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Harvard Referencing & Plagiarism

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What this session will cover

- 1 Why referencing is important
- 2 When you need to reference
- 3 How to construct references
- 4 How to avoid plagiarism



Question



Which part of **Harvard Referencing** do you find most difficult?



Why we use referencing ...



Reinforce

And lend
credibility to
our
arguments



Acknowledge

The
intellectual
work of others



Clarify

Which ideas
belong to
others by
attribution



Prevent

Plagiarism



Show

Breadth of
reading



Why should you reference?

Authors

- To see their work acknowledged.
- To increase their academic reputation and possible funding for further research in the subject area. This could be you!

Academic community

- To standardise references, making it easier to find resources and conduct peer review.

Correct referencing is an accepted characteristic of the academic community worldwide, the basis of trusted research.



When do you need to reference?

Reference **every time** you quote, paraphrase or summarise somebody else's ideas in your work

You should also give credit whenever you include images or data – for example photographs, illustrations, diagrams, graphs and tables

This is except for 'Common Knowledge' which includes:

“Facts, dates, events and information widely known by the general public or someone studying or working in a particular subject field”

(Pears and Shields, 2016)

What can you reference?

As well as books and journal articles you can reference anything that informs your work, these can include:

Images, exhibitions, photographs

Dance performances, theatre shows

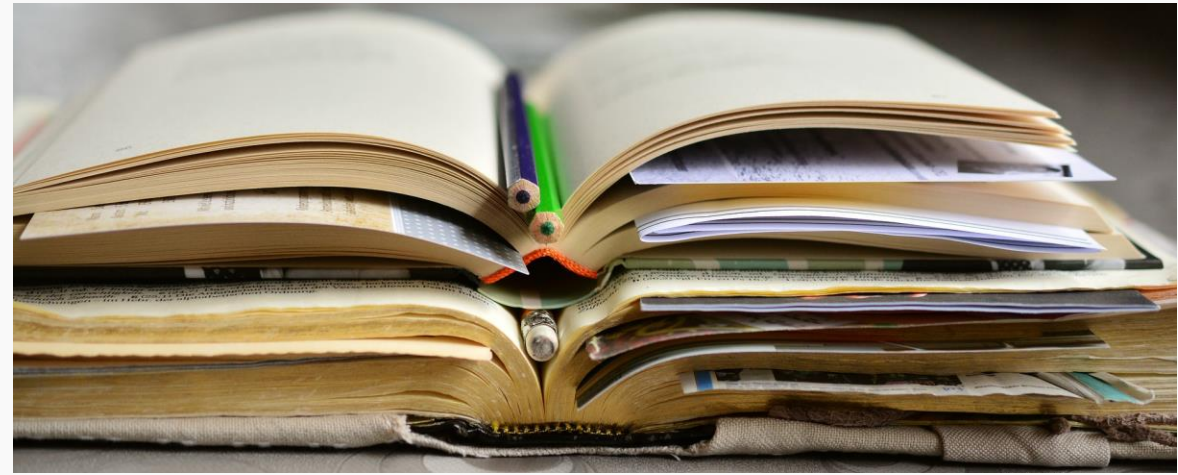
Video games, computer programs, mobile apps

Lectures, personal communications, emails, conversations... etc.

Check '[Cite them right](#)' or the [UWTSD Referencing Guide](#) for more guidance

To create a good academic assignment

- Independent student research - lectures alone are not enough
- Engagement with academic sources - using peer-reviewed journal articles/books
- Reading a range of opinions on a subject - don't be reliant on any one source
- Supporting your own views by reference to academic material - do your research before you form your opinions



<https://pixabay.com/en/books-study-literature-learn-stack-2158737>



Research Process

Making notes as you read, linking perspectives, critically analysing viewpoints and writing in your own words.



Exploring ideas, information and research from different sources

Recording as you read, produces original written work with ideas built on correctly referenced sources.



