AN EXAMPLE OF REFERENCING GUIDELINES

Introduction

These guidelines describe in detail how you must reference the sources of information you use in your work. Following the guidelines will ensure that you reference your sources properly and consistently.

The golden rules of referencing

- Be consistent - use only these guidelines, and stick to them for all your work, unless a lecturer tells you otherwise.

- Follow the detail in these guidelines absolutely, for example punctuation, capitals, italics and underlining. If you do not do this, you may lose marks for your work. Referencing is all about attention to detail!

- If the source of information you are referencing does not fit any of the examples in these guidelines (see below), choose the nearest example and include enough information to enable your reader to find and check that source, in a format as close to the example as possible. For further guidance on these types of references, see the "Frequently Asked Questions" section (below).

- Gather all the details you need for your references whilst you have the sources of information in your possession. If you forget to do this and cannot find a source of information again (for example, if another reader has borrowed it from the Library), you cannot legitimately use that source in your work. If you do so without referencing it, you could be accused of plagiarism.

- Keep the referencing details you have gathered in a safe place. You can use small index cards for this or an electronic database such as Access or RefWorks, so that you can sort your references easily.

What referencing is

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 academic work, you should use the existing knowledge of others to support and provide evidence for your arguments. The sources of information you use might include books, journal articles (paper or electronic), newspapers, government publications, videos, websites, computer programs and interviews.

Why you <u>must</u> reference your sources of information

There are several reasons why you **must** reference your work. In no order, these are:

- As courtesy to the originator of the material.

- To provide evidence of the depth and breadth of your reading.

- To enable your reader to find and read in more detail, a source of information to which you refer in your work.

- To allow your lecturer/marker to check that what you claim is true; or to understand why you have made a particular mistake, and teach you how to avoid it in the future.

- To enable you to find the source of information if you need to use it again.

- To avoid accusations of **plagiarism.**

What plagiarism is

In its Regulations governing the Use of Unfair Means, the University of Hull defines plagiarism as follows:

> Plagiarism is a form of fraud. It is work which purports to be a candidate's own but which is taken without acknowledgement from the published or unpublished work of others.
> (University of Hull 2008).

In other words, plagiarism is using the work of others without acknowledging your source of information; that is, passing off someone else's work as your own (stealing it).

The *Regulations* lay down severe penalties for committing plagiarism, which is regarded as a serious offence.

The full version of the *Regulations* can be found at
http://student.hull.ac.uk/handbook/academic/unfair.html.

When you must use a reference in your work

You **must** use a reference whenever you:

- Use a direct quotation (the writer's actual words) from a source of information.

- Paraphrase (put into your own words), someone else's ideas that you have read or heard. This is an alternative to using a direct quotation.

- Use statistics or other pieces of information, which are drawn from a recognisable source.

How to use quotations in the text of your work

You should use quotations sparingly, for example as evidence to support your arguments. Quotations should be fairly brief if possible, so that there is room in your work for plenty of your own arguments, not just those of others. When using quotations in your work:

- Copy the words and punctuation of the original, exactly, <u>except</u> when you wish to omit some words from the quotation. In this case, use three dots … to indicate where the missing words were in the original.

- If the original has an error, quote it as written but add [sic] in square brackets to tell your reader that you know it is an error, but that this is what the original says.

- Make minor amendments to grammar if necessary, so that your writing and the quotation flow naturally. Put your amendments in square brackets; for example:

  In his autobiography, Churchill says that "[he] was born at an early age".

  The original says "I was born at an early age".

If the quotation is one line long or less, incorporate it into your text as follows: enclose it in quotation (speech) marks; and put the reference immediately after it. Here is an example:

It is widely acknowledged that "The development of study skills is an essential part of learning at University" (Bloggs 2006:101).

If the quotation is longer than one line, put it in an indented paragraph as follows: start it on a new line; indent it at either side; justify it; single space it; do not use quotation (speech) marks; and put the reference on the line immediately below it. Here is an example:

> Records of achievement can vary from simple lists of qualifications to detailed reflective journals. Your university will give you a formal transcript that lists your academic achievements, such as courses, modules or units passed.
> (Cottrell 2003:42)

Referencing in the text of your work

In the text of your work, you must reference your sources of information in an abbreviated (short) format, which signposts your reader to the full details of the sources in the list of references at the end of your work (see below). You do not use full references in the middle of your work because they are bulky; they break up the flow of your writing; and they are included in your word count.

When you paraphrase someone else's work, the short reference in the text of your work must consist of the author's surname and the date of publication. This applies to all types of information sources, including websites. Here are some examples:

- Cormack (1994) describes how students can acquire literature searching skills.

- Literature searches require care (Cormack 1994).

