



CAEC Referencing

Plagiarism:

Plagiarism consists in the intentional or unintentional use of another person's words, ideas and claiming them as your own. Plagiarism can be avoided by properly acknowledging the source by footnotes¹. CAEC has provided the following guide to referencing.

References (Footnotes)

Please use the following format:

Authors name surname, *Book Title* (Location: Publisher, Year), page number.

For example:

Fr John Flader, *Question Time '150 Questions and Answers on the Catholic Faith'* (Ballan: Connor Court Publishing, 2009), 67.

Use shorter documentation when referencing for the subsequent references.

For example:

Flader, *Question Time*, 258.

Quoting Class handouts

Author, Topic title (Catholic Adult Education Centre, Year), week and page/page

For example:

Fr Bernard Gordon, *Christian Prayer* (Catholic Adult Education Centre, 2008), W7: Pg 11.

Subsequent:

Gordon, *Christian Prayer*, W5: Pg 4.

Quoting Lecturers

Lecturer, *Topic* (Catholic Adult Education Centre, Year), Disc

Fr Anthony Percy, *Theology of the Body* (Catholic Adult Education Centre, 2008), D4.

Subsequent:

Percy, *Theology of the Body*, D8.

Bibliography

At the end of the essay list all the references, books, C.D's and other articles that have influenced its composition.

Arrange the references in Alphabetical order in the following format:

Authors surname, name. *Book Title*. Location: Publisher, Year.

For example:

Flader, Fr John. *Question Time '150 Question and Answers on the Catholic Faith'*. Ballan: Connor Court Publishing, 2009.

¹ This is a footnote: Include the information of the author, book and other details as mentioned above.