



Chartered Banker

This guide has been developed for the Australian and New Zealand markets in partnership with the Chartered Banker Institute and close consultation with senior industry practitioners. This guide supports your learning for this Chartered Banker module.

ASSIGNMENT: REFERENCING GUIDE

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ASSIGNMENTS: REFERENCING GUIDE

INTRODUCTION

For any module that is assessed by an assignment, the Assignment Assessment Criteria requires that sources of information are acknowledged and properly referenced. This is important because it shows what you have read and acknowledged the sources you have used. If you reference your work adequately, your assignments will be of a higher academic quality and will earn you higher marks. Most importantly, it will help you avoid instances of plagiarism or collusion.

Plagiarism is where work, excerpts, ideas or passages of another author are presented without appropriate referencing and credit/acknowledgement. Collusion is when two or more students submit work which is so similar in concept, content, wording and/or structure that the similarity extends beyond what could be termed mere coincidence. Students should note that all assignments are subject to checks for plagiarism and collusion using sophisticated computer software. These two academic offences are treated extremely seriously, and students suspected of committing an academic offence may be subject to FINSIA's disciplinary procedures.

Although other referencing systems can be used, this short guide will help you to reference your work in accordance with key aspects of the Harvard Referencing system.

Here is a link for further detail about the Harvard Referencing system:

Swinburne Harvard style guide. The guide is based on Snooks and Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Milton, Qld.:

<https://www.swinburne.edu.au/library/referencing/harvard-style-guide/>

For further information and guidance on how to reference your assignments search online for Harvard Referencing guides.

REFERENCING

Referencing can either be a citation, quotation or paraphrase within the body of your assignment, or referenced within a reference list or bibliography at the end of your assignment.

CITATION

Citation is a note within the main body that recognises and acknowledges the source of the information (Pears & Shields, 2010). Citations are required for quotations and paraphrasing.

QUOTATIONS

For quotations, the format is: Surname(s), date, page number(s), all in brackets. For example: (Green & Howe, 2012, p.27).



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PARAPHRASING

For paraphrasing or summarising a view, the format is: Surname(s) and date, with the date in brackets, and 'and' written in full. For example: 'Green and Howe (2012) argue that.....'.

THREE OR MORE AUTHORS

Where there are more than two authors, use the main author followed by et al., then the date. For example: (Goleman et al., 2002)

REFERENCE LIST

This is a list of all references provided at the end of an assignment which covers all the cited sources in alphabetical order.

BIBLIOGRAPHY

This is a full list of all sources of information studied and used to prepare the assignment, whether cited in the main text or not.

HOW TO REFERENCE A BOOK

The format is:

Surname(s), initials, date in brackets. *Title in Italics*. Place published: Publisher. For example:

Green, C.H. & Howe, A.P. (2012). *The Trusted Advisor Fieldbook: A Comprehensive Toolkit for Leading with Trust*. USA: John Wiley & Sons, Inc.

If the book is a revised edition, use:

Pears, R. & Shields, G. (2010) *Cite them right: The essential referencing guide (Palgrave Study Skills)*. 8th ed. UK: Palgrave Macmillan.

Campbell, D., Edgar, D. & Stonehouse, G. (2011) *Business Strategy*. 3rd ed. USA: Palgrave Macmillan.

Note that, unlike citations, where there are three or more authors, all authors are mentioned in the reference list.

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HOW TO REFERENCE AN ARTICLE

The format is:

Surname(s), initials, date in brackets. Title of article, journal title in italics, volume in bold (issue in brackets), page numbers, page numbers. For example:

Clutterbuck, D. (2010) Coaching reflection: the liberated coach, *Coaching: An International Journal of Theory, Research and Practice*, 3 (1), pp. 73-81.

Kaplan, R.S. & Norton, D.P. (2000) Having Trouble with Your Strategy? Then Map It, *Harvard Business Review* (September – October, 2007), pp. 167-176.

HOW TO REFERENCE AN ONLINE RESOURCE

The format is:

Surname(s) and initials (or company), date in brackets, title of article/resource in italics, URL reference, date accessed. For example:

Lean Enterprise Institute Inc. (2009) *What is Lean?* Available from: <http://www.lean.org/WhatsLean/> (accessed 21st May, 2013)

Rock, D. (2011) Your Brain at Work, *Psychology Today* (online). Available from: <http://www.psychology.com/blog/your-brain-work/201103/the-neuroscience-leadership> (accessed 15th May 2013).

Kirkbride, P.S., Durcan, J. & Obeng, E.D.A. (1994) Change in a chaotic world, *Journal of Strategic Change* (3), pp. 151-163 (online). Available from: <http://onlinelibrary.wiley.com/doi/10.1002/jsc.4240030306/abstract> (accessed 10th June, 2013).

REFERENCING REQUIREMENTS

The requirements for your assignment are:

1. Any references, including citation/quotation/paraphrasing/etc, in the main text;
2. Alphabetical reference list/bibliography at the end of the assignment

Please note that citations in the text are **included** in your word count. The reference list at the end of the assignment is **excluded** from your word count.

To find out more speak to our education team. Call: 1300 346 742 email: education@finsia.com
or visit: Finsia.com/education/chartered-banker