



# Cleveland District State High School

Harvard Style Referencing, Assignment and Note-taking Guide



Preparing students to meet the future





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## What is referencing?

Referencing is an organised way of formatting the information sources you have used in your assignments or written work. It is the formal acknowledgement of others' works and ideas.

Referencing is Academic Honesty. In order to put forth strong assignment work and credible academic arguments, you must acknowledge the work of experts in your writing.

This means using **in-text** citations and a **reference list**.

Referencing is 'good'! Referencing in assignments or essays demonstrates that you have researched your topic thoroughly. It shows that you have read widely about your topic and have understood your subject matter. Reading widely about your topic during the research process is also known as a literature review. In simple words, a literature review is when you read credible (reliable) articles, reference sources (encyclopedias, databases such as the Australian Bureau of Statistics), good websites, blogs, books and eBooks etc. to gain information about the topic you are studying and researching.

**At Cleveland District State High School, we use the Harvard style of referencing.**

- The University of South Australia has an amazing online Harvard style guide that is very easy to use and to navigate.

<http://roadmap.unisa.edu.au/>

- Queensland University of Technology (QUT) also has a tremendous Harvard style guide.

<https://www.citewrite.qut.edu.au/>

*\* Both of these sources will guide you through the referencing process with accuracy.*



## Key terms used in referencing

**Source** means the place where the information was found.

**Source type** refers to whether the source is a book, article, website etc. and whether it is print or electronic. Harvard referencing rules differ for each source type.

**Plagiarism** is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Plagiarism is academic theft. *(more about this later)*

**Paraphrasing** - using your own words to express someone else's message or ideas. In a paraphrase, the ideas and meaning of the original source must be maintained; the main ideas need to come through, but the wording has to be your own. *(more about this later)*

**In-text citation** refers to the record of the source in the body of your assignment. It is a record of author, date and sometimes page number of any sources you used in your assignment. *(more about this later)*

**Direct Quote** - we use a direct quote when the source material expresses the information in the most fluent or succinct way possible. Basically, if you can't possibly put it into your own words, use a direct quote. *(more about this later)*

**Reference List** - the complete list of all sources cited (and only those sources you have cited in-text) in your work. It records the full publication details of each source. The reference list appears at the end of your work on a separate sheet of paper with the heading- References.

**Author** can be single or multiple authors; or single or multiple editors; or single or multiple organisations as author; or a combination of these; or the title if the source has no designated author.

## Plagiarism explained (WARNING)

Plagiarism is the act of taking another person's (or AI tool's) writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium including AI (artificial intelligence) tools.

### How to avoid plagiarism:

Many times, plagiarism is an accident, but more often than not it isn't. It is important to remember that plagiarism is academic theft. However, if you learn how to reference correctly, you will find that you have no reason to plagiarise!

Never leave referencing until the end. Referencing and the accurate tracking of sources must be done as you progress through your assignments.

Writing your reference list and in-text citations yourself without the use of an automated program is the best way to reference your assignments and essays.

### Examples of plagiarism:

- Using a source (including exemplars) and just changing a few words. Right-clicking and choosing a synonym is not the same as paraphrasing. *(more about this later)*
- Copying and pasting something from the internet including AI tools, and not using an in-text citation.
- Acknowledging a source the first time you use it, but then failing to acknowledge further references to the same source.
- Using the work of other students, either by colluding with others or by using old exemplars and passing the work off as your own.
- Putting someone else's work into your own words, but not including an in-text citation.

**WARNING** - Automated online referencing generator software such as 'Cite this for me' are often not correct. If you use this type of program, you run the risk of committing the act of plagiarism because you have not cited your work correctly. Academic Honesty is a critical factor as you develop as a researcher and assignment writer. Automated referencing software will often add in extra commas into in-text citations. Be careful! Harvard referencing has very specific rules.



## Paraphrasing explained

Paraphrasing is when you use your own words to express someone else's message or ideas. In a paraphrase, the ideas and meaning of the original source must be maintained; the main ideas need to come through, but the wording has to be your own.

Paraphrasing is a skill that takes quite a bit of practice in order to become an expert.

