The Learning Support Guide to:

Referencing

When presenting any piece of coursework, you must provide a detailed and precise list of all the sources which you have used to back up your arguments and ideas. Your bibliography or list of references shows the breadth and depth of your reading and that you have drawn on appropriate material. If you do not reference your work carefully, you may be accused of plagiarism, or trying to pass off the work of others as your own original thought. This carries severe penalties.

Three terms are used when describing lists of sources:

- **Citations** or **references** link direct quotes or paraphrases of an author's work used in your writing, with their source text.

- A **bibliography** lists sources of essential background reading which helped you form your arguments and ideas but which you did not cite directly in your text.

These are sometimes presented as separate lists at the end of a piece of work, or may be combined into a single list.

Try to get into the habit of recording the details needed for accurate referencing, right from the start of your study. You should make note of every paper and electronic source you use: books, journal and newspaper articles, theses, e-mails, websites, etc. Doing this as you go along will save you the time and effort of chasing up this information when you have a deadline to meet and will help you guard against accusations of plagiarism.

- **Journals**
  Author, year of publication, article title, journal title, volume and edition number, page numbers, publisher.

CHARMAZ, K. (1994) Identity Dilemmas of Chronically Ill Men, The Social Quarterly, 35 Autumn: p269-288 OUP
SKYRME, D.J. (1998) Valuing Knowledge: Is it worth it? Managing Information 5(2) pp7-11 Aslib

- **Electronic Sources**
  Author, year, date, title, [medium], location, publisher

McKenzie BC (1995, December 12), Medicine and the Internet [online] (URL http://www.oup.co.uk/NetMed/mned3.html) Oxford: Oxford University Press
Disney, W. (1937) Snow White and the Seven Dwarfs [film], Disney

- **Using IBID**

Use ibid if you refer to an author's work several times in succession on the same page. **Ibid means 'as before'.**

    e.g.   No-one says that learning has to be dull and dreary (Orr, 1992). …… Indeed, top level executives may play management games as a fun way to learn new management skills (ibid)

- **Using OP CIT**

Use op cit to refer to an author already cited in your text.

    e.g.   A criticism sometimes voiced by students is that academic writing is dry, boring and lacks colour (Parker, op cit)

Citations or References within Your Text

There are two ways of including references within your text: the **Harvard system** and the **Numeric system**. It is a good idea to check whether your lecturer or Department prefers a particular style, otherwise you can choose the easiest for you.

The **Harvard system** is to give the author's surname and the year of publication of the book / article referred to at each citation. These are placed in brackets.

> e.g. …refutes this idea (Middleton 1995)

You may be able to work the author's name into your text, in which case, only the date is bracketed.

> e.g. Middleton (1995) refutes this idea as being…

If you quote an excerpt from an author's text you must enclose it in quotation marks and refer to the exact page where it was found.

> e.g. …what one critic called 'an idea before its time in the changing economic climate' (Middleton 1995, p48)

With the **Numeric system**, every source you cite, regardless of whether it is a book, journal, newspaper, etc. is given a number in sequence the first time you use it. Afterwards, you always refer to it by that number. The numbers are usually placed in brackets.

> e.g. (27) or [27]

If you quote excerpts from an author's text, then you must refer to the exact pages where they were found.

> e.g. [27 p158]

You will need to check very carefully that your numbers remain in sequence, as you edit your work.

References / Bibliography Layout

At the end of your text you must provide a complete list of references laid out as given below.

If you have used the **Harvard system** within your text, your list must be in alphabetical order of author's surname. It will incorporate all your different types of source material; books, articles, newspapers, websites, etc.

If you have used the **Numeric system**, you will have a numbered list linking the numbers in your text to their complete reference.

There are academic standards and conventions to be maintained to differentiate between books and articles etc. The following examples show how this can be done.

- **Books**
  Author(s), year of publication, title, place of publication, publisher.

HERON, J. (1989) *The Facilitator's Handbook* London: Kogan Page
HERON, J. (1993) *Group Facilitation: Theories and Models of Practice* London: Sage
MARKOVA, I and FOPPA, K (eds) (1990) *The Dynamics of Dialogue* Hemel Hempstead: Harvester

- **Books which are compilations of articles**
  Article author, year of publication, article title, editor, book title, place of publication, publisher

ANDERSEN, M.L. (1994) *The Many and Varied Social Constructs of Intelligence* in Sarbin, T.R. and Kitsuse J.I. (eds) Constructing the Social. London: Sage