

Referencing Sources in a Major Paper



Whenever you do research on a topic, you will use ideas, data, and quotes of people who have researched the same topic before you. Every time you use any type of information that you did not come up with on your own, you must “source” the information from where you got it from. **Failure to do so constitutes plagiarism and will result in a mark of zero on the assignment and referral to an administrator for appropriate consequences.** Beyond high school, plagiarism results in expulsion from school and being “black listed” from entering any other post-secondary institution.

Embedded References

Whenever you use another author’s idea, any type of data that you did not personally gather, or direct quotes from another resource, you must source where you got that information. You do this by indicating the author’s last name and the year of the publication in brackets at the end of the sentence that contains the information. For example, “Mr. Marlatt says you have to source all of your work” (Marlatt, 2003). Then, you list the full details of each publication you source in the “References” section of your paper (see “Format of References” below).

The Use of Footnotes and Endnotes

Footnotes are *only* to be used to provide additional information about an issue that is not appropriate to be included within the text of the essay. Footnotes are not to be used to source ideas, data, or quotes of other authors. In virtually all disciplines, the use of endnotes is not an accepted practice.

Format of References

At the end of your paper, you will list detailed information about all of the resources you have sourced in the text of your paper. Note that you do not list a bibliography of all resources related to your topic, you only list those items which you used an idea, some data, or quoted in the text of your paper.

For each resource, you must identify the author(s), the year of publication, the title, the city of publication, and the publisher. In addition, you must identify the name of the publication if the article was contained within a larger work, the volume number of the publication if it has been so catalogued, and the location (URL) if it is a website.

While individual instructors may vary the required format, a generally accepted way of referencing information is as follows:

Author’s Last Name, Author’s First Name. (Year of Publication) *Title of Publication*. City of Publication: Publisher.

For example, the reference for this article would be:

Marlatt, Craig. (2004) *Referencing Sources in a Major Paper*. Whitby ON: Anderson Collegiate Vocational Institute.

Verifying Requirements

If you have questions or concerns about how to source information in a major paper, ask your instructor well in advance of the due date for the assignment. Failure to include references has serious and permanent consequences but can so easily be avoided. For every written assignment that you do from now on, source your work!

More Examples of How to Format References

Book

Author's Last Name, Author's First Name. (Year of Publication) *Title of Publication*. City of Publication: Publisher.

Article in a Journal, Newspaper, or Magazine

Author's Last Name, Author's First Name. (Year of Publication) "Title of Article" in *Title of Publication* (Volume Number or Issue Date). City of Publication: Publisher.

Website

Author's Last Name, Author's First Name. (Year of Publication) *Title of Webpage*. Retrieved on Month, Date, Year from www.websiteaddress.com/pagename.html.

Most schools have a Style Guide booklet available that explains in detail how to reference sources. Failure to reference sources constitutes plagiarism and is a serious academic offence. Consult the course outline, discuss questions with your instructor, and make a copy of the Style Guide for yourself by borrowing it from your instructor or from the library. Do not just "forget" about this with any assignment!