

Beginners Guide to Referencing, Plagiarism & Paraphrasing



Table of Contents

What is Referencing?	2
Why Reference?	3
Library Podcast on Harvard Referencing.....	3
In-text Citations.....	4
Reference List or Bibliography:.....	4
What is Plagiarism?	4
Avoiding Plagiarism	6
Writing Styles.....	8
Applying theory to practical examples	10
Paraphrasing	11
How to use Reading in your Essays	12
Grammar and Synonyms.....	13

What is Referencing?

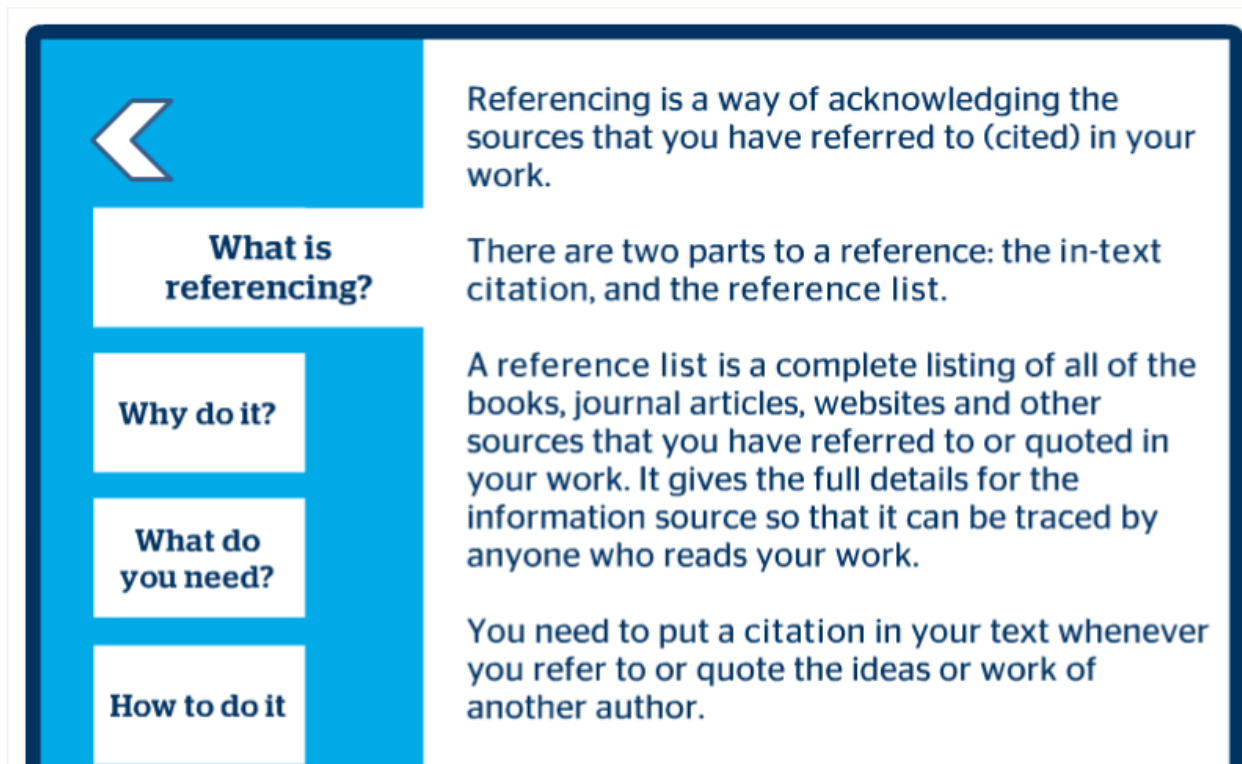
When you are asked to write an assignment for university, you are expected to conduct '*research*' on each module topic before you begin writing.

You will probably not know much - if anything - about these topics when you start and will not be carrying this information around 'in your head'; so you will therefore begin your research by reading books, journal articles, articles on websites, watching videos and so on to find the information you need.