What is plagiarism

Plagiarism is the presentation of some-one else's work or ideas as your own

[UWTSD Academic Quality Handbook 2020-21](#)

- It can be deliberate or accidental. The consequences are the same
- If in doubt, provide references

The correct referencing of sources is a key aspect of academic practice and is one of the most important skills you will learn in your academic career



Plagiarism





Original Thinking

When someone submits assignments that are their own work, composed of original ideas built on attributed sources.



Student Collusion

Working with other students on an assignment meant for individual assessment.



Word-for-Word Plagiarism

Copying and pasting content without proper attribution.



Self Plagiarism

Reusing one's previously published or submitted work without proper attribution.



Mosaic Plagiarism

Weaving phrases and text from several sources into one's own work. Adjusting sentences without quotation marks or attribution.



Software-based Text Modification

Taking content written by another and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.



Contract Cheating

Engaging a third party (for free, for pay, or in-kind) to complete an assignment and representing that as one's own work.



Inadvertent Plagiarism

Forgetting to properly cite or quote a source or unintentional paraphrasing.



Paraphrase Plagiarism

Rephrasing a source's ideas without proper attribution.



Computer Code Plagiarism

Copying or adapting source code without permission from and attribution to the original creator.



Source-based Plagiarism

Providing inaccurate or incomplete information about sources such that they cannot be found.



Manual Text Modification

Manipulating text with the intention of misleading plagiarism detection software.



Data Plagiarism

Falsifying or fabricating data or improperly appropriating someone else's work, putting a researcher, institution, or publisher's reputation in jeopardy.

How to avoid plagiarism?

Stated in the University Regulations Undergraduate Student Guide; "Plagiarism is passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another without acknowledgement, whether those words etc. are published or unpublished."

- You can be penalised if you allow your work to be plagiarised by someone else.
- You can also self-plagiarise, this means submitting work that has already been marked for a previous assignment.
- You can also accidentally plagiarise if you don't reference properly.



http://ninapaley.com/mimiandeunice/wp-content/uploads/2010/07/ME_109_Thief.png

To avoid plagiarism make sure you reference all your sources; use quotation marks if you are quoting; if you are paraphrasing or summarising, use your own words, but still reference the source.

Citations

Every idea you use from your reading must be acknowledged with a reference.

This includes:

- Direct quotes
- Paraphrased material
- Summarising
- Images, tables, graphs



What are in-text citations

Quoting

This means that you take the **exact wording** as used by another author and insert it into your work

Use quotations sparingly and only when they are relevant to the argument you are making in your work

Paraphrasing

This is when you take the authors idea and put it into your own words, but make sure you don't change the original meaning

Summarising

This is when you provide a brief overview of an authors work

You should use your own words and only present the most important information



<https://pixabay.com/en/nelson-mandela-quote-mural-belfast-539834>



In-text citation

Goes into the body of your writing and includes:

- 1. Author(s) or editor(s) surname**
- 2. Year of publication**
- 3. Page number(s) if required**



Examples

1 author

(Stark, 2016, p.5)

2 or 3 authors

(Wayne, Banner, and Kent, 2012, p.54)

4 or more authors

(Rogers *et al.*, 2014, p.37)

