

UoK LIBRARY

A QUICK GUIDE TO CITATION & REFERENCING

1. What is referencing?

Referencing is a way to acknowledge the contribution that others have made to your work. When you directly quote from, paraphrase, summarise or refer to work produced by another author in your assignments, it is essential that you acknowledge that you have done so. This includes the use of text, images, data and anything else that is not your own work.

There are two aspects to referencing:

1. Citations: these appear within the text of your assignments

2. Full references: these appear at the end of an assignment in a reference list or bibliography.

Every citation must have a corresponding full reference at the end of your work.

2. Why do I need to reference my work?

- To avoid plagiarism, a form of academic theft.
- Referencing your work correctly ensures that you give appropriate credit to the sources and authors that you have used to complete your assignment.
- Referencing the sources that you have used for your assignment demonstrates that you have undertaken wide-ranging research in order to create your work.
- Referencing your work enables the reader to consult for themselves the same materials that you used.

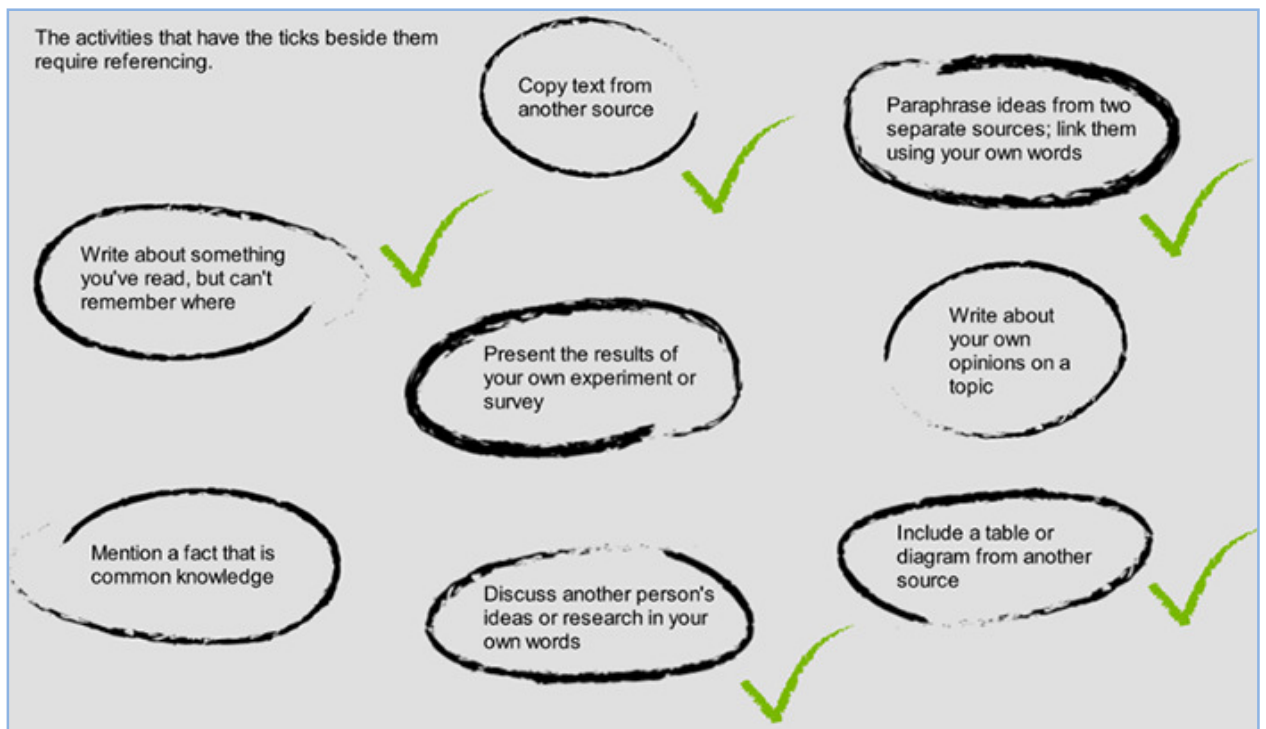
3. What do I need to reference?

All the information that you have used in your assignment will need to be acknowledged. It is essential to make a note of all the details of the sources that you use for your assignment as you go along.

Examples in this guide are based on guidance in:

Academic Skills Tutors.2013. *Referencing*. [Online] Available from:
http://www.staffs.ac.uk/assets/harvard_quick_guide_tcm44-47797.pdf.
[Accessed: 9th March 2015].

