School of Arts Workshop:
Reject   Plagiarism,
Collusion, and
The Essay Mill

HOW to APPLY the Author date STYLESHEET when REFERENCING in your ESSAYS: A GUIDE

Learn to Love Your Referencing System:
Enhance Your Capacity to Appraise Information
and to Reflect its Provenance

HOW TO **PROTECT** YOURSELF AGAINST PLAGIARISM OF ANY KIND

Be clear about what plagiarism is – in all its forms

Be aware of how plagiarism happens unintentionally and develop your academic skills of reading and note-taking

Know, in detail, how and why to use your referencing System.

For further guidance on all of these Study Skills see: **School of Arts Study Skills module in Moodle**: Section 8; School of Arts **Workshops**

REJECT PLAGIARISM

2. Referencing simplified:

THE RUDIMENTS OF USING A REFERENCING SYSTEM:
Author (date)

☺

So,

Let us now learn the rudiments of referencing, i.e., how to evaluate information

and

to reflect its provenance.

Some

- **General comments and**
- **Rough definitions**

THE BASICS of REFERENCING:

1. When should I reference?

2. What should I reference?

3. How do I reference?

1. and 2. are THE SAME question

The "RULE OF THUMB"

If you had to find it / read it

to know it (←any item of information),

you **<u>MUST</u>** reference it

FULLY according to the stipulated stylesheet: **Author (date)**

An **Author date** referencing system (a.k.a. a stylesheet)

An **Author date** referencing system is also known as a

- **Short-form**
- **In-text citational**

Stylesheet (or system).

An Author date referencing system (a.k.a. a stylesheet) (1)

Author date, short-form stylesheet (or system):

This means that when you show the **source** of the **information** you have introduced into your sentence from your **research** (i.e. your reference), you use a **particular selection from** the relevant **details**:

- The **surname** of the author of the source
- The **year** of publication
- The particular **page number/s** (where applicable)

In Section 2 of this pdf, on Citation, we will explore the form in which this information is set out in your sentences, in your paragraphs – and the different way it is set out in your bibliography.

In-text citational stylesheet (or system):

This means that when you show the relevant details of the **source** of the **information** you have introduced into your sentence from your research (your reference):

- You **enclose** the **details** of the reference **in brackets** [a.k.a **parentheses**]

- At an appropriate place in your sentence **BEFORE the full stop to your sentence**

EXAMPLE

The unregulated encroachment on the common air by remote-controlled, electronic devices is an infraction of common rights which has manifold implications for the safety, security, welfare, quality of life, and prosperity of citizens (Wright, 2019: 212).

In **Section 2** of this pdf, on **Citation**, we will explore the form in which this information is set out in your sentences, in your paragraphs – and the different way it is set out in your bibliography.

HOW TO AVOID PLAGIARISM OF ALL KINDS:
The BASIC BASIC rules Author date:

1. **SYSTEMATIC** SEARCHING, READING AND **NOTE-TAKING** HABITS
   (record page numbers, record URLs and dates of access)

2. OPERATE AN EFFECTIVE **REFERENCING SYSTEM**:
   Clear, Consistent, Concise
   1. CLEARLY INDICATE the **BOUNDARIES OF DIRECT QUOTATIONS** in your text – using the appropriate conventions to signal where they **begin** and **end** FOR:
      ➢ Direct quotation: "short" / long **[spacing, no quotation marks]**

   2. Use appropriate **REPORTING EXPRESSIONS** with **quotations** of all kinds

   3. Show **CITATIONS** in **BRACKETS (PARENTHESES)** in the sentence **BEFORE** the full stop.

   4. End with a detailed **BIBLIOGRAPHY**

The activity of referencing has four parts:

1. **QUOTATION**
- The **particular information** you **used** in your essay **whether** you use the **actual words** of your source, or **paraphrase**, or **summarise**, or **report** the content

