
Facebook, Twitter or Bebo	(Smith 2012)	Smith, P 2012, Social networking group, (Facebook), 6 October. Available from: [29 October 2012]

### Lecture notes / elearning platform

Material Type	in Text Example	Reference List Example
Lecture notes	(Price, N 2014)	Price, N 2014, Lecture notes distributed in BSBWOR501B at Forme Education Online College
Lecture notes	(Catapult eLearning 2015)	Catapult eLearning, 2015, BSBWOR501B Section 1 Learning Material

### Personal communication

Material Type	in Text Example
Trainer/ Tutorial Support	When communicating with Forme Education educator/assessor on 6 June 2008, Mr M Ward confirmed... (Mrs S Byrne 2012, pers.comm., 6 June)