



ACADEMIC WRITING

CITING AND REFERENCING

BA Advocacy/ BA Sociology

What is a citation?

A citation is contained within your work to acknowledge that you have referred to a source within your own work

What is a reference?

It is recognition that you have used the other person's work and is put at the end of your work

Why use a referencing system?

Academic reasons

To show the range of sources you have used in your assignment, and that they are relevant and trustworthy

To provide published evidence to support your own ideas/argument/point of view or give examples, making your work more credible

Avoiding plagiarism - using other people's work and ideas as your own without acknowledgement

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 sources used in the past

To help markers to examine the validity of sources they may not be familiar with

When should you cite and reference?

ALWAYS!

When do we cite?

WE CITE WHEN WE WRITE

Every time you write something you should be citing a source

This can include

- Paraphrasing
- Summarising
- Direct referencing

How to provide a citation

Your citation will usually 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

There are many ways to provide a citation. - 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.

How to provide a citation

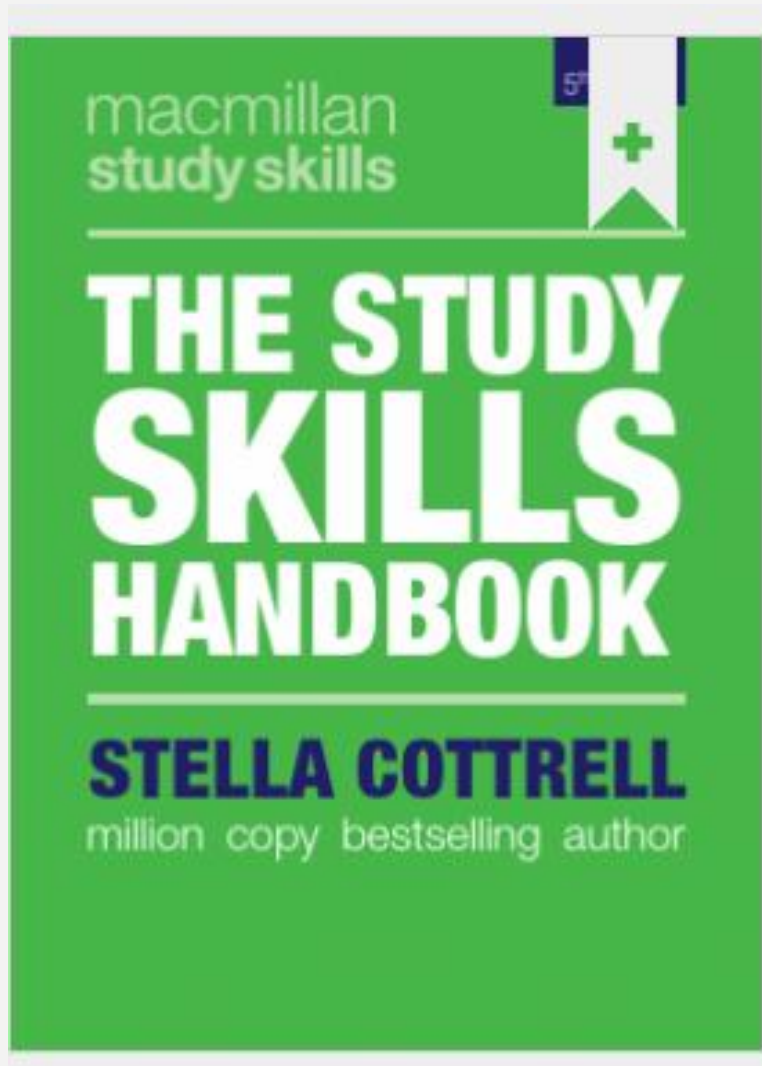
When providing a citation we 2 things should be included

1. Author's surname
2. Year of publication

When providing a citation for a direct quote 3 things should be included

1. Author's surname
2. Year of publication
3. Page number (if applicable)

Example Citation



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Self-evaluations, checklists, planners and record sheets may be photocopied by individual students for their personal use only.

How do we cite this book?

Cottrell (2019) will argue that using a pencil to write your first draft assists when writing first drafts of work.

