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University of Wales
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LCLM4001

Academic Skills (ACS)

Week 3: Referencing

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

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www.uwtsd.ac.uk

Activity 1: Discuss

Step 1: Share the source

- With another pair, show the source you found for the question: *“How does effective communication impact workplace productivity and collaboration?”*

Step 2: Discuss your search

- How did you find this source? (keywords, AI overview, searching databases, etc.)

Step 3: Use and placement of information

- What key information from this source would you include in a report?
- Where do you think you would put this information (introduction, main body, or conclusion)?

Step 4: Citing and referencing

- How would you show this information is not your own idea?
- Why is it important to give credit to the original author?

Referencing

- Referencing is all about giving credit to a source for use of their **ideas** and/or **words**.
- If it didn't come from your own head, you likely need to include a reference!
- If you make a pasta dish from Jamie Oliver's cookbook and someone asks where it's from, you wouldn't say "I made it up". You'd say "It's Jamie Oliver's recipe"
- In the same way, when we use information from someone else in our work, we need to say where it came from. That's what **referencing** is.
- While giving credit is one of the most important reasons to reference, referencing also serves other purposes...

Activity 2

- **Look at the following statements. Which do you believe to be true and which do you think are false? Why or why not? Discuss with your partner**
- Drinking coffee makes you look 10 years younger.
- Consuming blueberries on an empty stomach activates advanced cognitive functions, allowing the brain to process complex information 30% faster.
- Water boils at 100°C at sea level

Activity 1 Answers

- The first two are **false**, and completely made up but either way, to believe either of the first two **you would need a reference** to prove the statements have some **credibility/validity**.
- The third is true but is a commonly known fact so it doesn't need a reference!

Why Reference?

- *We already know that we need to reference to show when words/ideas are not our own, but...*
- **Referencing** is also important because it shows the reader of our work that our information is **credible**
- We cannot just say "studies show...." or make up facts! We need to say **WHICH** studies prove our points so that the reader/listener of our work can trust that what we are arguing is true (and not made up!)
- By giving the source, we allow others to see where the information came from and check it themselves.

Activity 3

- *Follow your lecturer's instructions to test your understanding of when you need a reference*

Referencing

Referencing is: "how you acknowledge the source of the information you have used (referred to) in your work. It helps to make clear to the reader how you have used the work of others to develop your own ideas and arguments"

(Newcastle University, 2024, Par. 1)

Is this the slide writer's own definition, or did they get it from somewhere else? How do you know?

Harvard Referencing

- There are many different styles of referencing.
- But at UWTSD, we use **Harvard Referencing** Style to cite and provide a full reference (unless you are a computing student!)
- You can find out more about this style on the library website, Cite Them Right, and in this lesson! We will go into more detail about this later on.

Activity 2: Compare

Which extract is the easiest to read? Why?

A) Around 60% of employees reported feeling less anxious after talking to a manager (workbeing.org. (2023). *Employee Anxiety and Management*. Available at: <https://www.employees.org/reports/anxiety.html> (Accessed: 10 October 2024)), which suggests that emotional wellbeing plays a key role in the workplace.

B) Around 60% of employees reported feeling less anxious after talkign to a manager (Work Being, 2023), which suggests that emotional wellbeing plays a key role in the workplace.

C) Around 60% of patients reported feeling less anxious after talking to a manager (<https://www.employees.org/reports/anxiety.html>, 2023), which suggests that emotional wellbeing plays a key role in the workplace.

Citations vs. Full References

- As you saw, when we try and include the FULL information of a source in the body of our text, it becomes harder to read, visually messy, and interrupts the flow of the writing.
- Therefore, when we want to show that we have used a source in our writing, we use a **citation**.
- A citation is a short note in your writing (this includes slides for presentations too!) that shows where your information came from. It points to the original source of a fact, idea, quote, or research
- The full details of the citation (aka a **Reference**) then appear at the end of a work in a **Reference List**.

