

## ACKNOWLEDGEMENT OF SOURCES

You use acknowledgement of sources to acknowledge direct quotations, statistics or key ideas from another person's writing, that you use in your writing. Similar information taken from non-print sources such as a speech or a television program should also be sourced. If you do not acknowledge the source of these ideas you will be guilty of plagiarism (taking and using another person's writing etc. as your own).

## PLAGIARISM

Immediately after you:

quote from a guest speaker or book in a piece of writing

OR

take an idea (not actually a quotation) and use it in a piece of writing

OR

quote statistics or figures in a piece of writing

you should give the following information in brackets before continuing your essay:

- a) author's surname
- b) date of publication
- c) page

**e.g. (Jones, 1946, p. 6) or (Smith, 2-5-'93, p.7)**

If an author has published more than one article on the same date, the article is identified by a letter after the name of its author in both the bibliography and the acknowledgement of sources in the text.

**e.g. (Jones (a), 2-5-'93, p.3)**

This enables anyone reading your essay to check the source of your ideas. However they will only be able to do this properly if you also complete a detailed bibliography with your essay or assignment. Acknowledgements must be able to be cross referenced with your bibliography.

## ACKNOWLEDGEMENT OF SOURCES

A bibliography is a list of all sources used in preparing your essay or assignment. This list **must** include all books and articles noted in acknowledged sources throughout the piece of writing and **should** also include any other sources used in your research. The reason for the bibliography is to show the sources of your information and inform interested readers where they may find further information.

## SETTING OUT

A bibliography is placed at the very end of the essay or assignment on a separate sheet. It lists all sources used alphabetically by author (name), or by title if no author is listed. The following list sets out the details you need for each kind of source. In each case an example is given. Be careful to follow the punctuation as shown in the examples on the following page.

***"In the middle of difficulty lies opportunity." Albert Einstein.***

**BOOKS AND ENCYCLOPAEDIA**

author's surname and initials    date of publication    name of the publisher

e.g. Dickens, C. 1946. David Copperfield. London: Souvenir Press.

section    title of the work (underlined)    place of publication    pages or chapter used

"Laser" 1992. World Book Encyclopaedia, Vol. 12. New York: World Book Inc., pp.69-72.

**NEWSPAPERS/MAGAZINES**

e.g. Dow, S. 1995. "Suffer the Little Children", The Age, 8 July, p3.

author of the title    year    title of article    title of the newspaper/magazine (underlined)    date

e.g. Stephens, N. 1989. "Technology Studies". Technotes, Vol 2, No 1: p12.

place of publication (magazine only)    volume, issue (magazine only)    page

**PERSONAL INTERVIEWS/GUEST SPEAKER**

e.g. Brown, M. 1994. Retired. Senior citizen, Kyabram, 23 June.

name    details which may include sex, age group, occupation    date of interview or speech

e.g. Andrews, M. 1994. Senior Sergeant, Kyabram, 24 June.

**FILMS/VIDEOS & TELEVISION**

e.g. The Comedic Fall. 2003. (motion picture). Englewood, New Jersey: Pratfall Releases.

title (underlined)    date of release    name of supplier

e.g. Media Watch. 2003. (video recording). Sydney: ABC Television, 25 May.

**CD ROM**

author/company

e.g. Bloggs, J. 2002. "Frog". Microsoft Encarta (cd-rom). Microsoft Corp.: Washington

OR

e.g. Frog. 2002 Microsoft Encarta (cd-rom). Microsoft Corporation: Washington.

section    title (underlined)    publisher, place

**INTERNET - WEB SITE**

author/company    date of last site update    title    URL/web address    date accessed

e.g. RXMED. 1996. Drugs. <http://www.rxmed.com/monographs/drugs.html> [accessed 27 Sept. 2001]

**INTERNET - E-MAIL**

sender's name    sender's e-mail address    date    title of e-mail/subject    recipient's e-mail address

e.g. Smith, F. (smithf@csu.org.au), 12 Sept., 2001. Good sites for students. (jonesa@xyz.org.au)

*"A person who plans for nothing gets what they planned for." Anon.*