All activities with green tick require referencing

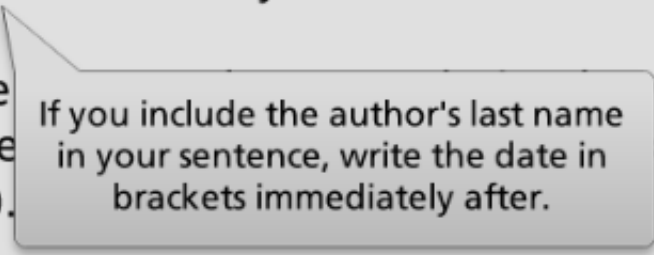


4. Examples

Note that there are many styles of referencing as dictated by different schools but information of the reference will remain the same

Examples 1- Citation

Jones (2013) analysed the data from 53 countries...

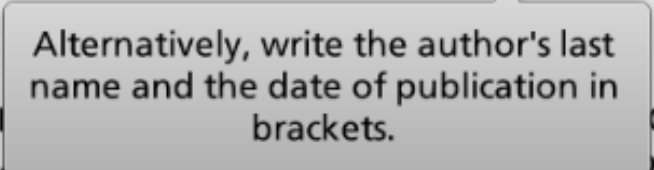
There of the 2012).  between students' use of the library and high degree marks (Stone and Collins, 2012).

The main considerations are "the scope of the project, the cost and duration of the work" (Harris, 2001, p.20).

Examples 2 – Citation

Jones (2013) analysed the data from 53 countries...

There seems to be a correlation between students' use of the library and high degree marks (Stone and Collins, 2012).

The main consideration of the work (Harris, 2001, p.20). 

Examples 3 – Citation

Jones (2013) analysed the data from 53 countries...

There seems to be a correlation between the number of books in the library and high degree marks (Jones, 2012).

If you use a direct quote, you should use double quotation marks and include the page number.

The main considerations are "the scope of the project, the cost and duration of the work" (Harris, 2001, p.20).

Examples 4- Referencing



Books:

Hardy, S. 2008. *Expertise in Nursing Practice*. Oxford: Blackwell.



Journal Article:

Leung, K. 2008. Chinese culture, modernization, and international business. *International Business Review*, **17**(2), pp.184-187.



Webpage:

Black, R. 2008. *Forests to fall for food and fuel*. [Online]. [Accessed 13 July 2008]. Available from: <http://news.bbc.co.uk/1/hi/sci/tech/7503304.stm>.

5. More Examples

Type of resource	Format	Bibliography Example	In text example
Book (1 author)	FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: publisher.	NEVILLE, C. (2010) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . 2nd Ed. Maidenhead: Open University Press.	Neville (2010) argues that... "Quotation" (Neville, 2010, p.76)
Book (2 to 3 authors)	FAMILY/SURNAME, Initials., FAMILY/SURNAME, Initials. and FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher	BRADBURY, I., BOYLE, J. and MORSE, A. (2002) <i>Scientific Principles for Physical Geographers</i> . Harlow: Prentice Hall. Note: Use either "and" or "&" between authors' names as dictated by the book's own presentation.	Bradbury, Boyle and Morse (2002)... As noted by Bradbury, Boyle and Morse (2002) "Quotation" (Bradbury, Boyle and Morse, 2002, p.51)
Book (4 or more authors)	It is discretionary as to whether you list all authors and also whether you use 'et al.' or 'and others' as below: FAMILY/SURNAME, Initials. et al. or and others. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	CAMPBELL, N. A. et al. (2008) <i>Biology</i> . 8 th Ed. London: Pearson.	(Campbell et al., 2008).... "Quotation" (Campbell et al., p.76)

