

# Referencing

Learning Development Service

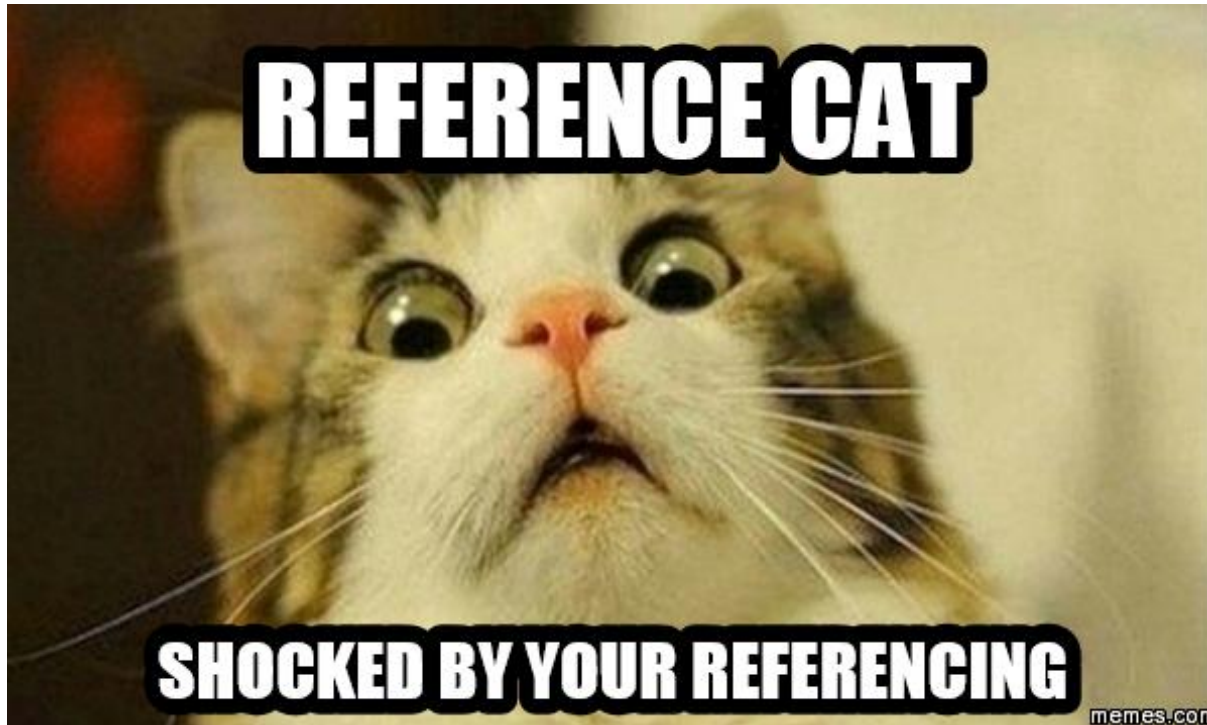
29<sup>th</sup> of October 2015

Leonie Maria Tanczer, MSc.

# LDS Workshop Series

- Week 2 – 8<sup>th</sup> October 2015 **Independent Study & Time Management**
- Week 3 – 15<sup>th</sup> October 2015 **Literature Search**
- Week 4 – 23<sup>rd</sup> October 2015 **Essay Writing**
- **Week 5 – 29<sup>th</sup> October 2015 Referencing**
- Week 6 – 5<sup>th</sup> November 2015 **Critical Reading and Writing**
- Week 7 – 12<sup>th</sup> November 2015 **Presentation Skills**
- Week 8 – 19<sup>th</sup> November 2015 **Literature Review**
- Week 9 – 26<sup>th</sup> November 2015 **Dissertation and PhD Proposal**
- Week 10 – 3<sup>rd</sup> December 2015 **Study Skills & Exam Preparation**

# Some of you might experienced...



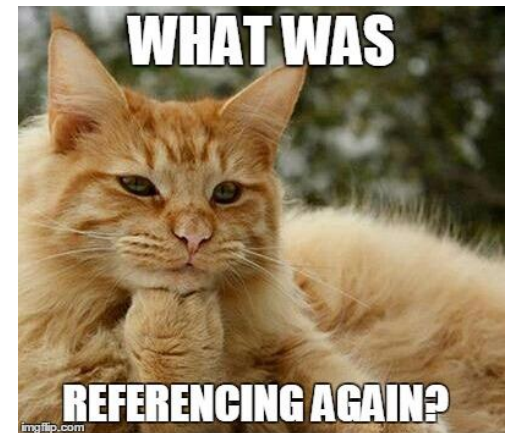
# What this workshop will cover

- 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?

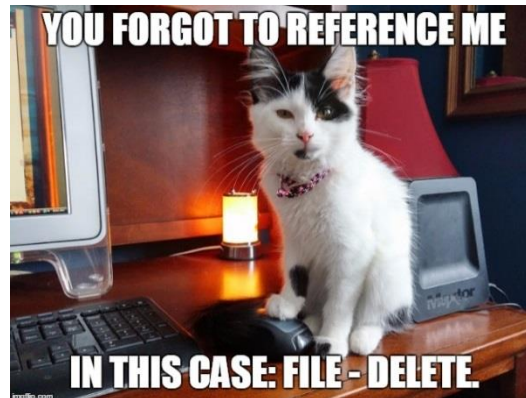
- **All** statements, opinions, conclusions, graphs, diagrams, or theories (and their applications) taken **from another** writer's work must be referenced
- This applies whether the work is:
  - **Quoted**: Taken word for word
  - **Paraphrased**: Restatement of a short section or passage of the source 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?