2. **CITATION**
- **Where** you **found** it – book, online, image database, etc
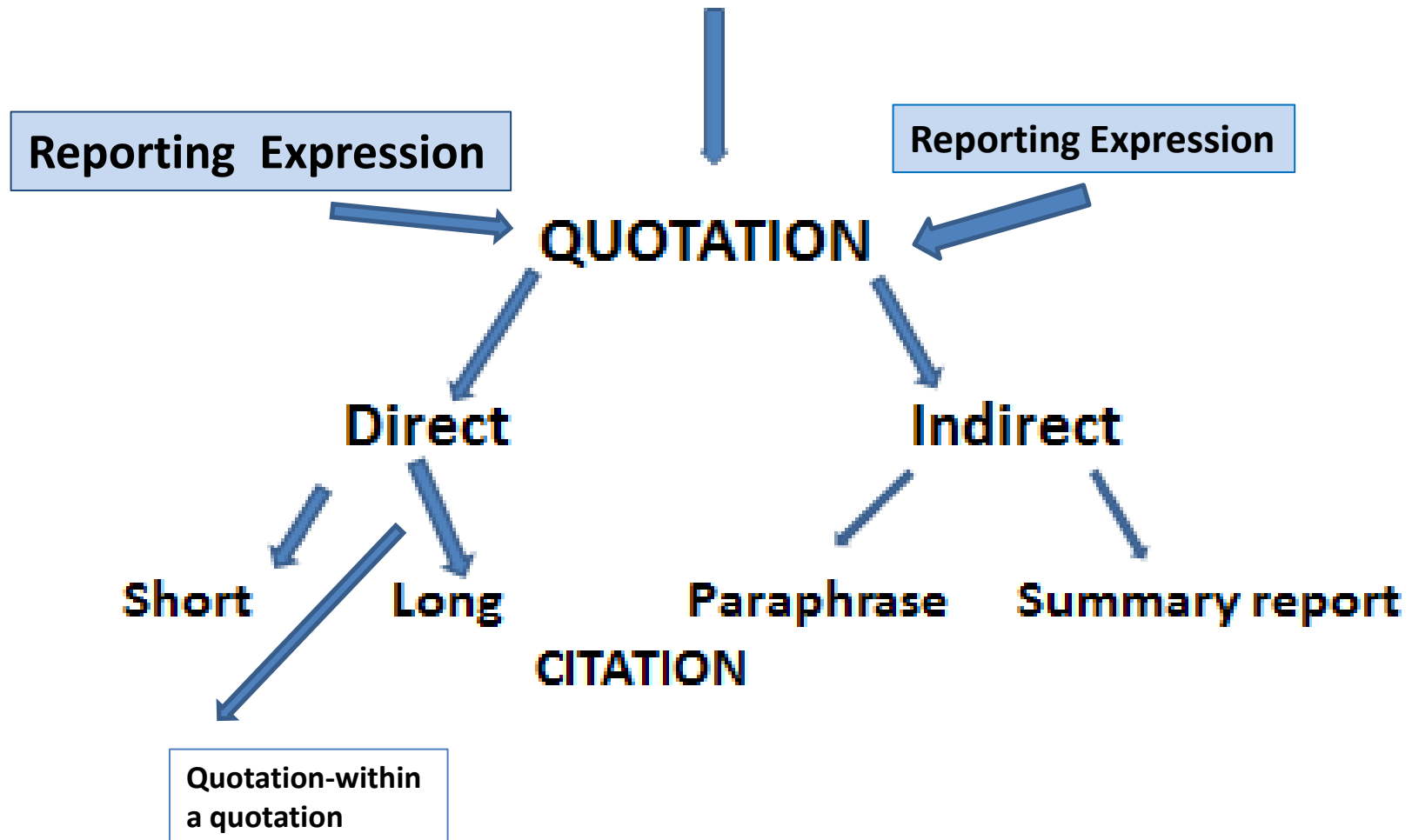
3. **BIBLIOGRAPHY** – a **list**
- A list of the **sources you mention or use in your assignment** (arranged alphabetically by author surname and located at the end of your assignment
- Properly **formatted** according to the Referencing Stylesheet required by the Department)

4. **REPORTING EXPRESSIONS**
- The **language** you use **to introduce** into your **sentences the material** you have consulted into your sentences)

The BASIC ELEMENTS of a REFERENCING SYSTEM

BIBLIOGRAPHY

Reporting Expression

Reporting Expression

QUOTATION

Direct

Indirect

Short

Long

Paraphrase

Summary report

CITATION

Quotation-within a quotation

SECTION 1. QUOTATION with CITATION

1. QUOTATION with CITATION (Author, date: page)

Terminology:

Let us begin with a preliminary sorting out of some KEY TERMS.
Examples will be examined, as we go along.

