



Referencing

What is referencing?

- ▶ Referencing is acknowledging the sources of information (originated by another person) that you have used to help you write your essay, report or other piece of work.
- ▶ In your work, you should use the existing knowledge of others to back up and provide evidence for your arguments. The sources of information you use may include such material as books, journal articles (paper or electronic), websites, newspapers, government publications, trade magazines, videos, blogs and so on.



Why do I need to reference?

“In academic writing, it is essential to acknowledge, or ‘cite’ the sources of idea and information” (Cottrell, 2013, pg.179)



Why do I need to reference?

- ▶ Reading, understanding and correctly referencing the work of others in your assignments is important.
- ▶ By correctly referencing you will:
 - ▶ Protect yourself against accusations of plagiarism
 - ▶ Demonstrate that you have read widely
 - ▶ Show your understanding of a topic
 - ▶ Support your arguments with published research
- ▶ If you don't reference correctly you may commit plagiarism, which is seen as academic misconduct and carries penalties.



What should I reference?

- ▶ Acknowledging the work of others in your assignments gives academic credibility to your work by allowing you to back up your arguments with published material.
- ▶ You should reference anything you have taken from another work, whether you are paraphrasing, summarising or directly quoting.
- ▶ Some things can be taken as common knowledge and do not therefore need to be backed up with a reference.



Taking notes

- ▶ Make a note of:
 - ▶ **Books:** author/date/title/publisher details and chapter details/page numbers if relevant.
 - ▶ **Journals:** author/date/article title/journal title/volume/issue/pages.
 - ▶ **Online website:** author or organisation/date/webpage title/web address (full URL) and the date you accessed it.

- ▶ Make clear distinction between any direct quotes you write down and information written in your own words so you don't accidentally plagiarise when you come to write your assignment.



Referencing within your text

- ▶ When you refer to an author's work in your document, either through summary, rewording (paraphrasing) or quoting, you need to acknowledge that source in your text.
- ▶ This is called an **'in-text citation'**, and when using Harvard, you do this by writing the author's name, and publication year.
- ▶ If the name of the author appears naturally in your sentence, only the year should be in brackets. If you use a direct quote the page number should also be included. However, consider the flow of your writing when choosing how to include the citation.



Referencing within your text

Author within sentence	End of the sentence	Quotation
<p>Cottrell (2014) argues that developing a strong set of study skills are fundamental to academic success.</p>	<p>It is suggested that developing a strong set of study skills are fundamental to academic success (Cottrell, 2014).</p>	<p>“Putting in place the right study skills and strategies can make a significant difference to academic performance” (Cottrell, 2014, p.6).</p>



Quotations

- ▶ Use quotation marks “example” and page number(s) to indicate your use of a direct quote.
- ▶ Short quotes can be included in your own sentence, for example:
 - ▶ Continuing professional development allows people to “build on their knowledge and skills to develop their level of competence” (Alsop, 2000, p.64).



Quotations

- ▶ Quotations of 40 words or longer should be indented and in a separate paragraph, for example:

educational and political agenda. The QAA (2014, pg.1) go on to state that the rationale for this may be:

“...fuelled by the impact of higher fees on students' expectations of course content and quality and the broader economic climate that graduates enter into, and is demonstrated by the emergence of a range of initiatives across the higher education sector such as volunteering accreditation, student employability award schemes and extracurricular activities that focus on the development of professional skills and student employability.”

Furthermore, the QAA (2014) discuss the importance of enhancing digital literacy, particularly in the providers' approaches to promoting this to students *and* staff,



Quotations

- ▶ However, quotations of 40 words or over are not generally used unless necessary, and therefore may affect your grade through inappropriate usage of such citations.
- ▶ Avoid overusing quotations within your work. Use those which are most relevant and important.
- ▶ Although use of quotations are a worthy addition to any piece of work, look to master the art of paraphrasing to supplement your writing...



Paraphrasing

- ▶ Presenting an idea or argument in your own words.
- ▶ Ensure it is significantly altered from the original to avoid issues of plagiarism (just changing a couple of words is not enough!).
- ▶ Although paraphrasing will relate to specific sections of work, you do not to include the page number as you would do with a direct quotation, for example:

Actual Quotation	Paraphrasing
"Putting in place the right study skills and strategies can make a significant difference to academic performance" (Cottrell, 2014, p.6).	It is suggested that developing a strong set of study skills are fundamental to enhancing academic performance, and overall success (Cottrell, 2014).



Summarising

- ▶ A brief outline of the main points of a work without going into specific details.
- ▶ Generally summaries relate to a whole work, or to a large section, so are much less specific than paraphrasing.
- ▶ As a summary potentially covers most or all of a work, again it does not require page numbers to be given, as they are for direct quotations only.
 - ▶ A recent study by Sampson (2009) demonstrated that moderate alcohol consumption may reduce the risk of dementia in later life.



