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School of Social Justice and Inclusion

Handbook

Reference Guidance

2015-2016

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1. Introduction

In the School of Social Justice and Inclusion you will need to reference the information you use when writing your assignments. The School uses the **Harvard System**.

This guidance has been prepared to ensure you use the Harvard system correctly and use the format the School of Social Justice and Inclusion suggests as appropriate.

This guidance will provide you with:-

- Examples of how to reference in your text (essay or assignment)
- Examples of how to place direct quotes in your work
- Examples of how to paraphrase
- How to produce a reference list /bibliography at the end of your work
- Advice on how to set out your reference list/bibliography
- An example reference list/bibliography

This guidance is very important and is the tool you use when writing any piece of course work in order to ensure you are referencing correctly. Referencing requires practice so all your course work should be written with this guidance document to hand.

Referencing (or citing) means you have acknowledged you have taken ideas or words from an article or book you have read, a CD you have listened to, a DVD you have watched or any other source including the internet and place it into your assignment. It is essential that any information you have used is referenced correctly. Failure to reference means your work could be considered to be **Plagiarised** which is the equivalent of **cheating** and is a very serious offence which is not acceptable in the University.

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. It allows you to gain a broad perspective on different issues and to consider different aspects and points of view in the subjects you study. **This cannot be achieved by simply using class notes and hand out information to complete your assignments.**

The whole process of referencing involves you maintaining a detailed account of every piece of information you use. It is very frustrating to find a useful article or document and then be unable to locate it again if needed because you have not kept an accurate record of its source. Should this become inaccessible, you will have no record of the information and will no longer be able to use it in your essay. **Record keeping is essential (see section on How to find the information you need to compile a reference in Section 4).**

There are examples later in this guide of what information you should record for each type of resource you use.

2. Plagiarism

Pears and Shields (2010) defined Plagiarism as a presenting someone else's ideas and work as your own.

Plagiarism is classed as specific form of cheating and it is considered an **academic offence** with serious consequences. Many study skills text books including Cottrell (2008) have stated that the **only** way to use other people's work without plagiarism is to give credit to the original authors by citing and referencing appropriately.

It is important to note that there are a number of different forms of Plagiarism. Pears and Shields (2010) noted that the following can all be classed as plagiarism and subsequently can result in disciplinary action.

- Passing off someone's ideas as your own.
- Using a person's work or ideas (for example from a television documentary, or copying and pasting from the Internet without citing, and therefore crediting, the original source.
- Failing to put a quotation in quotation marks.
- Quoting, paraphrasing or summarising people's work without citing the original source.
- Changing words and phrases but copying the sentence structure of a source and not crediting the original author.
- Citing sources you did not use.
- Self-Plagiarism - This means reusing parts or paraphrasing aspects of your previous work in other assignments without acknowledging the fact through citation and referencing.

Essentially, in order to avoid plagiarism you must acknowledge and reference every bit of information in your work. This is referencing handbook provides a guide to referencing a wide range of sources.

Important – The ultimate **responsibility** for avoiding plagiarism is **yours**.

3. Citing Authors in Assignment Text

Citing one author

See Cite Them Right, p.4

Citing authors directly in your text

You may want to refer to an author directly by stating that they said or indicated something specific.

For example:

Cottrell (2003) suggests that success at Higher Education is about more than being clever.

Success at Higher Education is about more than being clever, this view is supported by Cottrell (2003).

Note here the date is in brackets after the author name.

Citing authors indirectly in the text

This is when you make a statement and then cite a reference as evidence.

For example:

Studying at Higher Education is about more than being clever (Cottrell, 2003).

Here the author and date are all in brackets after the statement being made.

Citing two authors

See Cite Them Right, p.4

Citing more than one author directly in the text

For example:

Cottrell (2003) and Freeman (1991) suggest success at Higher Education is about more than being clever.

or

This view is supported by Cottrell (2003) and Freeman (1991).

