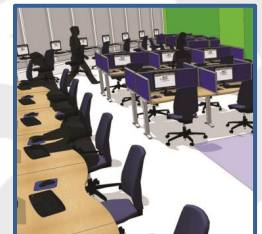


Managing Information: Referencing and EndNote

Karen Crinnion, Assistant Liaison Librarian, SAgE Faculty



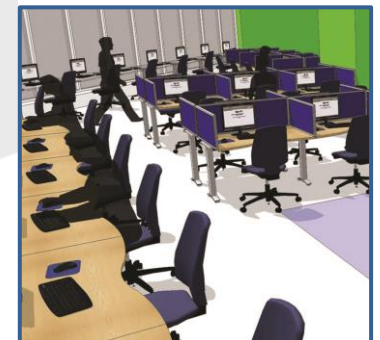
Referencing – good practice

Why reference?

- ❖ To make your own contribution clear
- ❖ To acknowledge source material
- ❖ To ensure reader can find source material
- ❖ To avoid plagiarism

Your referencing must be:

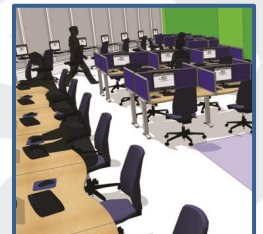
- ❖ Comprehensive
- ❖ Accurate
- ❖ Consistent



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Can you recognise Plagiarism?

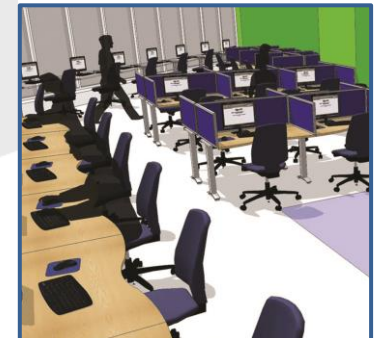
(this exercise is based on material from 'A handbook for deterring plagiarism in HE' by Jude Carroll, OCSD, 2002)



Scenario 1

You copy a paragraph and make small changes – e.g. replacing a few verbs, replacing an adjective with a similar word. The source is included in the list of references.

Is this plagiarism or acceptable practice?



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Scenario 2

You have found a fantastic article.

You copy a few sentences word-for-word, with quotations, you give an in-text citation & full details of the article in your reference list.

Is this plagiarism or acceptable practice?



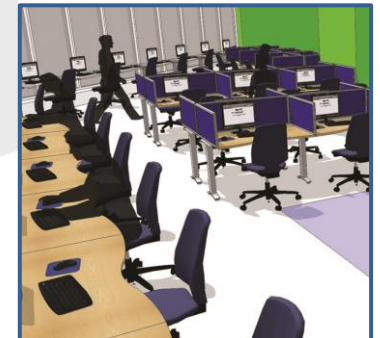
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Scenario 3

You are writing up your report.

You take short phrases from a number of sources, add your own words & list all sources in your reference list.

Is this plagiarism or acceptable practice?



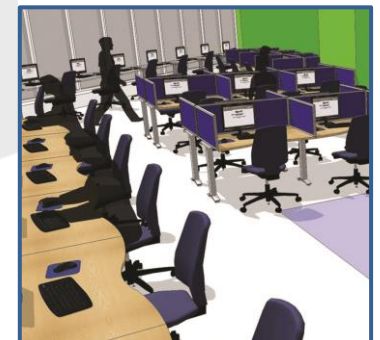
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A reference is required if you...



Referencing Guide for practical guidance

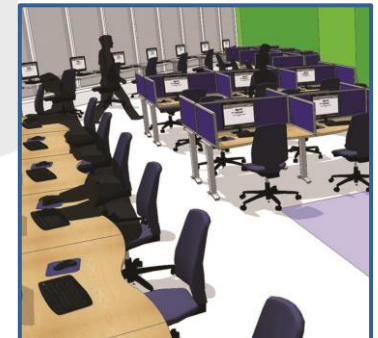
<http://libguides.ncl.ac.uk/referencing>



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IEEE style of referencing

- References are numbered in [] as sources are introduced in your writing.
- Each time the same source is referred to, the same number will be given.
- Page numbers are required with citations where material is directly quoted or you refer to a specific part of the source. For example [1, p. 3], [2, pp. 5-7], [3, para. 2.1].
- A full reference list with full source details – must be in numerical order.



