**Quotes, Paraphrasing and Referencing in Your Essay**

As you know, in your essay you need to provide IN-TEXT REFERENCING and a REFERENCE LIST at the end of the essay (on a separate page).

You need to use the **HARVARD** referencing style.

**\*Your Harvard Referencing Guide is in on Moodle → Resources**

**A. IN-TEXT REFERENCING**

**1. There are two ways to use in-text referencing with paraphrasing and quotes.**

(i) author (date, page) + reporting verb + paraphrased information .

Brown (1992, p. 245) states that for at least 50,000 years before the English arrival, the Indigenous population had thrived in Australia.

author (date, page/s) + reporting verb + “quoted information” .

Brown (1992, p. 245) states that “Aborigines lived in Australia for up to 50,000 years prior to British colonization.”

(ii) paraphrased information + (author date, page/s) .

For at least 50,000 years before the English arrival, the Indigenous population had thrived in Australia (Brown 1992, p. 245).

“quoted information” + (author date, page/s) .

For at least 50,000 years before the English arrival, “Aboriginal Australians had thrived in this country” (Brown 1992, p. 245).

Remember: 1 page = p. 1 / more than 1 page = pp. 2-4

**2. Using Different Types of Sources**

(i) **More than One Author**

*Two or Three Authors*

**Mark and Brown** (2015, p.7) claim that multiculturalism is readily accepted by young Australians.

It has been said that multiculturalism is readily accepted by young Australians (**Mark & Brown** 2015, p.7).

*Four or More Authors*

**Mark et al.** (2015, p.7) claim that multiculturalism is readily accepted by young Australians.

It has been said that multiculturalism is readily accepted by young Australians (**Mark et al.** 2015, p.7).

(ii) **Double Referencing** (= using more than one source to provide evidence for the same point).

It has been said that multiculturalism is readily accepted by young Australians (**Mark** 2015, p.7; Smith 2018, p. 9).

(iii) **Secondary Referencing** (= when one person is speaking in an article written by another person).

It has been said that multiculturalism is readily accepted by young Australians (**Mark** 2015, p.7; Smith 2018, p. 9).

**Mark** (cited in Brown2015, p.7) claims that multiculturalism is readily accepted by young Australians.

It has been said that multiculturalism is readily accepted by young Australians (**Mark cited in** **Brown** 2015, p.7).

(iv) **No Author**

Use the name of the article OR the organisation OR the government department.

According to **the Department of Primary Industries** [DPI] (2018), there is a lack of agricultural land in Australia.

The government maintains that there is a lack of agricultural land in Australia [**Department of Primary Industries** [DPI] 2018).

You will remember from your PQR exam that when you mention the name of a department or organisation the FIRST time, you write the whole name and the abbreviation in brackets.

* the Department of Primary Industries [DPI]

Then you can use the abbreviation by itself.

* the DPI

Use THE if the name is used in a sentence. Don’t use THE if the name is used in brackets.

(iv) **No Date or Page Number**

Use **n.d.** for no date. If there is no page number, don’t worry!

According to **the Department of Primary Industries** [DPI], (n.d), there is a lack of agricultural land in Australia.

**3. Reporting Verbs**

You will use a range of reporting verbs with In-Text Referencing:

**(i) Verbs used with Facts or Statistics**

**According to** the Australian Bureau of Statistics [ABS], there are…

The Australian Bureau of Statistics [ABS] **reports** **that** there are…

*Other Verbs*: indicate that / note that / point out that / reveal that / state that / show that

**Evidence from** the ABS **demonstrates** that

**illustrates** that

**(i) Verbs used with Opinions**

**According to** Smith and Brown, there are…

Smith and Brown **claim** that

*Other Verbs*: argue that / state that / believe that / consider that / maintain that / contend that

For more reporting verbs, see:

[https://www.adelaide.edu.au/writingcentre/sites/.../learningguide-verbsforreporting.pdf](https://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=2ahUKEwju9Z_nq_XdAhUYQd4KHQ6tDKYQFjABegQIBxAC&url=https%3A%2F%2Fwww.adelaide.edu.au%2Fwritingcentre%2Fsites%2Fdefault%2Ffiles%2Fdocs%2Flearningguide-verbsforreporting.pdf&usg=AOvVaw3slOPINUYm8In7Sd3ZQNsY)

**Remember to use your Harvard Reference Guide to find more information on In-text Referencing.**

**B. REFERENCE LIST**

* List all sources
* Start at the top of a new page
* Order alphabetically (a,b,c…) 🡪 Begin with the author/s FAMILY NAME; if there isn’t an author, begin with the title of the article or organisation or government department
* Do NOT list with numbers (1,2,3…), bullet points (●), or letters (A,B,C…)
* Do NOT start a reference item with an article i.e. The, A/An.
* Format correctly - Single spaced and leave a line between each reference

Here are some of the types of sources you will use in your essay and how to cite them in the reference list:

(i) Article from *Issues in Society*

Pulver L 2013 ‘Indigenous health isn’t all bad news’, in Healey J (ed.) *Issues in Society,* pp. 9-10, , viewed 31 August 2018, <https://drive.google.com/drive/folders/1X6jkmJBJnFQEtonjo6BwUVkg8WKn6o83>

(ii) Article found on Proquest

Harvey, PW & Thurnwald, I 2009, ‘Ageing well, ageing productively: the essential contribution of Australia’s ageing population to social and economic prosperity of the nation’, *Health Sociology Review*, vol. 18, no. 4, pp. 379-386, viewed 31 August 2012, <http://search.proquest.com>.

(iii) Academic article found on Google Advanced

[Cubit, KA](about:blank) 2011 ‘Aging in Australia’ *The Gerontologist*, vol. 51, no. 5, pp. 583–589, viewed 2 October 2018, <https://academic.oup.com/gerontologist/article/51/5/583/596525>

(iv) Government website

Australian Local Government Association 2004, Australia’s ageing population: Economic implications for local government, Australian Local Government Association, Deakin, Australian Capital Territory, viewed 2 September 2018, < http://alga.asn.au/?ID=314 >.

(iv) Organisation website

Sustainable Population Australia n.d. *The future is something we create,* viewed 2 September 2018, <https://population.org.au/>

**Also see your Harvard Reference Guide for more information about how to write end of essay references.**