### Ten simple steps to effective paraphrasing:

- 1) Read the original source two or three times or until you are sure you understand it.
- 2) Look closely at unfamiliar words, observing carefully the exact sense in which the writer uses the words.
- 3) Highlight any technical words that you cannot change.
- 4) Put the source aside and write the main idea or point in your own words 'off the top of your head'.
- 5) Re-read the source quickly to ensure you have included what is important.
- 6) Edit your paraphrase as often as needed against the original source for accurate tone and meaning. Change any words or phrases that match the original too closely.
- 7) Make sure to take different parts from the paragraph and put them in a new order along with your own comments on the subject matter.
- 8) Don't simply copy and paste the paragraph just changing a few words here and there.
- 9) Check to make sure you haven't accidentally used the same words in the same way as the original text. You must put the ideas in your own words.
- 10) Include an in-text citation for the source of the information. Even when you paraphrase, you must still give credit to the original author.

## 'Good' paraphrasing

Below is an example of 'good' paraphrasing with correct in-text citations.

### This is the original text:

Fortitude Valley is a contradiction in itself – raw, yet sophisticated. It is where elegance and style meet grungy and offbeat, and heritage-listed properties proudly stand among contemporary buildings. The Valley, as it is affectionately known, was Australia's first dedicated entertainment district and continues to be a hive of activity. Live music thrives and international DJs are drawn to the clubs and chic bars. The impressive Chinatown Mall is a hub of exotic Chinese supermarkets and restaurants. The Emporium complex channels a European village feel, James St showcases Australian fashion labels and Brunswick St is home to multicultural dining options.

### This is the paraphrased text:

Fortitude Valley, **a suburb known for its entertainment and live music, features a mix of cultures, from Chinatown to the upmarket Emporium** (Brisbane Marketing 2016). This mixed-use precinct consists of a **mix of heritage-listed properties and modern developments** (Brisbane Marketing 2016), which contribute to the eclectic vibe of this busy inner-city suburb.

### This is important!

*\*Highlighted in **pink** is what we have re-written from the source (paraphrased). You will note that we have also used our own words to further format the paragraph to provide even greater clarification. You should do this too.*

*\*Please note; the in-text reference is placed right where the paraphrasing occurs. There are two in-text references in our example paragraph. Do not wait until the end of a paragraph to put in the in-text reference. You must do this as you go along.*



## ‘Bad’ paraphrasing (plagiarism)

Below is an example of ‘bad’ paraphrasing.

### This is the original text:

Fortitude Valley is a contradiction in itself – raw, yet sophisticated. It is where elegance and style meet grungy and offbeat, and heritage-listed properties proudly stand among contemporary buildings. The Valley, as it is affectionately known, was Australia’s first dedicated entertainment district and continues to be a hive of activity. Live music thrives and international DJs are drawn to the clubs and chic bars. The impressive Chinatown Mall is a hub of exotic Chinese supermarkets and restaurants. The Emporium complex channels a European village feel, James St. showcases Australian fashion labels and Brunswick St is home to multicultural dining options.

### ‘Bad’ paraphrasing with synonym substitution:

Fortitude Valley is a **paradox** in itself – raw, yet **classy**. It is where elegance and style meet **shabby** and offbeat, and heritage-listed properties proudly stand among **modern** buildings. The Valley, as it is affectionately known, was Australia’s first dedicated entertainment district and continues to be a hive of activity. Live music **flourishes** and international DJs are drawn to the clubs and **stylish** bars. The impressive Chinatown Mall is a hub of **bizarre** Chinese supermarkets and restaurants. The Emporium complex channels a European village feel, James St. showcases Australian fashion labels and Brunswick St is home to **multiethnic** dining options.

### This is important!

*\* In this example, you can see that words have been changed by using the synonyms search tool in Microsoft Word. The original structure of the sentence remains the same. In this instance, the work of another person has been copied without paraphrasing correctly. There is also a complete disregard for in-text citations. This is plagiarism. This is academic theft.*

## Paraphrasing and in citations explained

In-text citation refers to the accurate recording of the source in the body of your assignment. It is a record of author, date and sometimes page number of any sources you have used in your assignment.