Citing more than one author indirectly in the text

For example:

Several authors suggest that success at Higher Education is about more than being clever (Cottrell, 2003; Freeman, 1991; Rose, 1985).

Remember if you indicated something is a widely held view or that several authors have suggested a point of view then you must cite several authors where you have read this information.

Two or three authors for the same work

When there are two or three authors for a work they should all be noted in the text: **Please note their names should be listed in the order in which they appear in the title page.**

For example:

Citing authors directly in the text

Davies, Williams and Evans (2008) in their recent research paper found that……..

Research by Davies, Williams and Evans (2008) suggests that …….

Citing authors indirectly in the text

Recent research demonstrates that outdoor play benefits a child's social skills (Davies, Williams and Evans, 2008).

Citing more than two or three authors

See Cite Them Right, p.4

More than three authors for the same work

Where there are several authors' names on a source (more than three), the first author needs to be referenced in the text followed by '***et al.***' meaning 'and others':

For example:

Citing authors directly in the text

Davies *et al,* (2010) found that the ……

Citing authors indirectly in the text

Recent research has found that …… (Davies, *et al,* 2010)

No date?

See Cite Them Right, p.6

Rarely there may be a piece of information which does not have a date

In such cases you indicate this by replacing the date with no date.

Citing authors directly in the text

Thomas (no date) has demonstrated……

Citing authors indirectly in the text

Innovative research (Smith, no date) demonstrated that…..

Every effort should be made to find the year of publication when using the information in an assignment.

Page Numbers

Using Page Numbers

The general rule here is:

- you must always use page numbers when referring to direct quotes (see section 3).
- if you paraphrase a specific idea or issue which is found on a page or section of a book or article then this can also be given a page number(s).

Page numbers are not always necessary when you paraphrase broad ideas especially when these ideas are at the heart of an author's theory or work or are overriding points which an author repeats throughout their book or article.

The format is as follows when citing page numbers. Section 4 will provide further examples of using page numbers.

Citing authors directly in the text

Cottrell (2003, p. 46) stated that…..

Citing authors indirectly in the text

A skill is a learned activity—something you can develop through practice and reflection (Cottrell, 2003, p. 25).

25 refers to the page number.

Citing several works by one author

See Cite Them Right, p.5

Several works by one author in different years

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (the earliest first).

For example:

Citing authors directly in the text

As suggested by Cottrell (2003, 2008) a skill is a learned activity—something you can develop through practice and reflection.

Citing authors indirectly in the text

A skill is a learned activity—something you can develop through practice and reflection (Cottrell 2003, 2008).

Sometimes the same author or group of authors have published more than one article in the same year.

When citing several pieces of work published by the same author in the same year they need to be differentiated by including a lower case letter after the year for each publication.

For example:

Although research by Davies (2008a) has highlighted the need to understand the multiplicity of inclusion in schools recent research has indicated that practitioners did not have the skills to provide a far reaching provision (Davies, 2008b).

When several works are published in the same year and are referred to on one occasion or the same author or group of authors have made the same key points in several publications they can all be cited by including a lower case letter after the year of publication.

For example:

Davies (2008a,b,c) has stated on several occasions that inclusive practices benefits children's learning.

4. Different ways you use referencing in your work.

Quotations

See Cite Them Right, p.6

Direct Quotes

Sometimes a piece of information is so clear and useful in the context of your assignment that you wish to quote it directly. For example something you have read which you wish to place **word for word** in your essay. This is a direct quote and you must demonstrate that it is a direct quote in your essay. Direct quotes should be used sparingly and for emphasis. An essay which is one long quote after another is a weak essay and it does not allow you to demonstrate analysis and evaluation skills. It suggests you are unable to make sense of the work yourself. Use quotes with meaning that support the arguments and issues you are trying to make in your essay. They are evidence for the ideas you have discussed in your assignments. **As a general rule you should not have more than two quotes on any page of an assignment.**

When referencing quotes in the text of an assignment.

