



# Learning Resource Centres

## Getting Started with Referencing

### What is referencing?

When you use other people's thoughts, ideas & theories you need to make reference to it within your own work

- ◆ Making reference to other people's work is called **CITING**
- ◆ Listing these references at the end of your piece of work is done in the form of a **REFERENCE LIST** and/or **BIBLIOGRAPHY**

### Why do I need to reference?

It is important to acknowledge other people's ideas, thoughts and theories correctly

- ◆ You need to do this to avoid **PLAGIARISM**
- ◆ You need to do this to support reasoned argument in the form of '**EVIDENCE**'
- ◆ You need to do this to show **BREADTH** and **DEPTH** within your research

### What is plagiarism?

Although you may be new to research, ignorance will not be accepted as an excuse or as a defence against an accusation of **PLAGIARISM** – you must, therefore, **UNDERSTAND** what it is and how to **AVOID** it

- ◆ If you fail to reference correctly your information sources, you are passing off the work of someone else as your own, whether intentional or otherwise – that is **PLAGIARISM**. Correctly referencing your sources is vital if you are to avoid this
- ◆ **PLAGIARISM** is comparable to **CHEATING** in an exam, and Doncaster College condemns the practice
- ◆ If in doubt, **ASK** your tutor or a member of LRC staff to discuss your referencing with you

## Get Started

There are a variety of referencing formats that you can use. At Doncaster College we use the Harvard Referencing format to create references.

This is a brief guide to Harvard Referencing; a full and comprehensive guide is available on the LRCs' e-Library.

## Book with 1 Author

### Format:

Author Surname, Initial. (year of publication) *Title: subtitle*. Edition if not 1<sup>st</sup>. City / town of publication: Publisher

### Notes:

- ◆ Within the reference, the book title should be *italicised*
- ◆ Place of publication is always the city/town not the country i.e. London, not UK
- ◆ The year is the date of publication, not a reprint date. Look out for these on the verso (back of the title page), they have no bearing on edition dates
- ◆ Anything other than a 1<sup>st</sup> edition e.g. 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> etc., needs to be included within the reference, and goes immediately after the title

### Reference Example:

Evans, M. (2004) *How to pass exams every time*. 2nd edition. Oxford: How To Books.

### Citation:

#### Citation within text:

Evans (2004) provides a variety of checklists to help students do well in their exams.

#### Citation with quote:

According to Evans (2004) "one of the greatest barriers to success is your attitude" (p. 1).

### Citation notes:

- ◆ You need to include the page number for a direct quote
- ◆ When quoting directly, "quotation marks" are used to distinguish a short quotation, usually no more than 2 lines in length
- ◆ Longer quotations should be indented and placed in a separate paragraph, you do not need quotation marks as well

## Book with 2 Authors

### Format:

Author Surname, Initial and Author Surname, Initial. (year of publication) *Title: subtitle*. Edition if not 1st. City / town of publication: Publisher

### Notes:

- ◆ Where there are 2 authors, the order of the author's name should be retained

### Reference example:

Crolley, L. and Hand, D. (2002). *Football, Europe and the Press*. London: Frank Cass.

### Citation within text:

Crolley and Hand (2002) argue that the nature of the British press is to portray English football supporters as soldiers fighting for a cause, rather than spectators.

### Citation with quote:

When discussing the issue of the British press, it could be argued that "foreigners are quite simply portrayed in a negative light throughout the British press" (Crolley and Hand, 2002, p. 24)

### Citation notes:

- ◆ When citing or quoting directly from a book by 2 authors, both surnames appear in the text together with the year of publication

## Book with many Authors

### Format:

Author1 Surname, Initial., Author2 Surname, Initial. and Author3 Surname, Initial. (year of publication) *Title: subtitle*. Edition if not 1st. City / town of publication: Publisher

### Notes:

- ◆ The reference should contain all the authors' names
- ◆ The order of the authors' surnames should be retained

### Reference example:

Morris, S., Willcocks, G, and Knasel, E. (2002) *How to lead a winning team*. London: Prentice-Hall

### Citation within text:

As demonstrated by Morris *et al.* (2002) leadership should concern everyone within an organisation, not just senior management

### Citation with quote:

Listening is a skill which all leaders should acquire. Morris *et al.* (2002) believe that:  
showing that you want to listen is one of the things you can do quickly to change the way your department feels and to develop strong bonds between you and your colleagues (p. 39).

### Citation notes:

- ◆ When referring to the book within the text (citing), *et al.* is used. It literally means "and others". You are only required to put the first named author followed by *et al.*
- ◆ The convention is italicise *et al.* followed by a full stop

## Journal Article

### Format:

Author Surname, Initial. (year of publication) Title of article: subtitle. *Journal Title*, **Volume** (Number), pages

### Notes:

- ◆ The name of the journal is *italicised*, not the title of the article
- ◆ The volume number is in **bold**
- ◆ Volume part numbers may be replaced by a month or date
- ◆ Page numbers for journal articles are included in the reference

### Reference example:

Kidger, J. (2004) Including young mothers: limitations to New Labour's Strategy for supporting teenage parents. *Critical Social Policy*, **24** (3) pp. 291-311.

### Citation within text:

Kidger (2004) believes that despite the problems faced by teenage parents, some of New Labour's initiatives will prove to be of some help.

### Citation with quote:

"New Labour's emphasis on the need to support teenage mothers through increasing their participation in education, training and employment is problematic" (Kidger, 2004, p. 304).

## Web Page

### Format:

Author Surname, Initial. (year of publication) *Web page title*, Publisher [online]. Available from: URL [Accessed: date]

### Notes:

- ◆ There is no fixed standard applied to citing electronic sources—be consistent
- ◆ If no individual author is mentioned, try and identify the department or section responsible for the web page i.e. "Kingston University Library", and treat as a corporate author

### Reference example:

Kingston University Library (2004) *Citing references using the Harvard style*. Kingston University [online]. Available from: [http://www.kingston.ac.uk/library/using\\_the\\_library/harvard.html](http://www.kingston.ac.uk/library/using_the_library/harvard.html) [Accessed 07/09/2006].

### Citation within text:

Ensuring that you cite references correctly will mean that you avoid a charge of plagiarism (Kingston University Library, 2004).

### Citation with quote:

When discussing the issue of plagiarism, Kingston University Library (2004) inform their students that "plagiarism is treated very seriously, and plagiarised work is usually disqualified" (lines 5-6).