

Referencing and Citing for Computation Students¹

This guide is divided into three sections. The first defines plagiarism and its academic importance. The second, what referencing and citing are, and how and when to reference and cite. The final part provides examples of how references should be laid out.

What is plagiarism?

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. **Plagiarism is a serious academic offence and the consequences are severe.**

Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the University will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarised and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (with or without allowing resubmission) through the down grading of degree class, the award of a lesser qualification (eg a pass degree rather than honours, a certificate rather than diploma) to disciplinary measures such as suspension or expulsion see Undergraduate and Postgraduate Handbooks for more details.

Coursework, dissertations and essays submitted for assessment must be the student's own work, unless in the case of group projects a joint effort is expected and is indicated as such.

Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles or from any other source. It is as serious to use material from the World Wide Web or from a computer based encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.

Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own. When quoting word-for-word from the work of another person, quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.

Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source.

¹ With thanks to University College Northampton library and the School of Management, Oxford Brookes from whose document much of the information contained here has been adapted.

It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

It is not acceptable to simply copy sections of text from one or more sources, even with references. Coursework is designed to test understanding and the ability to collate and interpret information and copying text does not demonstrate this ability.

Referencing websites is generally discouraged. However if it is decided to be necessary, the website address and the date the website was consulted must be recorded.

Direct quotations from an earlier piece of the student's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged. (Note, it is formally stated that some coursework, such as MSc dissertations, cannot reuse work already submitted to obtain a degree).

Sources used should be listed in full in the reference section at the end of the piece of work and in a style as follows.

Section 1 – Referencing and Citing in the Text.

Referencing

When researching a piece of written work you will frequently read other peoples' ideas, theories or data that you will want to make reference to in your own work.

Citing

Making reference to other authors in your own work is called *citing*. The names of the authors who are cited in your text are listed in alphabetical order at the end of the written work. This is a *reference list*.

The process of citing authors and producing a reference list can be done in one of two common styles – the *Harvard* or the *Numeric*. A consistent approach to references should be adopted when citing in the text and in the reference section. This guide describes the Harvard Referencing System as it is the mostly commonly used.

Why reference?

- To show evidence of the breadth and depth of your reading;
- To acknowledge other peoples' ideas correctly;
- To allow the reader of your work to locate the cited references easily, and so evaluate your interpretation of those ideas;
- To avoid plagiarism.

What is the difference between a *Reference List* and a *Bibliography*?

Reference list - this list provides all the information about the published works - books, journals and newspaper articles etc., you have mentioned within your text. It is organised alphabetically by the family names of the authors (or originators). The

list appears at the end of the work and gives full details of the author's name, what the work is called, the date of publication and where it was published.

Bibliography – a list of all works read in the course of your preparatory reading. This includes material that has been helpful for reading around the subject area but has not been referred to directly in the text. It is still important to acknowledge this work. This list is also arranged alphabetically by authors' family name and is located after the reference list.

See **Section 2: Formats** for conventions that apply to all different types of work – books, journals, newspapers, conferences etc.

Some people mix the list of references from within the text (references) and the references to wider reading (bibliography) together in one list, which they call the Bibliography. This is discouraged, because it creates difficulties for your examiner, who has to sort out which is which, in order to be clear about the accuracy of your referencing.

CITING IN YOUR TEXT

The Harvard System (sometimes called the Name and Date System) uses the family name of the author of the work you wish to cite and the date it was published. These are incorporated into the text of your work each time you make reference to that person's ideas.

Citing a single author

The author and the date of publication are provided

For example:

Smith (1993) has suggested that

OR

Some commentators suggest that (Smith, 1993), whilst others believe more complex relationships exist.

Citing more than one author

If there are two authors, the names of both should be given in the text and in the reference list. When citing and referencing use the same format for both, and words are preferable to symbols. For example, Smith and Jones not Smith & Jones.

If there are more than two authors, the name of the first author only should be given in the text, followed by the abbreviation '*et al.*' (meaning 'and others' in Latin).

