



REFERENCING AND STYLE GUIDE

Introduction

The *Referencing and Style Guide* is designed to assist the students of Nature Care College to reference papers at an appropriate academic standard. Tertiary level assignments and essays require the student to:

- Think clearly and critically
- Research over a wide range of sources
- Use valid and appropriate evidence
- Reference work correctly and concisely
- Produce well structured and coherent work

Every research essay and assignment that you hand in should have a Reference List included as the final item. Sources of information you have directly referred to in your response should be listed, in alphabetical order.

If required a Bibliography can also be submitted. This is a list of items you have read and which have contributed to your understanding, but are not directly used in your own response.

The inclusion of these lists gives due credit to the author(s) of the information, ensures you do not breach copyright regulations, and avoids the issue of plagiarism.

Main Principles of a Bibliography or Reference List.

Each item must be accurately described so it cannot be confused with a similar item, giving enough information so the writer/reader can track and source the specific material if desired.

The **author date principle** of description is used at Nature Care College. There are many ways of formatting citations but the following guidelines are those to be used at Nature Care College.

"In-text references"

When writing your paper you will need to quote, paraphrase or refer to the work of other people. Include the authors surname and the year of publication directly after the quote, reference or paraphrase. Page numbers are included if using a direct quotation. A full descriptive citation would be included in the Reference List.

e.g. This health issue was first discussed in 2005 (Hobson 2005).
Hobson (2005) was the first to discuss the problem.

Notes:

When a paper written by two authors is referenced, both names are given

e.g. Taylor & Smith (1975) reported changes to
Chances of recovery following this treatment are excellent (Drew & Buchanan 1974).

When an item has more than two authors, use "et al"

eg. Story telling is a basic part of culture (Yaxley et al. 1999)

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