All quotes need the:

- author surname
- date of publication
- page the quote was found in the book or other source
- quote itself in quotation marks

Short quotes (up to approximately 30 words)

For example:

Miles (2000, p. 1) states 'for too long social scientists have portrayed young people as excluded risk-taking trouble makers motivated by nothing more than their own rebellious self interest'.

It is important to challenge learners in order to retain their enthusiasm. One way of doing this is to set students a range of interesting problems to solve because 'thinking can be very exciting and highly motivating for students' (Cowley, 2004, p. xiii).

Long Quotes (more than approximately 30 words)

It does not appear to be case that all young people are rebellious as is often portrayed in the media. As Miles (2000) states:

> Young people are not always rebellious and are not simply on a mission to undermine society or that society as it appears to be represented to them by their parents. Nor is it possible or even desirable to generalise about what it is that constitutes youth, because youth is far more complicated than a single word inevitable implies (Miles, 2005, p.1).

Note the quote is placed away from the main essay text and is indented on each side. The long quote, unlike most of your essay, should be single spaced. Long quotes do not therefore need to use quotation marks.

Quotes should be meaningful and add to the points being made. Do not use quotes just for the sake of reaching your word limit or because you think you have to.

Paraphrasing

See Cite Them Right, p.7

Paraphrasing

This is what you often do in essays and other assignment work when you take the ideas and principles you have read and listened to and put them **into your own words**. It is a widely held misconception that only direct quotes need to be referenced. **This is not the case.** Any ideas, theories, opinions or any other information taken from elsewhere must be referenced correctly. The art of writing a good essay is to be able to use your own academic style to weave together other authors' ideas and research results. However you must cite all the authors that have provided you with this knowledge as you did not come up with the theories or research cited. In fact you must use other people's research as a means to underpin the issues you discuss in an essay or other assignments.

For example you may read and be very familiar with Piaget and Vygotsky but you must always cite correctly where you read about their ideas. This is the nature of academic work where academics are courteous to each other and should never present someone else's ideas as their own.

An example of a section of text which is paraphrasing:

Jones (2008) highlights the importance of outdoor play and suggests that children require opportunities to engage with nature as a means to improve their emotional and physical development. Other studies also highlight the importance of outdoor activities including Forest School initiatives (Evans, 2007; Thomas, 2009), outdoor learning experiences (WAG, 2008a, b, c) and environmental education programmes (Fien and Tilbury, 1997; Kaplan and Kaplan, 2002)…… Statistics cited in research undertaken on behalf of the Forestry Commission (Morgan, 2007) suggest that 30% of young children are not engaging with the natural environment more than once a week.

5. Reference List and Bibliography

In text citations, discussed thus far are of no value without a reference list or bibliography at the end of your assignment, providing a full set of details about each source you have cited in your assignment.

A Reference List is a list of the information you have used in your essay and every author cited must correspond exactly to the list of sources in your list at the end of your assignment.

A Bibliography is a list of every piece of information you have used even if does not appear in your assignment text.

Compiling a Reference List

How to find the information you need to compile a Reference List

The information required will appear on the book, article, video, newspaper, DVD, or other source you use. You must be a detective and ensure you find all the information required to produce a proper Reference List/Bibliography. Therefore while writing your assignments it is a good idea to:-

- **keep a note book, index cards or electronic document where each time you use any information you note down the reference details in full. If you do this you will not be able to lose important material and can find it easily again if you need to;**
- **type your reference list/bibliography for each assignment as you go along. Do not leave the typing of the reference list/bibliography until the last minute as this is when silly typing errors and omissions creep into the work.**

The next section will explain how to set out a Reference List/Bibliography correctly and the format required. **The use of punctuation and brackets when producing a reference list is very important.** You may lose marks for sloppy presentation which does not follow this guidance accurately.

Whatever the source of material you use it is conventional for the author (be it a person(s) or organisation) and date to be placed in the text and for the full reference to be placed in the Reference List/Bibliography.

