

Referencing Guide

How to acknowledge sources in your work

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Why Reference?

- To acknowledge other people's ideas or work correctly.
- To support an argument with evidence.
- To keep a record of your sources so you can find them again.
- To enable others to evaluate your research.
- To show your background reading.
- To avoid plagiarism.
- To avoid losing marks!

Definitions

Referencing is a system of acknowledging the words and ideas of other people that you have used in your work. This guide shows you how to use the Harvard Referencing style also known as the 'author and date' system.

References: A list of the full details of the sources used (cited) in your work.

Bibliography: A list of the full details of sources used for background reading, but not used (cited) in your work.

Citation: When you use other peoples work in your essay as a quote or summarised idea. (Also, cite, citing and cited).

Quotations: When you use someone else's exact words in your essay. This needs to be put into quote marks and have a short reference e.g. (Smith, 2010, p.20).

Summarised ideas: When you put someone else's ideas into your own words in your essay. This needs a short reference e.g. (Small, 2010).

Plagiarism: Using someone else's words or ideas as your own, i.e. without acknowledging the author using a reference. Do not just copy and paste text, the College has a plagiarism policy and if you are caught plagiarising you will fail your essay or course.

The referencing system your tutor uses may vary, please follow the system they recommend and remember: the main rule is to be consistent.

Summarising ideas

When putting the information you read in a source (book, magazine, web page etc.) into your own words in your essay, you need to acknowledge where it came from.

It is better to summarise ideas than to use long quotes.

The same short reference is used whether you are summarising ideas from a book, magazine, web page etc:

(Digby, 2010)
↑ ↑
Author Year
 of publication

There are two ways of summarising ideas:

1. If the author's name fits naturally into your sentence then put the year of publication in brackets:

Digby (2010) explains that sand dunes are under immense pressure from tourism which leads to their erosion.

2. Sometimes it is easier to put the reference at the end of the sentence with both the name and year in brackets:

Sand dunes are under immense pressure from tourism which leads to their erosion (Digby, 2010).

A full reference for these authors needs to be included in the References at the end of your essay.

References & Bibliography

- Two alphabetical lists.
- Arranged by authors surname.
- Set out on a separate page at the back of your essay.
- These are 'full references' that contain more information about the sources.
- List items in your **References** if you used them in your essay.
- List items in the **Bibliography** that you read but didn't include in your essay, this shows your background reading.
- The list of References and Bibliography should look like this:

References

Middleton, C. & Robb, P. (eds.) (2010) *Sociology student handbook*. London: Collins.

Philip, N. (2010) *Myths and legends*. 2nd ed. London: Dorling Kindersley.

Willis, E. (2009) Sustainability. *Geography Review*, vol. 7(4), pp. 24-30.

Bibliography

Cullingworth, N. (2008) *Public services*. Cheltenham: Nelson Thornes.

Mico, J. (2010) *Windows to the Universe* [online]. Available from: <http://www.windows.ucar.edu/> [Accessed 25th May 2009].

Walker, P. (2010) NHS Staff off sick. *Guardian*, 19 August. p.4.

The next pages show you how to write full references for the References or Bibliography.

Books

This is how to write a full reference for books in the **References** or **Bibliography** at the end of your essay:


| | | | | |
|------------------|--------|-----------------------------------|-------------------------|-----------------|
| Author | Year | <i>Title</i> <i>in italics</i> | Place of publication | Publisher |
| ↓ | ↓ | ↓ | ↓ | ↓ |
| Cullingworth, N. | (2008) | <i>Public services.</i> | Cheltenham: | Nelson Thornes. |