For example:

Bennet *et al.* (1997) showed that

Note that *et al* is in italics and is followed by a full stop.

In your reference list, however, you will list **all** the authors who compose the *et al.*

For example:

Bennet, S., McRobb, S. and Farmer, R. (2002) *Object-Oriented Systems Analysis and Design*. London: McGraw Hill.

Note that in the reference list the family name and initial are inverted.

Distinguishing several publications in the same year by an author

Sometimes you will find that an author has published two or more books, journal articles, etc. in a given year. It is important to distinguish between the different publications by adding letters (a, b, c, etc.) to the date in the text.

For example:

Johnson (1991a) has progressed both experimental and practical aspects of software technology to the point where they provide a serious challenge to Pacific Belt dominance (Johnson, 1991b).

In the reference list the articles are presented alphabetically: 1991a, then 1991b and so on.

For example:

Johnson, C. (1991a) *Software: The way ahead*
Johnson, C. (1991b) *Changing Global Markets*

THE REQUIRED INFORMATION

You will find all the information that you need to build up a reference from the title page of the book or document you are citing. Remember to

- Keep the order of authors' names the same as on the title page
- Cite the first named place of publication.

Note that when citing the place of publication the following applies:

- If a text was referenced as published in Manchester it would be assumed this was in the UK. If a text was published in the US it would be referenced as Manchester, N.H. (abbreviation for New Hampshire).

Note that edition dates are not reprint dates (new editions will have new text and must be cited as such). The copyright sign will often indicate the date of production. If the work to be referenced has not originated from a commercial publisher and lacks obvious title page data – for example, papers presented at conferences but not published – then the appropriate information should be obtained from any part of the document.

A book's editor is referenced in exactly the same way as an author, adding (ed.).

For example:

Cibora, C.U. (ed.) (1996) *Groupware and teamwork: invisible aid or technical hindrance?*. Chichester: Wiley.
or
Grosz, B.J., Sparck Jones, K. and Webber, B.L. (eds.) (1986) *Readings in Natural Language Processing*. Los Altos: Morgan Kaufman.

Note, the capitalisation of the title should be the same as on the source.

Corporate Authors

Sometimes it is not possible to name an individual as an author. For example, where there has been a shared, 'corporate' responsibility for the production of the material. In such cases the 'corporate name' becomes the author (often called the 'corporate author').

Corporate authors can be government bodies, companies, professional bodies, clubs or societies, international organisations.

For example:

Institute of Waste Management (1995) *Ways to Improve Recycling*. Northampton: Institute of Waste Management.

The 'corporate author' appears in the text in the same way as authors.

Chapters in edited books

An edited book will often have a number of authors for different chapters. To refer to a specific author's ideas (from a chapter), cite him or her in the text, not the editors. In the reference list indicate the chapter details *and* the book details from which it was published.

For example:

Whitehead, C. (1991) 'Charismatic Leadership'. In: W. Harrison and D. Cole (eds.) *Recent Advances in Leadership Theory*. London: Waverley. pp. 73-89.

Note the use of 'in' to link the chapter to the book, and the use of page numbers.

Whitehead's name would appear as the author in your text, and in the reference list. The year of publication is only given once in the reference list.

Secondary sources

A journal article or book someone else cites that you have not seen is called a *secondary source*.

- You should try and find the bibliographic details of the source yourself (for example, by using the bibliographic CD-ROM services available in the UMIST library) and cite them in the normal way. It is important that when criticising ideas you do it 'first hand'.
- If you are unable to locate the bibliographic details of the secondary source, you may cite it in your text using the text that is your primary source.

In your text and reference list you must link these two items with the term 'cited in'.

The format is:

Author of original work's family name, initials, (Year of original publication), Title of original work. Place of publication: Publisher. Cited in Author/editor surname, initials. (Year) *Title*. Place of publications: Publisher.

For example:

A change in family circumstances can affect a child's emotional stability (Pollock, 1995) cited in Jones (1996).

