

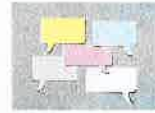
EC SO4003: Academic Study Skills

Referencing Practical Session
2023

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Referencing in Practice: Recap

• Why is referencing important?



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Referencing in Practice: Recap

A reference is:

- An Acknowledgement that you have referred to (cited) information from published sources in your own work
- In other words, it is recognition that you have 'BORROWED' other people's work, ideas or opinions

We reference to:

- Show the range of sources you have used
- To provide evidence to support your own argument or to give examples, making your own work more credible
- To help the reader to trace the sources you have used
- To help you retrace sources used in the past
- To help markers to examine the validity of sources they may not be familiar with

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Referencing in Practice: Recap

When do we reference?

- A particular theory, argument or viewpoint
- Statistics, examples, case studies
- "Direct Quotations" – (Writers exact words)
- Paraphrasing

When NOT to reference?

- Common Knowledge
- For example:
 - There are four seasons in the year
 - There are 365 days in a year

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Referencing in Practice: How to Reference?



There are various systems for referencing:

The Harvard Referencing System is what UWTSB use



The Harvard Referencing System requires TWO things within your work for every source used:

Brief details within the main body of the submission (Citation)
Full Details in the reference list at the end of the submission (Reference List)

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Referencing in Practice: When do we cite?

• We "Cite when we write"



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Referencing in Practice: How to provide a citation

- Your citation will come at the beginning or end of a sentence
 - This is so the reader can tell which source the information has been taken from
- There are many ways to provide a citation
 - This depends on how many words/lines you are going to take from the information
 - It also depends on how you want to write the information



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Referencing in Practice: How to provide a citation

To provide a citation, you need at least two things:

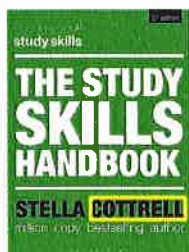
- Author's surname
- Year of publication

Providing a citation for a "Direct Quote", three things:

- Author's surname
- Year of publication
- Page Number (If applicable)

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Referencing in Practice: Direct Quote



There can sometimes be difficult to find but will always be there!

There can sometimes be difficult to find but will always be there!

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Chapter 1 Success as a student
Take charge of your success

Learning outcomes

By the end of this chapter, you should be able to:

- understand the importance of studying in Higher Education
- identify the skills and strategies needed for success in Higher Education
- develop a study plan and manage your time effectively
- use the library and other resources to find the information you need
- write effectively and present your work well

Remember your success is yours to create!

A transformational experience

Most graduates look back on this time with great fondness. In part, this is because of the unique opportunities it offers...

"The Experience of studying in Higher Education can be life-changing" (Cottrell, 2019, p.3)

Cottrell (2019, p.3) suggests that 'the experience of studying in Higher Education can be Life-Changing'

Cottrell (2019, p.9) refers to the process of HE study as 'life-changing'.

All Direct Quotes:

- Author's Surname
- Year of publication
- Page Number

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What's all this racket about (Brackets)?

- Cottrell (2019, p.3) States that "The experience of studying in Higher Education can be life-changing"
- "The experience of studying in Higher Education can be life-changing" (Cottrell, 2019, p.3)

Always put in brackets what you would not say out loud!



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Referencing in Practice: Paraphrasing

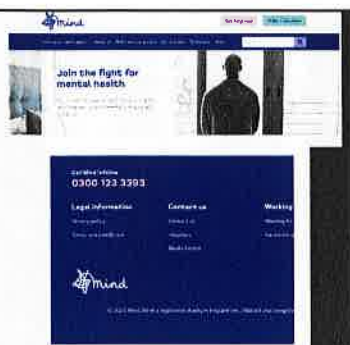
A transformational experience

The experience of studying in Higher Education can be life-changing. Most graduates look back on this time with great fondness. In part, this is because of the unique opportunities it offers...

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What else can we Reference?

- Website:
 - Blah blah blah (Mind, 2023)
- Mind (2023) Suggest blah blah blah



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Let's practice!

