Centre for English Language Education (CELE)

Citation and Referencing Guide

This guide is based on **Cite Them Right: The Essential Referencing Guide**. If you need to cite and/or reference source types not included in this short guide, the style for doing so can be found there.

> **Cite Them Right: The Essential Referencing Guide 11ᵗʰ Edition** can be located in the library as an e-book. Here is the reference and the location:
>
> Pears, R. and Shields, G. (2019) *Cite Them Right: The Essential Referencing Guide.*
> Available at:
> https://ebookcentral.proquest.com/lib/nottingham/detail.action?docID=6235062
> (Accessed: 14 August 2023).

The style set out in this guide is the style that will be taught and used on CELE EAP modules and assessments across the Preliminary Year.

Table of Contents

What are references and citations?

References and citations allow writers to acknowledge other people's work. By providing correct references and citations, readers can identify sources used in your work and verify the validity of your arguments. Anything that is not common knowledge should be cited. Using someone else's work without references and citations could be considered as plagiarism, or an academic offence. Information about academic integrity and misconduct can be found in the Academic Services Office section of the UNNC web page.

It is a formal requirement of academic writing that you should provide references for the sources used in your work. Doing so is important for at least 3 reasons:

- to acknowledge the original author for their work, that helped you in writing yours.
- so that others reading your work can find the sources you have used, for example if they want to question your interpretation of an author's idea, or if they are interested in reading further.
- for tutors to assess your work and demonstrate your understanding.

For these reasons, references and citations have to be accurate and systematized. The referencing system taught and used in CELE is a form of Harvard referencing. Referencing consists of two parts: a **citation** for the work within the main body of your text and a **reference list** at the end. This guide will introduce you to the mechanics of both.

In-text citations

You should cite when referring to someone else's work in your writing. Also called in-text citations, they should be used for information that has been paraphrased, summarised, or directly quoted. Citations consist of the author's or authors' family name(s) only and the year of publication. Titles and initials of first names are not included in the citation.

Correct ✓	Incorrect ×	Rule
(Zhang, 2019)	(Professor Zhang, 2019)	No personal titles in the citation
(Smith, 2007)	(Dr. Smith, 2017)	
(Biden, 2022)	(President Biden, 2022)	
(Rowling, 2012)	(J.K. Rowling, 2012)	No initials in the citation
(Wang, 2019)	(Yuxin Wang, 2019) OR (Wang Yuxin, 2019)	Only the family name / last name is in the citation (for up to three authors)
(Bilborough and Arnold, 2014)	(David Bilborough and Palmer Arnold, 2014)	
(Wollaton *et al.*, 2016)	(Wollaton, Smith, Weston and Balboa, 2016)	Use of *et al.* for four or more authors, and only use family names (see p5)

Citing paraphrased/summarised ideas

When making use of an author's ideas or arguments in your academic writing, you should mostly be using your own words (paraphrasing). Even though you are using your own words when paraphrasing or summarizing, you still need to give a citation because the ideas belong to the authors and they need to be appropriately acknowledged.

Non-integral and integral citations

Non-integral citations are commonly used, in which all elements of the citation are provided within brackets at the end of the citation.

> **Example:**
> Learning how to reference sources accurately and appropriately is a vital skill for freshman students (Mapperley, 2017).

Integral citations include the author's information with your writing and are introduced with a prepositional phrase or as the subject.

Examples:

According to Mapperley (2017), learning how to reference sources accurately and appropriately is a vital skill for freshman students.

Mapperley (2017) explains that learning how to reference sources accurately and appropriately is a vital skill for freshman students.

Sources by one author

Include the author's last name and year of publication in the citation.

Examples:

Learning how to reference sources accurately and appropriately is a vital skill for freshman students (Mapperley, 2017).

Mapperley (2017) explains that learning how to reference sources accurately and appropriately is a vital skill for freshman students.

Sources by more than one author, but fewer than four

If a source has two or three authors, <u>name them all</u> in the citation, and use the word "and" rather than the ampersand (&) between them.