How do these forms (or modes) of **referring to the work of other** sources **differ?**

- **Quotation**

- **Paraphrase**

- **Summary**

- **Précis** (this one seems to have gone into retirement)

QUOTATION:

- *DIRECT* **quotation**: inserting into your work **the exact words, punctuation, special effects of your source**
- – **placed** in **quotation marks: "Quotation" OR**
- – **distinguished from the rest of your paragraph by means of special SPACING**

QUOTATION:
These are all forms of _INDIRECT_ quotation:

- **Paraphrase**: a **restatement in your own words** of someone else's view or argument – or part of their discussion – which you wish to utilise in some way in your own discussion

- **Summary**: a **concise distillation, in your own words**, of a section or account from another source, or number of sources

- **Précis:** an even more **concise distillation, in your own words**, of a section or account **from another source**

QUOTATION:

- *DIRECT* quotation therefore looks different on your page from *INDIRECT* quotation

- There are specific **CONVENTIONS** for *DIRECT* quotation to show where the source's words begin and end

VARIETIES OF QUOTATION: Author date page

1. **"DIRECT** quotation" : *Author date*

   Scholars debate whether Shakespeare wrote: "To be, or not to be - that is the question", or "To be, or not to be, I there's the point" (Thompson, 2005: 67).

   ➢ **Short**

   ➢ **Long [*this follows different conventions, see below*]**

2. *INDIRECT* quotation**:**

Paraphrase:

Among others, Werstine (2003: 101) examines the flaws in Greg's methodology.

Reported reference, summary:

   On the other hand, some evolutionary biologists criticise Dawkins's mechanistic reductionism (Jones, 2007: 212-14; Forshaw, 2014: 75-79; Franklin, 2018: 23-25).

❖ **Note: a CITATION is discussed below in Section 2**
❖ **Each statement includes a REPORTING EXPRESSION. Can you spot them? See below.**

DIRECT QUOTATIONS: "SHORT"

"SHORT" DIRECT QUOTATION:

When the source's exact words are used in your paragraph and are less than two sentences long:

- **Place the quoted words between "double inverted commas" (a.k.a quotation marks) to show where the source's words which you are importing into your paragraph begin and end.**

- **Quotation marks are NEVER used AFTER the FULL STOP which ends your sentence**

- **Add the citation in brackets BEFORE the FULL STOP which ends your sentence**

"SHORT" DIRECT QUOTATION with in-text citation: EXAMPLE

Brown argues that amongst these autobiographies are many that "remained fixated on the personal" unwilling or unable to engage with a world beyond a domestic sphere "conceived of as outside the spaces of the political" (Brown, 2006: 47).

DIRECT QUOTATIONS: LONG with in-text citation

LONG DIRECT QUOTATION:
- When the **exact** words of the **source** you are using are **longer than two sentences**, then the quoted words are treated as a **LONG, DIRECT** quotation:
- Do **NOT USE** inverted commas (quotation marks)
- Press '**Enter**' to create a **blank line** to separate the long direct quotation from your paragraph
- **Indent the new text one tab stop** from the left-hand margin
- Add the citation in brackets immediately below the quoted text
- Press '**Enter**' again to create another **blank line** to separate the long direct quotation from your own following sentences, or paragraph
- Return to the left-hand margin to complete the paragraph, or to start a new paragraph as usual

DIRECT QUOTATIONS: LONG with in-text citation: EXAMPLE

In examining this final question and in investigating the work's conception of what might constitute ethical behaviour, it is helpful to bear in mind Gayatri Chakravorty Spivak's definintion of the ethical, formulated in concerned response to actions undertaken in the U.S public sphere after the 9/11 terror attacks:

> I understand the ethical [...] to be an interruption of the epistemological, which is the attempt to construct the other as object of knowledge. Epistemological constructions belong to the domain of the law, which seeks to know the other, in his or her case, as completely as possible, in order to punish or acquit rationally, reason being defined by the limits set by the law itself. The ethical interrupts this imperfectly, to listen to the other as if it were a self, neither to punish nor to acquit.
>
> (Spivak, 2004: 83)

This novel understanding of the ethical requires careful and close analysis.

DIRECT QUOTATIONS with citation: QUOTATION within a QUOTATION / SECONDARY QUOTATION

Easterling (1996: 175) disagrees with "Segal's view that 'ritual lamentation' effects closure in Greek tragedy".

- **The double quotation marks signal that this is the start of the quotation which the writer of the sentence takes from Easterling**
- **The single quotation marks indicate that the words, 'ritual lamentation' are a quotation which Easterling introduces into her article from HER reading of Segal.**
- **The writer of the sentence finds the Segal quotation in EASTERLING and has NOT read it in its original context in Segal.**

IN OTHER WORDS, there are three voices present in the sentence:
1. the essay writer's; 2. Easterling's; 3. Segal's (quoted by Easterling in her article).
But ONLY ONE source has actually been read by the writer of the sentence: EASTERLING, where the writer found the quotation by Easterling , which Easterling took from Segal's book.

Therefore the citation references Easterling.

- The FINAL QUOTATION MARK is placed BEFORE the full stop

DIRECT QUOTATIONS with citation: QUOTATION within QUOTATION / SECONDARY QUOTATION

If you wanted to use Segal's phrase in your own essay without mentioning Easterling in your sentence, how would you punctuate it, and how would you cite it?

The notion of "'ritual lamentation'" as the concluding phase of Greek tragedy robs the final moments of the play of their potentially complex inconclusiveness and their searing emotional impact (Segal in Easterling, 1996: 175).

- **What do you notice about the <u>use</u> of <u>inverted commas</u> (<u>quotation marks</u>) in this example?**

DIRECT QUOTATIONS with citation: QUOTATION within QUOTATION / SECONDARY QUOTATION

If you wanted to use Segal's phrase in your own essay without mentioning Easterling in your sentence, how would you punctuate it, and how would you cite it?

The notion of "'ritual lamentation'" as the concluding phase of Greek tragedy robs the final moments of the play of their potentially complex inconclusiveness and their searing emotional impact (Segal in Easterling, 1996: 175).

- **What do you notice about the <u>use</u> of <u>inverted commas</u> (<u>quotation marks</u>) in this example?**

DIRECT QUOTATIONS with citation: QUOTATION within QUOTATION / SECONDARY QUOTATION

If you wanted to **use Segal's phrase** in **your own essay without** mentioning Easterling in your sentence, how would you punctuate it, and how would you cite it?

The notion of "'ritual lamentation'" as the concluding phase of Greek tragedy robs the final moments of the play of their potentially complex inconclusiveness and their searing emotional impact (Segal in Easterling, 1996: 175).

➢ **What do you notice about the <u>use</u> of <u>inverted</u> <u>commas</u> (<u>quotation marks</u>) in this example?**

➢ **The 3 quotation marks to open and close the quoted words** show that **they are a secondary quotation – one which you did not read in the original work, but encountered in the article you read by Easterling and which there alerted you to Segal's view**

➢ **Therefore you cite Easterling**

INDIRECT quotation with in-text citation

Since

- **Paraphrases** are a **restatement in your own words** of someone else's view or argument – or part of their discussion – which you wish to utilise in some way in your own discussion
  and

- **Summaries** are a **concise distillation, in your own words**, of a section or account from another source, or number of sources

they are forms of _INDIRECT_ quotation, i.e. they are not direct quotations in the source's exact words, therefore they :

- **DO NOT NEED any special form of marks or spacing**

- **BUT THEY DO NEED to be followed by a citation**

INDIRECT quotation with in-text CITATION

EXAMPLE: the author is named in the body of the sentence:

Brown (2006: 48) criticises the dichotomy between the domestic and political spheres in the autobiographies.

