

Referencing, identifying your sources, academic reliability

1. Why wouldn't you?



If you saw this bottle on a table in a restaurant would you follow the instruction and drink the contents?

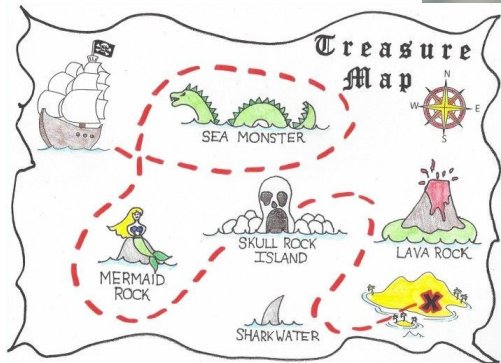
Make a list of reasons why or why not?

If someone you didn't know said it was safe to drink, would you?

Why/why not?

2. How would you?

Imagine you are a contestant on a new reality survival gameshow. One morning, you discover



1. Follow this map to find what I need

2. Bring it to me here next Tuesday at 2.pm and show me what you found.

3. If I **believe** you then I will give you £1,000,000

A. What information do you need to be able to carry out instruction (1) and (2)?

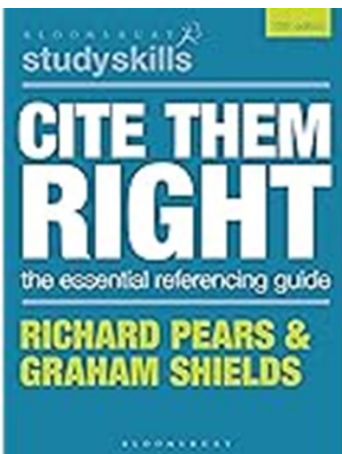
B. What do you think you need for (3)? What 'evidence' may help to convince them?

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So in summary, to be sure of a piece of information, we need to know **who** made it, **when** it was made, **what** the information is, and **where** it can be found.

Now imagine that the thing you need to find is in a specific book.

3. What details do you need to be able to find the book in a library? Make a list



4.a) Access the Library Homepage

<https://www.uwtsd.ac.uk/library/>

b) Search for this book. Without showing the picture of the book, how could you prove that you have the right book?

At the beginning of your Higher Education journey, your main source of learning will be from **academic textbooks**. These can be changed and updated with new ideas added and some ideas removed. We say that this is a **new edition** of a book. It is similar but it is **not the same...**

...so we need the right **edition**

5. All of the information we have identified so far can be **found on a single page** of the book. Where is it?

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You now have most of the information you need to make an academic reference.

Who wrote it and when?

- ⇒ Author
- ⇒ Date

What is it called? Which version/edition?

- ⇒ Name of book/publication
- ⇒ Edition

6.
 - a) Look up a definition for the word '**peer-reviewed**'.
 - b) Consider what this means for an academic source.
 - c) How could we be confident that the book is from a peer-reviewed source, when it is?
 - i. a physical book?
 - ii. an online copy?
7. Information online can change quickly. If a book has an 'edition' that can identify a particular version, how could we show this for an updated online source?



All of this information we have gathered is needed to show that you, the student, are **engaging with your learning** and **getting knowledge** from appropriate sources.

Good referencing also helps

- To **show the quality** of research you have done.
- To **add academic credibility** to your writing.
- To show the reader **where to find** the sources you have used in your work.
- To **acknowledge** the work of others and **avoid accidental plagiarism**.

When producing an academic assignment, you will be expected to include reference to academic sources by referencing them in a **recognised** and **consistent format**. For this exercise, the Harvard style of referencing is followed.

Referencing, identifying your sources, academic reliability

Here is a complete formatted bibliography reference for a printed book:

Ren, N. and Stimp, E. (2023). *It is all in the name: effective referencing techniques for university*. 3rd ed.. London: Kennington Academic Press.

Here is a complete formatted bibliography reference for an online publication:

Ren, N. and Stimp, E. (2023). *It is all in the name: effective referencing techniques for university*. Available from: www.kap/referencing-guides/624_2023/hgasd [Accessed 01 December 2023].

