

Referencing Exercises

Accurate referencing enhances your credibility and authority as a writer.

Referencing your sources acknowledges the work of the original authors; it helps others to locate the same sources for their own learning purposes; and it also helps you to assert your 'own voice' in assignments, as you can use sources to lend support to your own ideas or arguments.

Test your knowledge of referencing with one or more the following four exercises. The answers and comments are to be found at the end of the worksheet.

Exercise 1: Is a Reference Needed?

When is a reference necessary in an assignment? Decide if a reference to a source is needed in the following situations.

Situation	Yes	No
1. When quoting directly from a published source.		
2. When using statistics or other data that is freely available from a publicly accessible website.		
3. When summarizing the cause of undisputed past events and where there is agreement by most commentators on cause and effect.		
4. When paraphrasing a definition found on a website and when no writer, editor or author's name is shown.		
5. When summarizing or paraphrasing the ideas of a key commentator or author, but taken from a secondary source, e.g. general reference book.		

Situation	Yes	No
6. When summarizing in a concluding paragraph of your assignment what you discussed and referenced earlier in your text.		
7. When including in your assignment photographs or graphics that are freely available on the Internet and where no named photographer or originator is shown.		
8. When emphasizing an idea you have read that you feel makes an important contribution to the points made in your assignment.		
9. When summarizing undisputed and commonplace facts about the world.		
10. When using aphorisms, such as: "Pennywise, pound foolish".		

Exercise 2: Where Should the Citations Go?

Citations are the full or partial references that you place into the text of your assignment to identify the source of evidence presented.

For example, with the Harvard and APA referencing styles the citations used are the last names of authors or originators of the source in question, followed by the year of its publication, e.g. (Handy 1996).

These citations should connect with the full detail of the source contained in the alphabetical list of references at the end of the assignment. For example, the following essay paragraph contains two citations that help the reader to identify the source of the definition used (i.e. Coleman and Chiva 1991) and the hypothesis presented (i.e. Hopson and Scaly 1999).

Life planning is a process to encourage people to review their lives, identify life priorities, consider options and make plans to implement choices (Coleman and Chiva 1991). It is an idea that started in the USA, but has found its way to Britain and the rest of Europe in recent years. Hopson and Scally (1999) suggest the process is built on seven life management skills: knowing yourself; learning from experience; research and information retrieval skills; setting objectives and making action plans; making decisions; looking after yourself; and communicating with others.

Look at the following three brief extracts from assignments and decide if a citation is necessary, and, if so, where it should go. Mark the relevant point in the text with a **X**.

1. A major study of British school leavers concluded that parents had a major influence on the kind of work entered by their children. The children were influenced over a long period of time by the values and ideas about work of their parents. A later study reached the same conclusion, and showed a link between the social and economic status of parents and the work attitudes and aspirations of their teenage children.
2. Climatologists generally agree that the five warmest years since the late nineteenth century have been within the decade, 1995-2005, with the National Oceanic and Atmospheric Administration (NOAA) and the World

Meteorological Organization (WMO), ranking 2005 as the second warmest year behind 1998.

It has been argued that federalism is a way of making sense of large organisations and that the power and responsibility that drives federalism is a feature of developed societies and can be extended into a way forward for managing modern business: "authority must be earned from those whom it is exercised