Your assignment will contain '*references*' to these '*sources of information*' which will show your tutors where you discovered this information and whether you have understood what you have been reading about.

Never make statements of fact without supporting evidence – if you think something is true or false, you will probably have read about it somewhere or seen it on the tv or internet. Go and find the source of what you are saying and tell us where you found the information.

When you reference your assignment correctly you are demonstrating that you have read widely on a topic and can support the theme of your work with evidence and comments from experts - which in turn gives your work 'credibility' and will help you gain higher marks for your efforts.



The infographic is a vertical rectangle with a blue header and footer. The header contains a white left-pointing arrow and the title 'What is referencing?'. Below the title is a list of four questions: 'Why do it?', 'What do you need?', 'How to do it', and 'How to do it'. To the right of these questions is a column of text explaining referencing. The text is organized into four sections, each corresponding to a question. The first section defines referencing as a way of acknowledging sources. The second section explains that a reference consists of an in-text citation and a reference list. The third section defines a reference list as a complete listing of sources. The fourth section explains that a citation is needed whenever referring to or quoting another author.

What is referencing?

Why do it? Referencing is a way of acknowledging the sources that you have referred to (cited) in your work.

What do you need? There are two parts to a reference: the in-text citation, and the reference list.

How to do it A reference list is a complete listing of all of the books, journal articles, websites and other sources that you have referred to or quoted in your work. It gives the full details for the information source so that it can be traced by anyone who reads your work.

How to do it You need to put a citation in your text whenever you refer to or quote the ideas or work of another author.



What is referencing ?

Why reference?

What do you need?

How to do it

Help and support

You will need to give accurate references:

- to give credit to other authors' concepts and ideas
- to provide the reader (usually the marker) with evidence of the breadth and depth of your reading
- to enable the readers of your work to locate your information sources easily
- to avoid being accused of plagiarism, an academic offence which can lead to loss of marks or module failure

Remember that you must credit all kinds of information you have used, including images, diagrams, media, etc., as well as text.

Library Podcast on Harvard Referencing



 Prifysgol Cymru
Y Dreigol Dewi Sant
University of Wales
Trinity Saint David

 LLYFRAU'RHAGOR
BOOKS BEYOND

Harvard Referencing:

The why, when and how

Lisa Ellis
Academic Liaison Librarian

 www.uwtsd.ac.uk/library    @UWTSdlib  library@uwtsd.ac.uk

In-text Citations

In the Harvard system there are two steps to referencing:

1. Identify the author(s) and year of publication of the source you are using - for your in-text citation.
2. Provide the full details of the reference in a list at the end of your piece of work. Arrange this list - by author(s) - in alphabetical order.

Reference List or Bibliography:

A reference list is always required when you cite other people's work within your assignment.

It should be in alphabetical order by author surname and be placed at the end of your written work before any appendices.

The reference list should include details for everything that you cite in your assignment.

A bibliography includes everything you have looked at which has informed your work but you have not necessarily paraphrased or quoted from it.

What is Plagiarism?