5.1 Referencing Books

See Cite Them Right, p.14

Referencing Books

Format to follow:-

Author's Surname (followed by a comma)

Initial (followed by a full stop)

Date of publication (in round brackets)

Title of book in italics (full stop)

Edition (only include the edition number if it is not the first edition followed by a full stop)

Place of publication (followed by a colon)

Publisher company (in full - followed by a full stop)

For example:

1 author:

Cottrell, S. (2003) *The Study Skills Handbook* . 2nd edn. Hampshire: Palgrave MacMillan.

2 authors

Bartlett, S. and Burton, D.M. (2003) *Education Studies: Essential Issues*. London: Sage.

3 Authors

Bartlett, S., Burton, D.M. and Peim, N. (2007) *Introduction to Education Studies*. London: Paul Chapman.

As you add more authors the author before last has 'and' placed after the initial rather than a comma.

In text

Bartlett, Burton and Peim (2003) illustrate the role of education studies as a higher education programme in readdressing the deficiencies of teacher training. Bartlett and Burton (2007, p.viii) support such views and outline the importance of 'wider questioning of the purpose, nature and effects of education upon individuals and larger social groups'.

In Reference List

Bartlett, S., Burton, D.M. and Peim, N. (2007) *Introduction to Education Studies*, London: Paul Chapman.

Bartlett, S. and Burton, D.M. (2003) *Education Studies: Essential Issues*, London: Sage.

Cottrell, S. (2003) *The Study Skills Handbook.* 2nd edn. Hampshire: Palgrave MacMillan.

Referencing Books with Editors

See Cite Them Right, p.14

Books may sometimes be edited, which means that different authors have written different chapters in the book.

If a book has editor(s) you add (ed) or (eds) after the name.

For example:

Harrison, R. and Wise, C. (eds.) (2007) *Working with Young People*. London: Sage.

When using an edited book if you have only used specific chapters these are what are referenced in your Reference List

For example:

Ingram, G. and Harris, J. (2007) 'Defining Good Youth Work', in R. Harrison., and C. Wise (eds.) *Working with Young People*. London: Sage, pp. 11–15.

Note that, in this instance, you give the page numbers of the chapter written by Ingram and Harris.

In your essay text you would either cite directly Ingram and Harris (2007) or indirectly (Ingram and Harris, 2007).

Referencing Books with Different Editions

See Cite Them Right, p.14

Popular books or books that are very useful are often republished and it is important you note which edition you have read:-

For example:

When referencing a 2nd edition book.

Cottrell, S. (2003) *The Study Skills Handbook* . 2nd edn. Hampshire: Palgrave MacMillan.

If it is a first edition book you do not add any information on the edition of the book.

Secondary citation

See Cite Them Right, p.8

Several text books use examples from other sources. For example if you have read about Vygotsky it is likely that you have read accounts of his work from text books or articles rather than from his original writing.

You should make this clear in your text:-

For example:

Citing directly

Vygotsky (1978 *cited in* Daniels, 2005, p.56) discussed the Zone of Proximal Development.

or

Citing Indirectly

Discussion of learning and development is highlighted in the Zone of Proximal Development theory (Vygotsky, 1978 *cited in* Daniels, 2005, p.56).

You then only cite the book you actually read in the Reference List:

Daniels, H. (ed.) (2005) *An Introduction to Vygotsky.* London: Routledge.

5.2 Referencing Electronic Books

See Cite Them Right, p.15

Electronic Books (E-books)

The format for referencing electronic books is similar to that of conventional books.

The author, date and page number (if appropriate) are placed in text in the same way as a conventional book.

For example:

(Dean, 2008, p. 56)

The Reference List citing for an electronic book follows the same format as any book but you record the date you accessed the book and the relevant URL website address details, as well as indicating the book is an e-book.

