

What is referencing?

When you are writing a piece of work and use someone else's words or ideas **you must reference them**. This means that you need to include detailed information on all sources consulted, both within your text (in-text citations) and at the end of your work (reference list).

Why is it important?

Referencing...

- Is crucial to successful research.
- Helps the reader to find the original source if they wish.
- Improves your writing skills
- Adds authenticity to your argument.
- Shows that you have read widely.
- Can help you get better marks.

Which system should I use?

There are several different referencing styles used within Queen's therefore you must check your module/School handbook to clarify which system to use. It is important to use the referencing style consistently throughout your piece of work.

What is plagiarism?

Plagiarism involves deliberately or inadvertently presenting someone else's ideas as your own. It is cheating. It doesn't just apply to direct quotations but summarised and paraphrased argument too. Plagiarism is treated very seriously and usually results in disciplinary action.

How to avoid plagiarism

- Plan your work in advance and manage your time effectively.
- Read a passage and then make notes afterwards. This makes it easier to use your own words.
- Note down all the details for each source as you work. This will help you to compile a reference list or bibliography.
- Save your notes and work until you receive your final mark.

HARVARD REFERENCING

Introduction to Harvard

Known as the author-date system

Two main elements

- i. citing within the text of an assignment
- ii. listing references at the end of an assignment

In-text citations

You need to include the **author(s) surname(s)**, year of publication and page number (for direct quotation)

Uncertainty

Referencing is inextricably linked to the concept of plagiarism; it involves learning how to represent what has been learned from earlier authors (**Pears and Shields**, 2008, p. 18). As an “essential skill for higher education” (**Neville**, 2009, p. 95) it substantiates the evidence on which discussion or argument is based. Academic referencing gives credibility to the information presented, enabling sources to be traced, authenticated, and used to connect and synthesise ideas. **Roberts** (2008) suggests the chief cause of plagiarism is uncertainty about how to cite sources and misconceptions about referencing terminology. A reason for this predicament is the absence of a universal referencing system. A plethora of referencing systems exist and styles can vary from one department to another within the same institution, with irregularities between tutors in how these styles are interpreted and applied (**Neville**, 2007). A first year joint honours student may be expected to use a particular style of referencing for one assignment and then a different style for another project. Consequently it is not surprising that students are left confused. I have seen many students individually whose difficulty with referencing has been perplexity at what is expected of them. **McGowan** (2009, p. 2) criticised the requirements of academic writing for being shrouded in mystery and therefore it not unreasonable for students to expect clear, succinct guidelines. **Levin** (2004) queries how students should know what counts as common knowledge and does not need referenced and **Neville** (2009) states there are nine referencing styles found within higher education in Britain, while **Moore et al.** (2010) argue there are at least fourteen separate referencing styles in active use.

Phrasing

There are several ways to phrase in-text citations and place the author's surname within a sentence.

START: Smyth (2010, p. 187) argued that “18-25 year old males...”

MIDDLE: In a recent survey (Jones, 2009), the pedagogic benefits of interactive whiteboards were analysed.

END: Apple is a globally recognised brand name, whose products are regarded as the best on the market

TIPS

Give the citation where it fits comfortably with the flow of your writing.

Where the author's name does not occur naturally, put the in-text citation into brackets.

If you paraphrase something it may be neater to give the in-text citation at the end of the sentence.

Page Numbering

For in-text citations you may *either* use **p.** or a **colon** to indicate the page number. It is important that you are consistent and therefore do not use these two conventions interchangeably.

Examples:

According to Hancock and Muller (2013, p. 35) or According to Hancock and Muller (2013:35)

In a bibliography / reference list you only refer to page numbers when there is a **page range** i.e. journal articles or chapters. This may be indicated by *either* including or omitting pp.

Examples:

Rogers, Y. and Scaife, M. (1998) 'Getting to grips with "interactivity": helping teachers assess the educational value of CD-ROMS', *British Journal of Educational Technology*, 29(4), pp. 321-332.

or

Rogers, Y. and Scaife, M. (1998) 'Getting to grips with "interactivity": helping teachers assess the educational value of CD-ROMS', *British Journal of Educational Technology*, 29(4) 321-332.