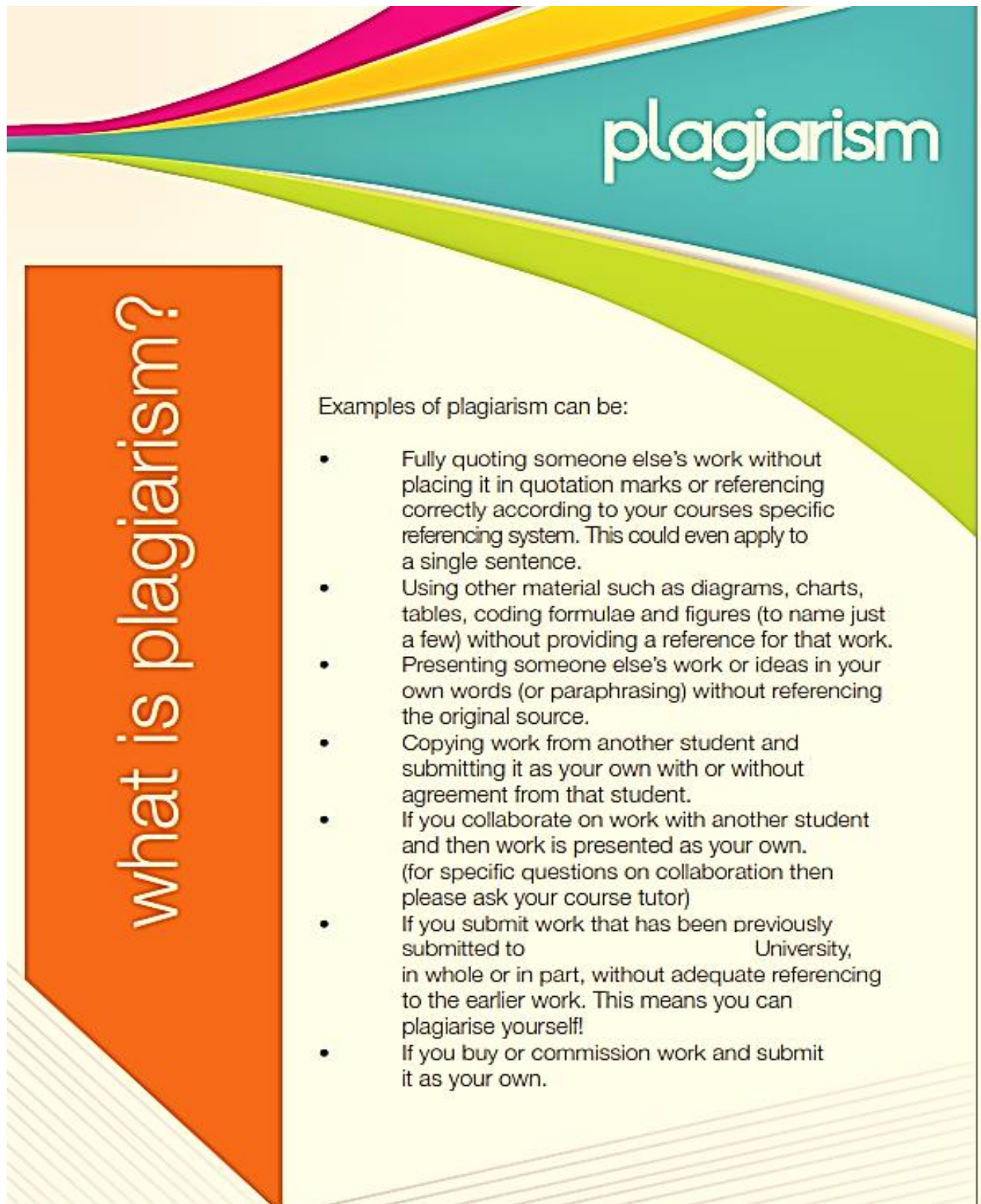
Plagiarism is the inclusion of someone else's work in your assignment without acknowledging your sources.

Intentional plagiarism involves deliberately submitting another's work as your own - but it can also be seen as intentional if you fail to cite references for words or ideas from other academic sources.

Try this [Plagiarism Game](#) to help with your understanding of the topic. [Game Credits](#)



The following image provides several examples of Plagiarism:



The infographic features a teal header with the word 'plagiarism' in white. On the left, an orange vertical bar contains the text 'what is plagiarism?'. The main content area is light yellow and lists seven examples of plagiarism.

plagiarism

what is plagiarism?

