

How to cite references and write a bibliography

What needs to be cited?

Some information that you use in a **report** or **project** need to be referenced. The type of information that should be referenced includes factual data (dates and numerical figures), graphs, diagrams and others' opinions. You should also acknowledge any assistance given by other people.

Methods of citing others' work

There are a number of methods used to cite other people's work. Two common ways are described in the examples below.

Example 1: (Using footnotes)

- Factual information in text: The LD50 is the amount per kilogram body mass which will kill half the animals it is given to.¹
- Footnote 1: (at bottom of page)
Coghill Graham (1985) *Sciencescope 2*, Heinemann Educational Australia p 167

Example 2:

(Acknowledging the source in brackets directly after the statement)

- The LD50 is the amount per kilogram body mass which will kill half the animals it is given to (Coghill, 1985, p167).

How to list a bibliography

The system used to cite information must be supported by a bibliography. A bibliography is a list of all the sources of information you used (eg. books, journals, magazine and newspaper articles, TV broadcast, videos, personal interviews, websites, etc.)

For books, you should write:

Author(s), year, title of book, edition, publisher information, page number.

eg. Coghill, Graham (1985) *Sciencescope 2* Heinemann Education Australia, p167

For journals and other articles:

Author(s), title, article, source, edition, information, page

eg. Lemonick, Michael. *Are We Ready for Fat-Free Fat?* *TIME* (January 22, 1996) pp 40-46

For web sites:

- Name of article/source
- Date article placed on the web or last updated (if available)
- URL address
- Date and time accessed.

Electronic copies of your project should be saved using the following format:

Individual entry


STAV_SurnameFirstname_title_entrycode

Group entry

STAV_SurnameFirstname_SurnameFirstname_title_entrycode

*** Do not use apostrophes or special characters**

Sample Risk Assessment Proforma. A blank form can be downloaded from the STS website.



Risk Assessment Form:

Title of Entry: _____

Student Name: _____ Signature: _____ Date: _____

Student Name: _____ Signature: _____ Date: _____

Your assessment should include sample handling, storage, disposal, spill procedures and use of machinery...

Type of Risk	Hazard	Level of Risk	Precaution taken to control risk	Source of information
<input checked="" type="checkbox"/> Chemical or microorganism <input type="checkbox"/> Procedure or equipment	Dilute Sodium hydroxide solution (less than 0.05M)	Low risk	May cause harm on contact with eyes or in a cut, wear eye protection and gloves. If contact is made with eyes or on skin, flush immediately with water and follow up with doctor	Teacher and CLEAPSS Student Safety Sheet
<input type="checkbox"/> Chemical or microorganism <input checked="" type="checkbox"/> Procedure or equipment	Scalpel	Medium risk	May cause severe injury if used inappropriately. Store scalpel where it will not be stolen or used inappropriately	Teacher and www.riskassess.com.au

Possible sources of information to complete your risk assessment

- www.riskassess.com.au
- CLEAPSS Student Safety Sheet (available online)