

Referencing

References *must* be included to show where statements, ideas, and evidence come from. It is very important to cite all sources used. **If students do not reference their work, authenticity issues may be raised.**

Sources should be referred to in the text, and a standard referencing format should be used for the bibliography and footnotes. Students should ensure that their method of referencing is consistent throughout, and that all the relevant information is provided. The referencing system must enable the reader to locate the original sources easily.

Body text

Use parentheses to set off a reference in the text. In the parentheses, tell us the source document the information came from as well as a letter that corresponds to the highlights in the source document. A full reference should appear in the bibliography at the end of the piece of work.

- Example for Source Document references: (SD 1A) or (Source Document 2C)
- Example for "other" references: (Other 1) or (Other: Hall)

Bibliography

The bibliography, or list of references used, should appear at the end of the piece of work. List sources alphabetically by the last names of authors or editors. If there is no author or editor for a source, use the title of the source to alphabetize it. Each Source Document needs to be numbered, #1-5.

Books

Author's last name comma first name, or whatever is given. (Year Published). Title, in italics (Version or Volume/Number). City, State: Publisher. Type.

Example:

Hall, D. (2018). *Business Studies*. 2nd edition. Ormskirk United Kingdom: Causeway Press Ltd. Print.

Articles in journals

Author's last name comma first name, or whatever is given. Date. Title of the article (in quotation marks). Name of the journal (in italics). Volume number, first and last pages.

Example:

Lindner, James R. June 2017. "Understanding motivation". *Journal of Extension*. Volume 36, pages 23–38.

Information from the Internet (websites)

Author's last name comma first name, or whatever is given. Title of website (in italics). Date source was published, if given. Date site was visited. URL (address for the page visited).

Example:

Webber, Sheila. *The marketing mix*. July 15, 2017. Accessed February 18, 2019.
<http://dis.shef.ac.uk/sheila/marketing/mix.htm>

Information from the Internet (articles)

Author's last name comma first name, or whatever is given. Title (in quote marks). Title of website (in italics). Date source was published, if given. Date site was visited. URL (address for the page visited).

Example:

Newcomb, Alyssa. "Why Diet Coke may be in shorter supply due to the spread of coronavirus." *Today*. March 6, 2020. Accessed March 10, 2020. <https://www.today.com/food/coronavirus-may-be-causing-diet-coke-shortage-t174737>

Example of IA bibliography:

Bibliography

Source Documents:

Source Document #1

Calma, Justine. "Starbucks sets new sustainability goals for the decade." January 21, 2020. Accessed March 10, 2020. <https://www.theverge.com/2020/1/21/21075852/starbucks-sustainability-goals-waste-water-greenhouse-gases-decade>

Source Document #2:

Goldsberry, Clare. "How Sustainable Are Sustainable Coffee Cups?" February 20, 2020. Accessed March 10, 2020. <https://www.plasticstoday.com/recycling/how-sustainable-are-sustainable-coffee-cups/22746511562452>

Source Document #3:

Haddon, Heather. "Starbucks Tests a Greener Cup." March 9, 2020. Accessed March 10, 2020. <https://www.wsj.com/articles/starbucks-starts-test-of-more-recyclable-cup-11583690036>

Source Document #4:

Shure, Marnie. "Starbucks tests new compostable coffee cup." March 2, 2020. Accessed March 10, 2020. <https://thetakeout.com/starbucks-tests-new-compostable-coffee-cup-1842221685>

Source Document #5:

"Time to Fire Up Restaurant Sustainability – Here's How." December 15, 2017. Accessed March 10, 2020. <https://www.environmentalleader.com/2017/12/time-fire-restaurant-sustainability-heres/>

Other Sources:

Other #1:

Hatch, Ray. "What Restaurant Sustainability Looks Like in 2019." March 2019. Accessed March 9, 2020. <https://www.qsr magazine.com/outside-insights/what-restaurant-sustainability-looks-2019>

Other #2:

Hoang, Paul. (2014). *Business Management* (3rd Edition). Victoria, Australia: IBID Press. Print.

Starbucks 2018 Global Social Impact Report. 2018. Accessed March 9, 2020.

<https://globalassets.starbucks.com/assets/5064028EB31B40FA86C13DD54497DE1F.pdf>