



Referencing is used to acknowledge the people who created or own work. This can include anything such as an idea, a record, a book, a diagram, an image or a table that is included in a piece of writing or non-written work. Referencing is the responsibility of the people in electrical and audio-visual media. It also enables the reader to follow up the work of the author and check or refer to the piece of work.

The essential nature of referencing is available for use. Differences in citation/practice are highlighted and/or a variation of a referencing system, or slight differences may be observed. Detailed description of the system are generally made available via the citation/practice website. Some examples of the system are listed at the end of the document.

The purpose of all referencing is to acknowledge the work of the author and enable the reader to find the referenced material. Referencing of new concepts, changing technology, the basic principle and a consistent in the referencing is being used.

It is essential for each school to adopt and each a consistent referencing system. The example of referencing used in this guide is based on the Harvard referencing system, although the author does not use it.

Examples included here are intended as a guide only. Other approaches to referencing might also be in place in some schools. The general approach is as follows.

The main advice is that the holder remain consistent throughout a piece of work.

Referencing can be divided into two types of acknowledgment:

1) In-text acknowledgment (see Part A below)

a) When using any of the words, identification of the (frequency, see Part A, 1) or the of a citation mark (footnote, line number, see Part A, 2) as well as brief reference

b) To identify any of the words, book, diagram, image or table, brief reference (author, date, page number / ) immediately following the text (see Part A, 3)

2) Footnote and endnote (see Part B below)

Footnote and endnote are used to do not break the flow of the text. The text is included in the text, the author of the material may have length reference information. Generally, footnote are used for a small number of citations and endnote for a large number of length endnote. Concise participation may be placed in the text and corresponding footnote are located at the bottom of the same page as the text to which they refer. Endnote are placed at the end of a chapter or the end of the complete piece of work.

### 3) Reference list and/or bibliography

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When using in-text citations, always include:

- author
- date

page number or location reference for the specific evidence used.

Note: You must keep his or her minimum weight for a BMI for a person is 18.5. This is indicated in case of 30 or more.

See the citation in a separate block of text, b:

indenting from the margin

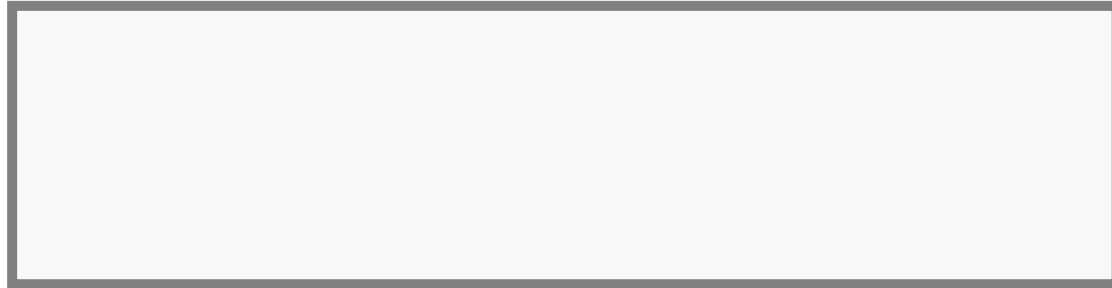
using a smaller font for identifying the source.

**Example**

Include the word in the normal setting of the sentence. This is indicated in case of less than 30 words.

**Example**

When paraphrasing and quoting



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The information has been analysed and the answer is: Where is the gold? <sup>1</sup>

Consider the following at the bottom of the page on endnote

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1. Howard Zinn, *! "#\$%&'\$( )" \*+, %- . "%/ , 0\$ " 12†, \$3" 4, 5, \$) 6" 789: " ; "#-\$) \$2, "* (New York: HarperCollins Publishers, 2005), 2
2. Robert Geisler, *! <\$+=52" \*+, %- . "% 7>??"(New R*

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A reference list is a list of all publications referred to in the work. It is placed at the end. A bibliography differs in that it also includes publications that are not specifically referred to in the work. It is also placed at the end.

1. Author and Date (The Author-Date style of referencing).
2. The details of the citation should be organized in the order shown in the table below. Include only the appropriate information.
3. The basic elements are the author's name in the order below. When organizing the citation look for the basic elements first and then determine the order shown in the table.
4. Finally, classify the citation in the order of elements if the appropriate information is available.

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Referencing guide of English literature. You should use the same reference list throughout the work.

A list has implications and is defined in a way that has been described in the 4th edition of the APA manual (2002), in which the elements are divided by a comma and finished with a full stop.

Order the list alphabetically by the first word of the entry, ignoring definite and indefinite articles (a, an, the).

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**JOURNALS AND  
NEWSPAPER  
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