

Referencing using Harvard & MHRA

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Library and Learning Resources



Aim and Learning Objectives

- Define what referencing entails and discuss why it is important
- Identify when you need to reference
- Determine what information you need to include in a citation or reference
- Discuss the benefits of paraphrasing and incorporate it in to your work
- Manage your research using RefWorks



What do you think about referencing?

Go to **menti.com**

. Input the code you see on the screen

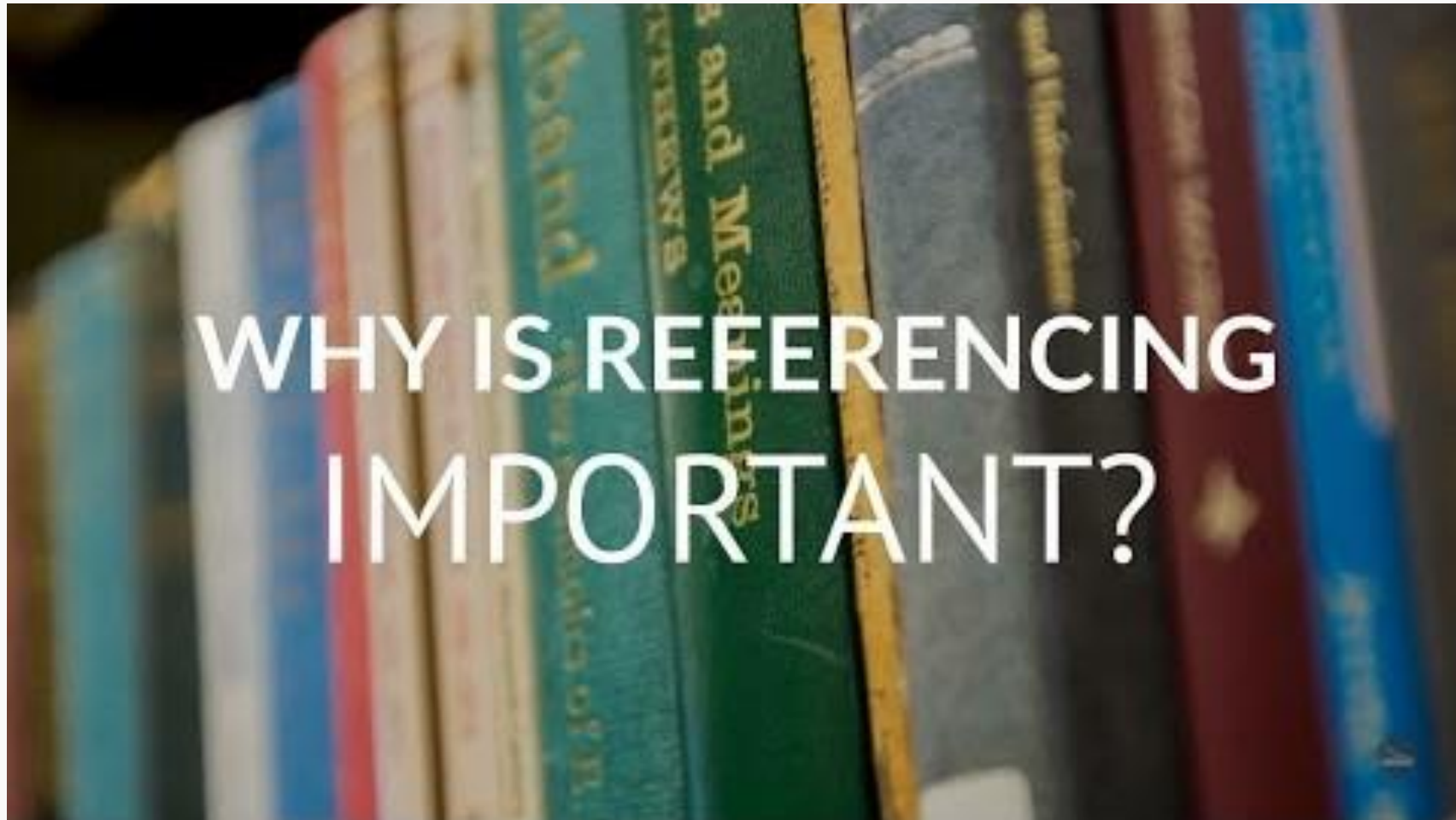
. Answer

. Submit

Results



Why is referencing important?



Why is referencing important?

