Referencing

Learning Development Service
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LDS Workshop Series

- Week 2 – 8th October 2015 Independent Study & Time Management
- Week 3 – 15th October 2015 Literature Search
- Week 4 – 23rd October 2015 Essay Writing
- Week 5 – 29th October 2015 Referencing
- Week 6 – 5th November 2015 Critical Reading and Writing
- Week 7 – 12th November 2015 Presentation Skills
- Week 8 – 19th November 2015 Literature Review
- Week 9 – 26th November 2015 Dissertation and PhD Proposal
- Week 10 – 3rd December 2015 Study Skills & Exam Preparation
Some of you might experienced...
What this workshop will cover

• The Basics
• Different Referencing Styles e.g.,
  – Harvard
• Referencing Software
  – Cite2Write
  – Refworks
• Personal Recommendations
The Basics
What is Referencing?

• Academic work is based mainly on previous published work
• You are required to embed your work within the already existent literature but also explain where your “original” thought comes from
• Therefore: When you are writing a piece of work and use someone else's words or ideas you must refer to them
What is Referencing?

• Is a system used in the academic community to **indicate where** ideas, theories, quotes, facts and any other evidence and information used to support your assignments **can be found**

• This means that you need to include detailed information on all sources, both
  – **within your text** (in-text citations)
  and at the...
  – **end of your work** (reference list or bibliography)
Why Referencing?

- **To demonstrate the evidence and breadth of the research** that you have undertaken to complete and **support your ideas** in an assignment.
- **To add authenticity** to your argument.
- **To ensure successful research** and ultimately get **better marks**.
- To enable the reader to independently **consult the same materials** that you have used.
- **To ensure you give appropriate credit** to the sources and authors that you have used to support your research.
- **To avoid plagiarism**, a form of academic theft.
When to Reference?

• **All** statements, opinions, conclusions, graphs, diagrams, or theories (and their applications) taken from another writer’s work must be referenced.

• This applies whether the work is:
  – **Quoted**: Taken word for word
  – **Paraphrased**: Restatement of a short section or passage of the source text using other words
  – **Summarised**: Same as paraphrasing, but includes condensing the ideas contained in the source text into just a few lines
How to Paraphrase / Summarise

• **Look away** from the source
• **Take notes** in your own words **while** reading and **after** reading
• **Say** what you want to write e.g., talk to friend
• Be aware:
  – Change **sentence structure**
  – Change **words**
  – However, some phrases are so **specialized or conventional** that you cannot re-word them
When not to Reference?

• When information is considered as common knowledge
• When you give your own opinion
• When you discuss your own results or provide the results of your own questionnaire in a table
Plagiarism

• Involves deliberately or inadvertently presenting someone else's ideas as your own
• Includes published or unpublished work
• Does not just apply to direct quotations but to summarised and paraphrased arguments too
• Put simply: It is cheating!
• Plagiarism is treated very seriously and usually results in disciplinary action
How to Avoid Plagiarism?

• **Read** a passage and **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
  – Use referencing software to help you keep track

• **Sketch out a **structure** for your assignment**
  – This enables you to refer to the literature in your own words
Is this Plagiarism?

- Yes
  - If you forget to include *quotation marks for a direct quote*
  - You *cut and paste* a section of *your own work* from an assignment you wrote for a previous module
  - When making notes, you forgot to write down a reference. You can’t find the original source so decide to *make up a citation*
  - You didn’t reference something said in a lecture, on TV, a podcast, or on Youtube because it *is not in written form*
Is this Plagiarism?

• No
  – You **paraphrase** someone’s ideas by putting them into your own words, and **include a reference**
  – **Copying a diagram** from a website and providing a reference for the **source** underneath
  – You include a **commonly known** fact or statement in your assignment and do not provide a reference
  – You **copy words** from a book into your own work, but **include quotation marks** and a citation
Turnitin

Overall Similarity Index
View all sources
Match overview
Click on a source in the right hand pane to view the matching text in your document
Download/print a PDF version of the Originality Report or the Digital Receipt
Click within the text to view the source
Filter the report to include or exclude the bibliography, quotations and/or small matches

Auteur theory was articulated in the 1950s by French film critics, most notably by Francois Truffaut. The concept describes the mark of a film director in terms of: thematic or stylistic consistencies, personal aesthetic vision, recurring themes, established technique, a defined view of the world and a significant degree of control over production. The works of an auteur director are stamped by the personality and unique artistic vision of its creator, and are as recognisable and distinctive as the creators of any other work of art. In auteur films, the director who controls the artistic statement, takes credit for the film and is responsible for attracting the audience.

When auteur theory was being developed, Alfred Hitchcock was frequently acknowledged as the consummate exemplar, and his name evokes immediate expectations in terms of themes and techniques. As belittles the master of mystery and suspense, his films play with the audience’s nerves, sexually or tabooed areas assume central or implicit places in his work (the latent homosexuality of strangers on a train, the parody of an Oedipus complex in Psycho and the traumatic remembrance of repressed memories of Marnie), there is a persistent element of black comedy, and frequent eccentric characterisations. Hitchcock was influenced by the German Expressionists, and admired their ability "to express ideas in purely visual terms" (poto 68). It is this visual expression of thought and psychology that Hitchcock achieves throughout his films.