What Information to Include in an IN-TEXT Citation (Harvard)

- **Author's surname(s)/Website Organisation Name**
- **Year of publication**
- **Page or paragraph number** (only when **directly quoting the source**-aka using the source's exact words)

Examples:

(Brown, 2018)

(Smith & West, 2022)

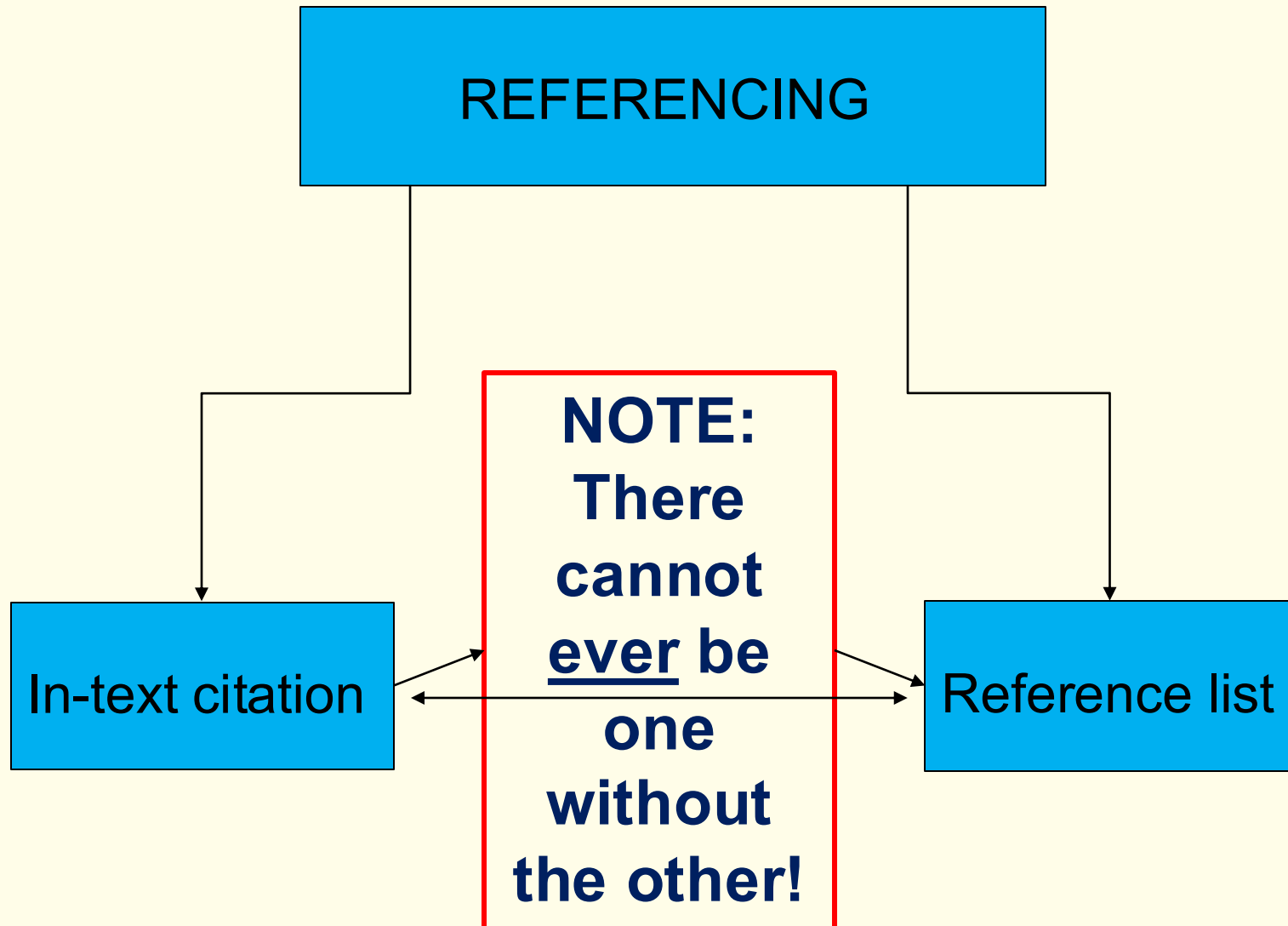
(NHS, 2024)

(University of Edinburgh, 2025, p. 6)

A note on 'et. al.'