Examples:

There are change-makers and momentum-builders providing the hope, optimism, and ingenuity needed to solve humanity's most urgent and ambitious challenges (Bilborough, Radford and Arnold, 2014).

Bilborough, Radford and Arnold (2014) say that there are change-makers and momentum-builders providing the hope, optimism, and ingenuity needed to solve humanity's most urgent and ambitious challenges.

Sources by four or more authors

If a source has <u>four or more</u> authors, name the first (or "lead") author and use *et al.* to replace the other authors' names. It is *italicized* and there is a full stop after *et al.* because it is an abbreviation for *et alia*, which means "and others".

Examples:

The seemingly complicated nature of referencing can be alienating for some students when they are first introduced to it (Wollaton *et al*., 2016).

Wollaton *et al*. (2016) acknowledge that the seemingly complicated nature of referencing can be alienating for some students when they are first introduced to it.

Multiple sources for the same information

If two or more sources are used to support the same point, multiple citations should be grouped together alphabetically, with a semicolon (;) between them and matching reference list entries for each.

Example:
There are many experts that claim that the future has not been written, and that there is no fate but that which we make for ourselves (Anstey, 2021; Burrows *et al.*, 2023; Fowler and Woodcock, 2022).

Sources by an organisation

If a source is written by an organisation rather than a named author or authors, provide the organisation's name. These could be government organisations, institutions, companies, or universities such as OECD, World Bank, BBC, University of Oxford, etc.

Examples:
As explained by the University of Nottingham (2022), different institutions and even different departments within institutions will often have slightly differing house styles of referencing.

Different institutions and even different departments within institutions will often have slightly differing house styles of referencing (University of Nottingham, 2022).

Citing with quotation

When citing information in your own writing, you will mostly be writing in your own words. However, you might want/need to use an author's exact words in some situations, which is called quotation. Only short quotations should be used since long quotations or overuse of quotations would disrupt the flow of your writing and doesn't demonstrate your understanding of the evidence.

Circumstances in which you might choose to quote rather than paraphrase:

- When there is no other way to write it without changing the meaning. This could be a definition including multiple discipline-specific terms for which there are no synonyms.
- When the wording itself is famous.
- When the author's wording is so unique that you feel you cannot paraphrase without losing the meaning or value and want to share that wording with the reader.
- When the item being cited is so very far from your own thinking that you want to distance yourself from it and to make it clear to your readers that this is what you are doing.

Quotations require:

- "…" quotation marks around the words directly taken from the original source.
- The page number in the citation for where the original quote is located. If a page is not available (such as web pages or other online sources), then provide the paragraph number by counting down the paragraphs from the beginning of the document.

  Examples:
  Students are not alone in complaining about the difficulties in using academic style: in his autobiography, distinguished Professor Martin Attenborough conceded that he had long held these conventions to be "a proper pain in the neck" (Attenborough, 2018, p. 272).

  Students are not alone in complaining about the difficulties in using academic style: in his autobiography, distinguished Professor Martin Attenborough conceded that he had long held these conventions to be "a proper pain in the neck" (Attenborough, 2018, para. 5).

Note:

It is possible to paraphrase "a proper pain in the neck" in appropriate academic style. However, something would be lost here: the wording is amusing, and funnier as it is from someone such as a distinguished professor.

Remember – quotations should not be considered just because paraphrasing seems like hard work and should only be considered for the special cases mentioned above.

Citing a secondary source

When you want to use information cited in a source you are reading, you might need to use a secondary citation. If possible, you should try to locate the primary source of the information. For example, if you read about a book by Bilborough (2017) in an article by Mapperley (2019) you should try to locate the original source by Bilborough (2017), though not for an assignment with a closed reading list as it will be expected that you have more secondary citations.

If you cannot locate the original source, or are not permitted to due to the course regulations, then you will need to use a secondary citation by mentioning the first author's information "cited in" the source you actually read.

