Referencing Correctly

This section considers the following issues:

[**Why reference?**](#)
[**How to reference?**](#)
[**Avoiding plagiarism**](#)

Why reference?

In writing any academic work it is important that you base all your observations and assertions on a good evidence base. In academic terms, the evidence base is either from good quality published literature or from your own research data (in your dissertation).

Not all published literature is of equal standing and you need to take care to 'read critically'. As a crude rule of thumb, research-based literature from professional journals or text books is better. Other sources, especially web-based ones, should be used with great care. Seek advice from course lecturers and librarians if unsure.

When using such sources it is very important to make it clear to the reader which sources have been used and where they have been used. This attribution of sources is often called 'referencing' and there are different styles used to achieve this. In medical and health sciences, we use the system devised by the American Psychological Association (APA). This is a widely used international system and is the easiest to deal with when producing

assignments. Editing is much easier with APA than other number-based systems.

There are no rules as to how many sources are needed in a given assignment. There is no magic number which you need to read or include in your assignment. The only guidance is that there should be enough to convince the reader that you have accessed *all* the appropriate, available and up to date literature or a sizeable sample thereof. This will almost certainly involve a great deal of reading and will almost certainly run into double figures of sources for each thousand written words. Note that if using APA style, the references in the main body are included in the final word count. The final reference list is not included in the word count.

Also see the guidelines on the Vancouver system which is also available on Canvas.

How to reference

Detailed guidelines are available but it is very useful to look at published material that uses APA to act as a 'benchmark' to follow. These general points and tips may also be helpful.

The prime aim in referencing is to make it absolutely clear where the material you used came from. In APA this means stating the surname of the author and the year of publication at appropriate points in the main body of the work. The full publishing details for every author should be placed in the 'References' section towards the end of the

assignment. Any one source or author can be used more than once but take care not to rely on a single paper to make many points.

Some examples…

In the main body of the assignment there are 3 main ways to set out a reference….

Type 1. Jones (2002) found that yellow wallpaper was preferred by most respondents.

or

Type 2. In recent research it was found that yellow wallpaper was preferred by most respondents (Jones, 2002).

or

Type 3. Jones' (2002) research found that..

> *"most of the respondents preferred yellow wallpaper"* (page 203)

All these three methods achieve the aim of attributing the source (or referencing). Each may be appropriate in different situations.

When comparing a number of views, then type 1 may be more flexible eg.

Jones (2002) found that yellow wallpaper was preferred, yet research by Smith (2003) found that green wallpaper was seen as beneficial by his respondents.

Type 2 can be useful where a number of authors make the same point eg.

Yellow is colour of choice for wallpaper (Andrews 2001; Griffiths, 2001; Jones, 2002; Llewellyn 2000).

It is important to note that where the name appears at the end of a sentence such as this, it only refers to the last sentence and cannot be considered to refer any further back that this. Also note that the authors are listed in alphabetical order and separated by semi colons.

Type 3 is a verbatim quote, where the exact words of the original author have been faithfully reproduced. This type should be used sparingly (or too many of your words will be those of others) and it is of limited flexibility. Using this type is generally reserved for occasions where an author provides a definitive statement or definition in which the choice of words is very important. You can see that the format is very particular (indentations and italics) and a page number needs to be added in this case, but not for types 1 and 2.

Dealing with Multiple Authors

In-Text Citations

How do I cite authors in my assignment?

In-text citations have two formats: parenthetical and narrative as below.

One or Two Authors

In-text citation requires that the last name of the author and the year of publication be inserted into the text, for example:

Anderson (2015) states that ...

or

(Anderson, 2015)

If there are two authors of a work, both should be cited.

Anderson and Morgan (2020) state that ...

or

(Anderson & Morgan, 2020)

Note. Link the two authors' names with **and** when cited outside parentheses. Link with an **ampersand** (&) inside parentheses. In tables and figures, use an ampersand between names in both parenthetical and narrative citations.

Three or More Authors

If there are three or more authors of a work, include the name of only the first author plus "et al." in every citation, including the first citation, unless doing so would create ambiguity.

To avoid ambiguity, when the in-text citations of multiple works with three or more authors shorten to the same form, write out as many names as needed to distinguish the references, and abbreviate the rest of the names to "et al." in every citation. For example, two works have the following authors:

Kapoor, Bloom, Montez. Warner, and Hill (2017)

Kapoor, Bloom, Zucker, Tang, Koroglu, L'Enfant, Kim, and Daly (2017)

Both these citations shorten to Kapoor et al. (2017). To avoid ambiguity when citing them both, cite them as follows:

Kapoor, Bloom, Montez, et al. (2017)

Kapoor, Bloom, Zucker, et al. (2017)

Consult the Reference Guide as to how authors should be named in the final reference list.

Secondary referencing describes the situation where you have not seen the original work, but it has been cited by another (for example, in a book written by Smith, he cites

earlier work by Jones). Wherever possible this should be avoided and the original work sought out and referenced. Where it is not possible to find the original source (if it is a historical reference, for example), then it needs to made clear that it is a secondary reference.

- Kleinman (1996) cited in Cunningham-Burley (1998) has argued...

or

- It is in the non-professional arena that illness is first defined (Kleinman, 1996, cited in Cunningham-Burley, 1998)

In the reference list.

See the guidelines, as the format varies according to type of source. They should be presented in strict alphabetical order (regardless of the type of source or the order in which they appear in the text) and all the necessary components needed to find the source should be included. These examples cover the principles of referencing and the main types encountered, but there are many particular circumstances not covered here. See the table below and the guidelines on this site for details. Also see: American Psychological Association. (2020). *The basics of APA 6th Edition style tutorial*

https://apastyle.apa.org/6th-edition-resources/basics-tutorial

OR

https://extras.apa.org/apastyle/basics-7e/?_ga=2.49247013.2076327667.1601028447-700111496.1601028447#/

TIP – Correct referencing and maintaining a list of all the references used can be made easier by using software such as **EndNote**. It will help you search, store and retrieve references. It can also help with citations in the text and will automatically produce a full reference list. This is available commercially and is installed on most University computers. See http://www.endnote.com/ However you choose to manage your references it is vitally important that you keep a list of all your sources cited in each work until your course is complete.

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Avoiding plagiarism or academic misconduct

Plagiarism is defined in the University's academic handbook as "using without acknowledgement another person's work and submitting it for assessment as though it were one's own work".

Plagiarism is taken very seriously and can result in sanctions being taken by the University against those found to have misused the work of others. The University employs systems to aid in the detection of plagiarism.

Examples of plagiarism include..

- Use of verbatim text from another's work which is not clearly presented as such (a 'type 3' reference or quotation).

- Using another's ideas, judgements, figures, data, theories etc without clearly citing them as a source.

- Submitting work produced by others.

- Including unreferenced material 'copied and pasted' from the internet

- Using 'essay writing services'

- Reproducing material already submitted for another assignment (self-plagiarism)

- Colluding with another or sharing work.

- Falsifying data or results.

Whilst deliberate attempts to present others' work as your own are clearly more serious, it often the case that students plagiarise accidentally by not referencing correctly. Take care!

NB: This paper only refers to the use of APA guidelines for referencing, and students who wish to use the Vancouver method are encouraged to read the separate guidelines.