Format to follow:-

Author

Year publication (in round brackets)

Title of book in italics (followed by a full stop)

Name of e-book collection in italics

[Online] (in square brackets - followed by a full stop)

Available at: URL

(Accessed: Date)

For example:

Dean, J. (2002) *Managing the Primary School: Educational Management Series*. *NetLibrary* [Online]. Available at http://www.netLibrary.com/Reader (Accessed: 7 April 2004).

Marshall, G. (1990)*In Praise of Sociology*. London: Unwin Hyman. [e-book]. Available at: http://www.swan.ac.uk/lis/information_gateway/ebooks/marshall/ (Accessed: 24 March 2004).

5.3 Referencing Journal Articles

See Cite Them Right, p.21

Journals

Journals are publications that are published every week, month, quarter etc. They are academic and peer reviewed meaning that the work published in a journal has been judged and scrutinised by experts before being allowed to be included in the publication. These journals are sometimes referred to as periodicals.

Each journal usually has at least 6 different articles within it every time it is published. For example the British Journal of Special Education may have 10 articles ranging from articles about language development to inclusive practice. Every article will be published by different researchers and experts in special education from around the UK and often the world.

As a result you will often only use some of the articles you read in a particular journal rather than the whole journal. For example if you are interested in outdoor learning then you would read articles from different journals which research this area.

You must therefore indicate in your Reference List what precise article (sometimes referred to as a paper) you have read out of all the possible articles that can be found in the different editions of a journal.

Format to follow (print journals, magazines and comics):

Author(s) Surname/s (followed by a comma)

Author(s) Initial/s (followed by a full stop)

Year of publication (in round brackets)

Name of article (in single quotation marks - followed by a comma)

Name of journal in italics (followed by a comma)

Volume number if given

Issue Number if given (placed in round brackets - followed by a comma)

Month or time of year if given (placed in round brackets - followed by a comma)

Page numbers (followed by a full stop)

The pages are noted by pp. and you indicate the first and last page of the article you used.

For example:

Fuller, M., Bradley, A. and Healey, M. (2004) 'Incorporating disabled students within an inclusive higher education environment', *Disability and Society: The Leading Journal in Disability Studies*, 19 (5, August), pp.455-468.

The information you require will usually be found on the front page of the specific article you are using or in the header or footer of the article.

As in all the Harvard system the author date and page (s) as necessary would go in your assignment text.

For example, in text:

Direct

Fuller, Bradley and Healey (2004)

Indirect

(Fuller, Bradley and Healey , 2004)

5.4 Referencing Electronic Journals

See Cite Them Right, p.22-23

E-Journals

E-journals are referenced in the same way as conventional paper based journals but you add to the end of article details:

Name of collection (in italics) if in an online collection for example JSTOR or OVID

[Online] (followed by a full stop)

Web address

(Accessed: Date)

Sometimes in this type of article there will be no pages as they may not appear on the screen. If pages are indicated you must add them to your Reference List/Bibliography.

For example:

Fuller, M., Bradley, A. and Healey, M. (2004) 'Incorporating disabled students within an inclusive higher education environment', *Disability and Society: The Leading Journal in Disability Studies*, 19 (5, August), pp. 455-468. [Online]. Available at: http://www.disability and society.uk (Accessed: 2 December 2004).

Powers, D. E. and Kaufman, J.C. (2003)'Do standardized tests penalize deep-thinking, creative, or conscientious students? Some personality correlates of Graduate Record Examinations test scores' *Intelligence*, 32, pp. 145-153. [Online]. Available at: http://www.sciencedirect.com/ (Accessed: 24 May 2007).

Conventionally you will use information from books, journal articles, e-books and e-journals. However there are other sources you may sometimes use. The next section provides some useful examples.

5.5 Referencing Websites

See Cite Them Right, p.31-32

Websites

You should be cautious when using websites. Only use websites that your lecturers have advised you to use, or those that are likely to be reputable such as:-

.ac.uk

.gov.uk

You should **never use** the Wikipedia site in your assignments as its content is not always accurate. If in doubt ask your lecturer or consult the Learning Resource Centre to arrange an Information Skills consultation.

