**Department of Computer Science**

**Faculty of Science and Engineering**

# Guidelines on How to Reference the Work of Others

**2014/15**

(Updated November 2014)

This handbook is available on request in alternative formats from the Department

Introduction

It is extremely important that all material (such as ideas, text, figures, data and computer programs) taken from other sources, including unpublished material obtained from the internet, lectures and even colleagues and past students, is properly acknowledged using well-defined referencing conventions. In particular, verbatim(word-for-word) text taken from other sources must be placed within quotation marks. References help to distinguish between your ideas and other people's ideas, and are also evidence of what you have read. If you do not reference the work of others you will almost certainly be in breach of the Code of Practice on Unfair Means.  Unfair means is a serious offence and attracts severe penalties.

*The golden rules of referencing:*

Be consistent – use only the guidelines provided by The University of Hull for all your work, unless told otherwise. These are available at

<http://www2.hull.ac.uk/lli/referencing/harvard.html>

Read The University of Hull guidelines in conjunction with this document.

Referencing is all about attention to detail. Follow the detail in the guidelines absolutely including punctuation, capitals, italics etc. otherwise marks may be lost.

If the source of information to be referenced does not fit any of the examples in the guidelines, choose the nearest example and include enough information for the reader to find and check that source, in a format as close to the example as possible. For further guidance on these types of references, see “Frequently Asked Questions” section (below).

Gather all the details you need for your references whilst you have the sources of information in your possession. If you forget to do this and cannot find the sources of information again (they may have been borrowed from the Library, for example, by another reader), you cannot legitimately use them in your essay. Referencing details may be recorded in an electronic database such as the RefWorks program, so that you can sort your references into the order laid down in your guidelines – usually alphabetical by author’s surname.

Referencing

Referencing is acknowledging the sources of information (originated by another person) that you have used to help you write your essay, report or other piece of work. In your academic work, you should use the existing knowledge of others to back up and provide evidence for your arguments. The sources of information you use may include books, journal articles (paper or electronic), newspapers, government publications, videos, websites, computer programmes, interviews etc. It is important to use authoritative. high quality, peer reviewed references.

Why you must reference your sources of information

There are several reasons why you must reference your work, including:

As courtesy to the originator of the material.

To provide evidence of the depth and breadth of your reading.

To enable a reader to find and read in more detail, a source of information to which you refer in your work.

To allow a lecturer or marker to check that what you claim is true; or to understand why you have made a particular mistake, and teach you how to avoid it in future.

To enable you to find the source of information if you need to use it again.

To avoid accusations of plagiarism.

Plagiarism

In its regulations governing the use of unfair means, the University of Hull defines plagiarism as follows:

It is work which purports to be a candidate’s own but which is taken without acknowledgement from the published or unpublished work of others.  Such unattributed taking is plagiarism whether from articles, books, computer programs, data, essays, papers, reports, or any other material originated by another person, whether obtained from written, printed or electronic sources, including via the Internet, the World Wide Web (WWW) or any other computer-based or networked system.  It is plagiarism whether the medium is literary (essays and reports), graphical (designs, diagrams, graphics), electronic (computer programs) or mathematical (proofs).  Intention to commit the offence is not relevant to the finding of guilt, but may be relevant to the penalty imposed.  (University of Hull, 2008)

When to reference

You must use a reference whenever you:

* Paraphrase (put into your own words), someone else’s ideas that you have read or heard. This is an alternative to using a direct quotation.
* Use statistics or other pieces of specific information, which are drawn from a recognisable source.
* Use a direct quotation from a source of information.

How to use quotations

Quotations should be used very sparingly and normally only where you wish to draw attention to the specific words used by an author. They should be brief, so that there is room in your work for plenty of your own arguments, not just those of others. When using quotations:

Copy the words and punctuation of the original, exactly, except when you wish to omit some words from the quotation. In this case, use three dots … to indicate where the missing words were in the original.

If the original has an error, quote it as written but add [sic] in brackets to indicate that you know it is an error but that this is what the original says.

If necessary, make minor amendments to the grammar so that your writing and the quotation flow naturally. Put your amendments in brackets, for example: “In his autobiography, Churchill says that [he] was born at an early age…” The original says “I was born at an early age…”

If the quotation is a line long or less, incorporate it into your text and enclose it in quotation (speech) marks. If the quotation is longer than a line, put it in an indented paragraph (start it on a new line; indent it at either side; single space it; and do not use quotation (speech) marks).

Referencing in the text of your work

There are a number of different conventions for referencing. The University of Hull has adopted the Harvard system. In the text of your work you are expected to reference your sources of information in an abbreviated (short) format know as a citation.  The citation links to the full details of the sources in your list of references or bibliography at the end of your work (see below).