Secondary References

- ▶ Where the passage you are referring to is the authors own reference to another work.
- ▶ You are relying on their accurate and unbiased reproduction of that work, so it is much better to locate the source and read and reference it directly in you own work.
- ▶ If you cannot locate the original, secondary reference it as below:

A study concluded that marijuana users felt 'less confident' than cocaine users about being able to stop taking the drug. (Budney *et al.*, 1998, in Butcher, Mineka & Hooley, 2010, p.412).

In the body of your text cite both works

In your end list:
Reference the item you have read.

Butcher, J. N., Mineka, S. and Hooley, J. M. (2010) *Abnormal Psychology*. 14th edn. Boston: Parson Education Inc.



Citing Multiple Authors

Reference with one author	(Bridge, 2012)	...Bridge (2012) argues that...
...Two authors	(Bridge and O'Neill, 2012)	...according to Bridge and O'Neill (2012)...
...Three authors	(Bridge, O'Neill and Martin, 2012)	...research by Bridge, O'Neil and Martin (2012) showed that...
...More than three authors	(Johnson <i>et al.</i> , 2013)	...Johnson <i>et al.</i> (2013) proved that...



Author Rules

Organisation as the author	If there is only an organisation's name on an item and no named individuals, use the organisation as the author.	Example: BBC (2016) indicate that...
Author has published 2 or more items in the same year	If two or more documents are by the same author(s) in the same year, add lower-case letters after the year (a, b, c, etc.) to distinguish between them in your text and in your reference list.	Example: Smith (2015a) concludes that... Additionally, Smith (2015b) states...
Multiple sources for the same idea	You can group together sources that talk about the same point by listing them within the same in-text citation. Use semi-colons (;) to separate each item. List by year with oldest first.	Example: A number of reports (Smith, 2014; Bloggs, 2013; Reid, 2013; Michaels <i>et al.</i> , 2013; Yeats and Peters, 2011) revealed that...



The full reference list (at the end of your work!)

- ▶ At the end of your work include a list of references.
- ▶ List in alphabetical order by author, do not separate into different types of work (books, journals, websites etc.).
- ▶ Do not title as a 'bibliography'.
- ▶ The following slides show how to reference the main types of academic material correctly.



Books Deconstructed

- ▶ You will usually find the information you need to reference your books inside the first few pages, for example:



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Second edition 2003

Third edition 2008

Fourth edition 2013

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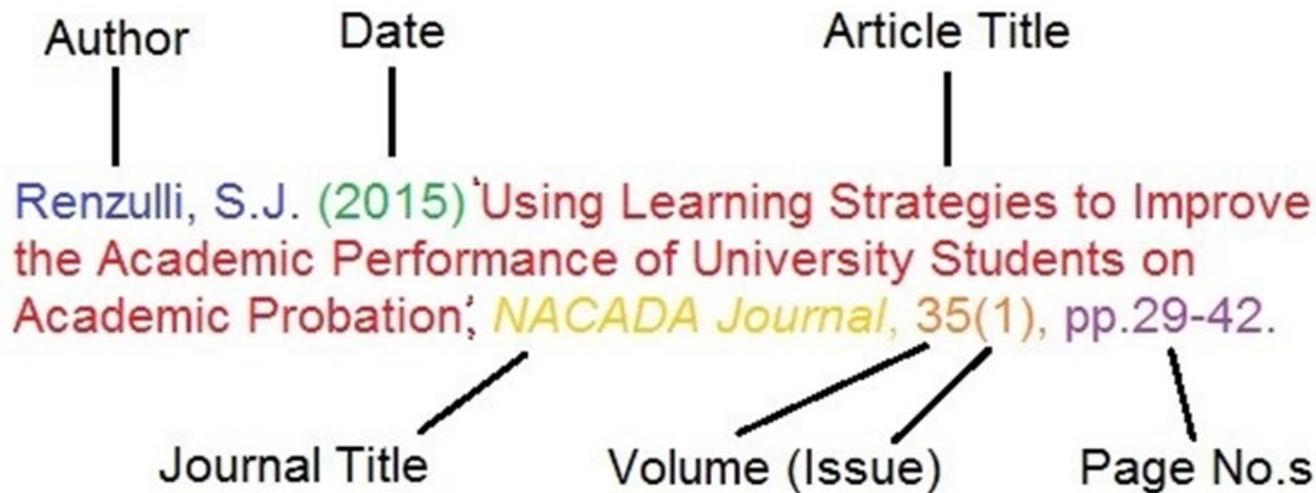