Referencing websites

Format to follow:

Author's surname (followed by a comma) and initial (followed by a full stop) **or** organisation name

Year article was published/last updated (in round brackets)

Title of article (in italics - followed by a full stop)

Web address in full

(Accessed: date) (followed by a full stop)

Example 1

If you wanted to reference the following site:

http://webspace.ship.edu/cgboer/piaget.html

which included an article written by C.G. Boeree

In your essay text it would be:

Piaget studied genetic epistemology, which is the study of the development of knowledge (Boeree, 2006).

In your Reference List it would be:

Boeree, C.G. (2006) *Personality Theories. Jean Piaget 1896-1980.* http://webspace.ship.edu/cgboer/piaget.html (Accessed: 18 November 2008).

Example 2

When you cannot find an author use the organisation name.

If you wanted to reference the following BBC site:-

http://news.bbc.co.uk/1/hi/uk/7734576.stm

In your essay text it would be:

Since the Baby P case there has been a need to change child protection policy (BBC, 2008).

In your Reference List it would be:

BBC (2008) *Child Protection Plans Revealed*. http://news.bbc.co.uk/1/hi/uk/7734576.stm (Accessed: 18 November 2008).

Example 3

If you wanted to reference the following NHS site:-

http://www.nhs.uk/news/2008/11November/Pages/Tomatoesandfertility.aspx

In your essay text it would be:

Tomatoes have been linked to increases in fertility (NHS, 2008).

In your Reference List it would be:

NHS (2008) *Tomatoes and Fertility*.

http://www.nhs.uk/news/2008/11November/Pages/Tomatoesandfertility.aspx (Accessed: 18 November 2008).

Where you have a month and year for the article on a web site you should use both.

Example 4

If you do not have an author or organisation you can find for a web site then:-

In your essay:-

Research suggests play is important for child development (Unknown author, 2008).

In Reference List:

Unknown author. (2008) *Play and Children*. http://www.goearlyyears.pdf.76789 (Accessed: 18 November 2008).

Example 5

If you cannot find a date for a web site article:-

In essay text:

Outdoor learning provides children with several important gross motor skills (Jones, no date).

In Reference List:

Jones, E. (no date) *Outdoor learning*. http://www.goearlyyears.pdf.76789 (Accessed: 18 November 2008).

If you cannot find author, organisation or date, you should avoid the web site.

5.6 Publications by governments and other organisations

See Cite Them Right, p.39

Some reports are written by an organisation or government department.

For example the Foundation Phase document can be referenced as follows:-

Wales: Department for Children, Education, Lifelong Learning and Skills, (2008) *Framework for Children's Learning for 3 to 7-year-olds in Wales.* Cardiff: Welsh Assembly Government.

In the assignment text you would cite the author and date in this case

(Department for Children, Education, Lifelong Learning and Skills, 2008) or (DCELLS, 2008).

If you have accessed the report on line then you add the relevant web details.

For example:

Wales: Department for Children, Education, Lifelong Learning and Skills, (2008) *Framework for Children's Learning for 3 to 7-year-olds in Wales.* Cardiff: Welsh Assembly Government. [Online]. Available at: http://wales.gov.uk/dcells/publications/curriculum_and_assessment/arevisedcurriculumforwales/foundationphase/foundtation2008-e.pdf?lang=en (Accessed: 4 June 2005).

Government papers

In Reference List:

See Cite Them Right, p.37-39

White paper:

Great Britain. Department of Health (1996) *Choice and Opportunity primary care: the future.* London: The Stationery Office (Cm. 3390).

Green paper:

Great Britain. Department of Health (1998) *Our Healthier Nation: a contract for health*. London: The Stationery Office (Cm. 3854).