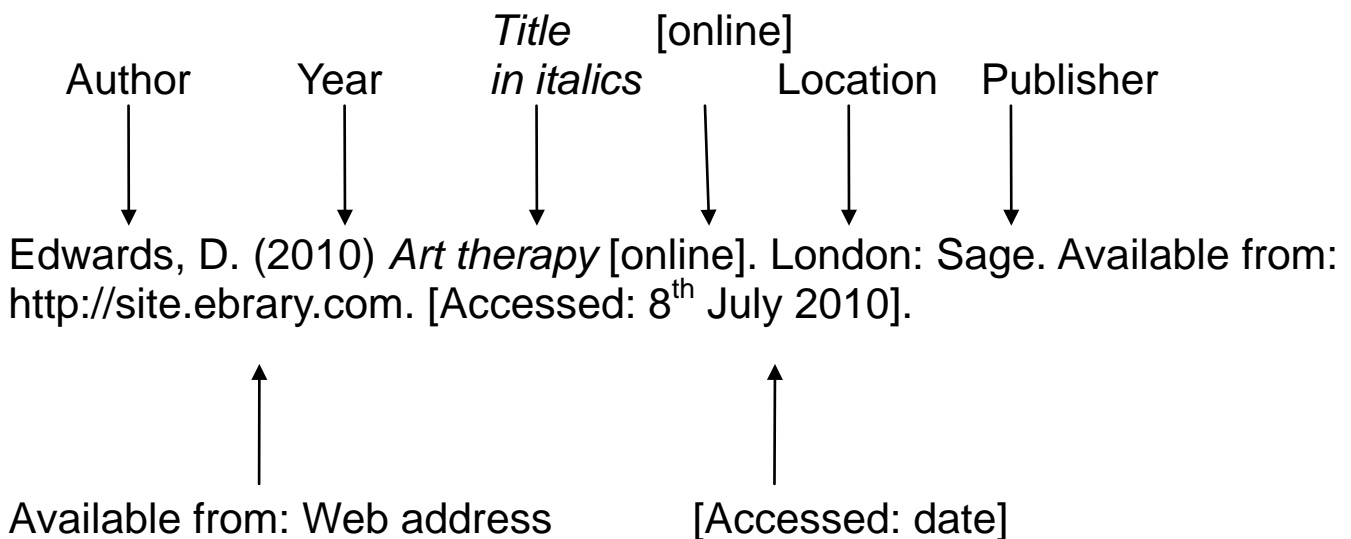
NB: Copy the format exactly for all references, including punctuation and be consistent!

Don't forget to use the '*Multiple & Corporate Authors*' and '*Editors & Editions*' guides when necessary on p.17 to p.20.

E-books

E-books are books in electronic version.  is the LRCs e-book collection, which is available on the LRCs website: <http://library.northamptoncollege.ac.uk/>

This is how to write a full reference for e-books in the **References** or **Bibliography** at the end of your essay:



Don't forget to use the '*Multiple & Corporate Authors*' and '*Editors & Editions*' guides when necessary on p.17 to p.20.

Journals/Magazines

This is how to write a full reference for magazine articles in the **References** or **Bibliography** at the end of your essay:

| Author | Year | Title of article | <i>Journal in italics</i> | Volume in bold | issue | Page(s) |
|------------|--------|------------------|-------------------------------|---------------------------|-------|------------|
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| Willis, E. | (2010) | Sustainability. | <i>Geography Review</i> , | 8 | (4) | pp. 24-35. |



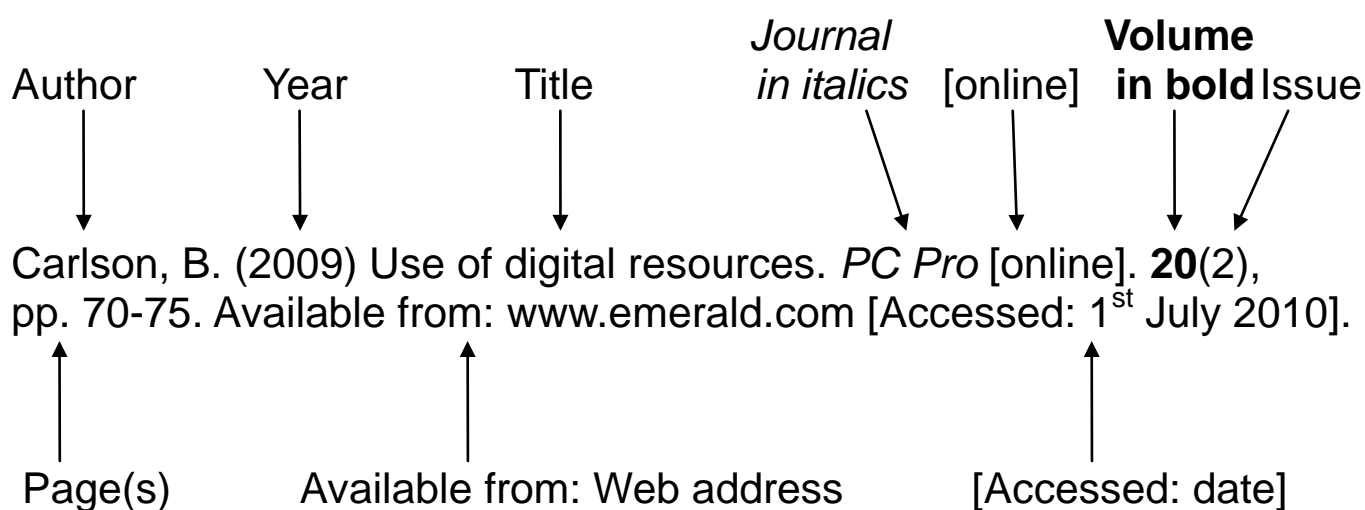
NB: p. is used for single pages and pp. is used for multiple pages. e.g: p.72 and pp.30-35

Don't forget to use the '*Multiple & Corporate Authors*' and '*Editors & Editions*' guides when necessary on p.17 to p.20.