Pollock, T. (1995) *Children in Contemporary Society*. Cited in Jones, P. (1996) *A Family Affair*. London: Butterworth.

Note that only the primary source title is italicised and both years are included.

No publication details given

Occasionally you will find documents that lack basic publication details. It is common practice to indicate that this information is not available by using a series of generally accepted abbreviations:

- | | |
|---------------------------------------|-------------|
| • author/corporate author not given | use (Anon.) |
| • no date | use (n.d.) |
| • no place (<i>sine loco</i>) | use (s.l.) |
| • no publisher (<i>sine nomine</i>) | use (s.n.) |
| • not known | use (n.k.) |

For information on citing and referencing other types of documents, including journals and conference papers, see Section 2 – Formats for Printed Materials.

QUOTATIONS

If you quote from a publication directly, then you must place the page number within the citation. In the reference list, however, it is not necessary to indicate the page number.

(a) Short Quotations

Short quotations, meaning the use of a phrase or part of a sentence. Short quotations used within the text require the use of single quotation marks.

For example:

Whilst it is possible that poor parenting has little effect on primary educational development, 'it more profoundly affects secondary or higher educational achievement' (Healey, 1993, p. 22).

(b) Longer Quotations

Quotations that are one sentence or more should be distinguished from the rest of the text by indenting the quotation by an equal amount from both side margins and placing in single space format (as opposed to the rest of the text which should be in 1.5 or double spaced format). Note the example below of a long quotation set with text. You may also use a smaller font size to further distinguish the quoted text.

Indented quotations do **not** have to be placed in quotation marks.

For example:

The rise of capitalism and the expansion of the world market have made international trade an essential part of modern society. The industrialised core has developed, and continues to maintain its lifestyle, by exploiting the labour and resources of the periphery. Because the developed countries hold the power they dictate the terms, not only with regard to pricing but also the uses to which resources are put.

The resource depletion cost of individual people in the North is much greater than that in the South: 80 per cent of the world's resource consumption is by 20 per cent of the people. This 20 per cent live mainly in the North. Since many resources are transferred (at prices favourable to the purchaser) from the South to the North, much of the cost is paid in the South.

(Kirby et al, 1995 p.4)

This uneven development is the central argument of the neo-Marxist point of view.

Never split a quotation in your text. If it does not fit completely on a page then start a new one so that the whole quotation is kept together.

SECTION 2 – FORMATS FOR PRINTED AND OTHER MATERIALS

There are many different types of material that you may use that will need referencing. Each different type has an accepted style for presentation in the reference list and/or bibliography. The following examples give the format style and are followed by an example.

Note the way that punctuation has been used, as well as quotation marks, italics and upper and lower case. The examples given below are only one of many accepted styles, but you should follow these examples exactly to reference to an accepted departmental standard.

Printed material**Books**

Author/editor surname, initials. (Year) *Title*. Edition. Place of publication: Publisher.

For example:

Stallings, W.S. (2002) *Computer Organization and Architecture: designing for performance*. (6th ed.) Upper Saddle River, N.J.: Prentice Hall Pearson Education International.

Note

- The title of the book uses capital letters for each word in most cases, however, the capitalisation should always be listed in the same way as it is on the source, and there is a full stop at the end of the title.
- The title is in italics.
- The date is the year of publication not printing.
- The edition is only mentioned if other than the first.
- The place of publication is the city, not the country.

Journal articles

Author surname, initials. (Year) 'Title of article', *Journal name*, Volume number, Issue or Part number, first and last page numbers.

For example:

Johns, C. (1993) 'Professional supervision', *Journal of Nursing Management*, Vol. 21, No. 1, pp. 9-18.

Note

- The title of the paper is between single quotation marks and is in the lower case, with a comma following.
- Journal name is italicised.
- Best practice is to write the name of the journal in full. You may sometimes see abbreviations of journal names. It is not good practice to use a mix of full and abbreviated forms.
- p. indicates only one page and pp. indicates a range of pages.