- Open your browser and find a charity website
 - Find the author
 - The year of publication
- DIRECT QUOTE with a citation
- PARAPHRASE with a citation



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Points to Remember

- There are at least **TWO** items you need for a citation

1. Authors Name
2. Year of Publication

- A **THIRD** item is needed for a "direct quote"

3. Page Number



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Points to Remember

- There is always an author
 - This may be an Organisation

- There is always a year of publication
 - Some websites are continuously updates



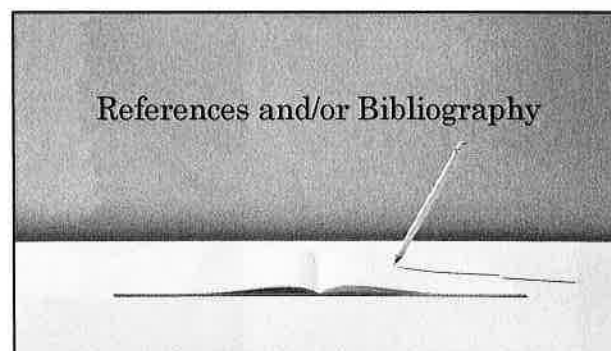
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When do we Cite...?

We Cite
when we
write!

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References and/or Bibliography



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References and/or Bibliography

What is the difference?

REFERENCE LIST

- A single alphabetical list by author of everything that you have made reference to in your assignment
- This is a requirement for ALL university assignments.



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References and/or Bibliography

What is the difference?

BIBLIOGRAPHY

- A list of sources you have read, found interesting but not specifically mentioned in your assignment
- You may occasionally be asked for this



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Referencing Different Sources

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

They are all Referenced in Slightly Different Ways...
It is important to know the differences.



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Harvard Referencing: Books

- Name of Author(s) –
• Surname comma initial full stop.
- Year of publication
• In brackets. If many editions/dates – use the most recent year
- Title of the book
• Including any subheadings
- Edition
• If Relevant
- City of Publication
• Always a city – NEVER a country
- Publisher
• Usually detailed specifically inside first page following "published by..."

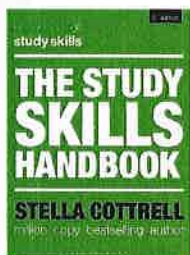


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Referencing a Book

- 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

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



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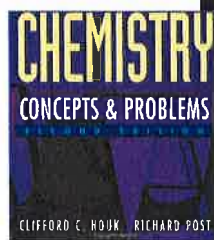


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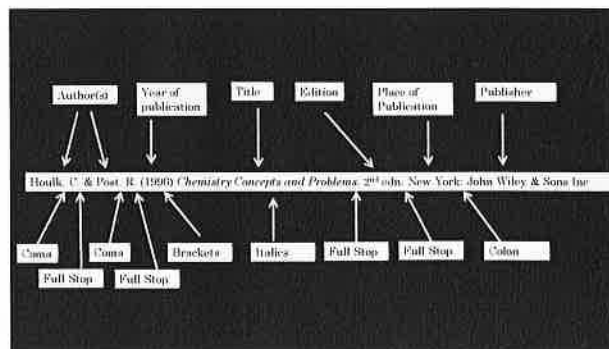
Referencing a Book with TWO Authors

- Author(s) – Houk, C. and (&) Post, R.
- Year of Publication – (1996)
- Title – *Chemistry Concepts and Problems*
- Edition (if not the first) – 2nd edn.
- Place of Publication – New York
- Publisher – John Wiley & Sons Inc.

Houk, C. & Post, R. (1996) *Chemistry Concepts and Problems*. 2nd edn. New York: John Wiley & Sons Inc.



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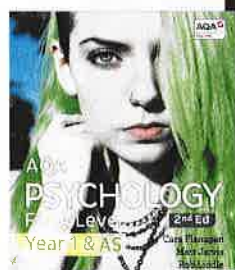


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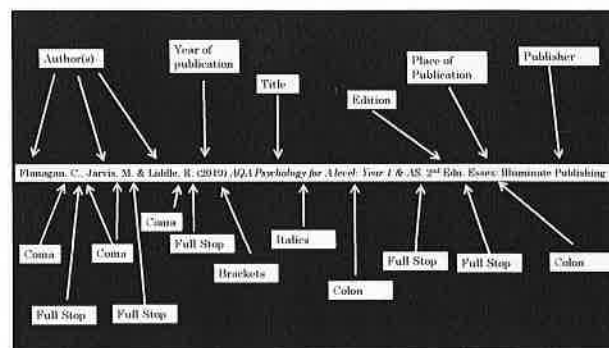
Referencing a book with THREE authors

- Author(s) – Flanagan, C., Jarvis, M. & Liddle, R.
- Year of Publication – (2019)
- Title – *AQA Psychology for A level: Year 1 & AS*
- Edition (if not the first) – 2nd edn.
- Place of Publication – Essex
- Publisher – Illuminate Publishing

Flanagan, C., Jarvis, M. & Liddle, R. (2019) *AQA Psychology for A level: Year 1 & AS*. 2nd Edn. Essex: Illuminate Publishing



