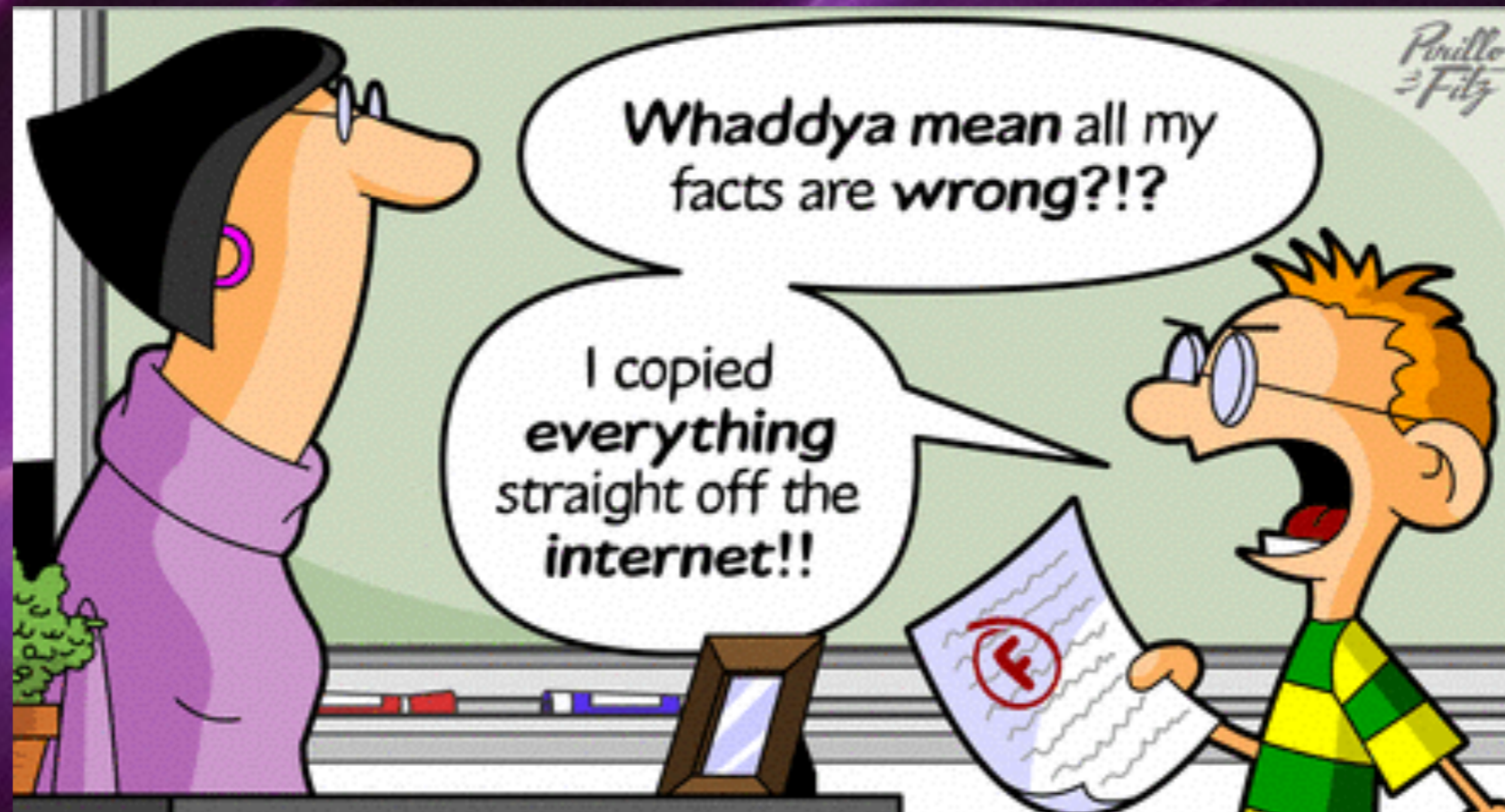


Referencing, NOT Plagiarising!



In any report where you include the work of others to support your own work, it is important to give credit to these sources and authors.

- Citation and referencing is a system that allows you to indicate where you have referred to
- Referencing your source material also allows your readers to find your sources and read them for themselves.
- It stops you plagiarizing!

When and what do I need to reference?

Activity 1– write down as many sources you can think of that require referencing.

Activity 1– write down as many sources you can think of that require referencing.

- Statistics
- Quotations
- Facts
- Examples from other people's work
- Diagrams
- Images and photographs
- Models
- Equations
- Theories/ideas

What follows is an **outline** of how to cite and reference using the **Harvard method**, a system employed in many academic reports.