- **Use for Multiple Authors:** "et al." is used when **citing** a source with **four or more authors** to avoid listing all their names in the body of your work (*remember how a long citation can make text confusing?*).
- Sometimes papers can have 10 or more authors! If we listed all of these in our writing, it would make our writing hard to read
- 'Et. al.' stands for *et alia*, meaning "and others."
- **Example:** If the original source has four authors—Smith, Jones, Brown, and Taylor—you would cite it as: **In-text:** (Smith et al., 2020)
- **Reference list:** Smith, A., Jones, B., Brown, C., & Taylor, D. (2020). *Citing is Fun*. London: Red Books Company.

How to Reference



Ways to Cite in the Body of your Report

1) Direct Citing/Quoting

2) Paraphrasing (this is the most important and common one and the one you should use the **most**)

3) Summarising (this is more common in higher level reports)

Direct Citations



- When you use the exact words from a source, this is called a direct citation (or a quotation).

Pureheart (2019, p. 11) argues that “managing one's time reduces their stress level”.

- Use **quotation marks** and include the page number (or paragraph number if it's a **website**).
- Keep direct quotes short—no more than 2–3 lines.
- Don't use too many! Your work should mostly be in your own words, **not just copied from others**. A good rule of thumb is no more than ONE direct citation per paragraph MAXIMUM

Direct Citations: Recognise!

- **Work with a partner. Which part of this text is a direct citation? How do you know?**

The NHS has faced increasing pressure due to funding shortages and rising patient demand. The severity of the crisis is clear, as "staffing levels are unsustainable and require urgent action" (King's Fund, 2023, p. 5). Many argue that this problem might cause the downfall of the NHS (Brown, 2023; Baker, 2018).

Direct Citations: Recognise!

The NHS has faced increasing pressure due to funding shortages and rising patient demand. The severity of the crisis is clear, as **“staffing levels are unsustainable and require urgent action” (King’s Fund, 2023, p. 5).** Many argue that this problem might cause the downfall of the NHS (Brown, 2023; Baker, 2018).

The **blue** is the **direct citation**. We know this from the **quotation marks** and **page number** in the citation!

The **purple** is an example of a **paraphrased citation**

- If you can only use one direct citation (e.g. someone else's exact words) maximum per paragraph, how else can you cite?

1) Paraphrasing (this is the **most common** way to cite other sources, it's also known as an **indirect citation**)

2) Summarising

These ways must still be cited and fully referenced (at the end of the paper) to avoid plagiarism

Paraphrasing

- **Paraphrasing:** "Paraphrasing is expressing someone else's writing in your **own choice of words**, while keeping the **same essential meaning**." (Technological University of the Shannon, 2024, par. 1) **(is this point a Paraphrase or a Direct Citation??)**
- **We will learn more about paraphrasing (in great detail!) next week**
- When you paraphrase, you need to **cite** the author's last name and the year the source was published. **DO NOT** include a page number.

Example: Effective time management helps lower stress (Pureheart, 2019)

Paraphrasing Continued...

- *Original:* “Managing one's time reduces their stress level” (Pureheart, 2019, p.11)
- *Example:* Stress can be lowered through effective time management (Pureheart, 2019)

MORE ON THIS IN WEEK 4

Summarising

- **Summarising** means putting the main idea of a study or source into your own words without quoting directly. It's like giving a short overview of what the author said.

Example:

Peixoto et al. (2024) explore two new ways to improve customer service and reduce costs in online shopping deliveries.