Examples of plagiarism can be:

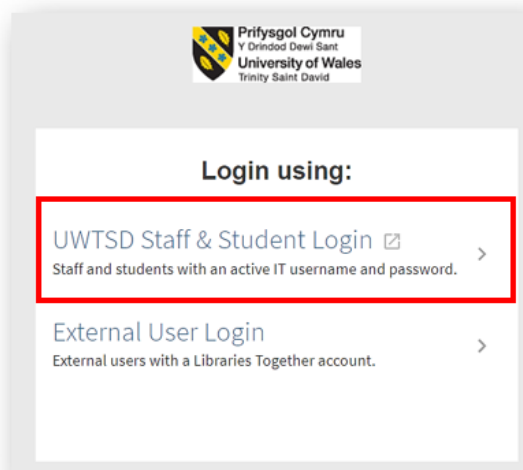
- Fully quoting someone else's work without placing it in quotation marks or referencing correctly according to your courses specific referencing system. This could even apply to a single sentence.
- Using other material such as diagrams, charts, tables, coding formulae and figures (to name just a few) without providing a reference for that work.
- Presenting someone else's work or ideas in your own words (or paraphrasing) without referencing the original source.
- Copying work from another student and submitting it as your own with or without agreement from that student.
- If you collaborate on work with another student and then work is presented as your own. (for specific questions on collaboration then please ask your course tutor)
- If you submit work that has been previously submitted to University, in whole or in part, without adequate referencing to the earlier work. This means you can plagiarise yourself!
- If you buy or commission work and submit it as your own.

Avoiding Plagiarism

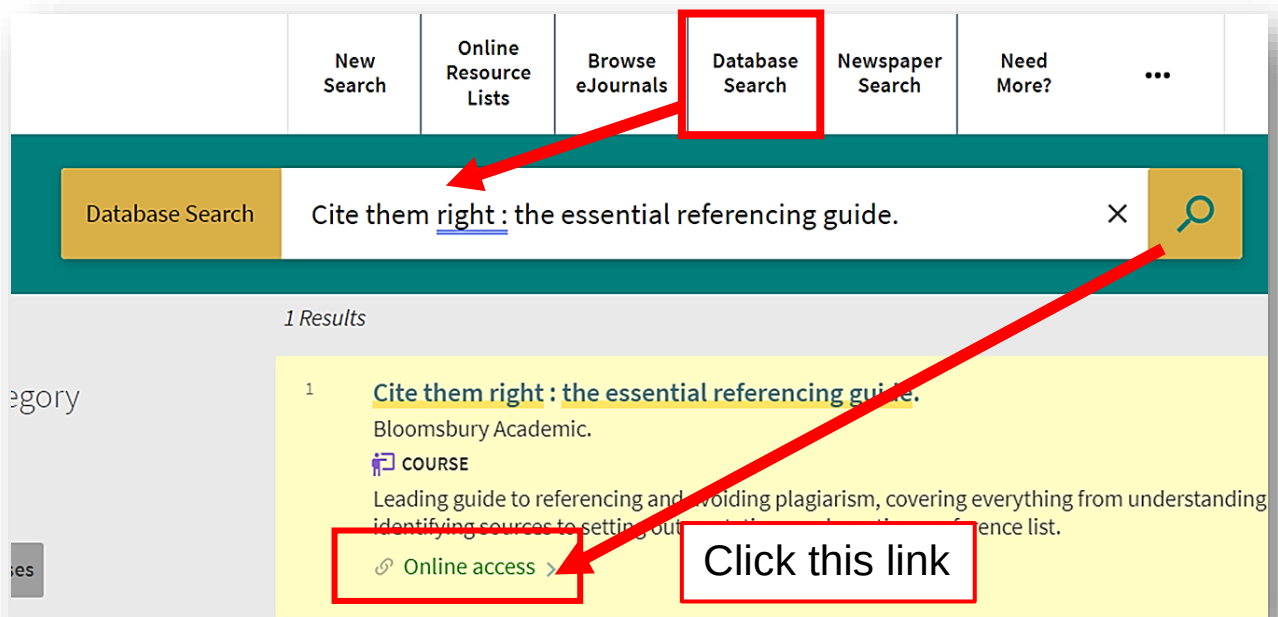
You will need to access the Cite Them Right Tutorial via the [UWTSD Library](#) (login required)

Login to [UWTSD Library](#)

- Access through MyTSD, Quick Links or Hwb
- Login with your **Student email address**
123456@student.uwtsd.ac.uk
- Password is based on your date of birth by default (e.g., "dob17.06.87")



Once logged in, you can click on **Database Search** and type "Cite them right: the essential referencing guide."

