How to use the Online Referencing Generator (ORG)

What does the ORG tool do?

The ORG tool automatically creates references for your bibliography using the Harvard author date system from a wide range of information sources and it also includes examples of in-text references for these sources as well. The ORG can be used to create both references for your bibliography and references for your reference list if you are required to provide in-text references.

Why do I need to create references for my bibliography?

Attaching a bibliography (a list of references of the information sources used to answer your research task) supports your work by showing the sources of information from which you have formed your own ideas and makes it easier for your teacher to find the information sources you used.

If you are asked to include in-text references and provide both a bibliography (a list of all information sources used) and a reference list (a list of all information sources referred to in in-text in your research task) this demonstrates both your academic integrity by acknowledging the authors original ideas and avoids plagiarism so that you do not falsely claim someone else’s work or ideas as your own.

How do I access the ORG?

Step 1
Logon to a school computer and click on the library webpage desktop icon OR you can use a search engine to search for the Renmark High School Library and click on the online Renmark High School Library. This is a good way to find the webpage if you want to use it out of school hours.

Step 2
On the Renmark High School library webpage click on the ORG link which is always available from the ORG link which is always available from the Quick Links box on the left hand side of the page.

Step 3
You will be prompted for a username and password. The username is org and the current password is available from the library staff. Select from the following menu:

- Generally year 8-9 students would use the Middle School Bibliography but if the type of information source you wish to use is not listed then use the Senior Bibliography.
- Year 10-12 students use the Senior Bibliography.

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The example on the next page shows you how to use the ORG. The steps are similar if you choose either the Middle School or Senior Bibliography options.
There are twelve major information sources (Senior Bibliography) that you can choose from and within each of these are variations of these information sources.

For example if you are creating a reference using a website, choose from the Website list of sources. Ask yourself is your website one with or without a author, a organisation (usually Government), a youtube clip or do you need to only reference a figure, table or graph etc.? Once you correctly identify your information source, click on the link and enter the required details in the fields.

PLEASE NOTE:
If you use information sources from the Library catalogue or the following database Australian New Zealand Reference Centre you can create references within these databases automatically instead of using the ORG. See the library staff for assistance.

The following screen is an example after choosing Website, Organisation. Fill in the fields using the examples as a guide. You will need to use capitals where necessary as the ORG does not automatically do this.

**Name of organisation / Government Department**
Usually found at the top of the website.

If you can, copy and paste the Title of your website.

**Place** you will only need to fill this in if you can find on the webpage the location of the Organisation/ Government Department.

**URL** copy and paste the website address here.

Once you have filled in all the required fields, click on **Create citation**.

The box on the right will appear. Copy and paste your reference into a word document.

The **Note:** will always appear to remind you to arrange your references in alphabetical order by the first word either author’s last name or title.

**REMEMBER**
Give your reference list the title Bibliography, put it into alphabetical order and hand it up with your assignment. If you are required to provide in-text references hand up both a Bibliography and a Reference List (check with your teacher to make sure both are required). For more information about in-text referencing check out How to create in-text references using the Harvard Referencing System @ RHS Library and How to create graphic in-text references using the Harvard Referencing System @ RHS Library available from the library, library folder on the public network or from the RHS Library website under the Research Toolkit tab.