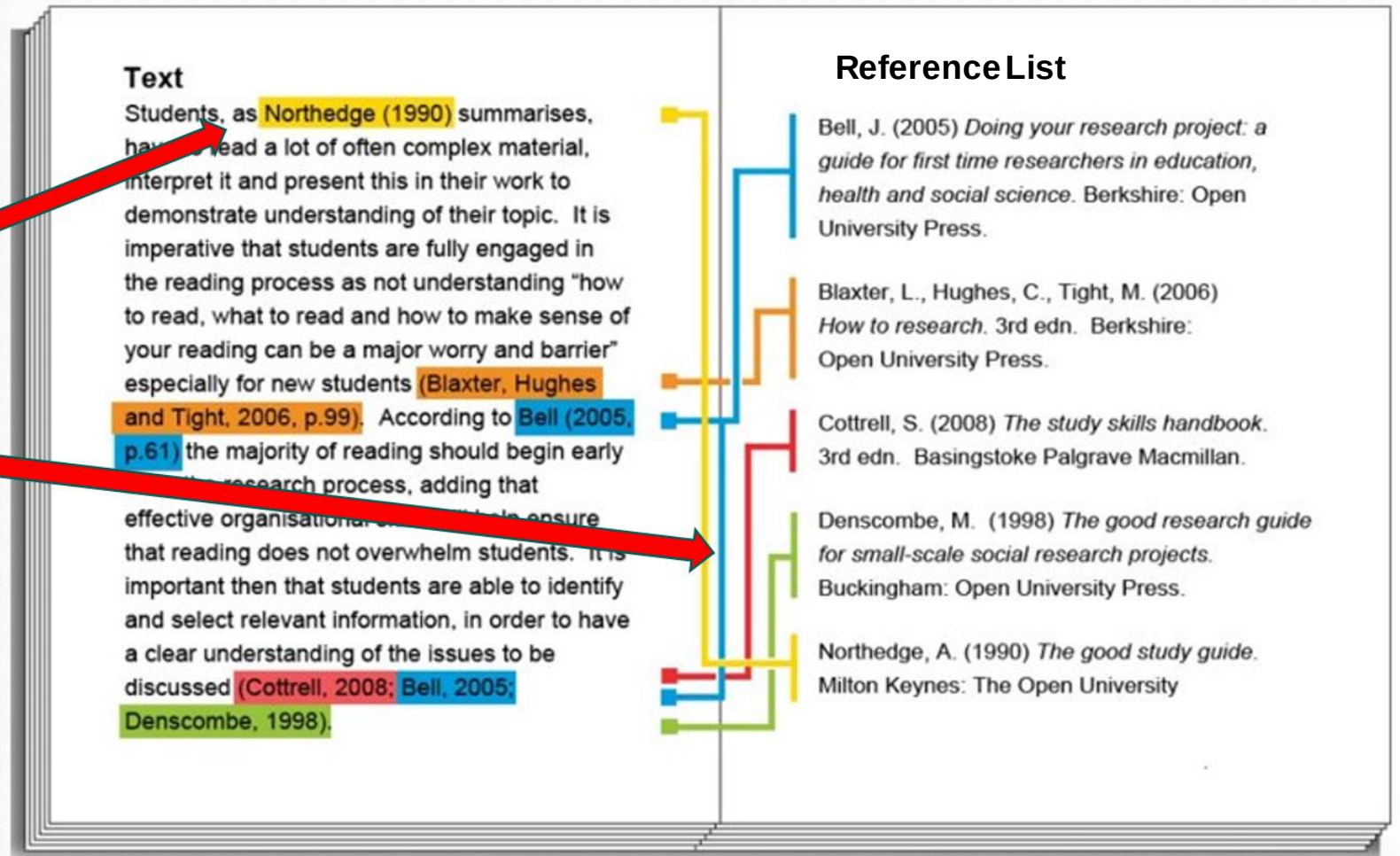


What does it look like?

2 parts to
Harvard Referencing:

1. In-text citation

2. full reference list



University of South Wales Libraries and Student Development and Study Skills Service (2019) *The University of South Wales Guide to Harvard Referencing*. Available at: <https://library.southwales.ac.uk/collections-subject-guides/referencing/> (Accessed: 9 June 2020).



Quotations

Avoid excessive quotations:

- They can disrupt the style and flow of your writing
- They form part of your word count
- They do not show your understanding of your reading



Paraphrasing

Your interpretation of someone else's ideas.

- Should be a re-statement of the original text in your own words.
- It is **NOT** simply changing some words or sentences around.
- Organising and writing the ideas you have read in your own words shows your understanding of the original material and strongly supports your argument.

Godfrey, J. (2018) *How to use your reading in your essays*.
3rd edn. London: Palgrave.



Reference lists and bibliographies

Reference lists

This contains the full bibliographical record of the references cited in your text. It should enable any reader to locate your original source. A reference list is arranged in alphabetical order by the author's family name or, if there is no author, by title, e.g.

Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th rev. edn. Basingstoke: Palgrave.

