

Answers and Comments

Exercise 1: Is a Reference Needed?

Situation	Yes	No
1. When quoting directly from a published source. Comment: <i>The sources of all quotations should be referenced.</i>	✓	
2. When using statistics or other data that is freely available from a publicly accessible website. Comment: <i>The sources of statistics or other data that you use in assignments should always be referenced.</i>	✓	
3. When summarizing the cause of undisputed past events and where there is agreement by most commentators on cause and effect. Comment: <i>This can be regarded as common knowledge, which does not need to be referenced. However, the sources for any contentious discussion of the same events would need to be referenced.</i>		✓
4. When paraphrasing a definition found on a website and when no writer, editor or author's name is shown. Comment: <i>If no named writer, author or editor is shown, you should cite and reference the name of the website, e.g. Bized 2007.</i>	✓	
5. When summarizing or paraphrasing the ideas of a key commentator or author, but taken from a secondary source, e.g. general reference book. Comment: <i>You always need to acknowledge your sources, even if they are secondary ones. However, it is advisable, whenever possible, to consult the main (primary) sources for yourself and to reference these.</i>	✓	
6. When summarizing in a concluding paragraph of your assignment what you discussed and referenced earlier in your text. Comment: <i>Providing the sources were properly referenced earlier in your assignment, there would be no need to re-reference your</i>		✓

<i>concluding comments. However, any new material introduced into your assignment at this point would need to be referenced.</i>		
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. Comment: <i>The photographs or graphics are the result of work by another person. In this situation, you should cite and reference the name of the website that contains the illustrations.</i>	✓	
8. When emphasizing an idea you have read that you feel makes an important contribution to the points made in your assignment Comment: <i>This is an important reason for referencing, as it acknowledges the importance and relevance of the source concerned to the development of your own work.</i>	✓	
9. When summarizing undisputed and commonplace facts about the world. Comment: <i>General public awareness of undisputed facts can also be treated as common knowledge (see also 3, above).</i>		✓
10. When using aphorisms, such as: "Pennywise, pound foolish". Comment: <i>this is an example of a common expression, or aphorism, which does need to be referenced if the source or origin of the expression has been lost in the mist of time. However, if you were able to identify the period of origin, you could mention this, e.g. 'Children should be seen and not heard' (15th Century British proverb). You could also identify the originator, if known, in the text citation only, e.g. "A witty saying proves nothing" (Voltaire).</i>	✓	

Exercise 2: Where Should the Citations Go?

1. A major study of British school leavers concluded that parents had a major influence on the kind of work entered by their children **X**. 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 **X**.

Comment: *The above extract refers to **two** different studies, so you need to cite both of these. You have some flexibility about where the citations should go. For example, the relevant citations could also have been placed after the words 'study' in lines 1 and 4. The important point is to make the connection between statement and source as obvious and clear as possible.*

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 **X**.

Comment: *The sources of all statistics and information originating from named sources, such as the NOAA and WMO, should always be fully referenced*

3. 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" **X**.

Comment: *If you use the term, "It has been argued...", you need to cite **who** has presented this argument. As a quotation is included, you can show the source of the argument and quotation – assuming they are from the same source – immediately after the quotation. If the quotation is taken from a printed source, show the page number, as well as the author's name and year of publication, as this helps others to easily locate the quotation in the source cited, e.g. (Handy 1996, p.32),*