Writing first drafts in pencil can assist (Cottrell, 2019)

What if we are using a direct quote?

Cottrell (2019, p. 278) advises that to overcome writer's block a student should "write in pencil or type in colour"

Using longer quotations

If you are using a quotation of more than 30 words or 2 lines you should :
Enter it as a separate paragraph
Indent the paragraph
No quotation marks
Cite below

e.g.

Brainstorm a series of possible headings. For each, jot down a few potential ideas to follow up. Rearrange on the screen in the best order, editing or adding further points. Alternatively, jot ideas down fast onto sticky notes and rearrange these on a large board or piece of paper under headings. Rewrite the bullet points as continuous text.

(Cottrell, 2019, p. 278)

More than one author

2 authors - (Giddens and Sutton, 2013)
Giddens and Sutton (2013)

3 or more authors - (Alcock, Haux, May and Wright, 2016)
Alcock, Haux, May and Wright (2016)

After the first time you can put
(Alcock *et al.*, 2016)
Alcock *et al.* (2016)

Multiple works by the same author

(National Health Service, 2019a)
(National Health Service 2019b)

Or

Department of Health (2020a)
Department of Health (2020b)

Let's practice citations

Sociology 

Reading 'Race' in Bourdieu? Examining Black Cultural Capital Among Black Caribbean Youth in South London

[Derron Wallace](#)

First Published May 12, 2016 | Research Article | 

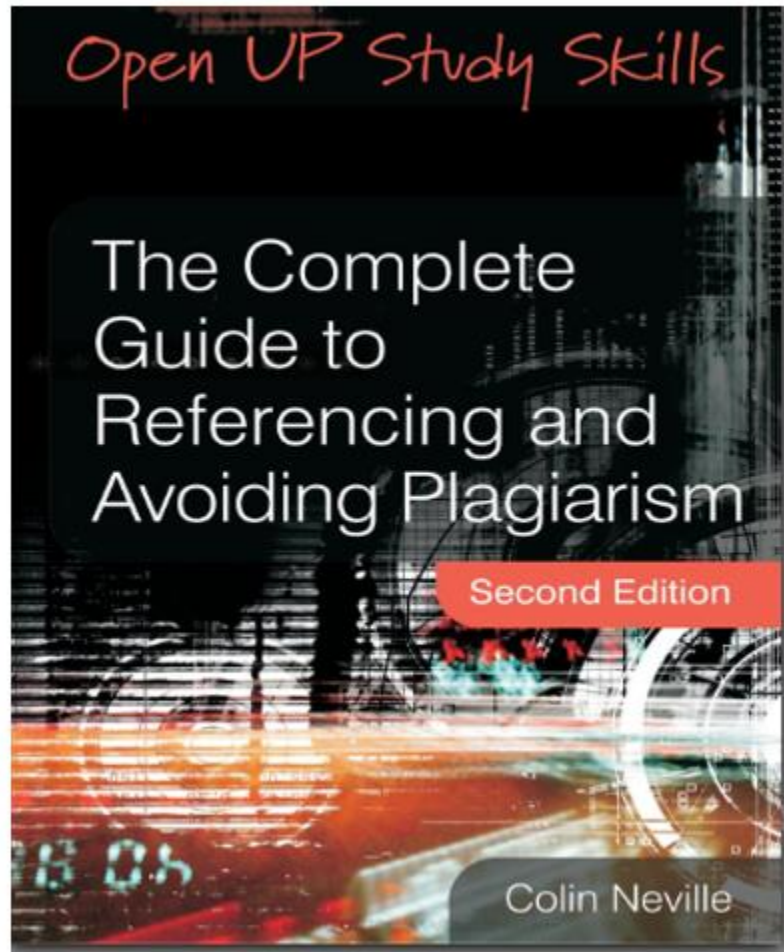
<https://doi-org.ezproxy.uwtsd.ac.uk/10.1177/0038038516643478>

[Article information](#) 

 **65** 

(Wallace, 2016)