8. What differences do you see? Make a list

We now follow a step by step look at how to present the elements of our bibliography reference. Practise exercises will be at the end

Authors: **Surname** and **initial**

Surname (beginning with a **capital letter**), comma (,), first name **initial** in capitals, then a full stop (.)

e.g. **Ren, N.**

There may be many authors of a text:

2 names: add an '**and**'

e.g. **Ren, N. and Stimp, E.**

3 names: add a **comma** after each author and then add '**and**' before the last author

e.g. **Ren, N., Stimp, E., and Simpson, H.**

4+ names: add a **comma** after each author add **AND** before the last author. The last author is shown as first name initial in capitals, then a full stop (.), surname (beginning with a capital letter) then a full stop (.),

e.g. **Ren, N., Stimp, E., Simpson, H., and P. Jackson**

Referencing, identifying your sources, academic reliability

Date

This is an easy one: put the date between **round brackets**

Open bracket '(', date, close bracket ')', full stop

e.g. (2023).

Remember: Who wrote it and when?

Ren, N. and Stimp, E. (2023).

The commas and fullstops **are important**

⇒ It shows you can work with accuracy and precision.

⇒ It shows you care about the quality of your work.



Name of publication: Main heading *It is all in the name*

This is the name of the book or online resource

Name of publication: Sub heading *effective referencing techniques for university.*

A book title will often have a sub-heading. This usually gives more detail about what the text is about

We separate the main title and the subheading with a : (**this is called a colon**)

The name and sub-heading must be presented in **Italics**

e.g. *It is all in the name: effective referencing techniques for university.*

We can then add the edition (if there is one). This is **not in italics**. We also use the short form '**edn**' for edition followed by a fullstop '.'.

It is all in the name: effective referencing techniques for university. **3rd edn.**

NO ITALICS

Remember: Who wrote it and when? What is it called? Which version/edition?

Ren, N. and Stimp, E. (2023). *It is all in the name: effective referencing techniques for university.* **3rd edn.**

NOTICE: Full stops

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Place of publication and publisher

This is where we have the main difference between a printed book and an online resource.

A printed book

1. Where was the book published - the place of publication?
2. Who are the publishers - what is the company name?

The place of publication comes first, followed by a 'colon :' then the publishing company
e.g. London: Kennington Academic Press

An online publication

1. Where is the publication located? - a website address (URL)
2. When did you access it? - which online version did you access?

The **website address** is first

Available from: www.kap/referencing-guides/624_2023/hgasd

Begin with 'Available from', followed by a colon, then the full URL

This is followed by **the date that you accessed** the publication

The format is: 'open square bracket, 'Accessed', then the date of access, then close square bracket

[Accessed 01 December 2023]

Available from: www.kap/referencing-guides/624_2023/hgasd [Accessed 01 December 2023]

NOTICE no extra fullstops or commas

Now we have 2 distinct references for a bibliography: one for a **printed book**:

Ren, N. and Stimp, E. (2023). *It is all in the name: effective referencing techniques for university*. 3rd edn. London: Kennington Academic Press

And one for an **online publication**:

Ren, N. and Stimp, E. (2023). *It is all in the name: effective referencing techniques for university*. Available from: www.kap/referencing-guides/624_2023/hgasd
[Accessed 01 December 2023]

Referencing, identifying your sources, academic reliability

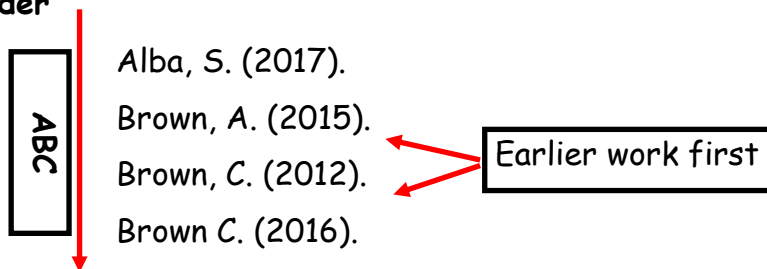
9. Your turn!

Here are 4 listings from the library website.

Create an accurate bibliography entry for each one.