When you use a direct quotation from someone else's work, the short reference in the text of your work must consist of the author's surname, the date of publication, and the number of the page on which the quotation appears. This applies to all types of information sources, including websites (if you can find a page number). Here is an example:

"Literature searching is an essential skill" (Cormack 1994:12).

Referencing at the end of your work

The references at the end of your work **must** give the full details of your sources of information, which are signposted from the short references in the text of your work (as above). These full references enable your reader to find and check your sources of information if they wish to.

Every piece of work you do **must** include a **list of references** at the end of the work (unless your lecturer tells you otherwise). The list of references includes <u>all</u> the sources of information that you have actually quoted from, paraphrased or referred to in the text of your work. Do <u>not</u> include sources of information you have used to assist with the writing of your work, but which you have <u>not</u> actually quoted from, paraphrased or referred to in the text of your work.

The list of references must be arranged in alphabetical order of authors' surnames (or the title of a source of information, if the reference begins with this). All the sources of information must be in one list.

Below are examples of full references for different types of information sources. Follow these examples in the first instance, and use the Frequently Asked Questions in the next section of these guidelines as necessary, for any references that do not quite follow the examples.

ELEMENTS OF REFERENCE	ORDER OF ELEMENTS AND FORMAT OF REFERENCE
A reference to a book must include: Author: surname plus initials Year of publication Title (and subtitle if applicable) Edition (if applicable) - see FAQs Place of publication Publisher	Humphries, C. (2003) *Essentials: Really Simple English Grammar*, Slough: Foulsham.
A reference to a chapter in a book which is a collection of chapters by different authors must include: Author of chapter: surname plus initials Year of publication of chapter Title (and subtitle if applicable) of chapter The word "In" Editor of book: initials plus surname, followed by (ed.) Year of publication of book Title (and subtitle if applicable) of book Page numbers of chapter within book Place of publication Publisher	Jeffs, T. (1997) Changing their Ways: Youth Work and Underclass Theory. In R. MacDonald (ed.) (1997) *Settlements, Social Change and Community Action: Good Neighbours*, London: Jessica and Kingsley, pp 231-239.

A reference to a printed journal article must include: Author: surname plus initials Year of publication Title (and subtitle if applicable) of article Title (and subtitle if applicable) of journal Volume number of journal Issue number or month or season of journal (as applicable) Page numbers of article within journal	Jeffs, T. and Smith, M. (2002) Individualisation and Youth Work, *Youth and Policy*, 76(3), pp 39-65.
A reference to an electronic journal article must include: Author: surname plus initials Year of publication Title (and subtitle if applicable) of article Title (and subtitle if applicable) of electronic journal Medium i.e. [online] Volume number of journal Issue number or month or season of journal (as applicable) The word "Available:" Full address of web page Date you accessed the web page	Harnack, A. and Kleppinger, E. (1997) Creating Models for Electronic Citations, *Ariadne* [online], 23(7). Available: http://www.ariadne.ac.uk/issue7/kairos/ [Accessed 15 August 2006].
A reference to individual work on the web must include: Author: surname plus initials Year of production or when web page was last updated Title (and subtitle if applicable) of web page Medium i.e. [online] Place of publication or production Publisher or producer The word "Available:" Full address of web page Date you accessed web page	Shields, G. and Walton, G. (2001) *Cite Them Right: How to Organise Bibliographical References*, [online], Newcastle: University of Northumbria at Newcastle. Available: http://www.unn.ac.uk/central/isd/cite/ [Accessed 25 February 2005].

A reference to an unpublished thesis (or dissertation) must include: Author: surname plus initials Year thesis submitted Title (and subtitle if applicable) The word "unpublished" Designation (thesis or dissertation) Level Institution to which thesis was submitted	Agutter, A.J. (1995) *The Linguistic Significance of Current British Slang*, unpublished thesis (PhD), Edinburgh University.
A reference to a film, DVD or video must include: Title (and subtitle if applicable) Year (preferred date is year of release in country of production) Medium Subsidiary originator (optional, but prefer director - first name followed by surname) Place of production Producer	*Macbeth* (1948) [film], directed by Orson Welles, Los Angeles: Republic Pictures.
A reference to a radio or television broadcast must include: Title (and subtitle if applicable) of series (if applicable) Number of episode (if applicable) Title of episode (if applicable) Medium Transmitting channel Date of transmission.	*Yes, Prime Minister: Episode 1: The Ministerial Broadcast 1986*, [television broadcast], BBC2, 16 January 1986. *News at Ten*, [television broadcast], ITV, 27 January 2001.

Frequently asked questions

What do I do if there is more than one author?