### This is our previous example of 'good' paraphrasing:

Fortitude Valley, a suburb known for its entertainment and live music, features a mix of cultures, from Chinatown to the upmarket Emporium (Brisbane Marketing 2016). This mixed-use precinct consists of a mix of heritage-listed properties and modern developments (Brisbane Marketing 2016), which contribute to the eclectic vibe of this busy inner-city suburb.

*\* When you **paraphrase** from a source you only need to cite the author and the year. There is **NO COMMA** between the author and the year. You **DO NOT** cite a page number when paraphrasing.*

### Format and layout:

Author's family name OR Authoring body (year)

(Author's family name OR Authoring body year)

\* 'Authoring body' usually refers to an organisation. For example: The Australian Bureau of Statistics, Australian Government, Brisbane Marketing etc.

### Ways of paraphrasing with in-text citations:

...according to the Department of Immigration and Citizenship (2012)

...viable options (Department of Immigration and Citizenship 2012)

...in the case of Smith (2008), there is little evidence to suggest...

...decision depending on the application (Smith 2008)



## Using direct quotes and in-text citations explained

**Direct Quote** – we use a direct quote when the source material expresses the information in the most fluent or succinct way possible. Basically, if you can't possibly put the information from the source into your own words, use a direct quote.

Example:

For a location to qualify as a biodiversity hotspot it must have “at least 1,500 vascular plants as endemics” (Conservation International 2016, n.p.).

### Formats and Layouts:

- **Directly quoting from a website or document with page numbers:**

(Smith 2016, p. 4)

(Queensland Government 2009, p. 28)

- **Directly quoting from a website or document without page numbers:**

(Smith 2016, n.p.)

(Brisbane Marketing 2016, n.p.)

### This is important!

*\* Take special notice of where the comma is placed when you are making an in-text reference with a direct quote. **The comma is placed AFTER the date.***

## Direct quotes - word limit rules explained

**Short quotations of fewer than thirty words should be enclosed in double quotation marks (“...”)**

Example:

Research indicates that “over a thousand autobiographies of childhood have been published in roughly the past fifteen years” (Douglas 2010, p. 1).

**Longer quotations of more than thirty words should be presented without quotation marks and indented on both sides. A font one size smaller should be used. You must use a colon to introduce you direct quote of over 30 words.**

Example:

According to Barnett (2009, p. 219):

*(Notice the size 12 font and the colon)*

While some authors respond to the rise of technologies in the lives of humans by articulating anxieties through figures such as the mad scientist, or tropes such as the destruction of civilisation, others see in technology a promise...of new and exciting ways of being and expressing the human in the face of co-evolution with technology.

*(Notice the size 11 font for the quote)*

*\*The three dots after the word ‘promise’ (called an ellipsis) show that a word or words have been left out. You are allowed to do this if there is a part of the direct quote that is not relevant to the point you are trying to make in your assignment.*