Online Journals

Some magazines and journals can only be accessed online, e.g. on the LRC's e-resource *Infotrac*.

This is how to write a full reference for online magazine articles in the **References** or **Bibliography** at the end of your essay:



NB: p. is used for single pages and pp. is used for multiple pages. e.g: p.72 and pp.30-35

Don't forget to use the '*Multiple & Corporate Authors*' and '*Editors & Editions*' guides when necessary on p.17 to p.20.

Newspaper

This is how to write a full reference for newspaper articles in the **References** or **Bibliography** at the end of your essay:

| | | | | | |
|------------|--------|-----------------|---------------------------------|------------|------|
| Author | Year | Title | <i>Newspaper in italics</i> | Date | Page |
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| Walker, P. | (2010) | Staff off sick. | <i>The Guardian</i> , | 19 August. | p.4. |

Don't forget to use the '*Multiple & Corporate Authors*' and '*Editors & Editions*' guides when necessary on p.17 to p.20.

TV & Radio

This is how to write a full reference for television and radio programmes in the **References** or **Bibliography** at the end of your essay:

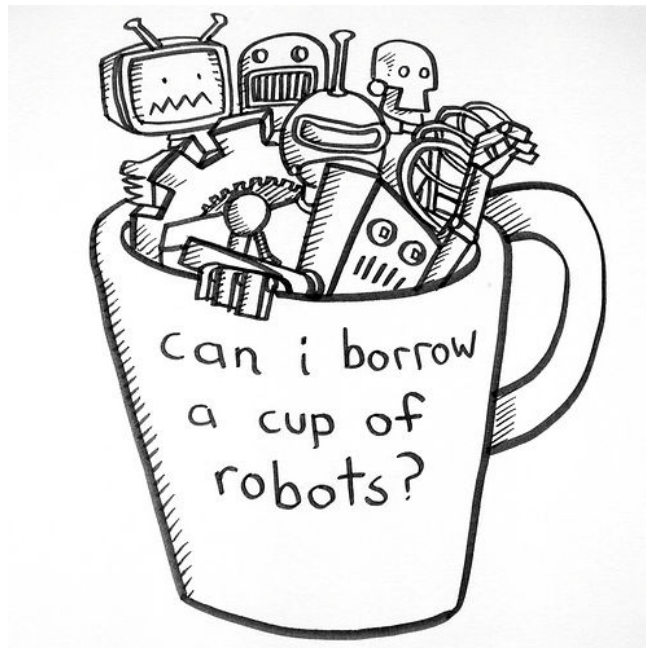
| <i>Title</i> <i>in italics</i> | Year | Episode title | Episode Number | Channel | Date | Time |
|-----------------------------------|--------|------------------|-------------------|------------|-----------------------|-----------|
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| <i>ER.</i> | (2010) | Damaged. | Episode 2. | Channel 4. | 15 th May, | 2200 hrs. |

Or, if the episode number and title are not available:

| <i>Title in italics</i> | Year | Channel | Date | Time |
|-------------------------|--------|--------------|------------------------|-----------|
| ↓ | ↓ | ↓ | ↓ | ↓ |
| <i>Farming today.</i> | (2010) | BBC Radio 2. | 24 th July, | 2000 hrs. |

Images

Images, even taken from Google, need to be referenced in your **essay** and the **References** or **Bibliography**.



(Beschizza, 2010, p.*)

*Include a page number if available.

Reference images in the list of References or Bibliography according to the type of source it came from e.g. book, webpage etc. For example, this image was from a webpage, so use the same format for referencing a webpage as shown on p.9:

Beschizza, R. (2008) *BoingBoing* [online]. Available from: <http://gadgets.boingboing.net> [Accessed: 12th July 2010].

Missing Information

Sometimes the information you need for referencing is missing, use the following for any type of reference:

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

For Example:

Anon. (2008) *Fabels of old* [online]. Available from:
<http://home.freeuk.net/elloughton13/theatre.htm> [Accessed 12th May 2010].