Books Deconstructed

Book with one author	Author (Published Year) <i>Title of book</i> . Edition (if later than the first). Place of Publication: Publisher.	Cook, S. (2010) <i>Customer Care Excellence: How to Create an Effective Customer Focus</i> . 5th edn. London: Kogan Page Ltd.
Book with two or three authors		Atrill, P. and McLaney, E. (2014) <i>Financial Accounting for Decision Makers</i> . 7th edn. London: Pearson.
Book with more than three authors		Johnson, G., Whittington, R., Scholes, K., Angwin, D. and Regner, P. (2013) <i>Exploring Strategy: Texts and Cases</i> . 10th edn. London: Pearson.
Edited Book	Editor(s) (eds.) (Published Year) <i>Title of book</i> . Edition (if later than the first). Place of publication: Publisher.	Fry, H., Ketteridge, S. and Marshall, S. (eds.) (2015) <i>A handbook for teaching and learning in higher education</i> . 4th edn. Abingdon: Routledge.
Chapter within an edited book	Author(s) (Published Year) Chapter title. <i>in</i> Editor(s) of book (eds.) <i>Title of book</i> . Edition (if later than the first). Place of Publication: Publisher, Chapter Pages.	Butcher, C. (2015) Describing what students should learn. <i>in</i> Fry, H., Ketteridge, S. and Marshall, S. (eds.) <i>A handbook for teaching and learning in higher education</i> . 4 th edn. Abingdon: Routledge, pp.80-93.



Journals Deconstructed



Journals Deconstructed

- ▶ You will usually find the information you need to reference your journals on the first page and in the header/footer of the article, for example:

Using Learning Strategies to Improve the Academic Performance of University Students on Academic Probation

Sara J. Renzulli, University of Connecticut

One half of all students who begin college fail to complete their degrees, resulting in wasted talents, time, and resources. Through use of mixed methods, but primarily qualitative, comparative

and quantitative research, this study examines the effectiveness of a learning strategy intervention for students at risk for attrition.

Review of Related Research

Little existing research illustrates the study strategies that work best with university students

who either struggle academically or are placed on academic probation. A recent literature search revealed none that focused on the use of these strategies to increase academic achievement in

the enrollment of moderate-income students declined less precipitously from 59 to 53%.

In America each year, \$400 billion is spent on postsecondary education (Harvard University, 2011) and as much as one half of those expenditures is

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Journals Deconstructed

Journal Article

Include the following information:

Author(s) (Published Year) 'Title of Article', *Title of Journal*, Volume number (issue number), Page numbers.



Online Sources Deconstructed

Author(s)

Year

Title of page

Birrell, I. (2016) *The NHS is ailing. Is a ringfenced tax the best remedy?* Available at:

<https://www.theguardian.com/commentisfree/2016/aug/29/nhs-ringfenced-tax-remedy> (Accessed: 30 August 2016).

Web address/URL

Access date



Online Sources Deconstructed

<p>Web page with organisation as author</p>	<p>Include the following information: Organisation name (Published Year) <i>Title of Webpage</i>. Available at: full web address (Accessed: date).</p>	<p>Example: BBC (2016) <i>Apple should repay Ireland 13bn euros, European commission rules</i>. Available at: http://www.bbc.co.uk/news/business-37220799 (Accessed: 30 August 2016).</p>
<p>Web page with author name(s)</p>	<p>Include the following information: Author(s) (Published Year) <i>Title of Webpage</i>. Available at: full web address. (Accessed: date).</p>	<p>Example: Taylor-Coleman, J. (2016) <i>Why do Americans keep thinking their airports are under attack?</i> Available at: http://www.bbc.co.uk/news/magazine-37215433 (Accessed: 30 August 2016).</p>
<p>Web page with no author or organisation name(s)</p>	<p>Include the following information: URL (Published Year) <i>Title of Webpage</i>. Available at: full web address. (Accessed: date).</p>	<p>Example: Accounting-Simplified.com (2013) <i>What is accounting</i>. Available at: http://accounting-simplified.com/financial/what-is-accounting.html (Accessed: 6 September 2016).</p>



Other Online Sources

YouTube & Online Videos	Include the following information: Author or Username (Uploaded Year) <i>Title of video</i> . Available at: web address (Accessed: date).	Example: University of California Television (UCTV) (2009) <i>Sugar: The bitter truth</i> . Available at: https://www.youtube.com/watch?v=dBnniua6-oM (Accessed: 30 August 2016).
Blogs	Include the following information: Author or username (Published Year) <i>Title of blog post</i> . Available at: web address (Accessed: date).	Example: IB Psychology (2014) <i>Social identity theory (Tajfel 1970)</i> . Available at: http://ib-psych.blogspot.co.uk/2014/02/social-identity-theory-tajfel-1970.html (Accessed: 25 August 2015).



Anything else?

- ▶ Refer to the HE Study Skills Guide.
- ▶ Email academicsupport@loucoll.ac.uk
- ▶ **Do not check online against other referencing guidelines!**
- ▶ You can use referencing apps or online generators to help you, but make sure that after your list has been generated, you check against our referencing guidelines.
 - ▶ **Making the necessary amendments so that they are identical to our guide could save you vital marks!**