## Harvard reference list ‘cheat sheet’

Source	Reference List	Example of in-text citation
Book Single Author	<p><b>General format</b> Author’s family name, Initial(s) OR Authoring body year of publication, <i>Title of book, edition if necessary</i>, Publisher, Place of publication.</p> <p><b>Examples:</b> Chabon, M 2008, <i>Maps and legends</i>, McSweeney’s Books, San Francisco.</p> <p>Deni Green Consulting Services 2008, <i>Capital idea: realising value from environmental and social performance</i>, Deni Green Consulting Services, North Carlton, Victoria.</p>	<p><b>General format</b> Author’s family name OR Authoring body (year, page number if applicable) (Author’s family name OR Authoring body year, page number if applicable)</p> <p><b>Examples:</b> Chabon (2008, p. 108) discusses... ...was discussed in the study (Chabon 2008, p. 108).</p> <p>Deni Green Consulting Services (2008, p. 5) proposes... ...a better world (Deni Green Consulting Services 2008, p. 5).</p>
Book 2 or 3 Authors	<p><b>Example:</b> Campbell, E, Fox, R &amp; de Zwart, M 2010, <i>Students’ guide to legal writing, law exams and self assessment</i>, 3rd edn, Federation Press, Sydney.</p>	<p><b>Example:</b> Campbell, Fox and de Zwart (2010, p. 46) argue... ...alternatives are preferable (Campbell, Fox &amp; de Zwart 2010, p. 46).</p>
Book 4 or more Authors	<p><b>Example:</b> Henkin, RE, Bova, D, Dillehay, GL, Halama, JR, Karesh, SM, Wagner, RH &amp; Zimmer, MZ 2006, <i>Nuclear medicine</i>, 2nd edn, Mosby Elsevier, Philadelphia.</p>	<p><b>Example:</b> As suggested by Henkin et al. (2006, p. 14)... ...has been suggested (Henkin et al. 2006, p. 14).</p>
Print Journal Article	<p><b>General format</b> Author’s family name, Initial(s) year, ‘Title of article’, <i>Title of Journal</i>, vol. x, no. x, pp. xx-xx.</p> <p><b>Example:</b> O’Hara, MJ 2009, ‘Flood basalts, basalt floods or topless bushvelds? Lunar petrogenesis revisited’, <i>Journal of Petrology</i>, vol. 41, no. 11, pp. 1545–1651 * confirm layout for more than one author with <a href="http://roadmap.unisa.edu.au/">http://roadmap.unisa.edu.au/</a></p>	<p><b>General format</b> Author’s family name (year, page number if applicable) (Author’s family name year, page number if applicable)</p> <p><b>Examples:</b> O’Hara (2009, p. 1548) supports... ...received some support (O’Hara 2009, p. 1548). * confirm layout for more than one author with <a href="http://roadmap.unisa.edu.au/">http://roadmap.unisa.edu.au/</a></p>
Electronic Journal accessed via library database	<p><b>General format</b> Author’s family name, Initial(s) year, ‘Title of article’, <i>Title of Journal</i>, vol. x, no. x, pp. x-xx.</p> <p><b>Example:</b> Boon, KA 2011, ‘Ethics and capitalism in the screenplays of David Mamet’, <i>Literature Film Quarterly</i>, vol. 39, no. 3, pp. 174-189.</p>	<p><b>General format</b> Author’s family name (year, page number if applicable) (Author’s family name year, page number if applicable)</p> <p><b>Examples:</b> Boon (2011) examines... ...potent subtext (Boon 2011, p. 181).</p>

## Harvard reference list ‘cheat sheet’

Source	Reference List	Example of in-text citation
Webpage	<p><b>General format</b> Author’s family name, Initial(s) OR Authoring body year, <i>Title of webpage</i>, Title of website, Publisher where known, date viewed, &lt;URL&gt;</p> <p><b>Examples:</b> Department of Immigration and Citizenship 2012, <i>Permanent visa options for doctors</i>, Department of Immigration and Citizenship, Australian Government, viewed 6 November 2012, &lt;<a href="http://www.immi.gov.au/skilled/medical-practitioners/permanent-visas.htm">http://www.immi.gov.au/skilled/medical-practitioners/permanent-visas.htm</a>&gt;</p>	<p><b>General format</b> Author’s family name OR Authoring body (year) (Author’s family name OR Authoring body year)</p> <p><b>Examples:</b> ...according to the Department of Immigration and Citizenship (2012)</p> <p>...viable options (Department of Immigration and Citizenship 2012)</p>
eBook access via library database	<p><b>General format</b> Author’s family name, Initial(s) OR Authoring body year, <i>Title of ebook</i>, edition if applicable, Publisher, Place of publication, date viewed, database accessed from.</p> <p><b>Example:</b> Armstrong, M 2012, <i>Armstrong’s handbook of human resource management practice</i>, 12th edn, Kogan Page, London, viewed 26 November 2012, EBSCO Host.</p>	<p><b>General format</b> Author’s family name OR Authoring body (year, page number if applicable) (Author’s family name OR Authoring body year, page number if applicable) Example:</p> <p><b>Example:</b> Armstrong (2012, p. 25) highlights...</p> <p>...important HR strategies (Armstrong 2012, p. 25)</p>
Australian Bureau of Statistics	<p><b>General format</b> Australian Bureau of Statistics (ABS) year, <i>Title of report</i>, cat. no xxx, ABS, Canberra.</p> <p><b>Example:</b> Australian Bureau of Statistics (ABS) 2010, <i>Measures of Australia’s progress 2010</i>, cat. no. 1370.0, ABS, Canberra.</p>	<p><b>General format</b> ABS (year, page number if applicable) (ABS year, page number if applicable)</p> <p><b>Example:</b> According to the ABS (2010), the national...  ...concerning figures (ABS 2010).</p>
Image or diagram	<p><b>General format</b> Do not reference the image itself, but the text in which it was found. Provide a standard reference for the type of source text you are using.</p> <p><b>Example:</b> NASA 2008, <i>Image of the day gallery: a man on the moon</i>, NASA, 23 March, viewed 27 November 2012, &lt;<a href="http://www.nasa.gov/multimedia/imagegallery/image_feature_369a.html">http://www.nasa.gov/multimedia/imagegallery/image_feature_369a.html</a>&gt;.</p>	<p><b>General format</b> Do not reference the image itself, but the text in which it was found. Below the image, identify the source text using standard author and date information</p> <p><b>Example:</b></p>  <p>Neil Armstrong on the moon (NASA 2008).</p>
<p>For a directory of all Harvard referencing rules go to <a href="http://roadmap.unisa.edu.au/">http://roadmap.unisa.edu.au/</a></p>		