Example of citation in the text of a report

...It has been claimed that students learn best by doing (Gibbs, 1988).

At the end of the report the list of references shows

Geddes J, 1992 ....

Gibbs G, 1982……

Gibbs G, 1988, *Learning by Doing: a Guide to Teaching and Learning Methods,* London: Further Education Unit.

McNab A, 1993 ....

The University of Hull guidelines give examples of the various kinds of reference. The remainder of this guide covers specific references of interest to computer scientists.

**Referencing mathematical equations**

When citing mathematical equations or theorems etc., use the appropriate number if there is one, for example.

"Using the results of Jessor (1989, eq.3) we now define….."

"Lemma 3.4 of Jones (2001, p.23) implies that…."

Including page numbers is recommended for example,

"Using the results of Jessor (1989, p.110, eq.3) we now define…."

"By theorem 1.2 of Smith (1999, p.120)….."

If there is no identifying equation number, then use the page number.

If the equation or theorem is a well-known result, without a specific reference e.g. Pythagoras, then you should at least name or identify the theorem:

"We use Pythagoras' theorem to show….."

**Referencing Computer codes**

In the text of a report, acknowledge computer programs and source code with a citation such as

…GraphicsShader4D (Roster & Victor, 2003) is a graphics program which …

The reference should include:

1. Author (if given) – can be persons or legal entity
2. Date (if given)
3. Title of program (in italics and capitalised)
4. Version (in parentheses)
5. Form e.g. Computer program (in brackets)
6. Availability, either: a) distributor, address or b) URL and date accessed if downloaded.

Example reference for the above example:

Roster, C. and Victor, A. (2003) GraphicsShader4D *Graphics* *Package*  (Version 3.0) [Computer program]. Available at <http://abc.ac.uk/grahics/shader4D.html> (Accessed 30 September 2013)

In the source code of a program, acknowledge the use or adaptation of code written by someone else by citing your source with an inline comment in the code.   The comment should provide sufficient information for someone to obtain the code, e.g. URL.  Give the date the code was obtained.  It is essential to respect copyright, terms of use and licensing requirements.  Follow the terms of any open source license.  Some licenses require that your code incorporates the license of the code used or adapted. Three examples of how to lay out a reference in source code:

## Referencing copied code

/\* Begin Reference - Copied Code

Usual referencing information as per handbook

\*/

Copied code

/\* End Reference \*/

## Referencing copied and modified code

/\* Begin Reference - Copied and Modified Code

Usual referencing information as per handbook

Brief explanation of any modification

\*/

Modified code

/\* End Reference \*/

## Referencing an algorithm

/\* Begin Reference - Algorithm

Usual referencing information as per handbook

\*/

Implementation of algorithm

/\* End Reference \*/

Check the requirements for the work to be submitted to determine whether a bibliography is required rather than a list of references.

**A list of references** includes all the sources of information which have actually been quoted from, paraphrased or referred to in the text of a piece of work.

**A bibliography** includes all references, plus all the other sources of information which have been used to assist with the writing of a piece of work, but which are not actually quoted from, paraphrased or referred to in the text of a piece of work. A bibliography shows better than a list of references, how widely a student has read around his or her subject.

The sources of information should be all in one list arranged alphabetically by authors’ surnames.

Frequently asked questions

What about sources of information with no acknowledged author?  Firstly, consider the quality of the reference. Almost all the high quality, peer reviewed references, have authors. In some cases an author may be an organisation or a government department. If there is no information about the author, use “Anon.” as an abbreviation for anonymous.

What about sources of information which have an editor, not an acknowledged author?  In the reference, put "ed" or "editor" after the surname. For example:

Baker D ed, 1986, *Student Reading Needs,* London: Library Association.

If you are citing the book in general the citation in your text would be (Baker, 1986). If you were citing a specific chapter by an individual author, you should use the name of that author in your text, and the details of the chapter in the reference.

How do I reference a quotation by an author, which I found as a quotation in a book written by someone else?  Use the format (Jones, 1955, p.23 in Brown, 1970, p.45).

Further information

This document is intended to be compatible with the university guidance on referencing provided by Library and Learning Innovation <http://www2.hull.ac.uk/lli/skills-development/referencing.aspx>. If you are using material from a source not listed above, you should ask a member of staff in the Library and Learning Innovation Skills Team for assistance.

**References**

University of Hull, 2008, Regulations Governing the Use of Unfair Means, [online] <http://www2.hull.ac.uk/student/studenthandbook/academic/unfairmeans.aspx>, [Accessed on 23 August 2011].