Corporate author

The format is the same as for a book but uses the 'corporate' (company, business, organisation) author in place of a named author.

For example:

Royal College of Nursing (1983) *Guidance for the Handling of Patients in the Hospital and Community*. London: RCN.

Government Publications

Available data may vary for these. Where possible should include Government Department/Institute. Subdivision of department or institute (if known). (Year) *Title of document*. (Name of chairperson, if it is a committee). Place of publication: Publisher.

For example:

Department of Health and Social Services (1980) *Inequalities in Health: Report of a research working group*. (Chair: Sir Douglas Black). London Department of Health and Social Services.

Conference papers

Conference papers are often in manuscript form, CD-rom or electronic, and distributed at conferences. Thus it is necessary to include the name, place and date of the conference.

Author, Initial. (Year) 'Title of conference paper'. Paper presented at name of conference, place of conference, month of conference.

For example:

Webb, N.L. (1991) 'Management education reform in California'. Paper presented at the 3rd annual conference of the British Academy of Management, University of Essex, July.

Conference papers are often published in book form or as a special issue of a journal. In this case, treat the reference as you would a normal book or journal paper, but include the fact that it is the publication of conference proceedings, if this is mentioned in the publication information. Page numbers should also be included where available.

Author, Initial. (Year) Title of conference paper. *In: conference proceedings title, including date*. Place of publication: Publisher.

For example:

Webb, N.L. (1993) Management education reform in California. In: *Management Education I the United States: Eight Innovations. Proceedings of a conference, Colchester, 1991*. London: Routledge.

Newspapers

Journalist name, Initial. (Year) Title of news item. *Name of newspaper*. Date. Page number.

For example:

Peters, R. (1992) 'Picking up Maxwell's bills'. *Independent*. 4 June, p. 28.

Note that the name of the newspaper is italicised.

If it is a news article and does not specify an author, the newspaper name is used in the text and instead of the author in the reference list.

For example:

The Guardian (1992) 'Lottery for breast cancer help'. *The Guardian*. 21 March, p. 10.

Legislation and Law Reports

Names of parties involved in the case. [Year] Volume number/Abbreviated name of law report/Page number on which the report starts.

Dates are given in square brackets not round.

For example:

Holgate v Duke [1984] 2 All ER 660

Statutes

The usual method for citing an Act of Parliament is to cite its title in your text. The country of origin is normally regarded as the 'author', but this does not need to be stated if you are referring to the law of the land you are actually in.

Title of statute, year of statute. Place of publication: Publisher.

For example:

Data Protection Act 1984 London: HMSO.

Statutory instruments

In this case it is also not necessary to put in the country of origin if it is the UK.
Short title of the statutory instrument. Year (SI year: number). Place of publication:
Publisher.

For example:

Lobster pots (size regulations). 1989 (SI 1989: 1201). London: HMSO.

Theses

Author, Initials. (Year) *Thesis title*. Level of thesis. Awarding institution.

For example:

Kirkland, J. (1988) *Lay Pressure Groups in the Local Education System: A study of two English boroughs*. PhD. Thesis, Brunel University.

Patents

Patent applicant. (Year) *Title of patent*. Name of author/inventor. Country of patent, serial number. Date of application.

For example:

Mitsui Toatsu Chemicals Inc. (1972) *Dyeing by Acid Dyes*. Author F. Fujii. Japan patent application 69888, 3951969. 2 October 1972.

British Standards

Corporate author. (Year) *Title of standard*. Number of standard. Place: Publisher.

For example:

British Standards Institute. (1989) *References to Published Materials*. BS 1629. London: BSI.

Unpublished Material

Some printed materials are not published by recognised publishers and may not be widely available. In this case, it is necessary to indicate this, and if the document is archived – for example, a manuscript or personal letter – its location should also be included.

For example:

Lawler, C. (1987) *Childhood Vaccinations*. Health promotion leaflet, Chester Group Practice, unpublished.