## Can I use AI?

Students should be guided by their teacher on when they are able to use AI. It is a tool that can be used for brainstorming ideas, to support your understanding and for assisting with research. AI comes with both opportunities and risks and should not be used to copy and paste a response.

## How do you reference the use of AI tools?

When you refer to content produced by generative AI tools you must acknowledge the source of information by citing it correctly. You should describe the prompt (the question you asked) and/or content generated by AI in your writing. Be precise with the date it was created and follow the reference format for your citation style in the examples below.

### In-text citations

- Author Year

Example

ChatGPT was used (OpenAI 2023)

### Reference List

- Title. Year. Place of publication: Publisher. Software: Platform.

Example

ChatGPT. 2022. San Francisco: OpenAI. ChatGPT: Mac OS X.

\*Please note that Generative AI tools are an emerging technology so the advice on referencing rules may change.



## How to write a reference list explained

Comprehensive and complete details for each source are put in the list of references at the end of your assignment. This allows the reader (your teacher) to trace and verify your sources.

Your reference list should be located on a separate page at the end of your assignment and titled 'References'. It should include the full details of all your in-text references arranged alphabetically A-Z by author surname.

Example:

### References

Australian Bureau of Statistics (ABS) 2010, *Measures of Australia's progress 2010*, cat. no. 1370.0, ABS, Canberra.

Chabon, M 2008, *Maps and legends*, McSweeney's Books, San Francisco.

Giedroyc, M & Reed, B 2012, 'Was Lennon really a genius?', *The Spectator*, 6 October, p. 24.

Seah, R 2002, *Micro-computer applications*, Microsoft Press, Redmond, Washington.

Skloot, R 2010, *The immortal life of Henrietta Lacks*, Kindle, Random House, New York.

\*Did you know that all reference lists are set with a 'hanging indent'? A hanging indent is where the first line is 'pushed' all the way over to the left hand margin and the rest of the information (on the lines below) is 'indented'. This is an example of a hanging indent. Look at the Australian Bureau of Statistics reference in the example above. Can you see how it has been formatted?

\* You can create a hanging indent by using the ruler toolbar at the top of your word page (p. 22)

## **FAQ's about in citations**

### **Where do I put the full stop?**

Full stops must always be placed at the very end of a sentence, after the direct quote and/or in-text reference.

Example:

Research indicates that “over a thousand autobiographies of childhood have been published in the past fifteen years” (Douglas 2010, p. 1).

### **What does it look like when there is paraphrasing and direct quotes in my paragraph?**

Example:

A biodiversity hotspot is a region or place where large numbers of endemic plants or animal species are found (Conservation International 2016). In order to qualify as a biodiversity hotspot, Conservation International (2016) states that the region must be considered threatened, with only 30% of its original vegetation remaining; and secondly, it must have “at least 1,500 vascular plants as endemics” (Conservation International 2016, n.p.).