Let's practice citations



Open University Press
McGraw-Hill Education
McGraw-Hill House
Shoppernangers Road
Maidenhead
Berkshire
England
SL6 2QL

email: enquiries@openup.co.uk
world wide web: www.openup.co.uk

and Two Penn Plaza, New York, NY 10121-2289, USA

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First published in this second edition 2010

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The McGraw-Hill Companies

Let's practice citations

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INVITED CONTRIBUTION

Australian Psychologist WILEY

The essential role of mental imagery in cognitive behaviour therapy: What is old is new again

Lisa M. Saulsman^{1,2} | Julie L. Ji¹ | Peter M. McEvoy^{3,4}

¹School of Psychological Science, The University of Western Australia, Perth, Western Australia, Australia

²Cognitive Behaviour Therapy Services, Western Australia, Perth, Western Australia, Australia

³School of Psychology, Curtin University, Perth, Western Australia, Australia

⁴Centre for Clinical Interventions, Perth, Western Australia, Australia

Correspondence

Lisa M. Saulsman, School of Psychological Science, The University of Western Australia, 35 Stirling Highway, Crawley, WA 6009, Australia.
Email: lisa.saulsman@uwa.edu.au

Abstract

Objective: The aim of this review is to highlight the important role of mental imagery in contemporary cognitive behaviour therapy (CBT).

Method: In this narrative review, we define mental imagery based on cognitive science research, present the rationale for the incorporation of mental imagery within CBT, and outline four key applications of mental imagery within CBT practice (i.e., imagery-enhanced thought records, imagery-enhanced behavioural experiments, imaginal facilitation of behaviour change, and imagery rescripting), including emerging research supporting these varied applications.

Results: Mental imagery is highly relevant to CBT practice because (a) it is a transdiagnostic cognitive maintaining factor of psychopathology; (b) it promotes cognitive specificity when working with clients; and (c) the emotional amplification properties of mental imagery, and its impacts on motivation and behaviour, make imagery a powerful facilitator of cognitive, affective, and behavioural change. Emerging research is promising regarding the potential for imagery to enhance treatment outcomes. However, further research is required to guide clinicians regarding how to best facilitate imagery interventions to maximise outcomes.

Conclusions: Imagery-focused interventions are an essential part of a CBT practitioner's therapeutic repertoire. Mental imagery has the capacity to bring CBT to life, facilitating conditions important for engaging and effective psychotherapy.

KEYWORDS

behaviour change, behavioural experiments, cognitive behaviour therapy, imagery rescripting, mental imagery, thought records

Let's practice citations

Journal of Applied Social Psychology

Journal of Applied Social Psychology 2017, 47, pp. 124–135

Productive procrastination: academic procrastination style predicts academic and alcohol outcomes

Erin C. Westgate¹, Stephanie V. Wormington², Kathryn C. Oleson³, Kristen P. Lindgren⁴

¹Department of Psychology, University of Virginia

²Department of Counseling, Educational Psychology, and Special-Education, Michigan State University

³Department of Psychology, Reed College

⁴Department of Psychiatry and Behavioral Sciences, University of Washington, Center for the Study of Health and Risk Behaviors

How to Reference

There are various styles of referencing

We use the Harvard Referencing System - this is on the Moodle page

Harvard Style Referencing

- A reference list is placed at the end of the piece of work undertaken
- We should list all sources that have been cited within the assignment
- These should be listed in alphabetical order

References -v- Bibliography

- Reference list - a single alphabetical list by author, of everything you have 'made reference to' in your assignment. (Requirement for all University assignments)
- Bibliography - a list of sources you have read, found interesting but **not** specifically mentioned in your assignment. (Not required, but may occasionally be asked for)

Referencing Sources

- Books
- Journal Articles/magazines
- Web Sources
- Chapters within books

They are all referenced in slightly different ways....

It's important to know the differences.