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Examples in IEEE style

Book:

A. B. Author, *Title: Subtitle (in italics)*, Edition (if not the first), Vol. (if a multi-volume work).

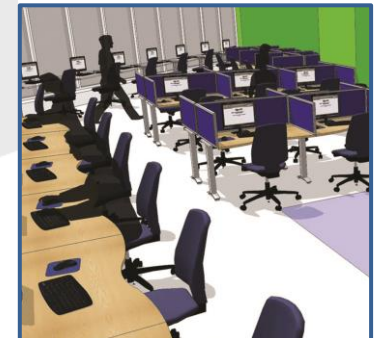
Place of publication: Publisher, Year.

Journal article:

A. B. Author of article. "Title of article," *Title of Journal*, Vol., no., pp., Month year.

Webpage:

A. B. Author, "Document title," *Webpage Name*, Source/production information, Date of internet publication. [Format]. Available: URL. [Accessed: Date of access].



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<http://www.ieee.org/documents/stylemanual.pdf>

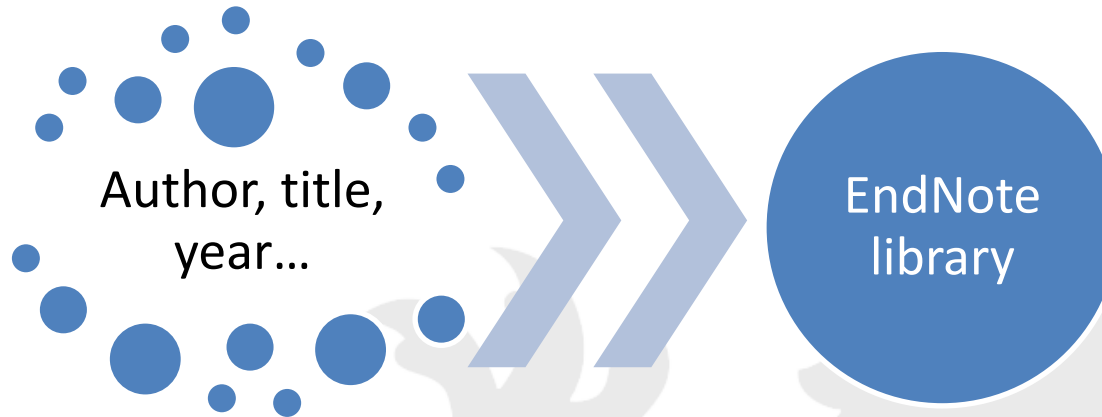
Shows you how to cite and reference lots of other information types, e.g.

- reports,
- handbooks,
- conference papers,
- standards, etc

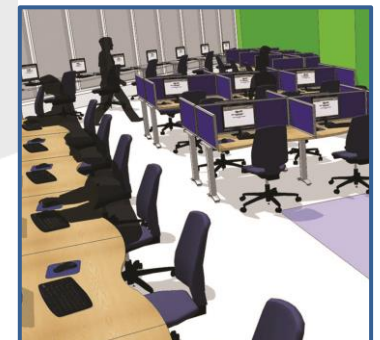


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How can EndNote help?



- Enter references manually
- Download from databases
- Sort, organise and search
- Attach files
- Create bibliographies
- Cite While You Write in Word



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EndNote is available



Campus clusters and University PCs



Desktop via Remote Application Service
(RAS)



Online at my.endnote.com



To purchase at Adept Edustore



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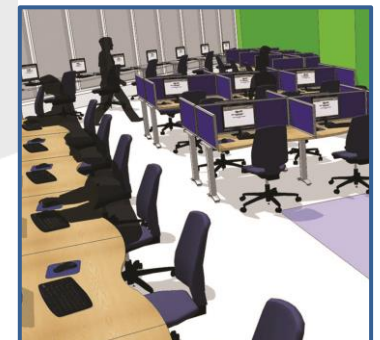
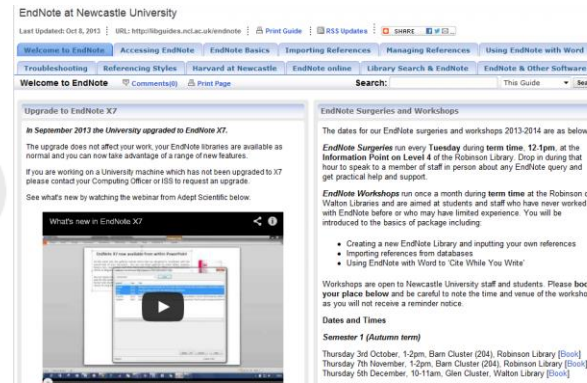
Getting help with EndNote

- EndNote Library Guide
<http://libguides.ncl.ac.uk/endnote>

- EndNote Helpline
libraryhelp@ncl.ac.uk

- EndNote Surgeries
Every Tuesday 12-1pm during term time

- EndNote Workshops
Every month



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