Referencing Your Work

Referencing in Context

Read and Take Notes

Assignment

Evidence to support your ideas or argument

- Paraphrase
- Direct quote

Acknowledge sources used

- Briefly, in your text
- In full, at the end

Outline

- What is a reference?
- Why reference?
- When to reference
- How to reference
  - Within your assignment
  - At the end of your assignment

What is a Reference?

- An acknowledgement that you have referred to (cited) information from published sources in your own work.

- In other words, a recognition that you have borrowed other people's work, ideas or opinions.

Why use a referencing system?

- *Academic reasons*
- To show the range of sources you have used in your assignment.
- To show you have used relevant and trustworthy sources.
- To provide published evidence to support your own ideas/argument/point of view or give examples.
- Avoiding plagiarism - using other people's work and ideas as your own without acknowledgement.
- Copyright.
- Part of the marking scheme.

Why use a referencing system?

- *Practical reasons*
- To help a reader to trace the sources you have used.
- To help you to retrace the sources used in the past.
- To help markers to examine the validity of sources they may not be familiar with.

When to Reference

- A particular theory, argument or viewpoint.
- Statistics, examples, case studies.
- “Direct quotations” - writer’s exact words. Use sparingly!
- Paraphrasing.

How to Reference

- There are various systems for referencing.
- Harvard system (Author/Date) is the most popular and recommended at the University.
- You need to reference in two places:
  - Brief details only, within the main body of your assignment.
  - Full details, in the reference list at the end of your assignment.

What is the Harvard Referencing System?

- The Harvard system is the way you are requested to list sources within your work at UWTSD.
- The reference list is always placed at the end of the essay/report and listed by author surname in alphabetical order.

Advantages of the Harvard system

- It ensures that the author's name and year of publication appear within the text.
- The alphabetical order of the reference list makes it easy to consult/browse.
- For each reference in the text, only one entry in the reference list is necessary, no matter how many times you use a reference.

How to reference in the text

- Your reference should come at the beginning of a sentence or follow the information provided at the end of a sentence.
- This is so the reader can tell which source of information you have taken from it.
- There are many ways to reference.
- This depends upon how many words / lines you are going to take from the information.
- It also depends on how you want to write the information.

REMEMBER

- You will **ALWAYS** receive more marks when you paraphrase or summarise information.
- This means putting information you have read into your own words rather than directly copying word for word.
- This is because it takes understanding and synthesis to paraphrase or summarise and explain.
- **ANYONE** can cut and paste information.
- If using direct quotations they must kept to a minimum and **ALWAYS** be in inverted commas and include the page number of the source, where available.

How to Reference: Direct Quotations

AUTHOR, DATE, PAGE NUMBER(S)

- As Brown (2002, p.136) states, "The critical breakthrough was achieved by Thomas Hunt Morgan."
- According to Brown (2002, p.136), "The critical breakthrough was achieved by Thomas Hunt Morgan"
- Thomas Hunt Morgan has recently been described as achieving "the critical breakthrough" (Brown, 2002, p.136).

Larger quotes (3 lines +): Start quote on new line and indent.

Example of indented long direct quote

Lev Semyonovich Vygotsky (Russian: Лев Семёнович Вы́готский or Выго́тский Lev Semyonovich Vygotskiy, born Лев Симхович Выгодский Lev Simkhovich Vygodskiy, November 17 [O.S. November 5] 1896 – June 11, 1934) was a Soviet psychologist, the founder of a theory of human cultural and bio-social development commonly referred to as cultural-historical psychology, and leader of the Vygotsky Circle (Vygotsky 1932, p.106).

> "Vygotsky's main work was in developmental psychology, and he proposed a theory of the development of higher cognitive functions in children that saw reasoning as emerging through practical activity in a social environment. During the earlier period of his career he argued that the development of reasoning was mediated by signs and symbols, and therefore contingent on cultural practices and language as well as on universal cognitive processes" (Vygotsky 1932, p.106).