Examples:
Omitting acknowledgement of a secondary source is as significant as failing to acknowledge any other source and therefore constitutes plagiarism (Bilborough, 2017, cited in Mapperley, 2019).

According to Bilborough (2017, cited in Mapperley, 2019) omitting acknowledgement of a secondary source is as significant as failing to acknowledge any other source and therefore constitutes plagiarism.

In the example above, the source that you read was Mapperley (2019) and so Mapperley (2019) should have a corresponding reference in your reference list, not Bilborough (2017).

The Reference List

Each primary citation used in your writing must have a matching reference in the reference list. The reference list should be located at the end of your writing, on a separate page, with the title **References** or **Reference List**. Depending on the type of source, the formatting requirements of the reference vary.

Digital Source Information

DOIs and URLs

If a DOI (digital object identifier) is available for an online source, it should be included in the reference. If a DOI is not available, then the URL (uniform resource locator) should be provided instead.

Digital Object identifiers (DOIs)

DOIs are links to individual digital (online) sources. They include a number identifying the publisher, work, and issue information. As the DOI is the permanent identifier for the source, it is not necessary to include an accessed date. In a reference list, the DOI is always written in lower case (doi), and full stop [.] is used at the end of the DOI.

> **Example:**
> Shi, L. (2012) 'Rewriting and Paraphrasing Source Texts in Second Language Writing', *Journal of Second Language Writing*, 21(2), pp. 134–148. https://doi.org/10.1016/j.jslw.2012.03.003

Uniform Resource Locators (URLs)

If a DOI is not available, then the URL for online sources should be provided. When including a URL, the phrase "Available at:" and an access date in brackets must also be included as follows:

> **Example:**
> BBC (2016) *UK and the EU: Energy and environment*. Available at: https://www.bbc.co.uk/news/uk-politics-eu-referendum-36247455 (Accessed: 18 August 2018).

Reference List Guide

Depending on the type of source, different elements are included in references.

	Author	Year of publication	Title of article/chapter	Title of publication	Issue information (volume/part numbers if available)	Place of publication	Publisher	Edition	Page number(s)
Book	✓	✓		✓		✓	✓	✓	
Chapter from book	✓	✓	✓	✓		✓	✓	✓	✓
Ebook	✓	✓		✓					
Journal article (print and electronic)	✓	✓	✓	✓	✓				✓
Web page	✓	✓		✓					
Newspaper article (print and electronic)	✓	✓	✓	✓	✓				✓

Books

Information required for references for books:
- Author(s)/editor(s) (family name followed by initials)
- (Year of publication) (in round brackets)
- *Title* (in italics)
- Edition (if it is a second edition or later, or a revised edition)
- Place of publication: Publisher

Books by one author

Bell, J. (2014) *Doing your research project*. Maidenhead: Open University Press.

Books by two or three authors

Goddard, J. and Barrett, S. (2016) *The health needs of young people leaving care*. Norwich: University of East Anglia, School of Social Work and Psychosocial Studies.

Books by four or more authors

Young, H. D., Freedman, R. A., Sandin, T. R. and Ford, A. L. (2015) *Sears and Zemansky's university physics.* San Francisco, CA: Addison-Wesley.

Books with more than one or a revised edition

More than one edition
Waugh, D. (2015) *The New Wider World*. 5th edn. Cheltenham: Nelson Thornes.

Revised edition
Moxon, J. (2013) *The Art of Joinery*. Rev. edn. Fort Mitchell, KY: Lost Art Press.

E-books / Online books

References for e-books / online books might not have the publisher name and place available. Instead, the DOI or URL with the access date should be provided.

Examples:
Adams, D. (1979) *The Hitchhiker's Guide to the Galaxy*. Available at: http://www.amazon.co.uk/kindle-ebooks (Accessed: 29 January 2018).

Adams, D. (1979) *The Hitchhiker's Guide to the Galaxy*. doi:10.1063/0014-6243/132/1/310.

