

How to cite and reference

Instructions

For your research you can use the information provided throughout the delivery of this unit. You will also need to demonstrate that you have undertaken extra research.

You need to properly cite and reference any material from other authors. This is important because it acknowledges the works and ideas of other people. Citing and referencing enables you to locate and examine the sources of information and ideas, so you can learn more about your industry and refer back later, as needed.

To properly cite and reference the resources you have used for this assessment, you should use the Harvard referencing system. This is sometimes known as the Author-Date style.

Step 1 – Citing within the text

The basic format of the cited reference is to record the author's name, followed by the publication date and page number if applicable. Include these details within a bracket.

Example 1

Online source

Either of the following options are acceptable:

- Partnership or inter-agency agreements document the agreed terms and conditions of collaboration between agencies. (Queensland Council of Social Service, 2015)
- To formalise partnership or collaborative arrangements, the Queensland Council of Social Service (2015) explains that inter-agency agreements should be used to document the agreed terms and conditions of collaboration between agencies.

Example 2

Book source

Either of the following options are acceptable:

- Collecting feedback on the effectiveness of a network should involve all those who use the network and the members. (SmallPrint Australia 2015, p.42)
- According to SmallPrint Australia (2015, p. 42) all those using the network should be involved in collecting feedback about the network.

Step 2 – Reference list

Create a list of references at the end of the assignment that contains full details of all the references or information sources used in the assignment.

Example 1

Online source

Either of the following options are acceptable:

- Queensland Council of Social Service, 2015, *Community Door*, Queensland Council of Community Service, Brisbane, QLD, Accessed 17 January 2016 from:
- <http://communitydoor.org.au/organisational-resources/collaboration/stage-2-formalising-your-collaboration>

Example 2

Book source

- SmallPrint Australia 2015, *Develop and maintain networks and collaborative partnerships: Participant guide*, SmallPrint, Edwardstown, SA