- It can be a bit harder than paraphrasing, so don't worry if you're not confident using it yet.
- For now, focus on direct quotes (try to use no more than one per paragraph) and paraphrasing, which are the key skills to practise at this level.

Example of an in-text citation from a student's work

*Which is the **direct citation/quotation**, and which is the **paraphrased part**? How do you know?*

Time-management is one of the most important skills an individual will develop. **According to Pureheart (2018, p.11)** "time management is simply the process of organising and planning how to divide and arrange schedules amongst specific undertakings in order to maximise effectiveness in an efficient manner". Using your time effectively will increase productivity and focus and reduce stress (**Lawani, 2016**).

Activity 4

- Go to your **worksheet** and complete **Activity 4&5** with a partner. Your lecturer will display the answers on their screen after the activity.

Activity 4

1) You cannot have an in-text citation without a full reference in the reference list and vice versa.  True
Every in-text citation must match a full reference, and every full reference must be cited in the text.

2) You must reference all information or facts, no matter what they are.  False

Correction: You only need to reference ideas, data, or arguments that are not common knowledge.

Widely known facts (e.g. The Earth orbits the Sun) don't need a citation.  True

3) UWTSD follows the Harvard Referencing system.  True

4) There are three main ways to refer to a source in your report: direct citing/quoting, paraphrasing, and summarising.  True

These are the three standard methods for integrating sources into academic writing.

5) You only need to cite & reference direct quotes, not ideas that you have paraphrased.  False

Correction: You must reference both direct quotes and paraphrased ideas — both come from someone else's work.

6) An in-text citation includes all the details of the source, including the title, publishing information, and page numbers.  False

Correction: An in-text citation only includes author(s), year, and page number (if relevant).

Full details go in the reference list.

7) Referencing helps avoid plagiarism.  True

Correct referencing shows which ideas are yours and which come from others, helping you maintain academic integrity.

8) Common knowledge, like 'The Earth orbits the Sun,' does not need a citation.  True

Well-known facts shared by most people do not require referencing.

9) It's okay to copy a sentence directly from a book into your work as long as you change one or two words and don't use quotation marks.  False

Correction: That is still plagiarism. You must either quote with quotation marks and cite, or fully paraphrase in your own words and cite the source.

Activity 5

Answer: The student should avoid repeating “According to...” and vary their citation style.

- The student **uses “According to...” too often**, which makes the writing sound repetitive and mechanical.
- In academic writing, we aim for a **smooth, natural integration** of sources into sentences.
- The information is cited correctly (with author and year), but the *presentation* could be improved for readability and flow.
- Use a **mix of citation styles** — sometimes start with the author’s name (Smith, 2023), and sometimes put it at the end (... funded by taxes (Jones, 2022)).
- This makes writing more engaging and professional while still giving proper credit.

Using in-text citations: Variety

- **Jones** (2018) **claimed** that students found referencing difficult, especially if they had never referenced external materials before.
- Jones (2018, p. 4) **stated** that students struggle with referencing because they “fail to refer to guides or ask their teacher for help”.
- It is often argued that students “fail to refer to guides or ask their teacher for help” (Jones, 2018. p. 4)
- Students often do not consult referencing guides or seek guidance from their teacher (Jones, 2018).

Expressions to introduce in-text citations

- According to author's surname (year of publication).....
- The author (year of publication) states that.....
- The author (year of publication) argues that.....
- The authors (year of publication) examined....
- The authors (year of publication) suggested.....
- Malley (1998, p.28) found that "study skills are increasingly used by Higher education institutions".
- There are many more! Use phrasebanks like this one to vary your expressions:

<https://www.student.unsw.edu.au/introducing-quotations-and-paraphrases>

How to Provide a Full Reference

- When you **cite** a source in your report, you only give the author's last name (or the organisation name if there is no specific author) and the year. At the end of your report, you must include a **Reference List** with full details of each source.
- On this course, you should use the **Harvard referencing system**.
- You can find a full and detailed guide on the UWTSD website by following this link: <https://www.uwtsd.ac.uk/library/student-essentials/referencing-handbooks/> (you can also find it on the Moodle page of this course).
- There is also a handy guide 'Cite them Right' which is available in the library and online: <https://www.citethemrightonline.com/>