OR

Brown criticises the dichotomy between the domestic and political spheres in these autobiographies (2006: 48).

INDIRECT quotation with in-text CITATION

EXAMPLE: the author is NOT named in the body of the sentence and must therefore be identified in the citation:

More recently, it has been claimed that the *Wende* has equally sparked a crisis of masculinity, at least for a certain generation of East German men forced post-unification to measure themselves against a version of hegemonic masculinity constructed in relation to capitalist-consumerist rather than socialist-political power dynamics (Clarke, 2006: 439- 43).

DIRECT and INDIRECT QUOTATION:
REPORTING EXPRESSIONS -
another defence against plagiarism /cheating)

Another defence against unintentional plagiarism is to cultivate the intelligent use of REPORTING EXPRESSIONS when transposing words or information from another source to your own discussion.

DIRECT and INDIRECT QUOTATION:

REPORTING EXPRESSIONS: An Exercise

Highlight the reporting expressions in the following examples:

1. Scholars debate whether Shakespeare wrote: "To be, or not to be - that is the question", or "To be, or not to be, I there's the point" (Thompson, 2005: 67).

2. Among others, Werstine (2003: 101) examines the flaws in Greg's methodology.

3. On the other hand, some evolutionary biologists criticise Dawkins's mechanistic reductionism (Jones, 2007: 212-14; Forshaw, 2014; 75-79; Franklin, 2018: 23-25).

4. Easterling (1996: 175) disagrees with "Segal's view that 'ritual lamentation' effects closure in Greek tragedy".

DIRECT and INDIRECT QUOTATION: REPORTING EXPRESSIONS: An Exercise

Highlight the reporting expressions in the following examples:

1. **Scholars debate whether** Shakespeare wrote: "To be, or not to be - that is the question", or "To be, or not to be, I there's the point" (Thompson, 2005: 67).

2. **Among others, Werstine** (2003: 101) **examines the** flaws in Greg's methodology.

3. On the other hand, **some evolutionary biologists criticise** Dawkins's mechanistic reductionism (Jones, 2007: 212-14; Forshaw, 2014; 75-79; Franklin, 2018: 23-25).

4. **Easterling** (1996: 175) **disagrees with** "Segal's view that 'ritual lamentation' effects closure in Greek tragedy".

This aspect of referencing will be covered in the School of Arts Workshop on Friday 13/14 December and repeated in the Spring Term [date TBA]

http://www.bbk.ac.uk/mybirkbeck/global/workshop_timetable?orgunit=AR

*** See also: School of Arts Study Skills, section 8, in Moodle [TBC

Author (date): The BIBLIOGRAPHY

Section 3:

The BIBLIOGRAPHY: Author (date)+ details

The BIBLIOGRAPHY

- The **list of sources** you **read** and **use**, **whether** you **quote** them **directly**, **paraphrase**, **summarise**, or simply **mention** their content, **every** item **must** be recorded in a **BIBLIOGRAPHY** at the **end** of your essay.

- The **BIBLIOGRAPHY** is the engine of the Referencing System – it drives every other aspect.

- The **BIBLIOGRAPHY** is located **at the end of your essay** in an **alphabetical list** determined by the **first element: author surname**

The BIBLIOGRAPHY

In the **Author (date)** **Stylesheet (system):**

An entry for the same source in the bibliography looks very different from what is recorded for that source in the in-text citation .

- **The in-text citation** provides a **short-form reference**: (Author, date: page)

To make the system feasible, the details for the short-form reference must occur somewhere in your essay.