1. https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100436002502421
2. https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100234659802421
3. https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100371988502421
4. https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100107785802421

Your bibliography should be in **alphabetical order**, with A's 1st, B's 2nd, etc. If 2 references are by the same researcher(s), then put the earliest publication first **chronological order**



Bibliography

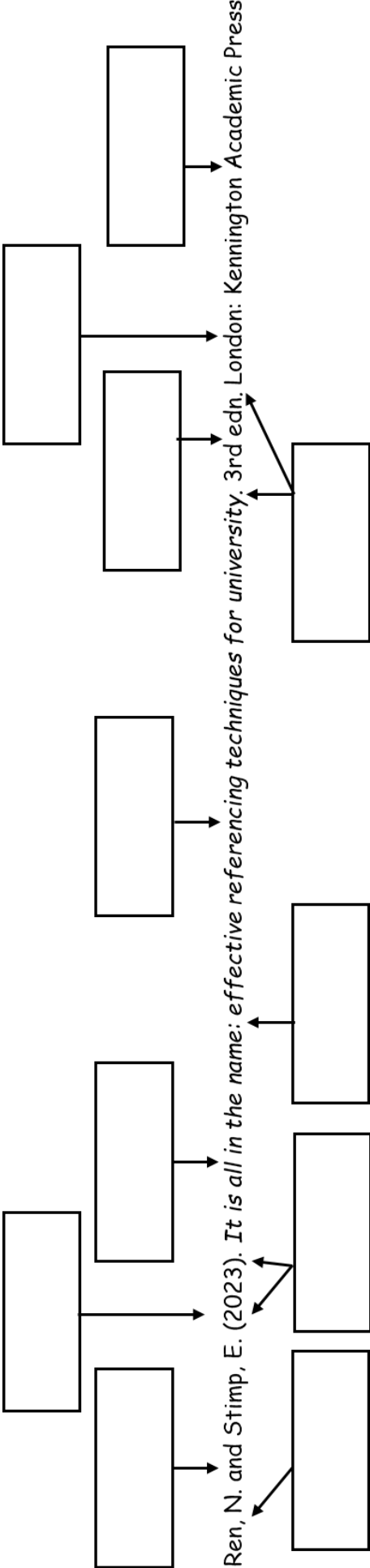
1.

2.

3.

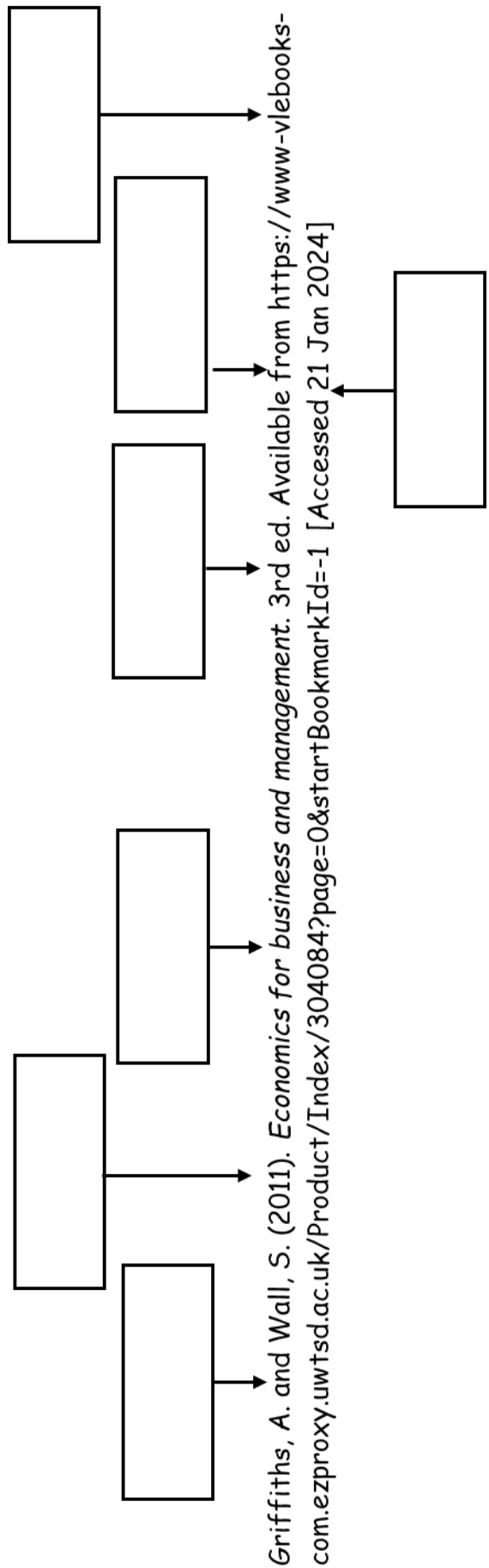
4.