CITING IN THE TEXT

- A citation in the text should provide basic **details of your source**. In the case of books and journals these would be the author's name, date of publication and page numbers (if appropriate).

Here are a few examples:

Williams (2005) disagrees fundamentally with Davis (1999), arguing that ...

The case for a total ban is made persuasively by Woodbine (2011, p 69).

An alternative approach is proposed by Chick (2003).

- **Such citations** are usually written in the present tense, even though the books or other sources may have been published some time ago.
- It's possible to remove a pair of brackets containing a publication date without disturbing the sense and grammatical accuracy of the remaining sentence.

For example:

Williams disagrees fundamentally with **Davis**, arguing that ...

There is a strong case for believing that some Latin American countries are unlikely to become full democracies for at least 50 years (Peeler, 2004, p 146).

- Corresponding reference in References, or in the Bibliography or Resources section:

Peeler, J., 2004. Building democracy in Latin America. 2nd ed. Boulder: Lynne Rienner.

- When you need to cite a work written by two authors, each should be credited:

Jackson and Miller (2011) form the view that ...

- If there are **three or more authors**, the convention is to give the first author's surname.

followed by the Latin phrase for and others:

Armitage et al (2003) conclude that ...

- If you need to cite two or more documents published by the same writer and in the same year, distinguish them by adding lower case letters after the year within the brackets.

For example:

Lewis (2004 a) estimates that over 50% of purchasers are strongly influenced by ...

and later in report This will cause manufacturers to seek alternative suppliers (Lewis, 2004 b).

- If more than one citation is referred to within the same sentence, each essentially in agreement, list them in the following form: by date – most recent first – and then alphabetically:

There are strong indications that passive smoking is threatening to health ...

(Letwin, 2011; Casey, 2009; Brown, 2007; Robinson 2007).

- If you are quoting directly from a text, you must use inverted commas. If the quote is more than two lines long then it should be separated from the main body of your work by indenting it. The page number(s) must also be included.

For example:

Thomas and Ingham (1995), when discussing staff development, comment that:

“Development is infectious, and staff who previously have recoiled from undertaking a degree or.....”

REFERENCING YOUR MATERIALS

All sources cited within the text must also be referenced on a separate page (or pages) at the end of your report. These should be listed in alphabetical order, by the author's surname, and recorded in the forms shown below:

1. Reference to a book: one author:

Author's Surname, **INITIALS**., year of publication.
Title. edition (if not the first) Place of publication:
Publisher.

For example:

Godsmark, C., 2010. Start and run a business.
Oxford: How To Books.

2. Reference to a book: two authors:

Author's Surname, INITIALS., and Author's Surname, INITIALS., year of publication. Title. edition (if not the first) Place of publication: Publisher.

For example:

Herrmann, C., and Terhechte, J.P., 2011.
European yearbook of economic law.

Berlin: Springer Medizin.

3. Reference to a book: three or more authors:

1st Author's Surname, INITIALS., 2nd (and subsequent) Author's Surname, INITIALS., and last Author's Surname, INITIALS., year of publication. Title. edition (if not the first) Place of publication: Publisher.

For example:

Beith, L., Pullan, L., and Robinson, M., 2003. Early years care and education (level2). London: Heinemann Educational Publishers.

4. Reference to a contribution in a book:

Contributor's Surname, INITIALS., year of publication. Title of contribution. In: Surname, INITIALS of author (or editor) of Publication., (followed by ed. or eds if appropriate). Title of book. Place of publication: Publisher, page numbers of contribution.

For example:

Saso, M., 1997. Chinese religions. In: Hinnells, J., ed. The new Penguin handbook of living religions. London: Penguin, pp 445–478.

If there is more than one contributor, each should be identified, as in the author examples above.

5. Reference to a book: editor:

Editor's Surname, INITIALS., ed., year of publication. Title. edition (if not the first). Place of publication: Publisher.

For example:

Danaher, P., ed., 1998. Beyond the ferris wheel. Rockampton: CQU Press.

If there is more than one editor, each should be identified, as in the author examples above.

Additionally, the initials of each should be immediately followed by ‘, ed.,’.

6. Reference to a publication from a corporate body (such as a government department or other organization):

Name of Issuing Body, year of publication. Title of publication. Place of publication: Publisher, Report Number (where relevant).

For example:

Office for National Statistics, 2012. Social Trends. London: Palgrave Macmillan.

7. Reference to an article in a journal (paper format/ hard copy):

Author's Surname, INITIALS., year of publication. Title of article, Title of Journal, Volume number and (part number), page numbers of contribution.

For example:

Feldman, H.N., 1993. Maternal care and differences in the use of nests by the domestic cat. *Animal Behaviour*, 45 (1), pp 13–23.