## **Formatting Rules for CDSHS**

It is important to format your assignments clearly so that your audience (your teacher) can easily read and navigate your work.

### **Font choice for assignments at CDSHS:**

Arial or Calibri  
at 12 font

### **Line Spacing:**

1.5 line spacing is PERFECT!

Line spacing is really important. It allows for your readers (teacher) to read your work more easily and quickly. When you have your line spacing too close, it is very difficult for your audience to navigate with ease and comfort. As a general rule at CDSHS, 1.5 line spacing is standard unless your teacher instructs you to use a spacing size specific to a subject or genre.

### **Margins:**

Do not change your margin settings. Leave them at 'normal' setting in Word.

### **Footer and Numbering:**

Always include a 'footer' in your assignment work. Be sure to include page numbers in your footer and this way your teacher can track your assignment easily.

### **Borders:**

Leave your page 'clean'. We do not use decorative borders for written assignments unless directed to by your teacher.

## Formatting Rules for CDSHS cont'd

### Correct academic language:

As a general rule at CDSHS, we avoid the use of colloquialisms (i.e. 'chip off the old block') and slang. Keep the tone of your writing academic. Do not use contractions such as 'don't' (use 'do not' instead) and 'didn't' (use 'did not' instead). Write numerals out in full ('seven' not '7').

### This is important!

The use of colloquialisms and informal language is **sometimes** appropriate within different subjects and genres. Your teacher will advise you when informal or specialised language is required for your assignment work and study.

### Tables:

As a general rule at CDSHS, if you are using a 'table' in your assignment to display information, ensure that it fits completely on one page. Do not allow a table to span two pages. It is important to be aware that different subjects often have specific rules for laying out tables.

**For example** (science applies the following rules):

**Tables** -have a title (top row of the table, merged and numbered so that it can be referred to)

Table 1: Summary of Variables		
Experiment	Independent variable	Dependent variable
Part A: Effect of Temperature	Temperature	Reaction rate (result of iodine test)
Part B: Effect of concentration	Concentration of enzyme	Reaction rate (result of iodine test)

**Figures** - images, photos, diagrams, graphs have a caption, below the figure (numbered and referenced)

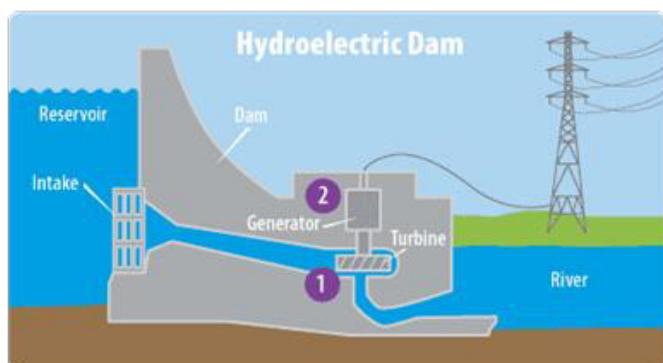


Fig. 1. Internal features of a hydroelectric dam (United States Environmental Protection Agency 2016)



## **CDSHS - Note-taking (record, reduce, review, reflect)**

Note-taking is an important skill to be acquired by all students. As a general rule at CDSHS, we use the 'Cornell' method of note-taking.

### **This is important!**

*Some subjects require you to take notes in a prescribed method particular to your coursework. Your teachers will let you know when this is appropriate.*

There are five steps to the Cornell method of note-taking. **TITLE, RECORD, REDUCE, REVIEW, REFLECT.**

### **STEP ONE - TITLE** (*Document your lesson*)

Write subject, topic name and date at the top of each page.

### **STEP TWO - RECORD** (*Write your notes*)

Take your notes in a way that is meaningful to you.

Don't use complete sentences. Use abbreviations, whenever possible. Develop a shorthand of your own, such as using '&' for the word 'and'.

### **STEP THREE - REDUCE** (*Review and clarify your notes*)

Review the notes as soon as possible after class.

Pull out main ideas, key points, dates, and people, and write these in the left column.

Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory.

Also, the writing of questions sets up a perfect stage for exam-studying later.

### **STEP FOUR - REVIEW** (*Summarise your notes*)

Write a summary of the main ideas. Synthesise and review your main ideas from the lesson. Why was this information important? What conclusions can I take from this information? How can this information be applied?

### **STEP FIVE - REFLECT** (*Study your notes*)

Spend most of your time studying the ideas in the left column and the summary at the bottom. These are the most important ideas and will probably include most of the information that required for exam recall. Spend at least ten minutes every few days reviewing all your previous notes. If you do, you will retain a great deal for current use, as well as for your exams.

## CDSHS - Cornell note-taking example

<b>STEP ONE - title</b>	
Subject - Topic - Date	
<b>STEP THREE - reduce</b> <ul style="list-style-type: none"><li>- Written soon after class</li><li>- Main Ideas</li><li>- Vocabulary Words</li><li>- Anticipated exam questions</li><li>- Important people</li><li>- Key dates</li><li>- Formulas</li></ul>	<b>STEP TWO - record</b> <ul style="list-style-type: none"><li>- Main points</li><li>- Bullet points</li><li>- Diagrams, charts and pictures</li><li>- Abbreviate (and = &amp;)</li><li>- Outlines</li><li>- Dates</li><li>- Formulas and workings</li><li>- Skip a line between ideas and topics</li><li>- Avoid sentences</li></ul>
<b>STEPS FOUR AND FIVE - review and reflect</b> <p>You use this space to quickly review your notes frequently to ensure retention of information.</p>	



## CDSHS - PEEL paragraph explained

The PEEL paragraph writing approach will ensure your writing is strong. It provides a structure that promotes clarity and consistency allowing your audience to follow the flow of your arguments.

### **This is important!**

*For some subjects, different note-taking formats are used. Your teacher will let you know if this is pertinent to your subject.*

### **POINT**- Make your point in the first sentence

Your first sentence must state your point. It introduces the topic you are about to discuss and tells the reader what the paragraph is going to be about. This is sometimes called a topic sentence. It may connect with the linking sentence of the previous paragraph.

### **EXPLANATION** - Back up your point with an explanation

In 2-3 sentences, explain in more detail the statement made in the topic sentence. Clarify and expand on all parts of the topic sentence. Give evidence to expand upon and support the point you made.

### **EVIDENCE** - give evidence to support your point and explanation

Support your point with evidence. Use examples, statistics, quotations and references to primary and secondary sources or other evidence to support and or prove each point. This is where you show your understanding of the point and demonstrate that you have read widely about the topic by using in-text citations that will eventually link back to your reference list.

### **LINK** - link back to the main essay question

Linking sentences link the material back to your central argument.

### **This is important!**

*In any paragraph in the body of your writing, you may wish to explain and provide evidence more than once. In this instance, you would use the following: P EE EE EE L rather than just the simple P E E L format.*

## **CDSHS - PEEL paragraph explained cont'd**

Example PEEL Paragraph

### **POINT**

During the 1980's the push for recognition of indigenous rights moved into the international arena.

### **EXPLANATION**

Kakadu National Park became a World Heritage area listed site, recognised for its significance to indigenous art, culture and history.

### **EVIDENCE**

When Pope John Paul II visited Australia in 1986, he recognised in a statement that a just and proper settlement with indigenous Australians had yet to be achieved in the wider Australian community (Smith 2001, p. 91). Meninga states that "even though the 1967 referendum changed some things, the issue of indigenous rights still has not been resolved properly" (2006, p. 54).

### **LINK**

This demonstrated that the struggle for recognition of indigenous rights did not end with the changes to Aboriginal citizenship resulting from the 1967 referendum.

Completed PEEL Paragraph

During the 1980's the push for recognition of indigenous rights moved into the international arena. Kakadu National Park became a World Heritage area listed site, recognised for its significance to indigenous art, culture and history. When Pope John Paul II visited Australia in 1986, he recognised in a statement that a just and proper settlement with indigenous Australians had yet to be achieved in the wider Australian community (Smith 2001, p. 91). Meninga states that "even though the 1967 referendum changed some things, the issue of indigenous rights still has not been resolved properly" (2006, p. 54). This demonstrated that the struggle for recognition of indigenous rights did not end with the changes to Aboriginal citizenship resulting from the 1967 referendum.

