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Skills for the Workplace Guides:

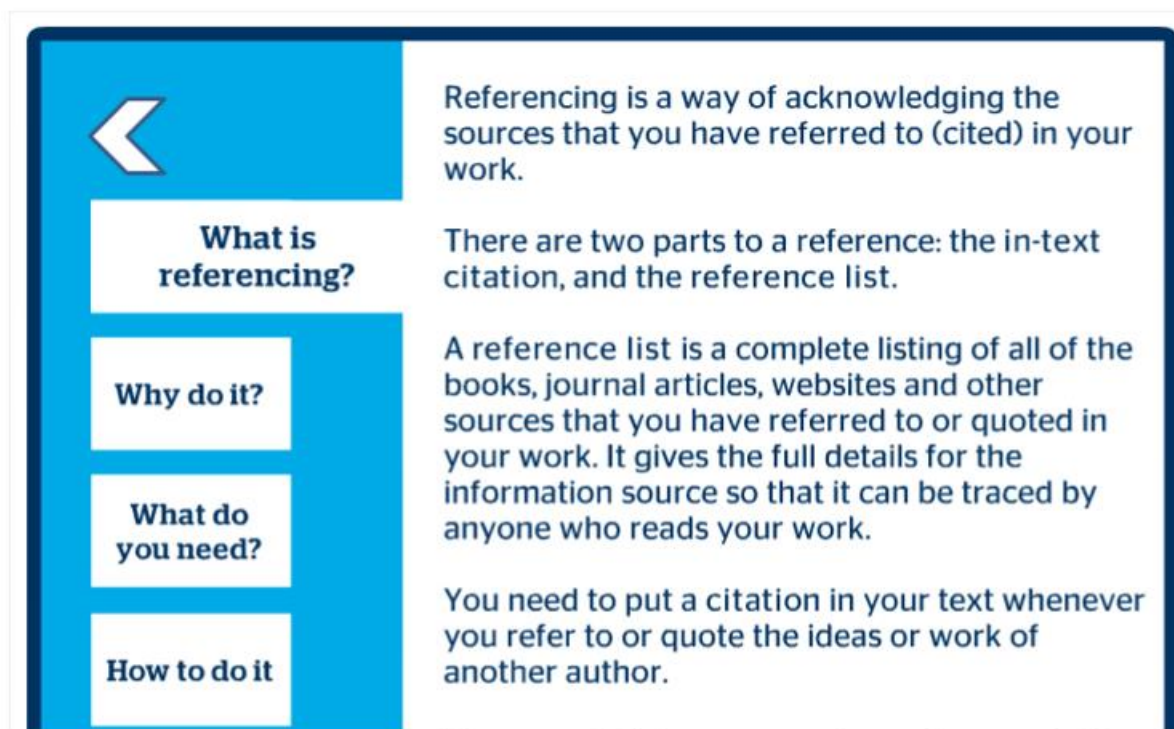
Quick Overview of Referencing



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What is Referencing?



What is referencing?

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

Why do it?

There are two parts to a reference: the in-text citation, and the reference list.