Vygotsky (1932:106) also posited a concept of the zone of proximal development, often understood to refer to the way in which the acquisition of new knowledge is dependent on previous learning, as well as the availability of instruction. During his lifetime Vygotsky's theories were controversial within the Soviet Union. In the 1930s Vygotsky's ideas were introduced in the West where they remained virtually unknown until the 1970s when they became a central component of the development of new paradigms in developmental and educational psychology. While initially Vygotsky's theories were ignored in the West, they are today widely known, although scholars do not always agree with them, or agree about what he meant (Vygotsky 1932. p.106).

Useful verbs and phrases for introducing direct quotes

- As X states/ believes/ suggests /indicates/ points out / observes/ explains/ argues/ outlines/ contradicts / proposes, “…….”.
- For example, X has argued that “……”.
- According to X, “…….”.
- X suggests/ believes/ observes that “…..”.

How to reference paraphrases

AUTHOR, DATE, PAGE

Thomas Hunt Morgan made the connection between partial linkage and the behaviour of chromosomes when the nucleus of a cell divides. This breakthrough was proved to be critical (Brown, 2002).

Choosing the correct format

- Decide whether you want to paraphrase or directly quote.
- **ALWAYS PARAPHRASE** unless you want to dissect an authors phrase or words directly as part of your text.
- When paraphrasing you can either write:

Piaget (1954) states that children go through similar stages of development .

OR

Children go through similar stages of development (Piaget, 1954).

Referencing at the end of your assignment

References or Bibliography – what's the difference?

- Reference list – a single alphabetical list by author of everything you have specifically mentioned in your assignment. (Requirement for all University assignments)
- Bibliography – a list of sources you have read but ***not*** specifically mentioned in your assignment.(Not required)

Reference list

- At the end of you paper you must provide a list of all references cited in the main body of the paper.
- An individual reference is made by putting together all the details needed to find a piece of information in a specified order.
- The Harvard style requires that references are listed in alphabetical order by author surname.

Checking accuracy of referencing

- **You will lose marks for inaccurate referencing**!
- Before submitting your work proof read to check that you have used the correct format for all references in the reference list.
- Check that **ALL** references are listed in alphabetical order according to the author's surname or name of organisation. **Do not separate different types of sources.**
- Check that all references in the text match accurately to the names and dates in the reference list.

Referencing Different Sources

- Books
- Journal Articles/magazines
- Web Sources

What information do I need to include to reference a book?

- Name(s) of the Author(s)/Editor(s)
- Date published
- Full title
- Edition (if applicable)
- Where it was published (**Town or City**)
- Who published it
- Page number **(for direct quotes only)**