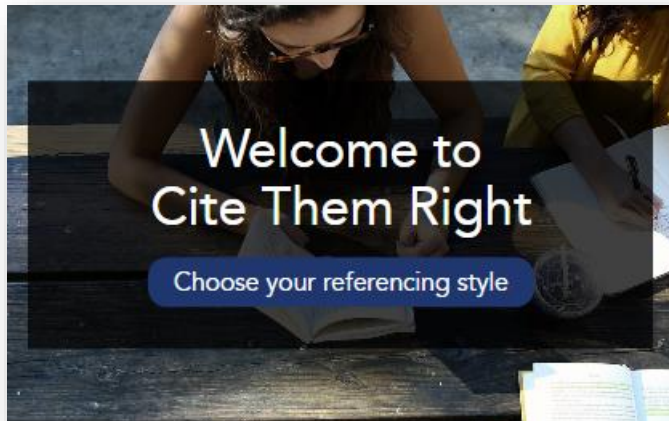


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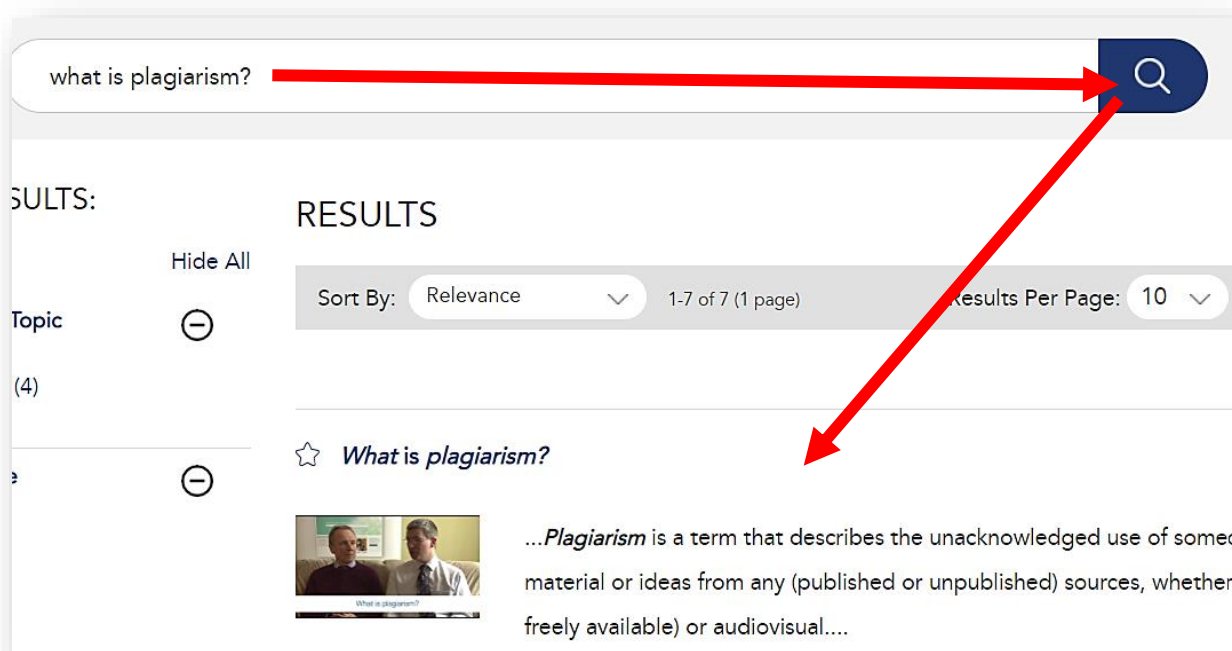
Cite Them Right tutorial

Learn how to reference anything

Explore the tutorial website to find out about the principles behind referencing and how to acknowledge the information sources that you use

[LAUNCH TUTORIAL](#)

You can also search for What is Plagiarism?



There are a wide range of articles and videos here for you to read and watch.