Reference list

- The list at the end of your assignment has all the information about the sources used in the main body of your work.
- Your reference list should be on a new page and should list all the sources used in **alphabetical order**.
- **You should not use bullet points or numbers when writing your reference list**
- In the reference list you need to provide the full information for every source you cited in the body of your work.
- There is a specific order and format for every type of source (e.g. website, book, article). You should ALWAYS use a guide to help you when writing your reference list.

Example of a reference list

What type of source is each of the sources below? How do you know?

Hofmeyr, I., Lavery, C. (2020) *Exploring the Indian Ocean as a rich archive of history – above and below the water line.*

Available at: <https://theconversation.com/exploring-the-indian-ocean-as-a-rich-archive-of-history-above-and-below-the-water-line-133817> (Accessed 8 November 2021).

Jones, M. (2019) 'The Effects of Globalisation on the Chinese Economy', *Globalisation and Economy*, 23(2), pp. 108-125.

Watson, M. (2024) *Why It's Good To Reference*. Cambridge: Cambridge University Press.

Example of a reference list

What type of source is each of the sources below? How do you know?

Hofmeyr, I., Lavery, C. (2020) *Exploring the Indian Ocean as a rich archive of history – above and below the water line.*

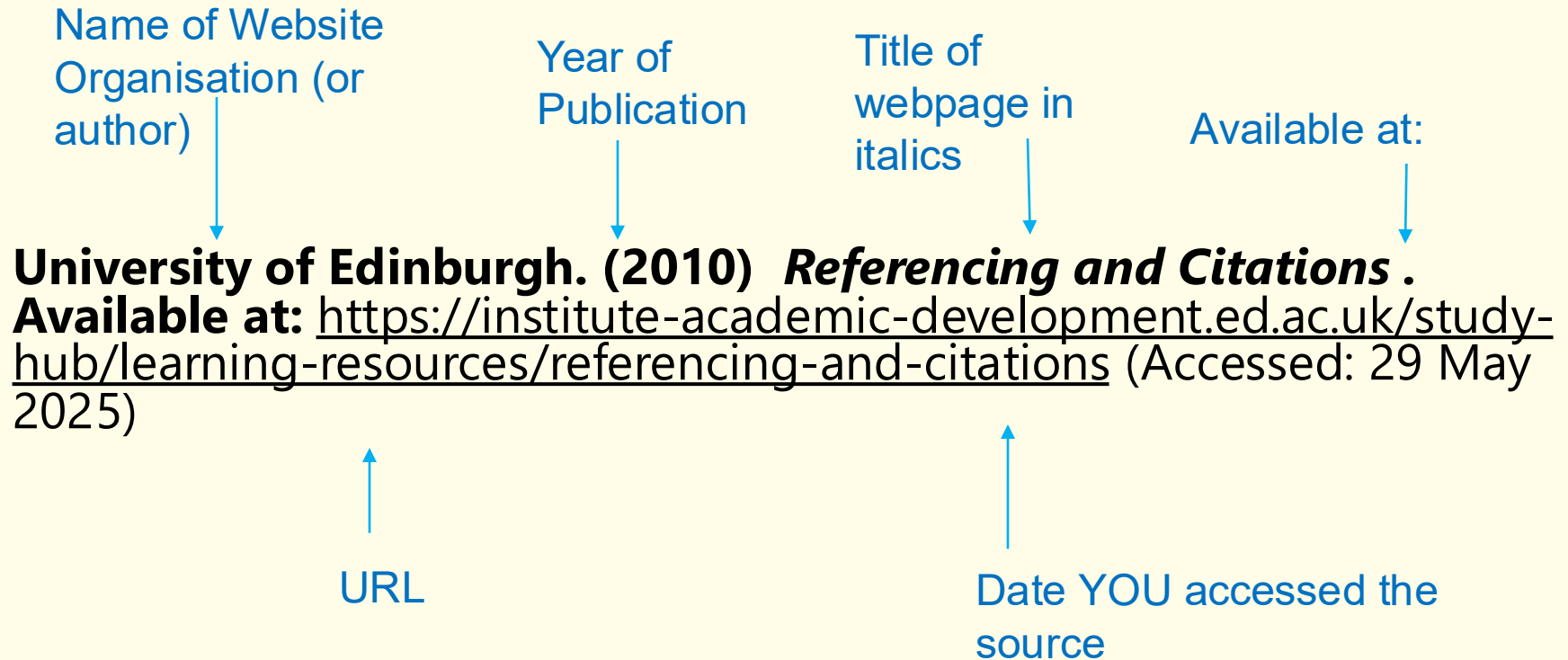
Available at: <https://theconversation.com/exploring-the-indian-ocean-as-a-rich-archive-of-history-above-and-below-the-water-line-133817> (Accessed 8 November 2021). **Website (there is a URL address)**