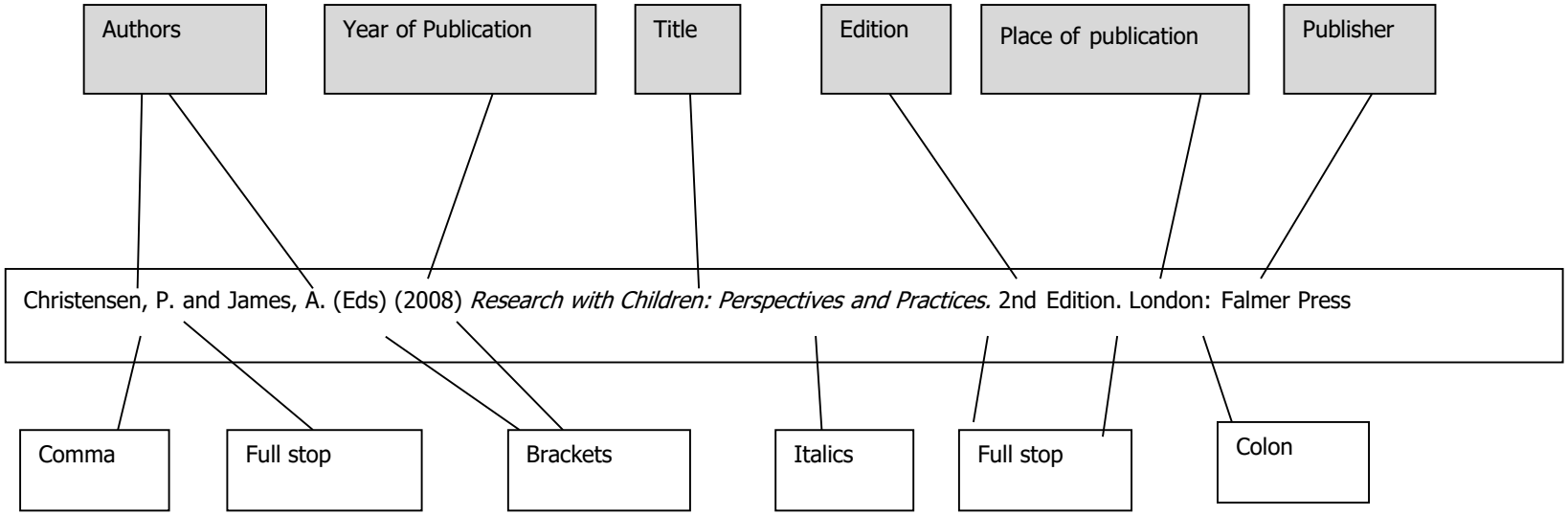
Referencing books

Using the title page (not the front cover) note the:

- Author(s) R.R. Jordan
- Year of Publication © 1999
- Title Academic Writing Course
- Edition (if not the first) 3rd edition
- Place of publication Harlow
- Publisher Pearson Education Limited

Jordan, R. R. (1999) *Academic Writing Course*. 3rd ed. Harlow: Pearson Education Limited.

Book Reference Example



Referencing 2 Authors

- In the assignment:
  Both authors' surnames, date and page.
  - Doherty and Horne (2002)
- In the reference list:
  - Doherty, T.L. and Horne, T. (2002) *Managing Public Services.* London: Routledge.

Referencing 3 Authors

- In the assignment:
  All authors' surnames, date and page.
  - Cohen, Manion and Morrison (2007)
- In the reference list:
  - Cohen, L., Manion, L. & Morrison, K. (2007) *Research Methods in Education*. 6th Edition. London: Routledge.

Referencing **More** Than 3 Authors

- In the assignment:
  - 1st author's surname followed by et al. and date.
  - Calpin et al. (2012)

- In the reference list:
- Calpin, P. J., Langbridge, E., Morgan, B., Platts, R., Rowe, J. and Scragg, T. (2012) *Level 5: Diploma in Leadership for Health and Social Care.* Cheltenham: Nelson Thornes.

Chapter in an Edited Book

- Author(s) of Chapter Mears, M.
- Year of Publication of book © 2013
- Title of Chapter The Social Context of Health and Social Care (not italics)
- Editors Brotherton, G. and Parker, S. (Eds)
- Title of book Your Foundation in Health and Social Care (in italics)
- Edition (if not the first) 2nd Ed
- Place of publication London
- Publisher Sage

In the assignment Mears (2013,)

Mears, M. (2013) 'The Social Context of Health and Social Care', in Brotherton, G. and Parker, S. (Eds.) *Your Foundation in Health and Social Care.* (2nd Ed.) London: Sage

Multiple works by Same Author

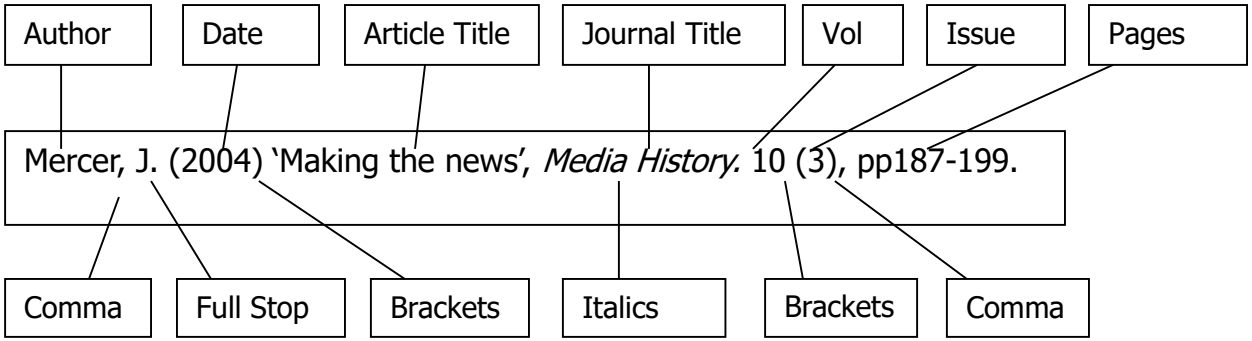
- Different years
  - McNamara, B. M. (2012) *Education for Life*. Maidenhead: Riverstory.
  - McNamara, B. M. (2017) *Lifelong Learn*ing. Maidenhead: Riverstory.
- Same year
  - Phelps, P. J. (2016a) *Healthy Learning.* Edinburgh: Castle Books.
  - Phelps, P. J. (2016b) *Nutrition in the Early Years.* Edinburgh: Castle Books.