Up to 2 Authors

If there are one or two authors in the publication you wish to reference, then list them both in the in-text citation.

Examples:

Educational research (**Bannister and Ashworth**, 1994) suggests that...

According to **Carney and McNeish** (2005:18) "electromagnetic forces..."

>2 Authors

If there are more than two authors then cite the **first name** followed by *et al.*

Examples:

Social policy changed radically in the 1980's (Johnston *et al.*, 2009) ...

When referring to best practice, Murphy *et al.* (2008) highlighted ...

Important: all authors must be listed in your reference list / bibliography.

Note the formatting in the use of *italics* and a full stop after al.

Multiple Sources

If you need to refer to two or more sources at the same time, use a **semi-colon** to separate them.

Example:

Plagiarism within higher education has risen substantially over the past decade (Roberts, 2008; Terry, 2007; Devlin, 2006).

Should be cited in reverse chronological order.

Multiple Sources with same year and author

Allocate lower case letters after the year in alphabetical order.

Example:

Johnston (2004a) argued... however he concluded... (Johnston, 2004b)

No Date

Use the phrase "no date", or abbreviation n.d.

Examples:

Moore and Powell (no date, p.114) conclude that...

The problem is particularly apparent among first year undergraduates (Hart and Friesner, n.d.)

Short Quotations

Set in quotation marks and include in the body of text.

Example:

As Laurillard (1993, p.47) points out “it is a peculiarity of academic learning that its focus is not the world itself but others views of that world.”

Long Quotations

Long quotations should be formatted as follows:

- entered as a separate paragraph with a one line space above and below the quote
- indented from the text
- single spaced
- quotation marks not necessary³

Example:

De Raeve (1998, p. 488) is of the opinion that:

Nursing cannot require of individual nurses that they wholeheartedly sacrifice personal for professional integrity, since this would lead to the depersonalization of the individual and to individuals becoming the tools of the group. This, it might be said, was what happened to prison camp guards in Nazi Germany, where integrity might have been construed purely as loyalty to the regime and obedience to authority, thereby, many would say, undermining its very nature.

This argument may be especially pertinent where nurses are employed by the state.

Making Changes to Quotations

If you leave out a word or words from a quote, indicate this by using **three dots ...**

Example:

“E-learning ... has the potential to revolutionise accessibility” (McKervey, 2010, p.6)

Use **square brackets** to put your own words into a quotation

Example:

“impacted this sphere [political] of constitutional reform”

Secondary References

This is where you cite a source quoted by another source. You must use the names of both authors and the phrase 'cited in'.

Example:

A study by Holbrook (2006, cited in McNelly, 2008, p. 17)

Reference List

In the Harvard referencing system, the in-text citations link to your reference list .
A reference list contains all the sources that have been cited in the text of your work.

Example

In-text citation:

Neville (2009) however offers a contrary view ...

Reference list:

Neville, C. (2009) *The complete guide to referencing and avoiding plagiarism*, Maidenhead: Open Universities Press

Formatting

There are specific rules for **formatting** references, which vary according to the **type** of source.

Author(s)

Put the surname first, followed by the initial(s). e.g. Frazer, P.

Include all authors. e.g. McQuade, A., Moran, P. and Crawford, T.

Sometimes the author may be an organisation. e.g. Nursing and Midwifery Council

If the publication is compiled by an editor or editors, use the abbreviation (ed.) or (eds.) e.g. Hughes, R.J. and Hampson, P. (eds.)

Year of Publication

Put the year in the **round brackets** after the surname(s) e.g. (2010)

If no date can be identified, use **(no date)** or **(n.d.)**

Title

Capitalise the first letter of the first word and any proper nouns. e.g. *Contract law in France:1975-2001*,

The title should be **italics**. e.g. *A tale of two cities*,

You may *either* put a **comma** OR **full stop** after the title and subsequent reference components. e.g. *Gone with the wind*,

Edition

Only include the edition if it is not the first edition.

Abbreviation to **edn.** e.g. 2nd edn.