Writing Styles

In this guide I am using '*second person writing*' because I am deliberately addressing you - the student.

Writing an academic essay or professional report is different however, because it does not address anybody specifically - so '*third person writing*' as shown below should always be used, unless the assignment expressly asks for a different style - (as in a personal reflective piece, for example).

Be objective:

Avoid subjective words such as: *nice*; *wonderful*; *great*; *usual*; *natural*.

Your reader's understanding of what is 'nice', or 'wonderful' may be very different from your own.

Avoid first person writing:

I believe that...

I think this is the right course to take...

To me, this argument is weak...

In my opinion...

Avoid second person writing:

Do not address the reader:

You can see that...

When you write an essay, you should organise your ideas.

Use third person constructions:

It is believed to be the case that...
This appears to be the right course to take..
Clearly, there are weaknesses in this argument...
It is the opinion of some writers that...
It can be seen that....

Keep it simple

Often, all you need to do is leave out the first person phrase:

Change I believe that this author makes a strong argument to This author makes a strong argument.

Change I read book, ..., and I found his argument about.... to In his book, ..., ... author argues that....

Useful words and phrases

Author believes....argues...shows ...demonstrates...illustrates...suggests...explains....

Keeping your comments open

Author appears to be arguing...to believe that...seems to suggest that....

Comparing/contrasting

Author 1 believes/argues that.... However, author 2 believes/argues that....

While author 1argues..., author 2 disagrees. S/he argues/believes....

Author 1 suggests.... On the other hand, author 2 shows how....

Personal Writing

emotional

can be intuitive

active voice: 'I find that....'

anecdotal

data from one person

subjective

tangents may be important

Academic Writing

logical

uses reasoning

passive voice: 'It was found that....'

uses evidence

wider database

objective

keeps to a logical sequence

(Cottrell, 2008, p.216)

Applying theory to practical examples

When it comes to academic theories or models, you may be expected to read about the theory and then discuss it in your assignment, relating it to practical examples.

So if you had been learning about ‘*Trust in the workplace*’ in your classes for example, you would begin your research by finding some books or articles about this topic which have been written by people who are ‘respected in their field’ – i.e. they have conducted a lot of research on the topic themselves and have then written books and papers on the subject. These will have been read by other experts and will be said to be ‘peer reviewed’ and gain ‘credibility’ (other people think this person knows what they are talking about and will begin to use and test these theories to see if they actually work in practice).

When you have found a suitable theory or model on ‘trust in the workplace’ you would read what they are saying to make sure you understand the model, **write in your own words a short summary of what you think the model is about** and then ‘*apply it to a workplace example*’ in your assignment.

Example of relating a theory to a workplace example.

Stephen M. R. Covey suggests that one of the signs of a ‘great leader’ rather than simply a ‘good leader’ is in their ability to be trusted. He asserts that there are a number of Trust Behaviours that can be learned and applied by any managers in order to generate trust throughout any organisation and thus achieve better results. He goes on to note that demonstrating a ‘lack of trust’ in employees can have a profoundly negative impact on a business which is likely to result in low staff morale, increased absenteeism due to stress related issues and ultimately lead to poor performance which can and will affect the ‘bottom line’ and the company’s success (Covey, 2006).

An example of this in a catering company was when a new manager was appointed who appeared to view all their employees with suspicion and accused everyone of being lazy and ‘not pulling their weight’. They then instituted a new regime of supervisory checks and micro-management designed to encourage everyone to work harder. Unfortunately this generated resentment and unhappiness amongst the staff who had felt they were already working hard and that they were now being ‘spied upon’ and were no longer trusted. This had the predictable result of generating a hostile, suspicious atmosphere amongst the staff, resentment of management, increased sickness absences and a very high staff turnover.

Paraphrasing

In the above example a theory/model has been 'paraphrased', 'cited' and then an example provided which 'relates' the theory to practice in the workplace.

When you read an article in a newspaper or webpage or read about a theory in a textbook and want to talk about them in your assignment, you mustn't simply copy the article or pages from books into your assignment as this is known as plagiarism – even if you have actually referenced the book or article.

