What is Referencing?
Referencing is a method of recording the sources that you have used to complete your assignment. It is important because it demonstrates to your readers that you have carried out research, and acknowledges other authors in your own work.

What is a Reference List?
The reference list is a list of all the sources that you have referred to.
- The reference list should be at the back of your assignment, before any appendices or additional material.
- The list should be alphabetical using the author’s surname or name of the organisation. Do not separate books, journal articles and electronic sources into separate groups of lists.
- Use single spacing, with a single blank line underneath each reference.

What is a Citation?
A citation is an acknowledgement of someone else's work which you have used in your assignment, either where you have used a direct quotation, or where you have paraphrased or discussed someone else's work. You should cite these sources within your text.

How to reference quotes and paraphrases in your assignment.
If you mention the author in your sentence, you only need to include the year (and page number for a direct quote). If you don’t mention the author, remember to include them in brackets with the date. If there are more than 3 authors, you may want to use *et al.* after the first name. You can put your citation at the beginning, middle or at the end of your sentence:

- at the beginning: Porter’s (2014) theory examines ...
- in the middle: ... of the legislation (Duffy and Lyes, 2009), although ...
- at the end: ... time to reflect" (Banner *et al*., 2016, p.214).

Direct quotations are exact word for word copies of the original. Use quotation marks; short quotations can be included in the text.

Ferrell *et al.* (2008, p.112) argue that “Philanthropy provides four major benefits to society”.

Long quotations (more than one line) should be indented and single spaced:

Minney states that

Conventional fashion manufacture in developing countries has become a complicated process, with different stages of production subcontracted out to smaller companies (Minney, 2011, p.126).

Paraphrasing means putting a passage from a source into your own words.

A recent study argues that consumers need incentives to shop at discounters (Lein, 2014, p.643).

Secondary referencing
You may want to refer to an author who is mentioned in someone else's work. You need to include both authors in your citation. In this example, Lein is the author of the work you are discussing, and Minney is the author of the book containing the summary of Lein's work.

A recent study by Lein (2014 cited in Minney 2018, p.643) reported that...
Example Reference list.

Print Book

Book with more than one author

Edited book

E-Book

Journal Article

Online journal article [online-only journals do not always have page numbers].

Webpage [if there is no author listed, use the organisation or company]

Newspaper article

Newspaper article Online

Report on the Internet [If there is no author listed, use the organisation or company]

DVD

Youtube