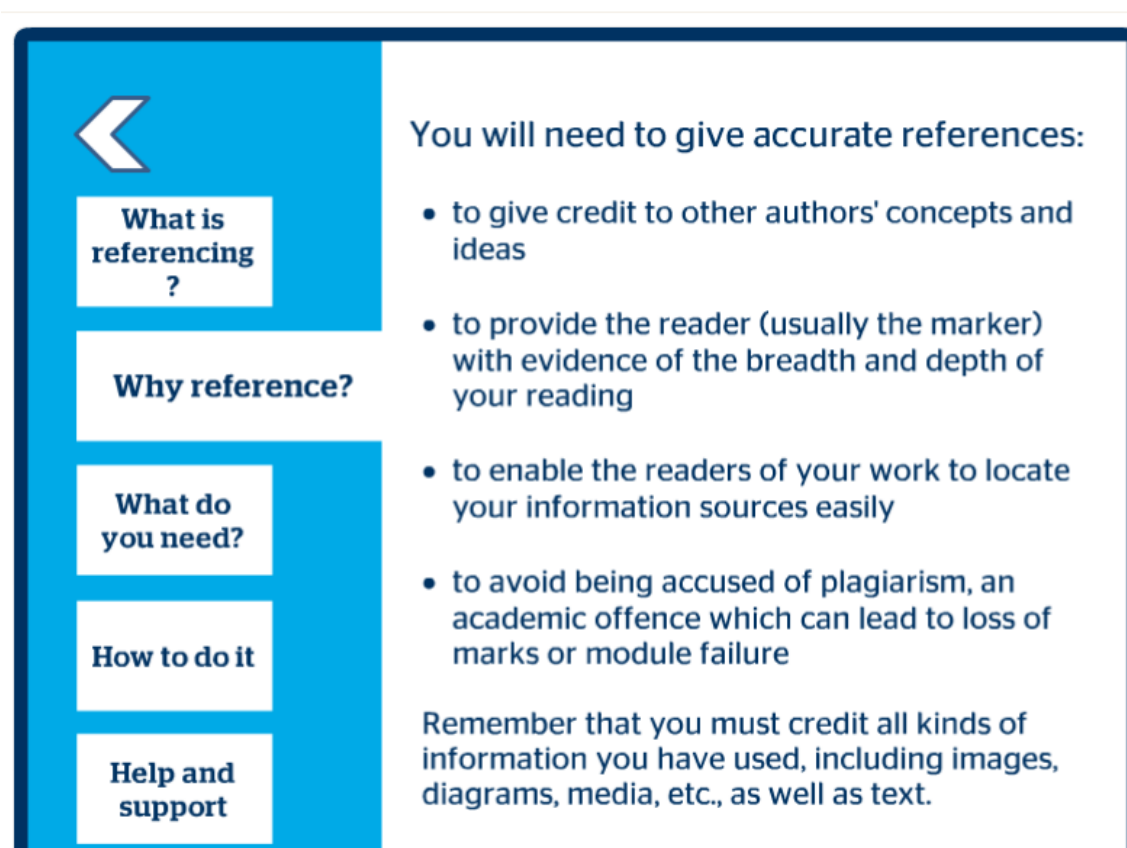
What do you need?

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.

Why Reference?



What is referencing?

Why reference?

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

What do you need?