10. In the top boxes, name the different segments of this book reference



11. In the bottom boxes, name the types of punctuation used in this book reference

12. In the boxes, name the different segments of this online book reference



Referencing, identifying your sources, academic reliability: edited volumes and journal articles

Now you know how to create a basic printed or online book entry for your reference list.

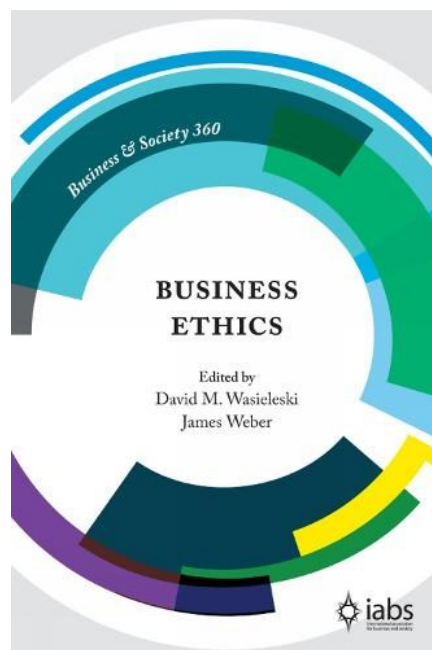
We also have to account for two other types of academic publications that you are likely to encounter:

Edited books

Journal articles

Both of these publications are collections of writing by different researchers.

Here is a link to an **edited book** from the UWTSD library.



Wasieleski, D.M. and Weber, J. (eds) (2019) *Business ethics*. Bingley, England: Emerald Publishing.

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100391770002421

13. Open the link and look around.

What is different about this style of book?

Referencing, identifying your sources, academic reliability: edited volumes and journal articles

An edited book

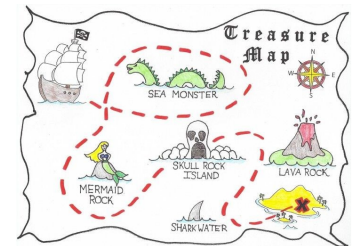
Each chapter is by a different author(s),

An editor(s) puts them together and perhaps writes an introduction.

14. As there are many different researchers that each provide a different chapter of the book, how can we show this in our reference?

Remember: Who? When?

Where?



15. In the edited book you have accessed, there is a chapter called 'Morality in groups'

Who wrote it?

Where in the book can it be found?

So, in our reference, we need to show:

Where in the book it is found

Who the author is

What they wrote

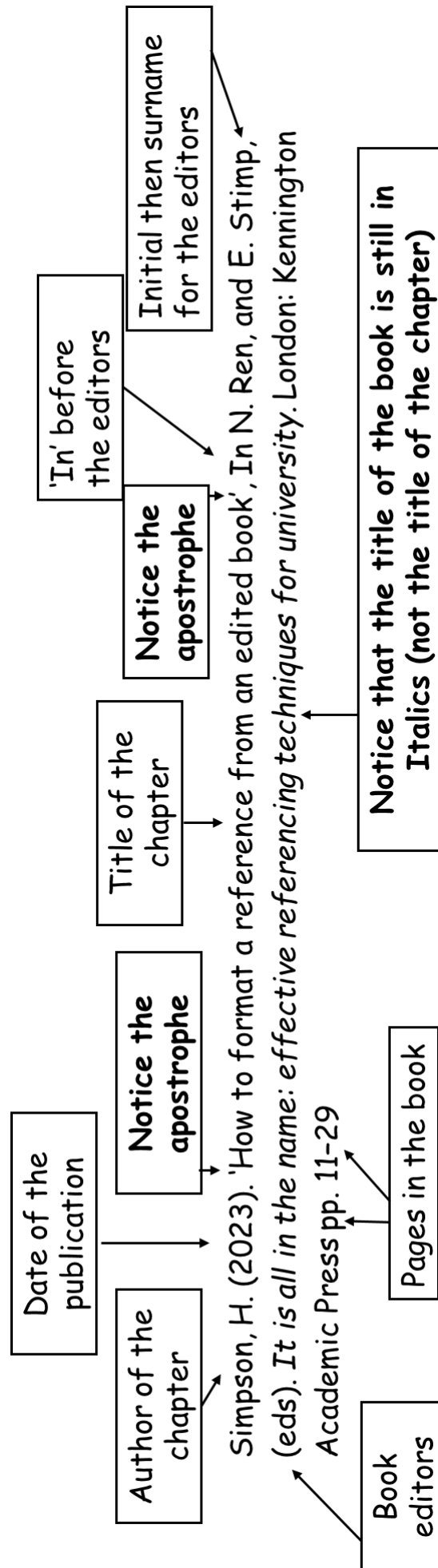
That the book is an edited book

16. In the reference below, which element corresponds to:

- The author of the chapter
- The title of the chapter
- The names of the editors
- The name of the book/publication
- Where in the book the chapter is from can be found

Simpson, H. (2023). 'How to format a reference from an edited book', In N. Ren, and E. Stimp, (eds). *It is all in the name: effective referencing techniques for university*. London: Kennington Academic Press pp. 11-29

Referencing, identifying your sources, academic reliability: edited volumes and journal articles



Referencing, identifying your sources, academic reliability: edited volumes and journal articles

17. Your turn:

Provide a full Harvard Reference for the 'Morality in Groups' chapter in the Business Ethics book you have accessed.

Use the formatting on the previous page to help you

18. Here are some printed book references. Work with a partner. Can you fix the mistakes?

The links will take you to the book in the library catalogue.

1. Owen, J. (2020) The leadership skills handbook: 100 essential skills you need to be a leader Fifth Edition. New York, Kogan Page Ltd.

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/1pbrh66/alma99100568802202421

2. Northouse, PG (2022) *Leadership: theory and practice. 9th edition.* SAGE: Thousand Oaks, California;

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/1pbrh66/alma99100428400502421

3. Ilene C. Wasserman (2021). *Inclusive leadership in complex times.* Ferdman, B.M., Prime, J. and Riggio, R.E. (eds) (2021) *Inclusive leadership: transforming diverse lives, workplaces, and societies.* New York: Routledge. p. 83-95.

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100370560202421

4. Adair, j, e,. *Develop your leadership skills: fast, effective ways to become a leader people want to follow.* Fifth edition. London: KoganPage. pp.12-65 (2022)

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100493201102421

Referencing, identifying your sources, academic reliability: edited volumes and journal articles

Now you know how to create an edited book entry for your reference list.

We also need to provide a format for **Journal articles**

A journal is a collection of articles (like a magazine) that is published regularly throughout the year.

Journals present the most recent research, and journal articles are typically written by experts, for experts.

You may not look at many journal articles **yet**, but you will as you progress on your academic journey.

Here is a link to the journal '**Library Leadership & Management**' available from the UWTSD library.



https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100101090302421

19. Open the link and look around.

What is different about this page compared to others you have accessed today? Discuss with a partner

Referencing, identifying your sources, academic reliability: edited volumes and journal articles

Referencing an article in a journal is **similar** to referencing an article in an edited book.

Who wrote it?

When?

What's the article called?

Where can I find it? Publication

Where can I find it? Where in the publication

20. Here is an bibliography entry for an article from the journal of **Library Leadership & Management**. How is this entry different from an edited book?

Tokarz, R. (2018). Beyond Orientation: A Look at Scheduled Time and Unscheduled Time in a New Librarian's First Sixty Days. *Library Leadership & Management*, 33(1): 1-11

Author (surname and initial):	Tokarz, R.
date in round brackets:	(2018).
title of article:	A Look at Scheduled Time and Unscheduled Time in a New Librarian's First Sixty Days.
title of journal (in italics),	<i>Library Leadership & Management,</i>
volume number	33(1):
page numbers:	1-11

Now look at the punctuation used in this entry.

21. Complete the following entry with the correct punctuation

Mentzer N Mohandas L and Farrington S 2021 Course Quality
Improvement in Design Education Innovative practices in the classroom *Journal of*
Technology Education 33(1) 21-37

Well done! You made it.

There are many other things that can be referenced (e.g. newspaper articles, government documents, video clips)

You can check how these to do this in the 'Cite Them Right' book

https://librarysearch.uwtsd.ac.uk/permalink/44WHELP_UWTSD/11c0l68/alma99100436002502421