Bibliographies

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.



<https://pixabay.com/en/frog-figure-files-stack-1339892>

Creating a reference list



List all sources cited in your writing



Arrange alphabetically by author's surname - or by title if no author

Format each reference according to the type of resource cited

Include the following:

- **Who** (author)
- **When** (date)
- **What** (title)
- **Where** (location)



Reference List: book

1. Who? Author's surname, initials

2. When? Year of publication in round brackets

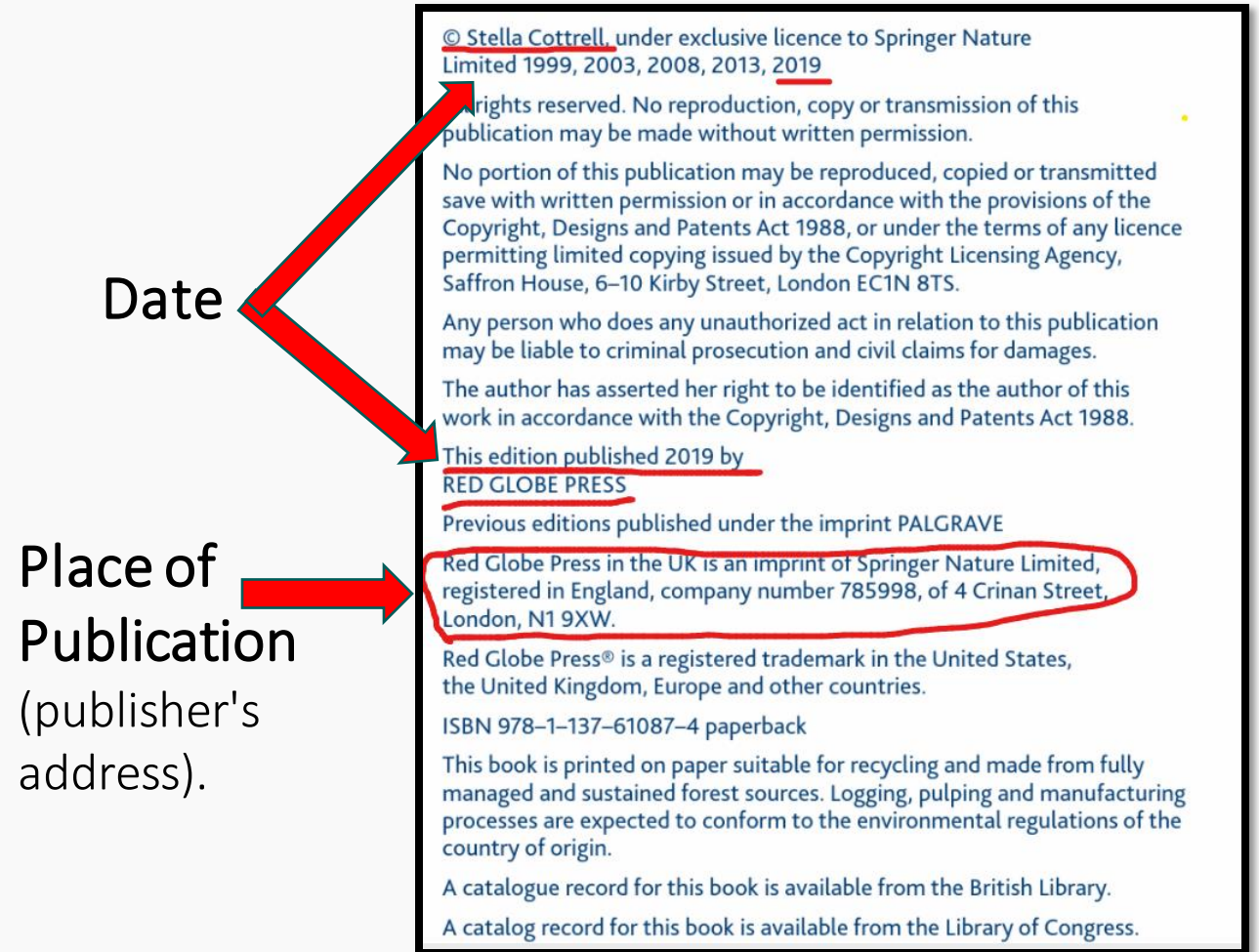
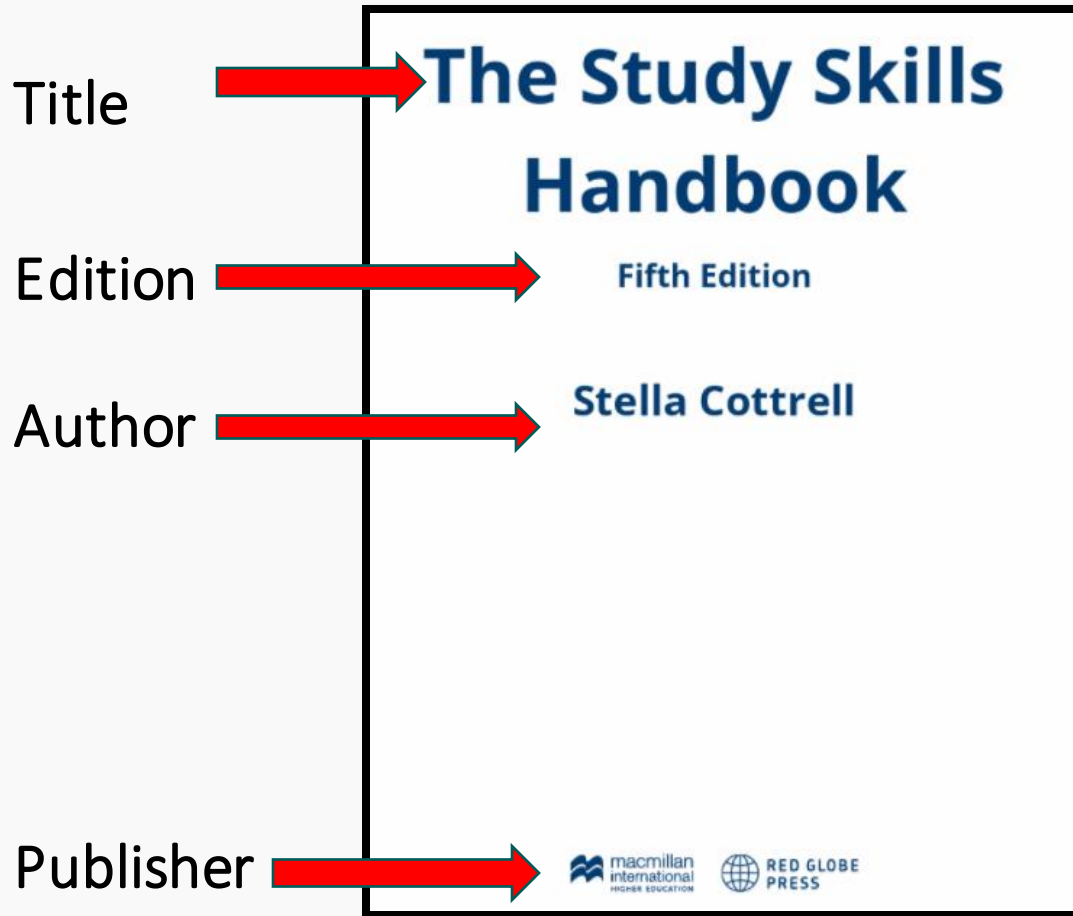
3. What? Title in italics and edition if not the 1st.