Electronic and other material types

Internet

World Wide Web

It would normally be expected that most references in a piece of coursework were to published literature that has been subject to peer review. This means that they can be taken by the reader as quality material that has had the benefit of endorsement by experts other than the authors themselves. In science, publications are not fully acceptable until they have undergone peer review. Most quality journals and reputable publishers operate a peer review system. Electronic sources such as web-based scientific journals are also typically subject to peer review. However, at

present most pages on the web are not peer reviewed, so should be used with caution. In general an authoritative published and peer reviewed text is preferable to a personal opinion found on an individual's homepage or to a news group contribution.

Author/editor, initials. (Year) *Title* [online]. (edition). Place of publication: Publisher (if known). Available from URL [Accessed date].

For example:

Holland, M. (1996) *Harvard System* [online]. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/service_depts/lis/LIS_Pub/harvardsyst.html [Accessed 15 November 2000].

The 'accessed date' is the date on which you viewed or downloaded the document. Stating the access date allows for the possibility that website may be subject to change or revision. It is recommended that you keep a record of the document as you used (provided this is permitted).

Some organisations place information on the internet without citing a specific author. In these cases authorship should be ascribed to the smallest identifiable organisational unit (in the same way that material is cited for a corporate author).

Electronic Journals on the WWW

Author, initials. (Year) 'Title', *Journal title* [online], volume (issue), location within host. Available from: URL [Accessed date].

For example:

McArthur, D.N. and Griffin, T. (1997) 'A marketing management view of integrated marketing communications', *Journal of Advertising Research* [online], Vol. 37 NO. 5, p.19. Available from: http://www.searchbank.com/infrotrac/session/66/850/10267118w3/15!xrn_12&bkm [Accessed 1st March 1998].

'Location within host' may have to be used to indicate where an item can be found within a cited address. For example, the page, paragraph, or line number (when these are fixed within the document) – 'pp19-29' or line '120-249'. Other locations could be a specific labelled part, section or table, or any other host-specific designation.

CD-Rom (Full Text)

Author, initials. (Year) Title. *Title of full text database*. [CD-ROM], volume, date, page.

For example:

Lascalles, D. (1995) Oil's troubled waters. *Financial Times* [CD-ROM]. 11th January, p. 18.

Note that this format is for full-text CD-ROM. If your reference is a bibliographic reference only you should try to find the full version of the article and refer to that.

Other electronic sources

There are a variety of other electronic resources that can be cited. For example:

Mailbase/Listserve email lists

Personal electronic communications (e-mail)

For further information on electronic references:

<http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>

Software Code Copying

Copying and reusing a piece of code is covered in a separate section because the rules are not as straightforward as copying and reusing a piece of text. When a coursework or project involves the generation or use of code, the person who assigns the work will determine whether reusing a part of a code is acceptable. In most cases, if one can find the code for virtually a complete solution, reuse is probably not an option as the student won't be able to demonstrate their abilities. When reusing is acceptable then the citation format follows the formatting guides described in Sections 1 and 2. In addition, the following rules apply:

- The report should state what percent of the code is taken or derived from other sources.
- Unmodified reused code should be cited as comments in the code itself and in the header of the main program (e.g., "Portions of this code are taken from ...").
- Modified reused code should be cited in the header part of the code (e.g. "Portions of this code are derived from ..."). The modifications should be cited as comments next to the modified lines.
- If appropriate, one might include reference to other's material in the "Help, About" box in the software itself - many commercial companies do this.

Bibliography

British Standards Institute. (1989) *British Standard Recommendations for References to Published Materials*. BS1629. London: BSI.

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Gibaldi, J. (1988) *MLA Handbook for Writers of Research Papers*. (3rd ed.) New York: Modern Language Association of America

Holland, M. (1996) *Harvard System* [online]. Poole: Bournemouth University.
Available from:
http://www.bournemouth.ac.uk/service_depts/lis/LIS_Pub/harvardsyst.html
[Accessed 15 November 2000].

Li, X. and Crane, N.B. (1993) *Electronic Style: A guide to citing electronic information*. London: Meckler.

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