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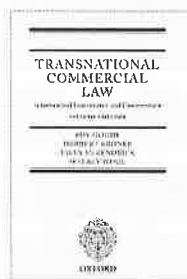


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Referencing a book with FOUR or more Authors

- Author(s) – Goode, R., Krone, H., McKendrick, E. & Jeffrey, W.
- Year of Publication – (2007)
- Title – *Transnational Commercial Law: Instruments and Commentary*
- Edition (if not the first) – 2nd edn.
- Place of Publication – Oxford
- Publisher – OUP Oxford

Goode, R., Krone, H., McKendrick, E. & Jeffrey, W. (2007) *Transnational Commercial Law: Instruments and Commentary*. 2nd edn. Oxford: OUP Oxford

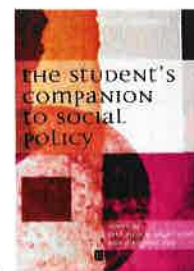


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Chapter in an Edited Book

- Author(s) of Chapter – Sullivan, M.
- Year of Publication – (1998)
- Title of the chapter (in inverted commas not Italics) – 'The Social Democratic Perspective'
- Editors– Alcock, P., Erskine, A. & May, M.
- Title of the Book – *The Students Companion to Social Policy*
- Edition (if not the first) –
- Place of Publication – Oxford
- Publisher – Blackwell Publishers Ltd

Sullivan, M. (1998) 'The Social Democratic Perspective' in Alcock, P., Erskine, A. & May, M. *The Students Companion to Social Policy*. (5th edn) Oxford: Blackwell Publishers Ltd



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Multiple Works by the Same Author

Different Years:

- McNamara, B. M. (2012) *Education For Life*. Maidenhead: Riverstory
- McNamara, B. M. (2017) *Lifelong Learning*. Maidenhead: Riverstory

Same Year:

- Phelps, P.J. (2016a) *Healthy Learning*. Edinburgh: Castel Books
- Phelps, P.J. (2016b) *Nutrition in the Early Years*. Edinburgh: Castel Books
- (Phelps, 2016a) (Phelps, 2016b)

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Referencing a Journal

- Author
- Year of Publication (In Brackets)
- Title of article in inverted commas
- Title of Journal *In Italics*
- Volume number (If present)
- Part/Issue number (If present)
- Page Number(s)



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Referencing a Website

- Author/Editor/Organisation
- Year written or updated - (In Brackets)
- Title of page accessed - *In Italics*
- Title of Journal - *In Italics*
- Available at: - (Add URL)
- Accessed: - The date you accessed the webpage (In Brackets)

• [Click this link to practice writing a reference for a website](#)



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Your Reference List should be presented in:

- Collins, S. (2019) *The Study Skills Handbook* 5th edn. London: Red Globe Press.
- Flanagan, C., Jarvis, M. & Liddle, R. (2019) *AQA Psychology for A level: Year 1 & AS* 2nd Edn. Essex: Illuminate Publishing
- Goode, R., Krone, H., McKendrick, E. & Jeffrey, W. (2007) *Transnational Commercial Law: Instruments and Commentary* 2nd edn. Oxford: OUP Oxford
- Hoult, C. & Post, R. (1996) *Chemistry: Concepts and Problems* 2nd edn. New York: John Wiley & Sons Inc

Alphabetical Order

Times New Roman

NOT Justified

Hanging

Text size 12

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Your reference list must ALSO:

Correspond with a citation within the main body of your work

Must be on a separate page from your assignment

Have a heading: **References**



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Top Tips!

- Create your reference list 'as you go along'
- This could be at the end of your document, or on a separate document!
- Remember to SAVE!
- Jot down any websites as you go!
- One click and the webpage you are on may be lost forever
- When you have finished - PROOF READ for errors
- Errors for referencing will mean a deduction of marks the further you get into your degree.
- Check each citation correspond to a reference
- Ensure you have a reference for EACH citation and VICE VERSA!



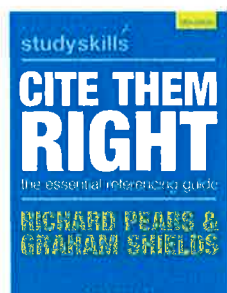
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Materials:

- Please use the book 'Cite them right' and follow the HARVARD referencing style to ensure correct referencing.

- You can also use the ONLINE version:

<https://www.citethemrightonline.com>



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Please Remember:

- A lack of Attention to your references will lose you marks in Higher Education
- If in doubt, ASK!
- Quality over Quantity
- Practice makes perfect!



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