Jones, M. (2019) 'The Effects of Globalisation on the Chinese Economy', *Globalisation and Economy*, 23(2), pp. 108-125.

Academic Journal article (there are two titles and also issue and volume information)

Watson, M. (2024) *Why It's Good To Reference*. Cambridge: Cambridge University Press. **Book (there is information about the publishing location and publishing house/company)**

Referencing a Website– full reference



Referencing a book (one author) – full reference

Surname/ comma

Initial/full stop

Year of

Publication

Title in italics

Edition if applicable

**Bell, J. (2010) *Doing your research project*. 5th edn.
Maidenhead: Open University Press**

Place of publication

colon

Publisher

Referencing a journal article – full reference

Author's name and initial

Title of the article

Price, S. (2014) 'Planning for change', *Leadership and Business Planning*, 15(3), pp. 154-166.

Name of the journal

volume and issue

page numbers of article

WARNING: Referencing

- **Many students just dump a list of URLs in their reference lists without completing the other necessary information-DON'T BE THAT STUDENT!**
- **Do NOT** use generic websites like dummies.com; wikipedia; blogs; coursera **DO** use NHS websites, university websites (but not blogs) government websites, etc
- Although we use the first initial of a first name in a **reference list**, we never use the FULL first name (e.g. Brown, D. NOT Brown, Daniel)
- Writing a complete and correct reference list TAKES TIME. Do NOT leave it until the last minute.
- Keep track of your editing process. If you delete a citation in your work while editing, make sure you delete this reference from your list.

Homework: Activity 7

Turn back to the worksheet and try your hand at some referencing with **Activity 6. USE A GUIDE from Slide 29**

Activity 6: RECAP If Needed

- 1. When do you need to provide an in-text citation in the main body of your assignment?*
- 2. What are the three ways you can refer to a source in your work?*
- 3. What information should you include when you provide an in-text citation? Are first names okay to use?*
- 4. What is the difference between direct citing and paraphrasing? Which one should you use more? Why?*

Recap Answers

- 1) *When do you need to provide an in-text citation in the main body of your assignment?* You need to provide an in-text citation in the main body of your assignment, **every time** you mention an idea or theme from an external source in your work. **EVEN IF YOU HAVE PARAPHRASED**
1. *What are the three ways you can refer to a source in your work?* Direct citing/quoting, paraphrasing, and summarising.
2. *What information should you include when you provide an in-text citation? Are first names okay to use?* Author's surname/Organisation name (if a website), year, and page number (**if quoting**). No, first names are not used.
3. *What is the difference between direct citing and paraphrasing? Which one should you use more? Why?* Direct citing uses the author's exact words. Paraphrasing puts their ideas in your own words. You should paraphrase more as you should use your own words more than others', and it shows you understand the sources you've read.