Book chapters

Information required for references for chapters or sections of a book (usually in collected works with multiple authors):

- Author(s) of the chapter or section (family name followed by initials)
- (Year of publication) (in round brackets)
- 'Title of the chapter or section' (in single quotation marks)
- in editor(s) of the book (ed.) (family name followed by initials)
- *Title of the Book* (in italics)
- Place of publication: Publisher
- Page numbers of the chapter or section

Example:
Franklin, A.W. (2012) 'Management of the problem', in Smith, S. M. (ed.) *The maltreatment of children.* Lancaster: MTP, pp. 83-95.

Journal articles

Information required for references for journal articles:

- Author(s) (family name followed by initials)
- Year of publication (in round brackets)
- 'Title of article' (in single quotation marks)
- *Title of Journal* (in italics and each first letter is capitalization except for linking words such as and, of, the, for)
- Volume(issue) numbers
- Page numbers
- DOI or URL if accessed online

Printed article

Norrie, C., Hammond, J., D'Avray, L., Collington, V. and Fook, J. (2012) 'Doing it differently? A review of literature on teaching reflective practice across health and social care professions', *Reflective Practice*, 13(4), pp. 565– 578.

Electronic article with DOI

Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks', *European Journal of Teacher Education*, 33(3), pp. 323-326. https://doi.org/10.1080/02619761003602246.

Electronic article with URL

Barke, M. and Mowl, G. (2016) 'Malaga – a failed resort of the early twentieth century?', *Journal of Tourism History*, 2(3), pp. 187-212. Available at: http://www.tanfonline.com/full/1755182.2016 (Accessed: 23 April 2018).

Please note, some journal articles can have a very large number of authors. While we suggest that you list all authors in your reference list, for articles with more than 10 authors, another option that we suggest to shorten the reference is to list the first nine authors followed by an omission (…) and then the last author.

Example:
Schuetz, P., Wirz, Y., Sager, R., Christ-Crain, M., Stolz, D., Tamm, M., Bouadma, L., Luyt, C. E., Wolff, M. … Mueller, B. (2017) 'Procalcitonin to initiate or discontinue antibiotics in acute respiratory tract infections', *Cochrane Database of Systematic Reviews*, 10. https://doi.org/10.1002/14651858.CD007498.pub3.

Online Sources (web pages, online newspapers, blogs)

Information required for references for online sources such as web pages:

- Author(s) (family name followed by initials)
- (Year the web page was published/updated) (in round brackets)
- *Title of web page* (in italics)
- Available at: URL (with accessed date in round brackets)

Internet source with author

Burton, P.A. (2012) *Castles of Spain*. Available at: http://www.castlesofspain.co.uk/ (Accessed: 14 October 2018).

Internet source with an organisation as author (replace the author's name with the organisation's name)

National Health Service (2018) *Check your Symptoms*. Available at: http://www.nhsdirect.nhs.uk/checksymptoms (Accessed: 17 October 2018).

Internet source with no author (use the title of the webpage in the citation and reference)

In-text citation:
Illustrations of the houses can be found online (*Palladio's Italian villas,* 2005).

Reference:
Palladio's Italian villas (2005) Available at: http://www.boglewood.com/palladio/ (Accessed: 23 August 2018).

Online newspaper article / Blog

Information required for references for online newspaper articles:

- Author(s) (family name followed by initials)
- (Year the article was published) (in round brackets)
- 'Title of article' (in single quotation marks)
- *Title of newspaper* (in italics with each first letter capitalised except for linking words such as and, of, the, for)
  - ***For blogs, change for *Title of Website***
- Day and month (exact date when article was published)
- Page numbers (if available)
- URL (with accessed date in round brackets)

Roberts, D. and Ackerman, S. (2013) 'US draft resolution allows Obama 90 days for military action against Syria', *The Guardian*, 4 September. Available at: http://www.theguardian.com/world/2013/sep/04/syria-strikes-draftresolution-90-days (Accessed: 9 September 2018).

