CTI REFERENCING GUIDE

During the completion of assessment tasks, a student will be asked to respond to questions and complete projects that may require research.

Students are required to reference or cite the source of the information. Referencing is the process of acknowledging a source of information or text. When completing assessments students should ask themselves the following questions:

Do I need to reference?

Can you respond to the assessment in your own words, using your own thoughts and ideas? If so, then there is no need to reference or cite a source of information.

Please note: *It is not acceptable for students to copy and paste the entire response and reference it, responses must be put into the students own words.*

When do I need to reference?

Students who copy, access, or utilise ideas and information found on the internet, in books, libraries and other forms of literature must reference or cite the source of the information or text. It is good practice to reference as you go, do not leave it until submission.

How do I reference?

There are several referencing standards available to students, however, referencing requires persons (as a minimum) to provide the author(s) name and initials, title of the information source, publication information (volume number, issue number), page or URL details, accessed day month year.

Available referencing standards

Standard	Details	Basic Format
IEEE	IEEE is utilised in the Information Technology sector as the standard for referencing.	a. Title, Source, Date, doi: URL b. Title, Source, Date, URL
Oxford	Oxford referencing is the practice of using footnotes at the bottom of a page by using a marker, indicator or symbol (*, # or number/letter) is used to identify the information and match it to the source.	*Text* At the bottom of the page: a. *Title, Source, Date, URL b. *Title, Source, Version, Date
Harvard	Harvard is a reference standard that it includessupplying the reference details in the text and in a reference list (bibliography) at the end of the document. In a referencing list the standard information is required to be presented in a table.	*Text* (Author, Title, Date, Page numbers/URL) Reference list to include the above detail either in sentence form or in columns.

What happens if I do not reference?

Plagiarism is an unacceptable practice and considered a serious misconduct and students may face internal disciplinary actions, legal action and expulsion or dismissal from the college. The CTI Student Handbook contains further information on the disciplinary and appeals processes.