- **This is the job of the BIBLIOGRAPHY: to supply the missing details edited out of the in-text citation**

The BIBLIOGRAPHY

- The **kinds ("fields")** of **information** which need to be recorded for **every** item in a **BIBLIOGRAPHY** are the **same** irrespective of the Referencing System used.
- **What differs between** one system and another:
1. The **order** in which the information appears in an entry (e.g., date in parentheses (brackets) after the author's name)
2. The details of the **formatting** of each information field
3. The **punctuation** separating one field from another

The BIBLIOGRAPHY: Author (date)

INFORMATION FIELDS (*Books*; 'Essay' in a *Collection of Essays*):
- Who wrote it?
- When published?   ] **Each**
- What is it called? (1/2 levels of title: *Whole*/'Part'   ] **ELEMENT**
- Where was it published?   ] **arranged**
- Who published it?   ]**according to the**
- Page references needed / not?   ] **SEQUENCE**

Information Fields: Journals / Periodicals:] **and each**
- Who wrote it?
- When published   ] **element**
- What is it called?   ('Part')   ] **FORMATTED**
- Which *Journal / Periodical*   ] **according**
- Volume number   ] **to the**
- Page numbers   ] **STYLESHEET**

ONLINE: As many of the elements above as you can locate
                                    and <URL > [accessed 7/1/2019]

The BIBLIOGRAPHY: A *WHOLE*

- <u>Whole</u>:   A **book** by an **author,** or **collaborative** authorship where i**ndividual contributions are not overtly identified**.

- Imagine a bookshelf stacked with volumes
- The title (in its full version) on the spine of the volume on the bookshelf in your imagination must always be *italicised*

The BIBLIOGRAPHY: A *WHOLE*

- <u>Whole</u>:   A book by an author, or collaborative authorship where individual contributions are not overtly identified.

- Author Surname, Forename[s] [collaborative author details] (date of publication) *Title of Book*, Place of Publication: Publisher

Bibliography

Socolow, Susan Migden (2000) *The Women of Colonial Latin America,* Cambridge: Cambridge University Press

In-text citation

 As Xxxxx   (Socolow, 2000:101).

The BIBLIOGRAPHY: 'Part' of a *WHOLE* 1: An 'Essay' or 'Chapter' in an edited *Book*

- <u>Part of a Whole</u>: Where there is <u>more than one "layer"</u> of author-/editorship, and / or more than one title: double up information fields as required.

- Imagine that you have to open a book / volume to find the particular essay, or chapter you need to read:

- The essay / chapter **inside** the book needs to be punctuated differently to indicate its status as a 'Part' in a collection

- The name of the author of the 'Part' inside the volume must be acknowledged

- The name of the editor who assembled and checked all the 'Parts' must be acknowledged

'Essay' in an edited *Collection of Essays*; or 'Chapter' in a *Book*

- Author Surname, Forename[s], [collaborative author details] (date of publication) 'Title' [of essay]', in *Title of Volume*, ed. by , Forename Surname, Place of Publication: Publisher, pp. first page -last page of essay

Bibliography
Sharp, Jim (2001) 'History from Below', in *New Perspectives on Historical Writing,* ed. by Peter Burke, Cambridge: Polity Press, pp.25-42
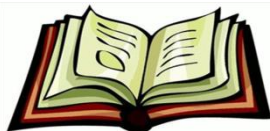
- Add **in** before the main *Title* to indicate that this is **NOT** a journal or periodical

In-text citation
As Xxxxx   (Sharp, 2001: 27).

The BIBLIOGRAPHY: 'Part' of a *WHOLE* 2: An 'Article' in an academic *Periodical* or Journal

- Part of a Whole: When the 'Part' is an article in an academic journal or periodical, **less** information is required in the entry in the bibliography than is needed for an essay in a book of collected essays

- What does **NOT** have to be included in a bibliographical entry for an article in an academic periodical or journal:

- ■ The editor of the academic periodical or journal
- ■ The place of publication of the academic periodical or journal
- ■ The publisher of academic periodical or journal

The BIBLIOGRAPHY: Part of a WHOLE 2: An 'Article' in an *Academic Periodical* or journal EXAMPLE

'Article' in an Academic *Periodical/ Journal*:

- Author Surname, Forename[s], [collaborative author details] (date of publication) 'Title' [of Article], *Name of Journal*, number of volume, part, pp. first page -last page of article

Bibliography
Metz, Christian (1975) 'The Imaginary Signifier' *Screen,* Vol. 16, No.2, pp. 14-76

In-text citation
As a well-known theorist remarks … (Metz, 1975: 75).