Act of Parliament: (Post-1963)

Great Britain. *National Health Service and Community Care Act 1990: Elizabeth II. Chapter 19*. (1990) London: The Stationery Office.

In text:

(Great Britain. *National Health Service and Community Care Act, 1990*).

5.7 Referencing Newspapers

See Cite Them Right, p.24-25

Newspapers

Format to follow:

Author's surname (followed by a comma)

Initial (followed by a full stop)

Year of publication (in round brackets)

Title of Article (in single quotation marks - followed by a comma)

Title of Newspaper (in italics) followed by edition if required (in round brackets)

Day and Month (followed by a comma)

Page (s) (followed by a full stop)

For example:

Gibson, O. and Plunkett, J. (2004) 'Public doubt over licence fee for declining BBC', *The Guardian,* 21 July, p.2.

If the newspaper article is online then you add the relevant web details.

For example:

Gibson, O. and Plunkett, J. (2004) 'Public doubt over licence fee for declining BBC', *The Guardian,* 21 July, p. 2 [Online]. Available at: http://www.guardian.co.uk/456789 (Accessed: 24 May 2007).

5.8 Referencing Television / Radio Programmes

See Cite Them Right, p.49-50

Television / Radio Programme

Format to follow:-

Title of Programme (in italics)

Year of transmission (in round brackets)

Name of channel (followed by a comma)

Date of transmission (followed by a full stop)

In text:

In this case in your assignment text you would not cite an author but instead a programme name and year of transmission.

Horizon (2004)

(Horizon, 2004)

In Reference List:-

Horizon (2004) BBC Two Television, 30 August.

Television / Radio Interview

In text:

Jones (2006) stated that "outdoor play benefits children by allowing them to explore their creativity in a stimulating and diverse arena".

These quotes are given double quotation marks because you are referring to speech spoken in the programme rather than written quotes.

Example in Reference List

Jones, R. (2006) 'Interview' in: *Playtime*. BBC Radio 4, 22 July.

5.9 Referencing Film / Video or DVD

See Cite Them Right, p.54-55

Film / Video / DVD

Format to follow:

Title of film (in italics)

Year of distribution (in round brackets)

Directed by (followed by Director's name – if appropriate)

Medium Format [in square brackets - followed by a full stop]

Place of distribution (followed by a colon)

Distribution Company (followed by a full stop)

In Reference List/Bibliography:

Film

Whatever Happened to Baby Jane? (1962) Directed by Robert Aldrich [Film: 35mm]. USA: Warner Bros.

Video

Reading with Colour: A Film about Meares Irlen Syndrome (2000) [Video Cassette]. Essex: Sylva Productions in collaboration with University of Essex Visual Perception Unit.

Health for All Children 3: The video (2004) [Video Cassette]. London: Child Growth Foundation.

DVD

Blade Runner: The Director's Cut (1992) Directed by Ridley Scott [DVD]. USA: Warner Bros.

In the text you cite the name of the film or DVD / video with the date rather than an author. For example:

In text:

(*Reading with Colour: A Film About Meares Irlen Syndrome*, 2000).

5.10 Conference Papers and Presentations

See Cite Them Right, p.26

Format to follow:

Author's surname (followed by a comma)

Initial (followed by a full stop)

Year of publication (in round brackets)

Title of paper (in single quotation marks – followed by a comma)

Title of conference (in italics - followed by a full stop)

Location and date of conference (followed by a full stop)

Place of publication: Publisher,

Page references for the paper.

If the paper is available on line also include access details.

For example:

In Reference List

Jones, M. (2004) 'Sliding into the swamp? A Study of Newly Qualified Teachers Engaging in Critical Reflection upon Their Practice', *Hawaii International Conference on Education*. University of Hawaii, Honolulu, U.S.A., 3-6 January.

In Text:

Jones (2004) explored the experiences of new teachers.

This study explored new teachers experiences (Jones, 2004).

