REFERENCING GUIDELINES

Why reference?
When writing for academic purposes you must acknowledge your sources of information. If you are using a direct quotation, closely summarising or paraphrasing, or using any material based on someone else’s work, you must acknowledge it. Failure to do so may result in the accusation that you have plagiarized another’s work.

You can find policies and definitions of key terms related to plagiarism, and other information regarding it on the ANU Academic Honesty site:
http://academichonesty.anu.edu.au/
The College of Arts and Social Sciences ‘Policies’ page has further information:

Citing your references consistently and accurately enables readers to track your sources of information, both to validate them (eg for assessment purposes), and for their own interest or academic purposes. Good citation practice can only enhance your results. On the other hand, a collage of quotations without analytical and critical input of your own will reduce the value of your scholarly research.

Broadly, there are two commonly used referencing systems:

1) the ‘notes’ system. Notes involve the use of superscript Arabic numerals within the text which refer the reader to a source listed either at the bottom of the page (footnotes), or at the end of a section or the end of the paper (endnotes). All sources are then listed at the end of the document in a ‘Bibliography’

2) the author-date system, also referred to as an ‘in-text citation’ or ‘parenthetical reference’ system. The most common of these is the style known as Harvard. The bibliography in the Harvard style is called a Reference List.

School of Art referencing guidelines
The referencing system recommended for Honours and Graduate students in the School of Art is a footnoting (‘notes’) system in the style known as ‘Chicago’. We have chosen the ‘note’ system with the Chicago style for a number of reasons:

- Footnotes/endnotes are less disruptive to the text than in-text citations
- they are commonly used in Arts and Humanities academic writing
- the Chicago style is supported by EndNote
- guides are available both online and in print at ANU

Footnotes or endnotes?
Either footnotes (at the bottom of a page) or endnotes (at the end of a section or the document) can be used. When you go to ‘Insert – Footnote’ in a Word document, you are offered the choice of inserting either a footnote or an endnote. Both are acceptable within the School of Art Guidelines, though footnotes are more suitable for shorter works such as reports, essays and articles, while endnotes are more commonly used for longer works such as books and theses. For this reason, Honours students are encouraged to use footnotes and Graduates should choose the option which best suits them.

School of Art Referencing Guidelines
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Bibliography
At the end of your report or thesis you are required to provide a bibliography: a list of all references included in footnotes (or endnotes) and any additional reading. Some sources suggest you can include cited works (references) and consulted texts (additional reading) in the one bibliographic list but we suggest you use two listings: a Bibliography to list cited works, and Additional Reading to list works consulted but not referenced in the text.

In both bibliographic lists you can either list all sources alphabetically ordered by family name – and this is usually preferable - or list them in separate categories by format eg books, articles, artworks, websites etc (also ordered alphabetically by author's family name).

Referencing using EndNote
EndNote is a bibliographic management software program available for both Mac and PC. It is on all Information Commons computers at ANU, and a copy can be obtained from the School of Art Library to load onto your home computer. EndNote enables you to organise your references, insert them as citations into a Word document and create a bibliography or list of references at the end of the document.
When using EndNote to format your footnotes and bibliography, choose 'Chicago 15th A' from the EndNote menu of Output Styles. When you insert references from EndNote into your document, make sure you check the detail after they have been inserted to make sure that all of the bibliographic data has been transferred accurately.

EndNote training
Training in the use of EndNote is held regularly in the Infoplace lab opposite the library. Notices of training sessions are routinely posted, or contact Georgina.Buckley@anu.edu.au for details of dates and times.

Referencing guides and manuals
If you choose to add references and bibliography manually, you can use the examples on the following pages (for footnotes and for a bibliography) as a guide. These examples show how to format citations for a range of information sources such as books, articles and websites.

If you need information about how to format other types of references in the Chicago style, consult the authoritative manual for Chicago listed below or, if using EndNote bibliographic software, select the Chicago 15th A Output Style.

The official manual for the Chicago style is available in the Reference Section of the Library at 808.02:

The Chicago Style website (including a Quick Referencing Guide):
http://www.chicagomanualofstyle.org/home.html

FAQ
Short direct quotes (less than three lines): are placed in the text enclosed in quotation marks and the source footnoted directly after the final quotation mark or at the end of the paragraph – whichever seems most logical (in the context of the text) to you.
Longer direct quotes: are placed on new line and the entire quote indented, no quotation marks are used, source footnoted at end of quote.
Incomplete quotes
If you omit words from a quote – and this is sometimes necessary – you should replace them with three dots, for example: ‘They were to meet at . . . the following week’.

Prepared by Georgina Buckley and Patsy Hely
Updated August 2010

School of Art Referencing Guidelines 2
Sample Document: Referencing With the Chicago A Style

This document indicates how to cite different types of sources in your essay, report or thesis using the Chicago A style. The Chicago A style is also known as the Chicago humanities (notes and bibliography) style. Sources are cited in footnotes, including a cited page number where appropriate. At the end of the document all cited sources are listed in a bibliography.

The first footnote is to an videorecording.1
The second footnote is to a page from a book.2
The third footnote is to a page from a journal article.3
The fourth footnote is to a page from an exhibition catalogue.4
The fifth footnote is to a website.5
The sixth footnote is to a chapter of a book where each chapter has a different author.6
The seventh footnote is to a newspaper article.7

If a source has been cited already in the document, subsequent references to that source should be abbreviated as shown by the following footnotes to a book8 and an article.9 If a source is cited in a footnote immediately following, the abbreviation ‘ibid’ is used.10


4 Clemenger Contemporary Art Award 1999, (Bulleen, Vic.: Museum of Modern Art at Heide, 1999), 23.


8 Herkenhoff and Morris, Louise Bourgeois, 16.


10 Ibid.: 239.
Bibliography


Captioning and Listing Images

Position of Images:
Place images in your document either on each page where you refer to the image, or as a separate sequence at the end of the document.

Captioning
Each image should have a brief caption placed below the image. It will provide the artist’s name and title of work, preceded by a sequential figure number as in the examples below with Fig 3 giving an example when the work is your own.

Fig. 1. Naomi Shioya, *Round Shade*

Fig. 2. Tony Tuckson, *White Over Red on Blue*

Fig. 3. Arthur/Mary Student, *Untitled*

Fig. 4. Howard Arkley, *Family home: Suburban exterior*
Listing Images

A detailed description of each image should appear as a numbered ‘Figure List’ or ‘List of Illustrations’ after the Table of Contents. The following examples show the correct layout and detail required. Note that if the image is scanned from a source such as book or journal article, or downloaded from a website, that source should be referenced in the List, as in the examples below.

You will have included your own name in the captions of photographs of your own work, you do not need to include your name again here, but you should make sure you include the sentence under the ‘List of Illustrations’ heading, as it appears below. To attribute photographs of your own work, see the example showing correct attribution in Fig 3 below.

List of Illustrations
All images not otherwise attributed are of the author’s own work.

Fig. 1. Naomi Shioya, Round Shade, 2002. Sandblasted kiln-glass, 48 x 43 x 7 cm. From Neues Glass, Fall 2004, 37

Fig. 2. Tony Tuckson, White Over Red on Blue, 1971. Synthetic polymer paint on composition board, 213 x 244 cm. From Painting Forever: Tony Tuckson, National Gallery of Australia, Canberra, 2000.

Fig. 3. Untitled, 2006. Type-C photograph, 50 x 30 cm. Photo: Jack Frost, 2001 OR Photo: the author.