8. Reference to an article in a journal, downloaded from a database:

Author's Surname, INITIALS., year of publication. Title of article. Title of Journal, Volume number and (part number), page number(s). Available from: Uniform Resource Locator (URL) of source/database. (Accessed date).

For example:

Nicholson, R., 1999. The blackest flower in the world. Natural History, 108 (4), p 60. Available from <http://galegroup.com>. (Accessed 20 December 2011).

9. Reference to a newspaper article in paper format:

Author's Surname, INITIALS., year of publication.
Title of article. Title of Newspaper, Day and Month,
page number(s) and column number.

For example:

Sharrock, D., 2008. Newspaper that slated 'joyless'
restaurant wins appeal over

libel. The Times. 11 March, 24a.

10. Reference to a newspaper article from a database:

Author's Surname, INITIALS., year of publication.
Title of article. Title of Newspaper, Day and Month,
page number(s) and column number. Available
from: URL of source/database. (Accessed date).

For example:

Hughes. F., 2008. Chilling Memories (features). The Times, 10 March, p 2. Available from: <http://galegroup.com>. (Accessed 17 June 2011).

11. Reference to web documents and e-books in PDF documents:

Author's/Editor's Surname, INITIALS., year. Title. Edition, if not the first. Place of publication: Publisher (if ascertainable). Available from: URL (Accessed date).

For example:

Crofts, A., and Jefferson, R.G., eds. 1999. The lowland grassland management handbook. 2nd ed. London: Royal Society for Nature Conservation. Available from: <http://naturalengland.communisis.com/naturalenglandshop/docs/low00front.pdf> (Accessed 18 January 2012).

12. Reference to web pages/sites in HTML format:

Author's/Editor's Surname, INITIALS., year. Title.
Place of publication: Publisher (if ascertainable).
Available from: URL (Accessed date).

For example:

Natural England, 2008. Science, research and evidence. London: Natural England. Available from: <http://www.english-nature.org.uk/science> (Accessed 9 October 2011).

13. Reference to a DVD, video, film or broadcast:

Title, year (for films the preferred date is the year of release in the country of production). Material designation. Subsidiary originator (optional but director is preferred). Production details – place: organization.

For example:

Inception, 2010. Film. Directed by Christopher Nolan. UK: Warner.

14. Reference to a television program and series:

Series Title, number of series. number of episode (cumulative episode number, if known), title of episode, year. Material designation, transmitting organization, channel. Date of transmission.

For example:

Upstairs Downstairs, 5.16 (68), Whither shall I wander?, TV, ITV. 21 December 1975.

15. Reference to a podcast:

Broadcaster's/Author's Surname, INITIALS.,
year. Program title, Series Title (if relevant) (type
of medium) date of transmission. Available from:
include website address/URL (Accessed date).

For example:

National Gallery, 2008, Episode seventeen, The
National Gallery Monthly Podcast. (podcast)
March 2008. Available from: [http://
www.nationalgallery.org.uk/podcasts](http://www.nationalgallery.org.uk/podcasts) (Accessed
29 October 2011).

16. Reference to email correspondence:

It is important to seek permission before reproducing an email, especially if the email address is to be included in the citation and reference. Sender's Surname, INITIALS., email address, year. Message or subject title from posting line. (type of medium) Message to Recipient's Surname, INITIALS., (recipient's email address). Day and Date sent, including time. Available from: URL (for example where the message is archived). (Accessed date).

For example:

Chapman, S., schapman@chapman.com, 2011. Uninteresting interest rates. (email) Message to McBride, A., (amcbride@anytown.ac.uk). Sent Monday 20 December, 2011, 09.16. Available from: <http://gog.defer.com/2009-08-01-defer-archive.htm> (Accessed 20 December 2011).

17. Reference to blogs:

Comment Author's Surname, INITIALS., year.
Title of individual blog entry. Blog title, (medium)
Blog posting date. Available from: include
website address URL (Accessed date).

For example:

Whitton, F., 2009. Conservationists are not
making themselves heard. Guardian.co.uk
Science blog (blog) 18 June. Available from:
[http://www.guardian.co.uk/science/blog2009/
jun18/consevation-extinction-openground](http://www.guardian.co.uk/science/blog2009/jun18/consevation-extinction-openground)
(Accessed 23 June 2011).

18. Reference to social network sites (such as Facebook or Twitter):

Author's Surname, INITIALS., year Title of page.
(Title of website). Day/Month of posted message.
Available from: web address. (Accessed date).

For example,

Owen, J., 2012 Referencing Group. (Facebook). 12
February. Available from: www.facebook.com.
(Accessed 18 February 2012).