Referencing a book

Name(s) of the Authors

(Year published)

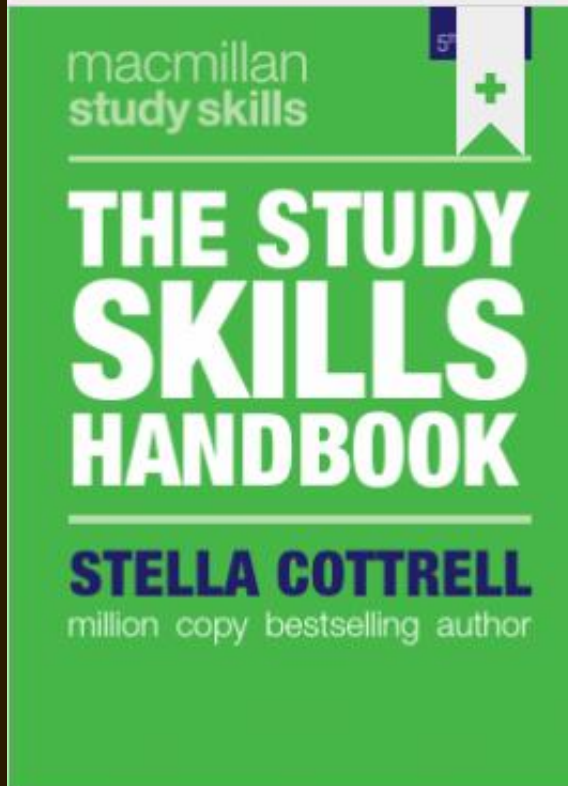
Full title

Edition (if applicable)

Where it was published (**Town or City**)

Publisher

Referencing a book



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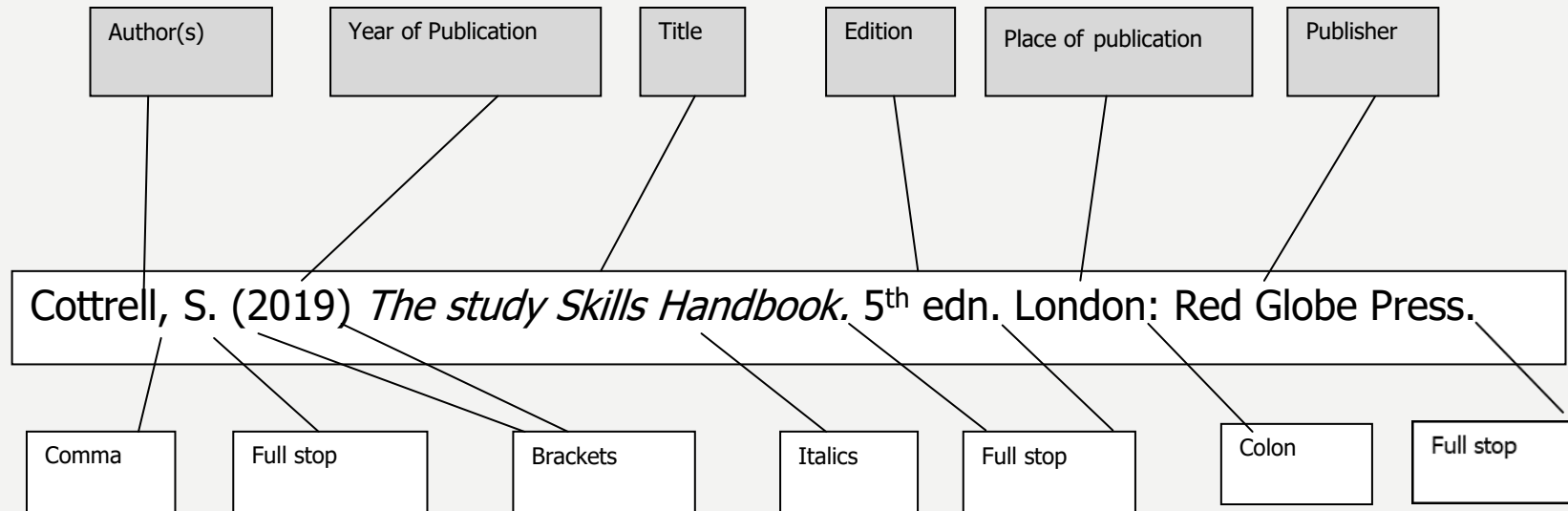
A catalog record for this book is available from the Library of Congress.

Self-evaluations, checklists, planners and record sheets may be photocopied by individual students for their personal use only.