Multiple works by the same author in the same year

In-text citations:
(Brockmeier, 1996a) and (Brockmeier, 1996b)

References:
Brockmeier, J. (1996a) 'Construction and interpretation: Exploring a joint perspective on Piaget and Vygotsky'. In: Tryphon, A. and Voneche, J. (Eds.) *Piaget-Vygotsky*. Hove: Psychology Press.

Brockmeier, J. (1996b) 'Explaining the interpretive mind', *Human Development*, 39, pp. 287–294.

Sample Reference List

The reference list should be on a separate page by itself at the end of an essay. It should be titled References or Reference list. The references are arranged in alphabetical order.

References

Bailey, S. (2018) *Academic writing: A handbook for international students*. Abingdon: Routledge.

Brick, J., Wilson, N., Wong, D. and Herke, M. (2019) *Academic success: a student's guide to studying at university*. London: Red Globe Press.

Brockmeier, J. (1996a) 'Construction and interpretation: Exploring a joint perspective on Piaget and Vygotsky'. In: Tryphon, A. and Voneche, J. (Eds.) *Piaget-Vygotsky*. Hove: Psychology Press.

Brockmeier, J. (1996b) 'Explaining the interpretive mind', *Human Development*, 39(5), pp. 287–294.

Coxhead, A. (2019) 'Academic vocabulary'. In: Webb, S. (Ed.) *The Routledge Handbook of Vocabulary Studies*, pp. 97-110. Abingdon: Routledge.

Gillett, A. (2022) *Features of Academic Writing*. Available at: http://www.uefap.com/writing/writfram.htm (Accessed: 16 June 2022).

Godfrey, J. (2013) *The Student Phrasebook: Vocabulary for Writing at University*. Basingstoke: Palgrave Macmillan.

Leeds Beckett University Library (2022) *Ask Us: Why do I have to reference?* Available at: https://libanswers.leedsbeckett.ac.uk/faq/185153 (Accessed: 23 June 2022).

McMillan, K. and Weyers, J. (2012) *How to Cite, Reference & Avoid Plagiarism at University*. London: Pearson.

Perkins, M., Gezgin, U.B. and Roe, J. (2020) 'Reducing plagiarism through academic misconduct education', *International Journal for Educational Integrity* 16(1): pp. 1-15.

Shi, L. (2012) 'Rewriting and Paraphrasing Source Texts in Second Language Writing', *Journal of Second Language Writing*, 21(2), pp. 134–148. https://doi.org/10.1016/j.jslw.2012.03.003

Wette, R. (2017) 'Source text use by undergraduate post-novice L2 writers in disciplinary assignments: Progress and ongoing challenges', *Journal of Second Language Writing*, 37, pp. 46-58. Available at: https://www.sciencedirect.com/science/article/pii/S1060374316300613 (Accessed: 22 June 2022).

Reference list formatting tips

When to use *italics*

- For most source types, the title is in *italics*.

- One exception is in journal articles where the name of the journal is in *italics* and the article title is 'in single quotation marks'.

- In citations, *et al*. is always in *italics*. However, *et al.* is used only for citations, not entries in the reference list. All the authors should be named in the reference list (see p12).

When to use quotation marks

- Single quotation marks are used for the following cases:
  - Title of a journal article
  - Title of a newspaper article
  - Title of a webpage
  - Title of a blog entry
  - Title of a chapter in an edited book

Other referencing information

- Reference list entries include all the sources directly cited in your work and only these (i.e., not the secondary citations).
- References are listed in alphabetical order by author's family name (or by the name of the organisation if this is published by an organisation).
- If there is more than one work by the same author, these are listed by date, with the earlier ones given first.
- If the same author published twice in the same year, identify the sources by adding a or b to the year. For example: 2017a and 2017b, in the citations and in the corresponding reference list entries.
- References are presented in the form of a single list, without numbers or bullets.