Place of Publication: Name of Publisher

List the **place** of publication first followed by the **name** of the publisher. Separate using a **colon**. e.g. Maidenhead: Open Universities Press

Page Reference

Only include if you are referring to a specific **chapter** or **journal article**. Include the page numbers after the publisher's details. e.g. Oxford: Blackwell Publishing, pp. 391-406.

Title of Article (Journal / Newspaper)

Put the title in **single** quotation marks and capitalise the first letter of the first word. e.g. 'Plagiarism on the rise'

Title of Journal/Newspaper

Capitalise the first letter of **each** word in the title, except linking words such as: the, for, and, of, etc.
Italicise the whole title e.g. *British Journal of Educational Technology*

Issue Information

List the **volume** number followed by the **issue** number in round brackets. e.g. 14(3)

URL

Include the full web address for Internet sources used. This is formatted using
Available at: <http://www.qub.ac.uk/lds> (Accessed: 30th August 2012)

How to Reference a...

Book

Order

- Author(s) / Editor(s)
- Year of publication (in round brackets)
- Title (in *italics*)
- Edition
- Place of publication: Publisher.

Example:

Pearrow, M. (2007) *Web usability handbook*, 2nd edn., Boston: Charles River Media.

Electronic book

Order

- Author
- Year of publication (in round brackets)
- Title of book (in *italics*)
- Name of e-book collection (in *italics*)
- [Online]
- Available at: URL
- (Accessed: date)

Example:

Smith, M., Davidson, J., Cameron, L. and Bondi, L. (2009) *Emotion, place and culture*. *Ebrary* [Online].
Available at: <http://site.ebrary.com/lib/queensbelfast/docDetail.action?docID=10276597> (Accessed: 30th August 2012).

Chapter from book

Order

- Author(s) of chapter
- Year of publication (in round brackets)
- Title of chapter (in single quotation marks)
- in
- Author(s) / editor(s) of book
- Title of book (in *italics*)
- Place of publication: Publisher
- Page reference

Example:

Bannister, P. and Ashworth, P. (1998) 'Four good reasons for cheating and plagiarism', in Rust, C. (ed.) *Improving student learning: improving students as learners*. Oxford: Oxford Centre for Staff and Learning Development, pp. 233-240.

Journal article

Order

- Author(s) of journal article
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in *italics*, capitalise the first letter of each word)
- Issue information (volume, issue number)
- Page reference

Example:

Aldrich, F., Rogers, Y. and Scaife, M. (1998) 'Getting to grips with "interactivity": helping teachers assess the educational value of CD-ROMS', *British Journal of Educational Technology*, 29(4), pp. 321-332.

Electronic journal article

Order

- Author(s) of e-journal article
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in *italics*, capitalise the first letter of each word)
- Volume, issue, page numbers
- [Online]
- Available at: URL
- (Accessed: date)

Example:

Hart, M. and Friesner, T. (2004) 'Plagiarism and Poor Academic Practice - A Threat to the Extension of e-Learning in Higher Education?', *Journal of eLearning*, 2(1), pp. 89-96 [Online]. Available at: <http://www.ejel.org/volume-2/vol2-issue1/issue1-art25.html> (Accessed: 6 July 2012).

Website

Order

- Author(s)
- Year the webpage was last updated (in round brackets)
- Title of webpage (in *italics*)
- Available at: URL
- (Accessed: date)

Example:

Terry, J. (2007) *Moving on - preparing for university & organising your studies*, Available at: <http://www2.warwick.ac.uk/fac/sci/dcs/teaching/movingon/7.pdf> (Accessed: 5th July 2012).

Newspaper article

Order

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in *italics*)
- Day and month
- Page reference

Example:

Prince, R. (2010) 'Why food is costing us the earth', *The Times*, 30th August, p.18.

Report

Order

- Author or organisation
- Year of publication (in round brackets)
- Title of report (in *italics*)
- Place of publication: Publisher

Example:

Mintel (2008). *Pizza and Pasta Restaurants - UK* [Online]. Available at: <http://www.mintel.com/pizzapastauk.html> (Accessed: 26th August 2012).