5.11 E-mail/Personal Letter/Fax/Text Message

See Cite Them Right, p.61

E-mail/personal letter/fax/text message

Format to follow:

Author of communication (sender)

Year of communication (in round brackets)

Medium of communication

Receiver of communication (followed by a comma)

Day/month of communication (followed by a full stop)

Example in Reference List:

Steel, L. (2010) Email to G. Tinney, 3rd May.

In Text:

(Steel, 2010)

You must gain **permission** from the other person/s involved before citing an e-mail or text message.

6. Reference List

The References you use throughout your assignment text should be listed in **alphabetical order** according to author surname or organisation name.

You produce one list. **There is no need to differentiate between the different types of reference. Therefore books, journals articles, websites and any other sources are all in one list.**

An example mock piece of text with a reference list is attached in order for you to see what an academic piece of writing with correct referencing should look like. Note the Reference List/Bibliography should begin on a new page with a title. The spacing used to produce the list will be the same as that used in your essay (1.5 spacing). Each reference starts on a new line directly underneath the reference before.

Mock section from an essay

Inclusive education is a developing concept. Although it is usually understood as education of children with disabilities in regular schools, it is a much broader concept and it is important to understand it as such. In this essay, inclusive education refers to an education system which constantly works on increasing participation and removing exclusion from all the aspects of schooling (Booth, 2000) in a way which makes a student feel no different from any other student (Bailey, 1998) and which ensures achievement. It is both a human right and the means of achieving human rights (Florian, 2007).

Definitions of **disability** have not been straightforward. Impairment and disability are commonly used and related terms. Lewis (1995, p. 8) summarises the distinction:

> Impairment is a neutral term to mean the loss of structure or function (such as hearing loss).Disability is the impact of the impairment (for example, poor speech may be the result of a hearing loss). Handicap is the impact of the impairment or disability as a result of others negative evaluation of it (for example poor speech becomes a handicap if it causes others to be patronising) (Lewis 1995, p. 8).

This partially corresponds to WHO definition—'A disability is any restriction or lack (resulting from an impairment) of ability to perform an activity in the manner of or within the range considered normal for a human being' (Barnes, 2003, p.13). However, increasing number of people with disabilities argue that it is an inadequate definition of their experience. Namely, they:

> …reject the notions of *normal for a human being*, positing that some degree of impairment *is* normal for most human beings at some point in their lives and that the restrictions and deprivations experienced by disabled people actually arise from the assumption that they are outside the norm; that their lives should be organised and managed by institutions outside the mainstream until such time as they are able (through rehabilitation or cure) to regain an approximation of *normality* and, therefore, to have their needs catered for through mainstream provision once more (Hurst, 1995, p. 6).

References

Bailey, J. (1998) 'Australia: Inclusion Through Categorisation?', in Booth, T. and Ainscow, M. (eds) *From Them To Us: An International Study of Inclusion in Education.* London: Routledge, pp. 171–185.

Barnes, C. and Mercer, G. (2003) *Disability*. Cambridge: Polity Press.

Booth, T. (2000) 'Inclusion and Exclusion Policy in England: Who controls the agenda?', in Armstrong, F., Armstrong, D. and Barton L. (eds.) *Inclusive Education: Policy, Contexts and Comparative perspectives.* London: Fulton, pp. 78-98.

Florian, L. (2003) 'Editorial', *Journal of Research in Special Educational Needs,* 3(2), pp. 102–103.

Hurst, R. (ed) (1995) 'Disability Awareness in Action' —*The international disability & human rights network-Overcoming obstacles to the integration of disabled people,* UNESCO sponsored report. Available at: http://www.daa.org.uk/Overcoming%20Obstacles.htm#2 (Accessed: 7th July 2000).

Lewis, A. (1995) *Children's Understanding of Disability*. London, Routledge.

Referencing is an important aspect of academic work, but it takes practice, remember if you need help ask. Visit the Learning Resource Centre to arrange an Information Skills consultation or Student Services for Study Skills sessions.