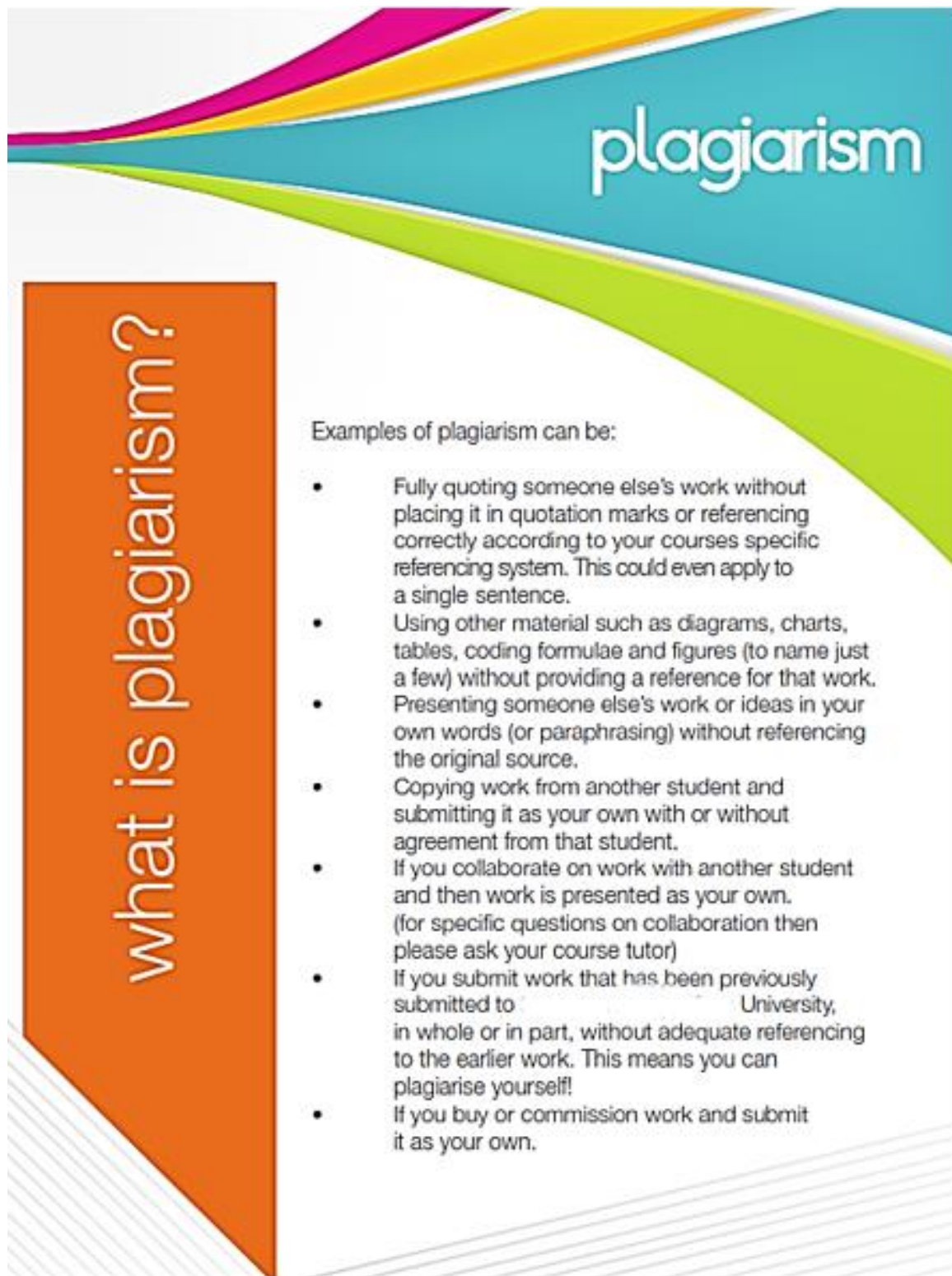
How to do it

Help and support

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

(ARU, 2018)

What is 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 [redacted] 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.

How to Reference:

Video on Referencing

This video from University of Derby (2012) gives a helpful overview of Harvard Referencing



The Harvard System

In the Harvard system there are two steps to referencing:

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

In-text Citations:

Short Direct Quotes

If using a short **direct quote** from a book with a named author, the quote is placed in quotation marks and then cited as shown in the examples below. The year of publication is in round brackets after the author's name with a comma after the year and then the page number.

"An effective structure is important" Redman (2006, p.22)

Redman (2006, p.22) suggests that "an effective structure is important" and.....

Paraphrased References

These do not generally require page numbers, but must identify the author and the year:

... the structure of an essay can be effective and support comprehension (Redman, 2006) for the reader and...

Redman (2006) has noted that the structure of an essay can assist comprehension and.....

How it appears in your References list

This is exactly the same whether you have used a direct quote or have paraphrased something you have read.

Redman, P. (2006) *Good essay writing: a social sciences guide*. 3rd Ed. London: Open University in assoc. with Sage.

Long Direct Quotes

If using a direct quote of more than 30 words, this should be indented using the 'quote' style in Word. Long quotes are single spaced and do not need quotation marks.

Outdoor experiences provide young children with opportunities to improve their physical, social and cognitive skills. As Jones (2008) states:

The outdoors provides an unrivalled activity centre, where children can run, jump, climb, learn to play with friends and carers and learn about nature. They can feel the different elements, engage all their senses and most importantly have fun and exercise.

(Jones, 2008, p.25).

References List:

A list of *all the references you have used in your text is always required* when citing other people's work within an assignment.

It should be in alphabetical order by author surname and be placed at the end of the written work before any appendices. All sources (books, articles, website, video etc.) go in the same list.

The reference list should include details for **everything that has been 'cited'** in an assignment – both using "direct quotes" from a source and paraphrasing from sources '*in your own words*'.

Bibliography:

A bibliography is a list of all the sources you have read for your assignment, *whether or not you have cited them in your text* and therefore is more exhaustive than a reference list.

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

Further Information:

Please refer to the UWTSD Harvard Referencing Handbook (UWTSD, 2018) - available on Moodle - for the university's official, comprehensive and detailed guide to referencing a range of media.

References:

ARU (2017) *Referencing Quiz*, [online] available at <https://libweb.anglia.ac.uk/articulate/Referencing%20Quiz/story.html> accessed 12.04.18

University of Derby. (2012), '*A Guide to Harvard Referencing*' [online] available at <https://www.youtube.com/watch?v=NDgqqPvMn0U> accessed 12.04.18

UWTSD (2018) *Referencing Handbook – Harvard*, [online] available at <https://moodle.uwtsd.ac.uk/mod/resource/view.php?id=120019> accessed 09.07.18 (login required)