Eostre, J. (n.d.) *Oceania* [online]. Available from:
<http://www.janeesture.com/oceania.htm> [Accessed 18th May 2010].

Editions

Sometimes a source is updated and a new version is published, these are called editions:

First edition:

No mention in the reference.

Other editions, 2nd, 3rd, 4th:

Philip, N. (2009) *Myths and legends*. 2nd ed. London: Dorling Kindersley.



The edition of the book.

Editors

Sometimes a source has an editor instead of an author:

One editor:

Sutcliffe, J. (ed.) (2010) *Sociology*. Cambridge: Polity Press.

Two or more editors:

Middleton, C. & Robb, P. (eds.) (2010) *Sociology student handbook*. London: Collins.

Multiple Authors

Sometimes a source (book, magazine, web page etc.) is not written by a single author. This is how to reference these sources both in the text and in the Bibliography.

If there are two authors list both of them:

- 'When quoting text' (Wilson & Leslie, 2010, p.9).
- When summarising text (Wilson & Leslie, 2010).
- When referencing in the References & Bibliography:

Wilson, E. & Leslie, A. (2010) *Forest management*. London: Sage.

For more than two authors use the first author and 'et al.':

- When quoting text (Turner, A. *et al.*, 2010, p.53).
- When summarising text (Turner, A. *et al.*, 2010).
- When referencing in the References & Bibliography:

Turner, A. *et al.* (2010) *Ecology fieldwork*. Harlow: Heinemann.

↑
et al. is in italics

Corporate Authors

Sometimes you need to use a company, club, professional body, organisation etc. instead of an author:

- When quoting text (Microsoft, 2009, p.35).
- When summarising text (Microsoft, 2009).
- When referencing in the References & Bibliography:
Microsoft. (2009) *How to use Microsoft office* [online]. Available from: <http://office.microsoft.com/> [Accessed: 18th July 2009].



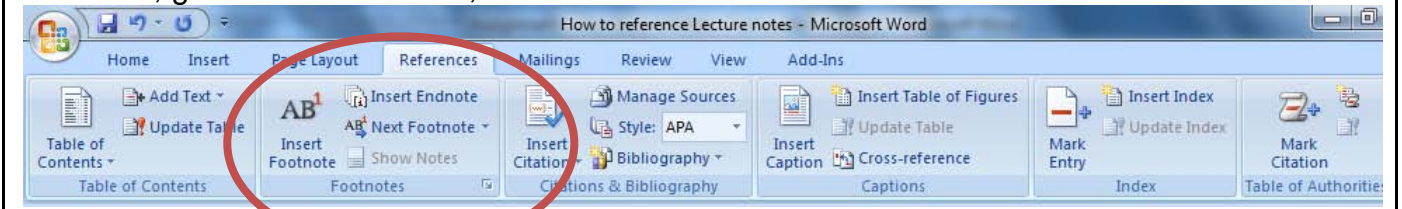
Remember the main rule is to be consistent!

Lecture Notes

Notes taken from lectures and lecturers' own handouts need to be acknowledged as these are not your own words or ideas. When using information from these sources a footnote is used to acknowledge them. It is not included in your References or Bibliography at the end of your essay.

How to insert a footnote:

Click the cursor where you would like your footnote to be inserted in your Word document. On the menu, go to References tab, then Insert footnote.



In your essay:

If the curriculum programme is accredited by an examining board then the teacher is responsible for writing a scheme of work that will meet the requirements of the syllabus (Lee, 2009). The teacher may be limited here by the subject matter as this may be set by the examining board, the College, or the department's programme manager¹. The teacher may also need to participate.....

In the footnote:

Lecturers (year)
name

Lecture notes/handouts:

name of lesson or handout.

¹Moss, S. (2009) Lecture notes: teacher's roles and responsibilities. [PTLLS, 30th September].

[Name of Course, date of lesson].

¹ Moss, S. (2009) Lecture notes: teacher's roles and responsibilities. [PTLLS, 30th September].

How to Reference: Check List

1. Chose the type of resource:

- Book..... p7
- Web Page.....p9
- etc...

This is your basic format, now check:

2. Does it need a different kind of author:

- Editor.....p18
- Multiple authors.....p19
- Corporate author.....p20

Make the changes shown on these pages.

3. If it's a book, which edition is it?

- Editions.....p17

4. Is there some information missing you can't find?

- Missing information.....p16

5. Have you checked the format is correct?

- Author's Surname, Initial.
- Year in brackets
- Title in italics
- Punctuation e.g. :.,.

Copy the format exactly for each type of source.

Please ask the Library staff for
further information on
referencing sources for your
assignments.