Referencing Journal/Magazine Articles

- Author J Mercer
- Year of publication 2004
- Title of article Making the news
- Title of journal Media History
- Volume number (if present) 10
- Part/issue number (if present) 3
- Page number(s) 187-199

Mercer, J. (2004) 'Making the news', *Media History.* 10 (3): pp187-199.

Journal Referencing Example



Referencing a Web Site

- Author/editor/organisation
- Year written (or last updated)
- Title of page accessed
- URL (web page address)
- Date you accessed it
- Avoid unreliable, untrustworthy sources

For future reference, print and keep a copy of the web pages used

Design Council | About Design - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address /servlet/XRM?Page/@id=6004&Session/@id=D_5Up2JQoC81Bf6PCdwWey&Section/@id=1272 Go Google

URL

Design Council

ADVANCED SEARCH

28.11.2003 > Home > About Design > The Design Process > User Centred Design

Date Accessed

Title

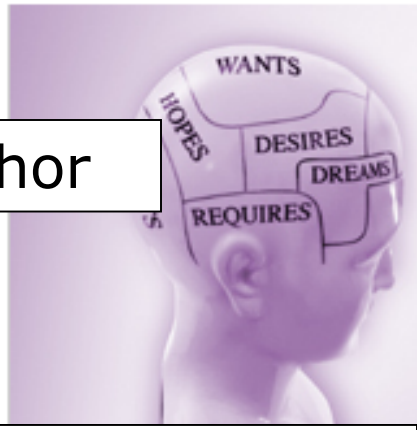
BUSINESS
PUBLIC SECTOR
LEARNING & EDUCATION
ABOUT DESIGN
OUR EVENTS
CASE STUDIES
OUR PUBLICATIONS
USEFUL ORGANISATIONS
NEWSROOM
ABOUT US

About: User Centred Design

By Alison Black

Author

Alison Black is a psychologist specialising in developing user-focused products and services. She consults to design agencies, technology companies and public sector organisations.



Black, A. (2003) *About: user-centred design.* Available at: <http://www.designcouncil.org.uk/webdav/ servlet/ XRM?Page /@id=6004&Session/@id=D_5Up2J QoC81Bf6PCdwWey&Section/@id=1272> (Accessed 28th November 2003).