Referencing can benefit everyone, including:

- Authors
- The academic community
- You



Plagiarism and how to avoid it

UWTSD University Regulations Undergraduate Student Guide September 2019 states:

- Plagiarism is passing off, or attempting to pass off, another's work as your own.
- Includes copying the words, ideas, images or research results of another without acknowledgement, whether those words etc. are published or unpublished *(p. 15)*
- The golden rule is; '**if in doubt, provide references**' ... There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism! *(p. 16)*



When do I need to reference?

Every time you use some-one else's work, including:

- Direct quote
- Paraphrase
- Summary
- Images
- ALL data ...including images, graphs, tables etc.



Definitions

Quotations

- Use an author's exact wording in your work.
- Include a page number in your citation, if one is provided.

Paraphrasing and summarising

- Paraphrasing – put someone else's idea into your own words.
- Summarising - an overview of some-one else's idea or work.



How to Paraphrase



Referencing the 'Big 3'...Harvard

Book:

Williams, J. (2018) *Improving your research skills*. 3rd edn. London: Academic Press.

In text citation - (Williams, 2018, p. 5)

Journal Article:

Jenkins, S. (2015) 'Engineering innovation for the future', *Journal of Science and Technology*, 18(2), pp. 124-132.

In text citation - (Jenkins, 2015, p. 128)

Website:

Construction Industry Council (2017) *Sustainable Buildings*. Available at: <http://www.cic.org.uk/Sustainablebuildings> (Accessed: 30th April 2018).

In text citation - (Construction Industry Council, 2017)



Referencing the 'Big 3'... MHRA

Book:

Smith, Emma, *How To Improve Your Research Project*, 2nd edn. (Plymouth: Kiln Press, 2016)

First footnote - ¹ Emma Smith, *How To Improve Your Research Project*, 2nd edn. (Plymouth: Kiln Press, 2016), p. 5.

Subsequent footnotes - ² Smith, *How To Improve*, p. 5.

Journal Article:

Price, Sian, 'Planning For Change', *Leadership And Business Planning*, 15.3 (2014), 154-166.

First footnote - ²¹ Sian Price, 'Planning For Change', *Leadership And Business Planning*, 15.3 (2014), 154-166 (p. 157).

Subsequent footnotes - ²² Price, 'Planning For Change', p. 157.

Website:

National Health Service, *Pets And Health* (2015) <<http://www.nhs.uk/Petsandhealth>> [accessed 30 March 2017]

First footnote - ³⁰ National Health Service, *Pets And Health* (2015) <<http://www.nhs.uk/Petsandhealth>> [accessed 30 March 2017].

Subsequent footnotes - ³¹ National Health Service, 2015.



In what order should information appear?

Footnotes/Endnotes

- Author details
- Title information
- Publication details (including place and year of publication)
- Page number

Example

¹ Emma Smith, *How To Improve Your Research Project*, 2nd edn. (Plymouth: Kiln Press, 2016), p. 5.

Reference List

- Author details (Who)
- Title information (What)
- Source (Where)
- Year of publication (When)

Example

Smith, Emma, *How To Improve Your Research Project*, 2nd edn. (Plymouth: Kiln Press, 2016)

Practice Makes Perfect!

- Practice your paraphrasing:

<https://www.gcu.ac.uk/library/smile/plagiarismandreferencing/avoidingplagiarism/tryparaphrasing/>

- Try and reference:

A journal article

A book

A webpage



Referencing Guidance

- Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. Basingstoke: Palgrave. **808.027PEA**
- The Referencing Handbooks, available at:
<https://uwtsd.ac.uk/library/student-essentials/referencing-handbooks/>
- Search online for: 'UWTSD Referencing Handbooks'



What is RefWorks?

A referencing management service supported by UWTSD

- Manage, store, and share references
- Insert references into assignments
- Generate bibliographies

Search online for: '[UWTSD RefWorks](#)'

Online InfoSkills Guide: [Managing your research with RefWorks | UWTSD](#)



Tips to improve your referencing...

- Be **aware**. Read and understand the basics before you begin
- Be **organised**. Keep a record of all sources as you use them
- Be **consistent** in the records you keep and in the way you reference
- Be **positive**. When used properly, references strengthen and enhance your writing
- Be **thorough**. Check your references before submitting your assignment
- Don't forget to **ask for help** if you need it – your librarian, course tutor or student services can advise on referencing.



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. Answer

. Submit



Help is always available

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