The BIBLIOGRAPHY: Part of a WHOLE 3: An 'Article' in a *Newspaper* – similar to an 'Article' in a *Journal*
EXAMPLE

Author Surname, Forename[s], [collaborative author details] (year of publication) 'Title' [of Article], *Title of Newspaper*, day Month of publication, page number/s

Bibliography
 Ash, Timothy Garton (2004) 'The Janus Dilemma', *The Guardian Review*, 5 June, pp.4-6

In-text citation
As a prominent British historian remarks … (Ash, 2004: 5).

The BIBLIOGRAPHY: INTERNET SOURCES

- The referencing requirements for these sources vary according to the nature of the site and the information it offers. Always be mindful of the reliability of such sources. Can you trust them?

- Basic format: follow the styles for printed publications as far as possible

- For items located in electronic versions of identified publications (i.e. they have a title):

- Author Surname, Forename[s], [collaborative author details] 'Title' [of Item], in *Title of Resource / Work* URL [web address for the resource]

[date on which you accessed it: day month year]

The BIBLIOGRAPHY: INTERNET SOURCE

- <u>Basic format</u>: follow the styles for printed publications as far as possible:

- Author Surname, Forename[s], [collaborative author details] 'Title' [of Item], in *Title of Resource / Work* <URL [web address for the resource]> [date on which you accessed it: day month year]

Bibliography

 Hedditch, Emma 'Women and Film', in *BFI Screenonline* <http://www.screenonline.org.uk/film/id/824060/index.html > [accessed 10/06/2008]

In-text citation
As Xxxxx (Hedditch).

Note: In-text referencing of internet sources can vary widely in the Author date system. The source above has a named author, but no date of publication. URLs are NEVER introduced into brackets in your paragraphs in your essay. URLs are given in full only in the BIBLIOGRAPHY. If there is no author, or title, or date are you sure you can trust this source?

HOW TO AVOID PLAGIARISM OF ALL KINDS:
The BASIC BASIC rules (Author (date):

1. **SYSTEMATIC** SEARCHING, READING AND **NOTE-TAKING** HABITS
   (record page numbers, record URLs and dates of access)

2. OPERATE AN EFFECTIVE **REFERENCING SYSTEM**:
   Clear, Consistent, Concise
   1. CLEARLY INDICATE the **BOUNDARIES** OF **DIRECT QUOTATIONS** in your text – using the appropriate conventions to signal where they **begin** and **end** FOR:
      ➢ Direct quotation: "short" / long [spacing, no quotation marks]

   2. Use appropriate **REPORTING** EXPRESSIONS with **quotations** of all kinds

   3. Show **CITATIONS** in **BRACKETS (PARENTHESES)** in the sentence **BEFORE** the full stop.

   4. End with a detailed **BIBLIOGRAPHY**

➢ **Birkbeck College Policy on Assessment Offences**
https://moodle.bbk.ac.uk/pluginfile.php/446685/mod_label/intro/Birkbeck%20Regs%20on%20Assessment%20Offences.pdf

'A Guide to referencing academic work' (from the University of Bristol):
http://www.bristol.ac.uk/arts/exercises/referencing/referencing%20skills/page_01.htm

Acknowledging Knowledge (from the University of Southampton)

• **Workshops on how to use specific downloadable software packages to manage your referencing**
http://www.bbk.ac.uk/lib/news/library-tours

SCHOOL OF ARTS Study Skills MOODLE site **(Dr Fleur Rothschild)**
• **School of Arts Study Skills Moodle module, section 8 (Dr Fleur Rothschild)**

How do I: Use software to manage my references?
https://moodle.bbk.ac.uk/mod/book/view.php?id=103070&chapterid=249
• Endnote http://www.bbk.ac.uk/lib/elib/endnote
• Zotero https://www.zotero.org/
CTPLT and Library Workshops