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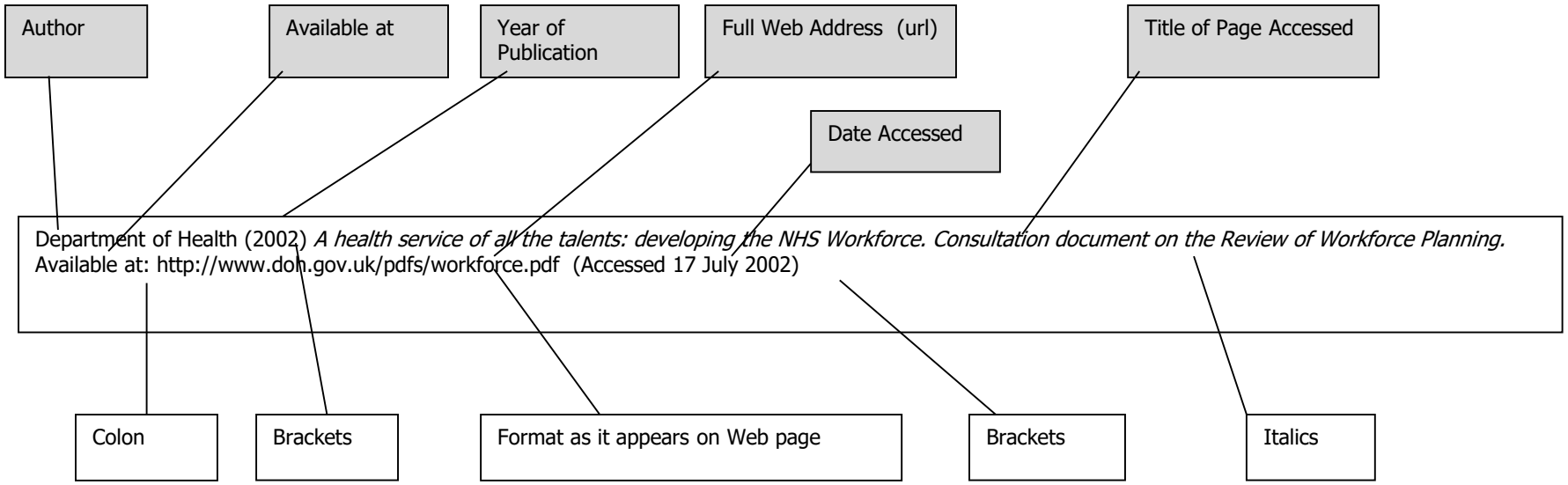
RELATED CASE STUDIES

Web Referencing Example



In the assignment reference to Department of Health (DoH) (2002) or www.doh.gov.uk – Web address can only be used at the end of a sentence.

In the reference list include the name of the organisation at the beginning of the reference not the web address.

Examples of web sources to avoid

- pschycology.about.com
- simplypschycology.org
- www.ehow.com
- Wikipedia

- Make sure web sources used are relevant to the UK/Wales
- Avoid using Anon when referencing

More Examples

- Clean Water Network (2005) *Water quality standards.* Available at: http://www.cwn.org/cwn/issues/waterquality/index.cfm (Accessed 4th April 2005).

- McKendrick, M. (2003) 'Infectious diseases and the returning traveler – experience from a regional infectious diseases unit over 20 years', *Journal of Applied Microbiology*. 94, pp. 25S-30S.

- Thompson, N. (1998) *Promoting Equality: Challenging discrimination and oppression in the human services.* Basingstoke: Palgrave.

- EuroParl (2005) *Welcome to the European Parliament*. Available at: http://www.europarl.eu.int/presentation/default_en.htm (Accessed 3rd March 2005).

Exceptions to the Rule

Equality Act 2010 - Windows Internet Explorer

http://www.legislation.gov.uk/ukpga/2010/15/contents

legislation.gov.uk

delivered by The National Archives

Help Site Map Accessibility Contact Us Cymraeg

Home | About Us | Browse Legislation | New Legislation | Changes To Legislation | Search Legislation

Title: Year: Number: Type: All Legislation (excluding draft) Search

Advanced Search

Equality Act 2010

2010 c. 15 ▸ Table of Contents

Table of Contents | Content | Explanatory Notes | More Resources

Plain View | Print Options

What Version

Latest available (Revised)

Original (As enacted)

Opening Options

More Resources

Original Print PDF

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Equality Act 2010. Those changes will be listed when you open the content using the Table of Contents below. Any changes that have already been made by the team appear in the content and are referenced with annotations.

