



STUDENT GUIDE - HOW TO REFERENCE

How to Reference

Referencing is the process of acknowledging the sources you use when completing your assessments. It shows where your information, ideas, quotes, or data came from, whether from a book, website, article, video, or other source. Referencing is an essential part of academic integrity and helps demonstrate that your work is honest, credible, and well-researched.

Why Reference?

- To give credit to the original author.
- To avoid plagiarism.
- To allow others to find the sources you used.
- To support your arguments with reliable evidence.

What Should You Reference?

You must reference:

- Direct quotes (using the author's exact words).
- Paraphrased ideas (when you put someone else's idea in your own words).
- Facts, figures, statistics, or data that are not common knowledge.
- Any material from books, articles, websites, videos, podcasts, or AI tools.

You do not need to reference:

- Your own original thoughts or experiences.
- Common knowledge (e.g., "Australia is a country in the Southern Hemisphere").

How to Reference

There are several referencing styles. At Allman College, we recommend using the Harvard style.

In general, referencing includes two parts:

1. In-text citation

This goes inside your assessment next to the information you've used.

Example:

Effective communication is essential in the workplace (Smith, 2021).

2. Reference list

This goes at the end of your work and provides full details of each source.

Example:

Smith, J. (2021). *Workplace Communication Skills*. Sydney: Training Press.



Referencing AI Tools

If you use an AI tool (e.g., ChatGPT) to help you brainstorm, summarise content, or check grammar, you must acknowledge it in your reference list.

Example (APA style):

OpenAI. (2023). *ChatGPT (Mar 23 version)* [Large language model]. <https://chat.openai.com/>

Need Help?

Allman College provides guidance on referencing in the Student Handbook and through learning support services. If you are unsure how to reference a source, ask your trainer or visit the [Allman College] referencing guide.