Author(s) - Cottrell, S
Year of Publication - 2019
Title - The Study Skills Handbook
Edition (if not the first) - 5th edn
Place of publication - London
Publisher - Red Globe Press

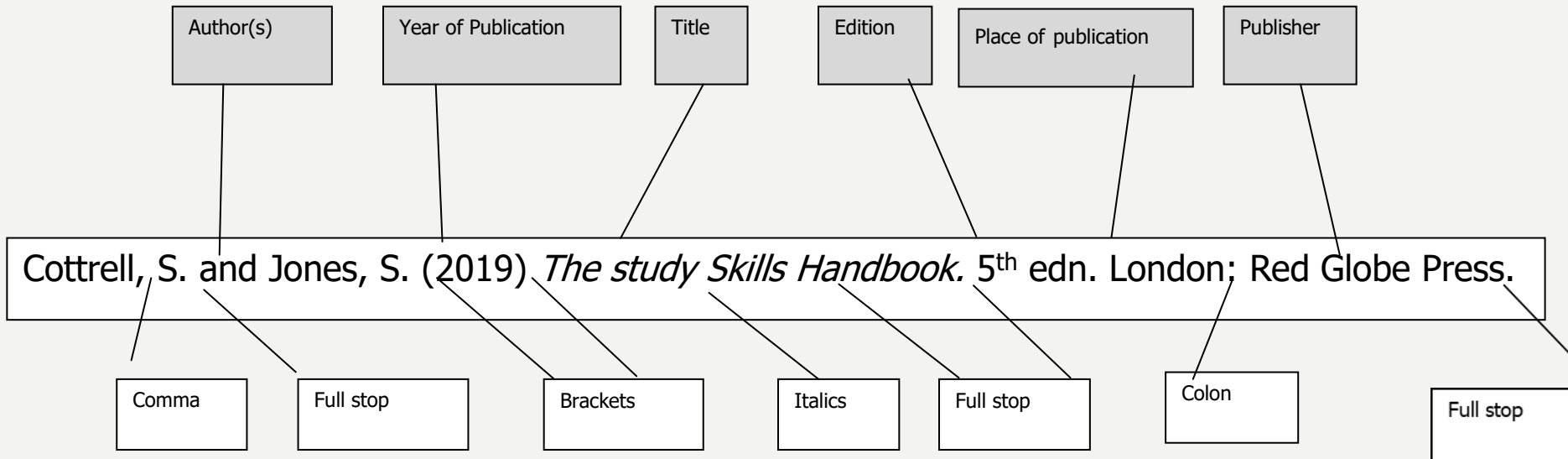
Referencing a book

Cottrell, S. (2019) *The study Skills Handbook*. 5th edn.
London: Red Globe Press.



More than one author

Same principle just add the extra authors



Chapter in an edited book

Author(s) of Chapter -.

Year of Publication of book (in brackets) -

Title of Chapter within the book in inverted commas

Editors - name then (ed) or (Eds)

Title of book (in italics) -

Edition (if not the first) -

Place of publication -

Publisher -

Referencing a Journal Article

Author

Year of publication (in brackets)

Title of article in single quotation marks ‘ ’

Journal title *in italics*

Volume (if present)

Part/issue number (if present)

Page number(s)

If it has been obtained online - Available at: URL (Accessed: date)

Referencing a web site

Author/editor/organisation

Year written or updated (in brackets)

Title of page accessed - *in italics*

Available at: URL - web page address

Date you accessed it (in brackets)

How to layout your reference list

- Use the same size font
- Must be in alphabetical order
- Check against your citations which are in the main body of your work
- Heading : References

Tips to keep you on track

- Print out the Harvard referencing guide
- Create your reference list as you go along, you can always delete ones you haven't used later
- Check your referencing for any errors
- Check your references correspond with your citations and ensure you have referenced all citations



Let's
practice!

Useful verbs and phrases for use in your work

Cottrell (2019) argues/believes/suggests/indicates/points out/observes/explains/outlines/contradicts/contends/points out/advises/recommends/proposes....

According to Cottrell (2019)....

Cottrell (2019 p. 278) will state that “...” (only stating if you are using a direct quote)