Activity 7 Answers

1. A book with the title: The study skills handbook, published in London in 2019 by Red Globe Press, written by Stella Cottrell. This is the fifth edition.

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

2. A book with the title: Marketing management: a value creation process, published in Basingstoke by Palgrave Macmillan in 2007. The authors are Dubois, P.-L., Jolibert, A. and Mühlbacher, H.

Dubois, P.-L., Jolibert, A., & Mühlbacher, H. (2007). *Marketing management: A value creation process*. Basingstoke: Palgrave Macmillan.

3. A journal article by J. R. Savery and T. M. Duffy, called 'Problem based learning: an instructional model and its constructivist framework', published on pages 31 to 38 in the journal 'Educational Technology', volume 35, number 5, in 1995.

Savery, J. R., & Duffy, T. M. (1995). 'Problem based learning: An instructional model and its constructivist framework', *Educational Technology*, 35(5), pp. 31-38.

4. An online article written by Amber Rolfe in 2021 with the title 'How to: Write a CV'. The link to the article is: <https://www.reed.co.uk/career-advice/how-to-write-a-cv/>

Rolfe, A. (2021) *How to: Write a CV*. Available at: <https://www.reed.co.uk/career-advice/how-to-write-a-cv/> (Accessed: 17th April 2024)

Activity 7 Answers: Reference List

References

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

Dubois, P.-L., Jolibert, A., & Mühlbacher, H. (2007). *Marketing management: A value creation process*. Basingstoke: Palgrave Macmillan.

Rolfe, A. (2021) *How to: Write a CV*. Available at:

<https://www.reed.co.uk/career-advice/how-to-write-a-cv/> (Accessed: 17th April 2024)

Savery, J. R., & Duffy, T. M. (1995). 'Problem based learning: An instructional model and its constructivist framework', *Educational Technology*, 35(5), pp. 31-38.

Referencing: Recap

- **Referencing** shows your ideas are based on reliable sources—not just made up. It's your way of saying, "Here's where I got this information."
- If you use someone else's work, you **must** acknowledge the source—that's what referencing is.
- Referencing is an **essential academic skill**. It shows you've **read widely** and **can support your arguments** with **expert evidence**.
- When referencing, **consistency** and **clear organisation** are key.
- Referencing also protects you from **plagiarism**, which is the use of someone else's words and/or ideas, without giving them credit (e.g. pretending their work is your own!)

RECAP: When to cite?

- You cite **any time** you are using the ideas **and/or words** of somebody else.
- You cite if you are sharing specific facts/statistics/dates/survey results/opinions of *experts*
- You do **NOT** cite if you are sharing general opinion or **your own opinion**
- You do **NOT** cite if you are using facts/information which are **commonly known** (e.g. remember our boiling water fact from earlier? That is commonly known and therefore does not need to be cited!)

Recap: How to Refer to Other Sources in Your Work

1. **A direct quotation:** Brown (2022, p.3) claims that adult students have “infinitely more difficulty with a study/work/life balance than those who attend university immediately after high school”.
2. **Paraphrasing:** Brown (2022) claims that adult students face significantly greater challenges in balancing their studies, work, and personal life compared to those who enter university directly after completing high school.
3. **Summarising:** Brown’s (2022) study examined the challenges of time management for adult students returning to university

Good academic writing is usually a mix of all three ways, however it is ok for you to use the first two more than the third for your first few reports!

References

- Newcastle University. (2024) *Referencing*. Available at: <https://www.ncl.ac.uk/academic-skills-kit/good-academic-practice/referencing/> [Accessed 1 May 2024]
- Technological University of the Shannon. (2024) *Write it Right - A guide to Harvard referencing style*. Available at: <https://lit.libguides.com/Write-it-Right/paraphrasing> [Accessed 10 October 2024]

Useful links

Please remember that you can reference your sources using cite-them right

<https://moodle.uwtsd.ac.uk/mod/url/view.php?id=485942>