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

4. Where? Place of publication:
Publisher



Where to find the information...



Reference list: web page

Who? Author's surname and initials

When? Date in round brackets

What? Title of webpage in *italics*

Holford, A. (2022) *Student loans: would a graduate tax be a better option?*
Available at: <https://theconversation.com/student-loans-would-a-graduate-tax-be-a-better-option-179253> (Accessed: 26 May 2022).

Where? URL and date accessed (in round brackets).

N.B. It is the title of the **webpage**, not the name of the website



Web page

 <https://theconversation.com/student-loans-would-a-graduate-tax-be-a-better-option-179253>

THE CONVERSATION
Academic rigour, journalistic flair

COVID-19 Arts + Culture Business + Economy Cities Education Environment Health Politics + Society Science + Technology Podcasts

Student loans: would a graduate tax be a better option?

Published: March 30, 2022 2.54pm BST



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Partners

 University of Essex

URL & date accessed

Article title

When

Author

[The Conversation](https://theconversation.com)



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   @UWTSDLib



library@uwtsd.ac.uk

Reference List: journal article

1. Who? Author's surname, initials

2. When? Year of publication in round brackets

3. What? Title of article in single quotation marks

Thompson, P. (2017) 'Communication technology use and study skills', *Active Learning in Higher Education*, 18(3), pp. 257-270. Available at: doi.org/10.1177/1469787417715204

4. Where? Name of journal in italics, volume, issue/part, page range of whole article. doi if accessed electronically (or URL and date accessed)