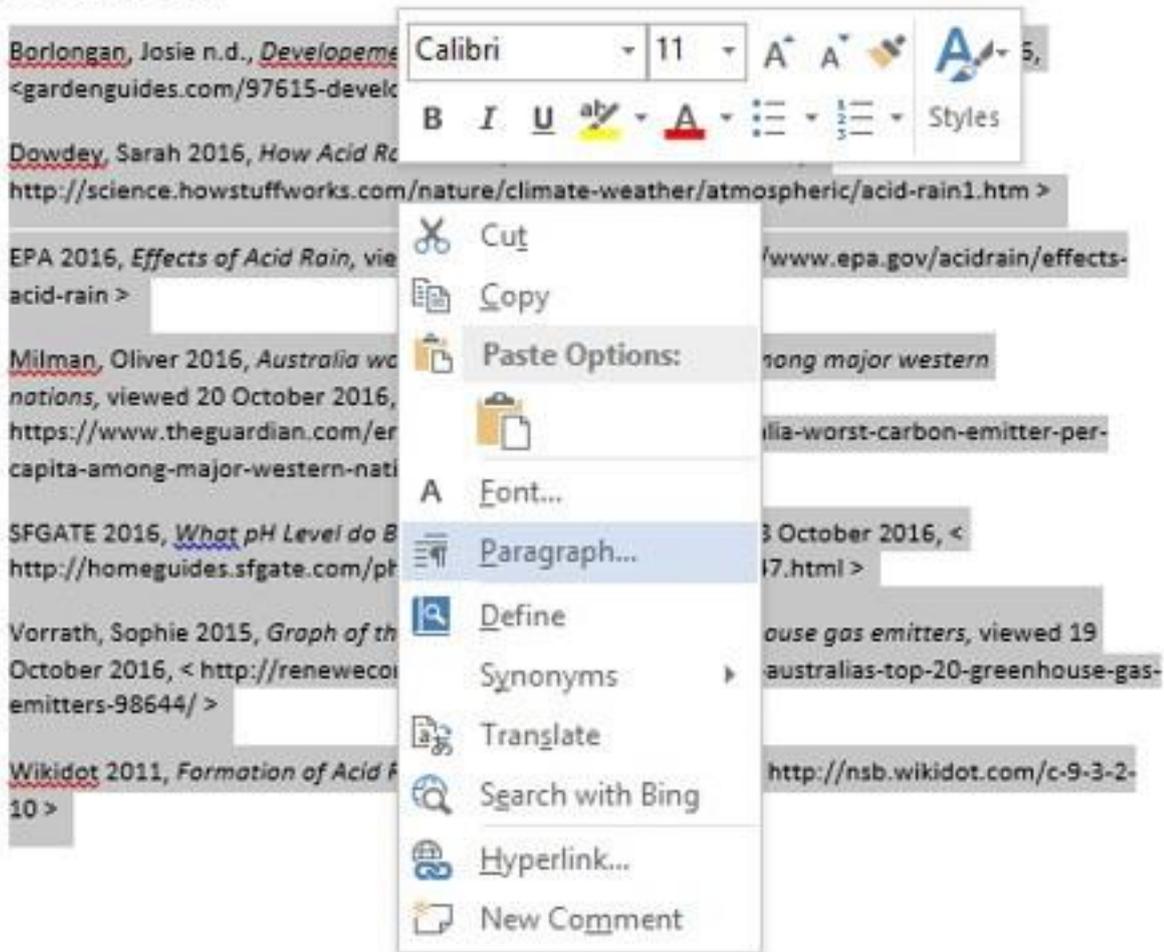


## How to create a hanging indent

This example shows a Windows screen. Apple Mac's are very similar in their instructions to what you see below.

1. Select your reference list by highlighting. Right click. Select- paragraph.

### Reference List:



2. The paragraph dialogue box opens. Under the 'special' drop down menu select 'hanging'.



## Notes





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