Type of resource	Format	Bibliography Example	In text example
Book (Editor/s)	FAMILY/SURNAME, Initials. (ed.) or (eds.) - in brackets for editor(s). (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	FONTANA-GIUSTI, G. (ed.) (2008) <i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i> . London: Earthscan.	(Fontana-Giusti, 2008)
Chapter in an edited book	FAMILY/SURNAME, Initials of the author writing the chapter. (Publication year in brackets) Title of chapter. In: FAMILY/SURNAME, Initials. of author or editor of book (ed.) or (eds.). <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	MARSHALL, W. A. (1975) The Child as a Mirror of his Brain's Development. In SANTS, J. & BUTCHER, H. J. (eds.). <i>Development Psychology</i> . Aylesbury, Bucks: Hazell Watson & Viney Ltd.	As noted by Marshall (1975).... "Quotation" (Marshall, 1975, p.76)
Corporate authors (groups, committees, companies)	Includes publications by Government departments, Committees: COUNTRY. NAME OF ISSUING BODY. (Year of publication in brackets) <i>Title of publication - in italics or underlined</i> . Place of publication: Publisher. (Report Number - if applicable in brackets).	GREAT BRITAIN. DEPARTMENT OF ENERGY. (1977) <i>Tidal Power Barrages in the Severn Trent Estuary: Recent Evidence on their Feasibility</i> . London: H. M.S. O. (Energy Papers 23)	The Great Britain Department of Energy (1977) concluded that... "Quotation" (Great Britain, Department of Energy, 1977, p.12)
E-Book	FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . [Online] Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. Available from - URL. [Accessed: date].	SADLER, P. (2003) <i>Strategic Management</i> . [Online] Sterling, VA Kogan Page. Available from: http://www.netlibrary.com/reader/ . [Accessed: 6 th May 2012].	Sadler (2003) argues that..... "Quotation" (Sadler, 2003, p.18)

Type of resource	Format	Bibliography Example	In text example
Films [DVD], [VHS], [Blu-ray Disc]	<i>Title - in italics or underlined.</i> (Year of distribution in brackets) Material type. Directed by – name of director(s). [Format of source in square brackets] Place of distribution: Distribution company.	<i>Chicken Run.</i> (2000) Animated Film. Directed by Peter Lord and Nick Park. [VHS] UK: Pathe Distribution. <i>Requiem for a Dream.</i> (2000) Film. Directed by Darren Aronofsky. [DVD] UK: Momentum Pictures.	If you refer to a film in the body of your work, the title will need to be underlined or placed in italics: ...the animation movement (<i>Chicken Run</i> , 2000) ...this is highlighted by Harry's character in the film <i>Requiem for a Dream</i> (2000).
Journal article (electronic/online)	If you are referencing a journal from an online database service which is password accessible only i.e. EBSCO you can shorten the URL to the home page of the database service. If you are accessing a journal article directly and for free from the internet, you will need the entire URL. Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of journal - italicised or underlined.</i> [Online in square brackets] Name of Database the article is from if appropriate. Volume number (Part number/month in brackets). p. followed by the page numbers of the article. Available from: URL. [Accessed: followed by the date viewed in square brackets].	WILSON, J. (1995) Enter the Cyberpunk librarian: future directions in cyberspace. <i>Library Review.</i> [Online] Emerald Database 44 (8). p.63-72. Available from: http://www.emeraldinsight.com . [Accessed: 30 th January 2012].	Wilson (1995) argues that..... "Quotation" (Wilson, 1995, p.66)

Type of resource	Format	Bibliography Example	In text example
Journal article (printed)	Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of journal - italicised or underlined.</i> Volume number (Part number/month in brackets). p. followed by the page numbers of the article.	TREFTS, K. & BLACKSEE, S. (2000) Did you hear the one about Boolean Operators? Incorporating comedy into the library induction. <i>Reference Services Review.</i> 28 (4). p.369-378.	Trefts and Blacksee (2000) argue that.... "Quotation" (Trefts and Blacksee, 2000, p.376)
Newspaper (online)	Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of Newspaper - italicised or underlined.</i> [Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable. Available from: URL. [Accessed: followed by the date viewed in square brackets].	RANDERSON, J. (2008) Researchers find fish that can count up to four. <i>The Guardian.</i> [Online] 26 th February. p.14. Available from: http://theguardian.co.uk . [Accessed: 22 nd May 2012].	Randerson (2008) argues that..... "Quotation" (Randerson, 2008, p.14)
Website	Author of website FAMILY/SURNAME, Initials or WEBSITE name if no author is available. (Year - in brackets) <i>Title of website in italics or underlined.</i> Any numbers if necessary or available if website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets].	BBC NEWS. (2008) <i>Factory gloom worst since 1980.</i> [Online] Available from: http://news.bbc.co.uk/1/hi/business/7681569.stm . [Accessed: 19 th June 2012].	...as reported by the BBC (2008) "Quotation" (BBC, 2008)