Collapse all -

Introductory Text

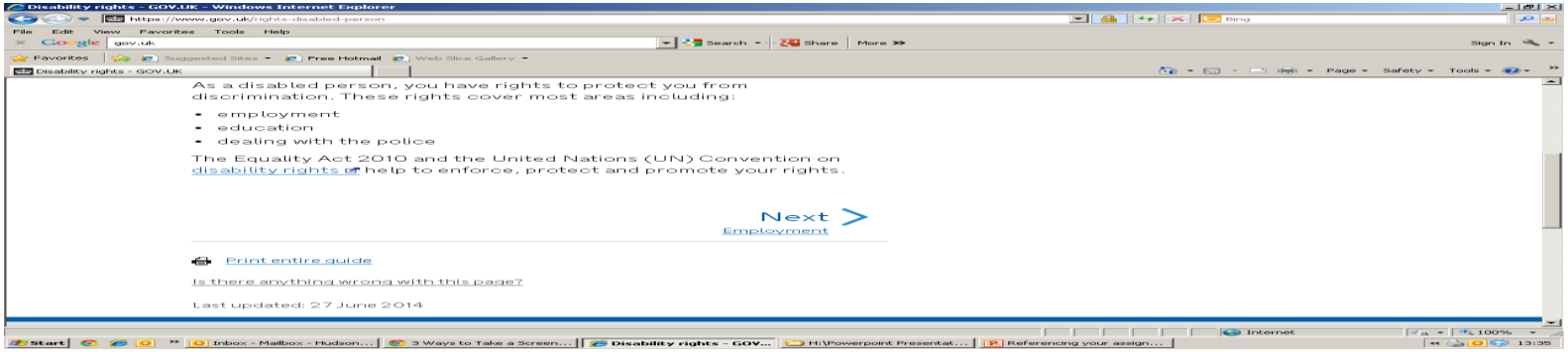
Collapse -

Part 1 Socio-economic inequalities

1 Public sector duty regarding socio-economic inequalities

The National Archive (2010) *Equality Act 2010*. Available at: http://www.legislation.gov.uk/ukpga/2010/15/contents (Accessed 27th August 2014).

Exceptions to the Rule



United Kingdom (UK) Government (2014) *Disability Rights.* Available at: https://www.gov.uk/rights-disabled-person (Accessed 26th August 2014).

Referencing a Newspaper

- Author of Article Jones, P.
- Year of publication 2016
- Title of article 'STEM subjects win more funding'. (not italics)
- Title of Newspaper *The Times* (in italics)
- Exact Date of Issue 4th May
- Page Number 7

Jones, P. (2016) 'STEM subjects win more funding', *The Times*, 4th May. P. 7.

Online Newspaper

- Author of Article Fox, I. M.
- Year of publication 2016
- Title of article 'New report criticises lack of business leadership' (not italics)
- Title of Newspaper *The Courier* (in italics)
- Exact Date of Issue 9th January
- Full URL Copy and Paste web address
- Date Accessed 12th January 2016

Fox, I. M. (2016) 'New report criticises lack of business leadership', *The Courier.* 9th January. Available at: http://www.thecourier.com/world/jan/16/report-IBCC (Accessed 12th January 2016).

Now have a go yourself

Try referencing:

- A book
- A journal article
- A website

More Examples

Books

Fawcett, J. (*1989) Analysis and Evaluation of Conceptual Models of Nursing*. 2nd Ed. Philadelphia: F.A Davis Company.

Doel, M. and Best, L. (2008) *Experiencing Social Work Learning from Service Users.* London: Sage Publications.

Journal Articles

Melander-Wikman, A., Faltholm, Y. and Gunvor, G. (2008) 'Safety vs. privacy: elderly persons' experiences of a mobile safety alarm', *Health and Social Care in the Community.* 16(4) pp. 337-346.

Young, A., Temple, B., Davies, L., Parkinson, G. and Bolton, J. (2008) 'Disabled children (0-3 years) and integrated services - the impact of Early Support', *Health and Social Care in the Community*. 16(3) pp. 222-233.

Websites

Shelter Cymru (2008) *Building Future Wales.* Available at: http://www.sheltercymru.org.uk/shelter/home/ (Accessed 25th November 2008).

Rhondda Cynon Taf Teaching Local Health Board (2008) *Working to Improve the Health and Healthcare of the People of Rhondda Cynon Taf.* Available at http://www.wales.nhs.uk/sites3/home.cfm?orgid=264 (Accessed 25th November 2008).