If there are two authors, name both of them, in both the short reference in the text and in the full reference at the end of your work. For example, the short reference would be (Smith and Jones 2004). The full reference at the end of your work would be:

> Smith, C. and Jones, T. (2004) *Where Did my Surname Come from?*, Timbuktu: Genealogy Association.

If there are more than two authors, the short reference in the text of your work must include only the first author's surname, followed by the phrase "et al" (Latin for "and others"); for example, (Bloggs et al 2001). However, the full reference at the end of

your work must include all authors' surnames and initials, no matter how many there are.

What about reports that are written by a committee or organisation, rather than one or more individuals?

Reports that are written by a committee or organisation must be referenced under the name of the committee or organization; for example:

> World Health Organisation (1981) *Global Strategy for Health for All by the Year 2000*, Geneva: World Health Organisation.

What about sources of information which have an editor, not an acknowledged author?

Insert (ed.) after the editor's surname and initials.

What about sources of information with no acknowledged author?

Firstly, make sure that there really is no author - remember that in some cases an author may be an organisation, a committee or a government department. If there really is no author, you must use "Anon" instead.

How do I distinguish between two references to the same author in the same year?

If you need to reference two or more different sources written in the same year by the same author, you must distinguish between them by adding consecutive lower case letters to the dates of publication, both in the short references in the text of your essay and in the full references at the end of your work; for example:

> United Kingdom Central Council for Nursing, Midwifery and Health Visiting (1992a) *Code of Professional Conduct,* London: UKCC.

> United Kingdom Central Council for Nursing, Midwifery and Health Visiting (1992b) *Scope of Professional Practice,* London: UKCC.

What is the difference between an edition and a reprint?
An edition (usually of a book) means that the book (or part of it) has been rewritten in some way, and it is therefore different from the previous edition. In this case, the date in the short reference in the text of your work must be the date of the edition, for example (Cottrell 2008). In the full reference at the end of your work, put an edition statement and the date of that edition, so that it matches the date in your short reference. The format would therefore be:

> Cottrell, S. (2008) *The Study Skills Handbook* (3rd edn.) Basingstoke: Palgrave Macmillan.

The edition of the book and its date of publication are usually stated on the reverse of the title page of the book. **Please note** that if the edition is the first one, the above rules must be ignored - you must only follow them for second editions onwards.

A reprint (again, usually of a book) means that the book has sold so well that more copies have been printed to satisfy demand. Unlike an edition, a reprint has not been altered in any way, so for referencing purposes you can ignore the dates of reprints on the reverse of the title page.

How do I reference a quotation by an author, which I found as a quotation in a book written by someone else?

You must always reference the original source first. This is the author you are quoting. If the quotation is by Barnett, the short reference in the text of your work would be (Barnett 1996). In the full reference at the end of your work, you should cite first the book by Barnett in which the quotation occurs. This should be a full reference, and the details you need should be in the list of references in the book in which Barnett is cited. After this reference, you should put the word "In", followed by the full reference for the book in which Barnett is cited; for example:

Barnett, C. (2005) *Kitchen Planning for Beginners*, Hull: DIY Press. In
Beckett, B. *DIY in Easy Steps*, London: Ideal Home Publishers.

What do I do if the source of information has no date?

Use the phrase "no date" instead of the date.

How should I reference my lecturer's handouts, slides and lecture notes?

You must <u>not</u> reference something your lecturer said in a lecture, which you then wrote down in your own notes. However, you <u>can</u> reference something from your lecturer's <u>written</u> handouts, slides or lecture notes, which they have given you.

<u>If you are referencing the lecturer's **own** words</u> that are written in their handouts, slides or lecture notes, state the lecturer's name as the author (surname plus initials); the year the lecture was delivered; the phrase "unpublished lecture notes from" followed by the module title; and the date the lecture was delivered; for example:

Adams, P. (2007), unpublished lecture notes from *Managing Your Own Learning*, 25 October.

In the text of your work, the reference would be (Adams 2007).

<u>If you are referencing an **author's** work that your lecturer quoted or paraphrased</u> in their handouts, slides or lecture notes, you should try to find the original source, and reference that according to these guidelines. If you cannot find the original source, you must reference the author's original work first and then state that it was cited by your lecturer; for example:

Bloggs, F. (2005) *The Myth of Lifelong Learning*, London: New Age Press. In Adams, P. (2007), unpublished lecture notes from *Managing Your Own Learning*, 25 October.

If you cannot find the full details of the author's original work, you should use their surname and the date of publication of the work; for example:

Bloggs (2005). In Adams, P. (2007), unpublished lecture notes from *Managing Your Own Learning*, 25 October.

In both cases, the reference in the text of your work would be to the original source (Bloggs 2005).