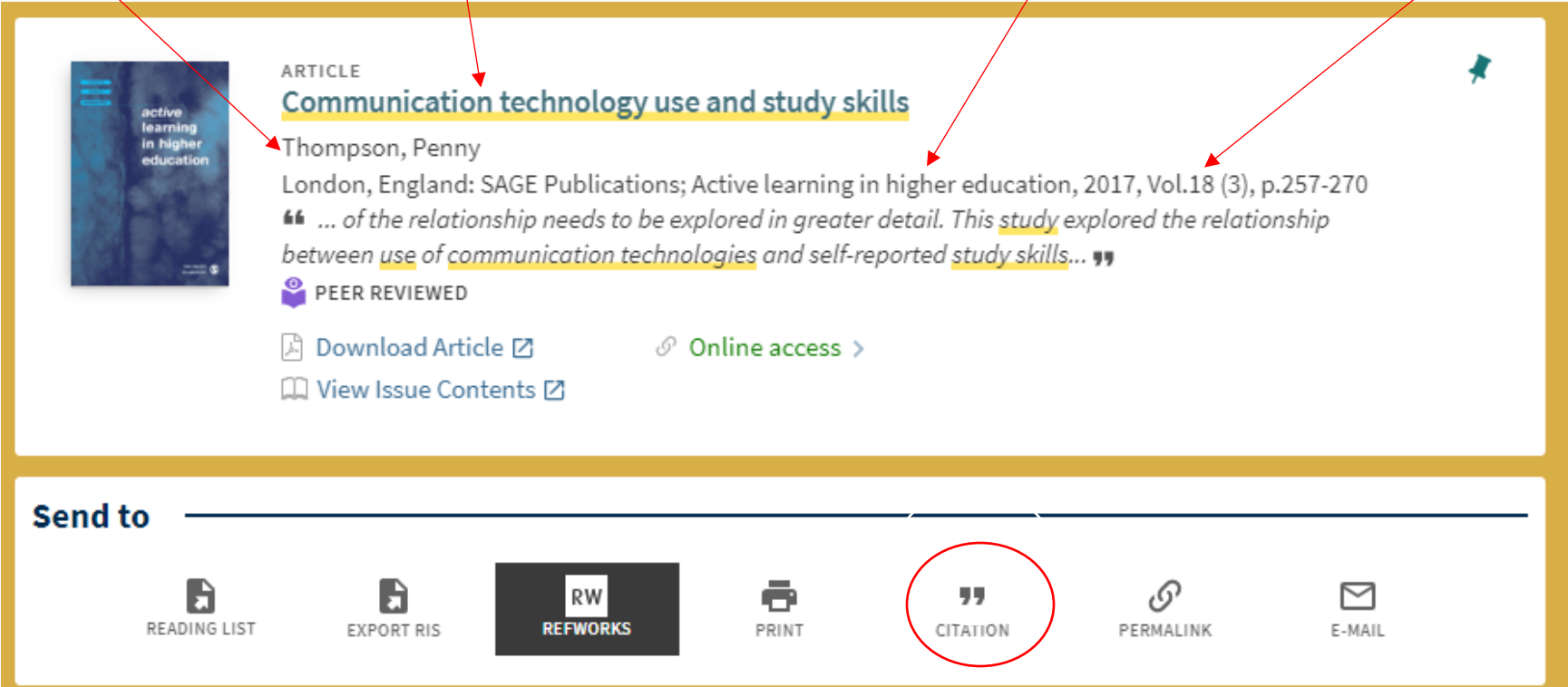
Finding the information

Author

Article title

Journal title

Date & issue information



The screenshot shows a library article page. On the left is a book cover titled 'active learning in higher education'. To its right, the word 'ARTICLE' is above the title 'Communication technology use and study skills'. Below the title is the author 'Thompson, Penny'. Further down is the publication information: 'London, England: SAGE Publications; Active learning in higher education, 2017, Vol.18 (3), p.257-270'. A quote follows: '... of the relationship needs to be explored in greater detail. This study explored the relationship between use of communication technologies and self-reported study skills...'. Below the quote is a 'PEER REVIEWED' badge. At the bottom of the article section are links for 'Download Article', 'View Issue Contents', and 'Online access'. A red circle highlights the 'CITATION' icon in the 'Send to' section at the bottom of the page.

ARTICLE

Communication technology use and study skills

Thompson, Penny

London, England: SAGE Publications; Active learning in higher education, 2017, Vol.18 (3), p.257-270

“ ... of the relationship needs to be explored in greater detail. This study explored the relationship between use of communication technologies and self-reported study skills...”

PEER REVIEWED

[Download Article](#) [Online access](#)

[View Issue Contents](#)

Send to

READING LIST EXPORT RIS **RW REFWORKS** PRINT **CITATION** PERMALINK E-MAIL

Streamed Content

- Title of episode (in single quotation marks) if known; if not, use series title
- Year of original broadcast (in round brackets)
- Title of series/season (in italics)
- Series/season and episode numbers, or day month (if available)
- Production company
- Available at: Name of streaming service / link to homepage site (if available)
- (Accessed: date)

Example:

'Papa' (2022) *Stranger Things*, season 4, episode 8. Netflix.
Available at: <https://www.netflix.com/gb/title/80057281> (Accessed: 20 Oct 2022).



Secondary referencing

What is it?

- You may want to use a quotation or an idea from a source referenced in a work you have read
- You haven't read the original, but have discovered it through a secondary source
- This is known as 'secondary referencing'

How do I do it?

- In-text citation: Bloggs (2004), cited in Smith (2007), loves chocolate.
- Full reference: Smith, J. (2007). *Musings from Chocolate Lovers*. Bicester: JFJ Press.



How to cite...

No date available:

Consider if you really want to include this in your work. If you decide to use it, include **(no date)**

No author:

Use corporate author e.g. **BBC, NHS, CIPD** or title (e.g. ***Health of the nation, 2011***)

Multiple publications, same author in different years:

List chronologically



Same author, same year

To cite multiple works by the same author in the same year, **use lower-case letters after the publication date in your in-text citations**. This applies to *any type* of source including books, journal articles, tweets etc.

In-text-citation examples:

Research has previously focused on whether high-density housing, in city centres, is one solution to mitigate against homelessness (Wilmot, 2020a). However, further intense research, concluded that high-density, city centre housing is not the answer (Wilmot, 2020b).

Reference list:

Wilmot M. (2020a) *Inclusion: when will we have a home for life?* Dublin: Pearson.

Wilmot M. (2020b) *Solutions and barriers to homelessness*. Dublin: Pearson.