Paraphrasing can be defined as... The ability to integrate (bring together) a range of sources by putting your findings into your own words.

5 Steps to Paraphrasing Author Ideas

Step 1: **Read** the text.

Step 2: **Remove** the text.

Step 3: **Explain** the text out loud.
(Repeat Steps 1 and 2, if necessary.)

Step 4: **Write** down your paraphrase.

Step 5: **Confirm** facts, statistics, and spellings with the original text.

How to Paraphrase

*Don't copy...
don't cheat...
paraphrase!*



Helping You
Learn English

Don't forget to use Cite Them Right ([see above for how to login](#)) for information about Paraphrasing and how to construct your references too!

How to use Reading in your Essays

Very useful [online book](#) available in the [UWTSD Library](#)

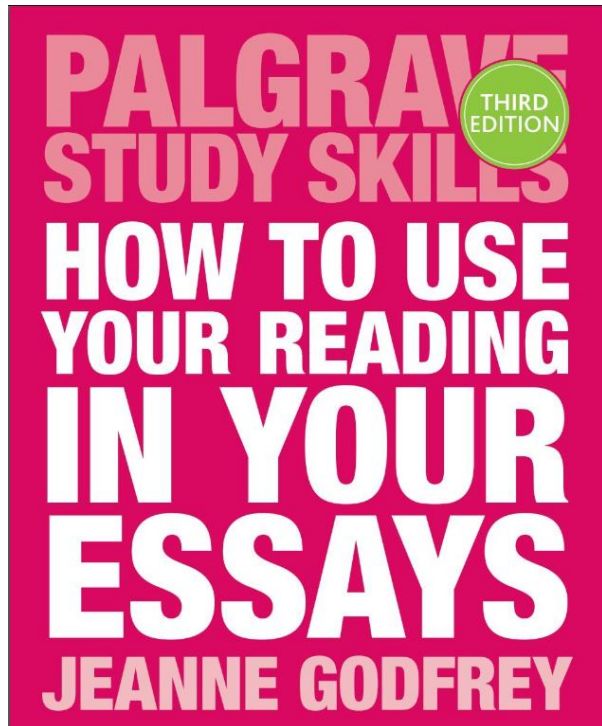


Table of Contents	+expa
Cover	
Contents	
Acknowledgements	
▶ Introduction	
▶ Part A Understanding your reading	
▶ Part B Using your reading in your essay	
▶ Part C Useful words and phrases	
▶ Part D Checking and correcting your work	

▼ Part A Understanding your reading	5
▶ A1 How do you decide what to read?	7
▶ A2 How do you understand what you read?	19
▶ A3 How do you question what you read?	27
▶ A4 How do you compare and connect what you r...	35
▶ A5 Writing to understand your reading	39
▼ Part B Using your reading in your essay	49
▶ B1 Why and how should you quote?	51
▶ B2 Why and how should you paraphrase?	61
▶ B3 Why and how should you summarise?	73
▶ B4 What will make your essay original?	81
▶ B5 Putting it all together in your essay	87

▼ Part C Useful words and phrases	95
▶ C1 Using verbs precisely and powerfully	97
▶ C2 Discussing authors' views and position	103
▶ C3 Comparing and connecting different authors	109
▶ C4 Making positive comments	119
▶ C5 Making negative comments	121
▼ Part D Checking and correcting your work	131
▶ D1 Being clear and precise	133
▶ D2 Re-expressing and referencing your reading	139
▶ D3 Checking your referencing	145
▶ D4 Checking your grammar	149

Grammar and Synonyms

A synonym is a word or phrase that means exactly or nearly the same as another word or phrase in the same language, for example shut is a synonym of close.

The synonyms function on Word is often used by students to look for alternative words - but be careful as it does not always offer the correct meaning.

Try [Thesaurus.com](https://www.thesaurus.com) (there is an app too!)

[Grammarly](https://www.grammarly.com) is a useful tool which is free to download

[Dictionary.com](https://www.dictionary.com) can help with meanings and spellings