Hitchcock's films are marked by his mastery of cinematic technique which is exemplified in his use of camera viewpoints, elaborate editing and soundtrack to build suspense. No longer includes an incredible room in a hotel shot.
Referencing Styles
Popular Referencing Styles

• Harvard System
• American Psychological Association (APA)
• Modern Language Association of America (MLA)
• Oxford Standard for Citation of Legal Authorities (OSCOLA)
• Modern Humanities Research Association (MHRA)
• Chicago System
• Institute of Electrical and Electronics Engineers (IEEE)
• ...
Which System Should I Use?

• There are several referencing styles used within Queen’s

• It is best to check module handbooks for specific style-sheet information.

• Failing that, ask your module tutor or check with your School office

• Once you know which style, use it consistently throughout your piece of work
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• Chicago System
• Modern Language Association of America (MLA)
• Institute of Electrical and Electronics Engineers (IEEE)
• ...
Referencing made easy...
CITE THEM RIGHT

THE ESSENTIAL REFERENCING GUIDE

RICHARD PEARS

GRAHAM SHIELDS

NINTH EDITION

PALGRAVE

STUDY SKILLS
Harvard System

• Known as the **author-date system**

• Two parts:
  
  – **In-text referencing**
    
    • Author/editor’s surname
    • Year of publication
    • Page number(s) (if required)
  
  – **Reference list**
    
    • Ordered alphabetically by authors’ surnames
    • Follow module handbook guidelines
In-Text Referencing

• If you are quoting **directly** or using ideas from a **specific page(s)** you must include the **page number(s)** in your citations
  – e.g. Harris (2008, p. 56) argued that “nursing…”

• If your citation refers to a **complete work**, or ideas that run through an entire work, you just need the **author and date** details
  – e.g. In a recent study (Evans, 2010), qualifications of school leavers were analysed....
Formatting Direct Quotations

• Short quotation (~ less than 3 lines) may be included in the **body of the text** in quotation marks
  – e.g. Armstrong (2000, p. 591) argues that “individual memory becomes part of a collective memory”

• Longer quotations (more than 40 words) need to be introduced by a **colon**, **indented** and **single spaced** with **no quotation marks**

Randall (1997, p. 27) discusses many ways to get ideas for your writing:

> You can find ideas anywhere and everywhere. In newspapers and magazines; in shops and trains; from people chattering in buses; from your own problems and those of others; from trying to imagine, as I suggested earlier, what would have happened had you made a different choice

Randall (1997, p. 27) goes on to advise budding writers to study people they see out and about and imagine the kinds of life they could be leading.
Where to Include the Reference

• ... where it **fits comfortably** within the **flow** of your writing:
  – **Start**: Harvey (1992, p. 21) said “good practices must be taught.”
  – **Middle**: In a popular study, Harvey (1992, p. 21) argued for the importance of teaching good practice.
  – **End**: A popular study argued that nurses must teach good practice (Harvey, 1992, p. 21).
Some More Guidelines

• **Two** authors
  – Recent educational research (Hill *and* Reid, 2010) has shown that...

• **More than three** authors
  – New research on health awareness (Tipton *et al.*, 2009, p.124) indicates that...

• **More than one title** in same year for a single author
Some More Guidelines

• Citing a source quoted by another source
  – A study by Holbrook (1999, cited in Peters, 2006, p. 32) suggests...

• Citing multiple sources
  – Recent environmental studies (Andrews et al., 2008; Martin and Richards, 2008; Town, 2009; Williams, 2009) considered....
Reference List

• **Book**

• **Chapter in a book**
Reference List

• **Journal Article**
  

• **Web Reference**


• ...
Website

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

Example:

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:

Report

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

Example:
Referencing Software
Your research, anywhere.

For students and researchers

Mendeley is a free reference manager and academic social network. Make your own fully-searchable library in seconds, cite as you write, and read and annotate your PDFs on any device.

Create a free account

Download for free on: Mac, Windows, iOS, Android
Want to learn how to get the most out of RefWorks?

Simply download our [Quick Start Guide](#) and you'll be using RefWorks in no time! You can also check out our [great series of videos](#) to learn how to quickly navigate through the basic RefWorks features. For more detailed information, participate in one of our [free live training sessions](#) or view one of our many [webinar recordings](#).
Google Scholar search results for "stephen hawking".
My Personal Recommendations

• **Be consistent**: As long as the style is consistent your marker may not detect it or might not mark you down for not having the right amount of full stops in a reference

• **Formatting advice**: Use “Hanging”


My Personal Recommendations

- **Reference as you go**: It makes it easier to keep track of all the information.
- **Start using a referencing software**: Trust me, you will learn to love it.
- **Step back from your reading**: This will allow you to paraphrase or summarise the publications you have read.
- **Use Research Quick Notes and Critical Reading Notes**: They help organise and paraphrase material.
Questions?
GOOD LUCK WITH YOUR STUDIES
We can help you develop your academic skills.

Workshops / Resources

Contact us:
028 9097 3618
lds@qub.ac.uk
www.qub.ac.uk/lds
References