Adapted from: <https://libguides.ucd.ie/harvardstyle/sameauthosameyear>

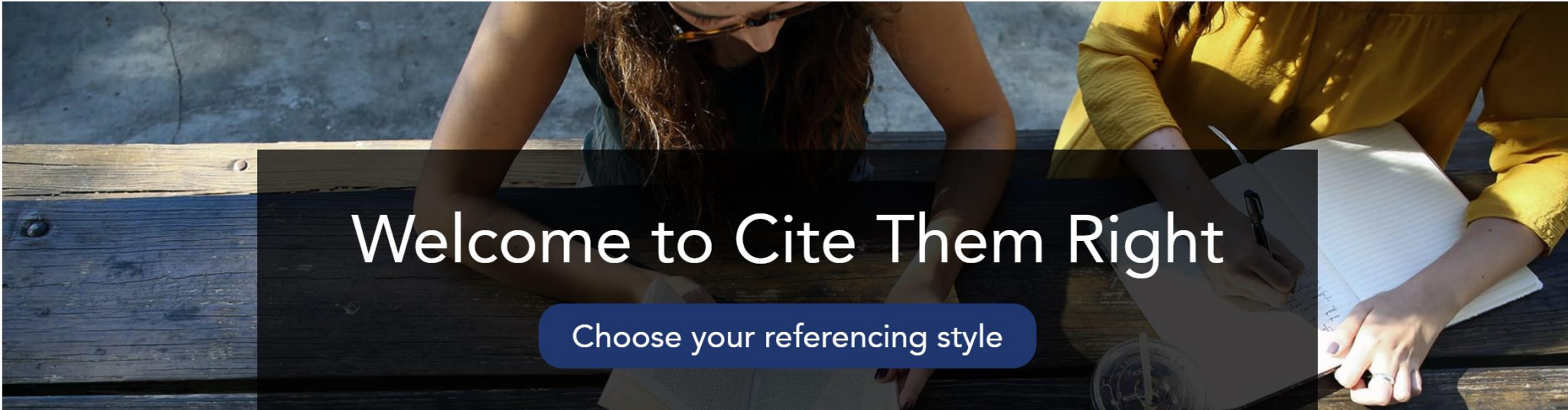


Cite Them Right Database

Search Cite Them Right



[Advanced Search](#)



Welcome to Cite Them Right

[Choose your referencing style](#)

[Cite Them Right](#)



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Refworks

- You must sign up through the library webpage to register for a **FREE** account
- Navigate to Student Essentials
- Click on [Refworks](#)
- Create your account using your University email
- Sign in and create your profile

The screenshot shows the UWTSD website header with the university's name in Welsh and English, and a 200th anniversary logo (1822-2022). The navigation menu includes links for STUDY, ABOUT, STUDENT LIFE, INTERNATIONAL, RESEARCH, and ALUMNI. Below the header, a breadcrumb trail reads: [UWTSD Home](#) - [Library and Learning Resources](#) - [Student Essentials](#) - RefWorks. The main heading is 'RefWorks'. The text describes RefWorks as an online research management tool. Two buttons are present: 'SIGN IN TO REFWORKS' and 'CREATE A NEW REFWORKS ACCOUNT HERE', separated by the word 'or'. Below the buttons, instructions state: 'To create your account please enter your UWTSD email address and create a password.' and '(Using your university email address will let RefWorks know that you are entitled to set up a free account)'. On the right, a section titled 'In this section' lists links: InfoSkills Programme, #Off the Shelf, Meet your Academic Liaison Librarian, RefWorks, Referencing Handbooks, Online Resource Lists, and Getting Started Guides.





YouTube



- Getting started with RefWorks Playlist
- Advanced RefWorks Playlist



Tips to improve your referencing

When used properly, references strengthen and enhance your work

- Understand the basics before you begin
- Keep a record of all sources as you use them
- Be consistent in the records you keep and in the way you reference
- Check your references before submitting your assignment



Top Tips

- **Bring together** what you have discovered through your research and form your own opinions on what you have read.
- **Give yourself enough time.** Referencing takes longer than you think!
- **Ask for help** if you need it.



Help is Always Available

For and help with research and referencing queries or for help with digital skills advice

Emily Wild Academic Liaison Librarian email:
emily.wild@uwtsd.ac.uk

For help with your librarian or Digital Skills Advisor from this page:
[Book an appointment](#)

General queries and help with loans:
library@uwtsd.ac.uk



Any questions or comments?

