

NGALAYA INDIGENOUS CORPORATION



REFERENCING GUIDE

LAW SCHOOL





REFERENCING

All academic work must contain references. This guards against plagiarism and ensures that you acknowledge the work and efforts of other scholars and academics.

HOW DO I KNOW WHEN TO REFERENCE?

As a general rule, you should provide references whenever you use someone else's words, ideas or research. To make it easier to avoid plagiarism, you know be familiar with the following hard and fast rules about referencing other work.

Always reference:

- Quotes;
- hard facts you found in a source;
- ideas or conclusions that you have paraphrased or summarised from somebody else;
- when you borrow a theory or idea from someone else or another source to demonstrate your argument;
- when you collaborate with others in producing knowledge; and
- when you borrow the plan or structure of another source (for example, when you analyse the same three case studies that the source uses).

HOW DO I KNOW WHICH STYLE OF REFERENCING TO USE?

Check with your university or faculty about the preferred referencing style. Even where there is a preferred referencing style, you can generally choose another style. The most important thing is to be consistent.

Generally, legal academic writing uses a footnote/bibliography method (as opposed to in-text referencing). The footnote/bibliography method requires two elements:

1. Footnotes throughout the assignment; and
2. A bibliography or list of references at the end.

REFERENCING STYLES CONTINUED

The most common styles of footnote/bibliography referencing are:

- Australian Guide to Legal Citation 4 (AGLC4); and
- Chicago (Notes-Bibliography).

You should keep the referencing guide handy so that you can refer to it whilst you are writing and drafting. This will help you make sure that you cite all your sources and it will make the process easier for you when you finish your work.

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