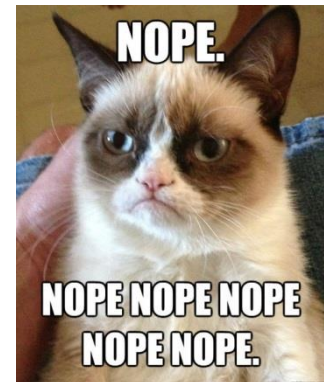
- **Yes**

- 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

The screenshot shows the Turnitin interface for a document titled "Film Essay" by Tom Sawyer. The overall similarity index is 19% (SMILAR) out of 100. The match overview panel on the right lists five sources with their respective similarity percentages:

Rank	Source	Similarity
1	www.slideshare.net Internet source	4%
2	www.antiessays.com Internet source	3%
3	Submitted to Edge Hill... Student paper	3%
4	socrates.berkeley.edu Internet source	3%
5	www.dreamcast2k.com Internet source	2%

Callouts provide the following information:

- Overall Similarity Index:** 19% (SMILAR) OUT OF 100
- View all sources:** Click on the bar chart icon in the Match Overview header.
- Match overview:** Click on a source in the right hand pane to view the matching text in your document.
- Paper information:** Click on the information icon (i) at the bottom left.
- Download/print a PDF version of the Originality Report or the Digital Receipt:** Click on the document icon at the bottom left.
- Click within the text to view the source:** Click on a highlighted match in the document text.
- Filter the report to include or exclude the bibliography, quotations and/or small matches:** Click on the filter icon (funnel) at the bottom right.



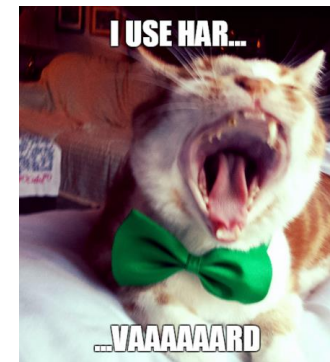
# Referencing Styles

# 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



# Popular Referencing Styles

- **Harvard System**
- American Psychological Association (APA)
- Oxford Standard for Citation of Legal Authorities (OSCOLA)
- Modern Humanities Research Association (MHRA)
- Chicago System
- Modern Language Association of America (MLA)
- Institute of Electrical and Electronics Engineers (IEEE)
- ...



# Referencing made easy...



[Home](#) | [About](#) | [Contact](#) | [Evaluation](#) |

[Site Map](#) | [Help](#)

## Home

[Introduction](#)  
[Harvard Referencing](#)  
[Vancouver Referencing](#)  
[MHRA Referencing](#)  
[OSCOLA Referencing](#)  
[Glossary](#)

## Welcome



This website will help you learn how to reference properly. Please choose a topic from the menu to get started.

i

Introduction

h

Harvard  
Referencing

v

Vancouver  
Referencing

m

MHRA  
Referencing

o

OSCOLA  
Referencing

s

Other  
Systems



SEARCH

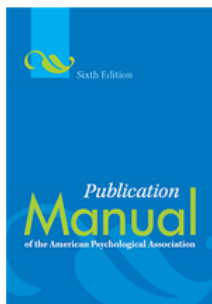
IN APA Style

GO

### Publication Manual

### Learning APA Style

### APA Style Products



#### A Complete Resource for Writing and Publishing in the Social and Behavioral Sciences

[Now available for Kindle!](#)

The rules of APA Style®, detailed in the *Publication Manual of the American Psychological Association*, offer sound guidance for writing with simplicity, power, and concision. APA Style has been adapted by many disciplines and is used by writers around the world.

On this site, you will find tutorials, FAQs, and other resources to help you improve your writing, master APA Style, and learn the conventions of scholarly publishing.

- [More about the Publication Manual](#)
- [More about APA Style](#)
- [Frequently Asked Questions](#)

[What's New in the Sixth Edition of the Publication Manual?](#)

#### APA Style Blog

Oct 5, 2015

[The Myth of the Off-Limits Source](#)

Chelsea Lee

#### Connect With APA Style

Follow us to get updates on all things related to APA Style, including announcements about new blog posts, tips and tricks on writing and style, and more.



#### Quick Answers—References

- [Websites](#)
- [In-Text Citations](#)
- [E-Books](#)
- [Interviews](#)
- [Facebook](#)
- [Twitter](#)
- [YouTube](#)
- [DOIs](#)
- [Bibliography Vs. Reference List](#)

#### Quick Answers—Formatting

- [Running Head](#)
- [Margins](#)
- [Heading Levels](#)
- [Lists](#)
- [Tables](#)
- [Figures](#)
- [Table of Contents](#)
- [Title Page](#)
- [Serial Comma](#)
- [Quotations](#)

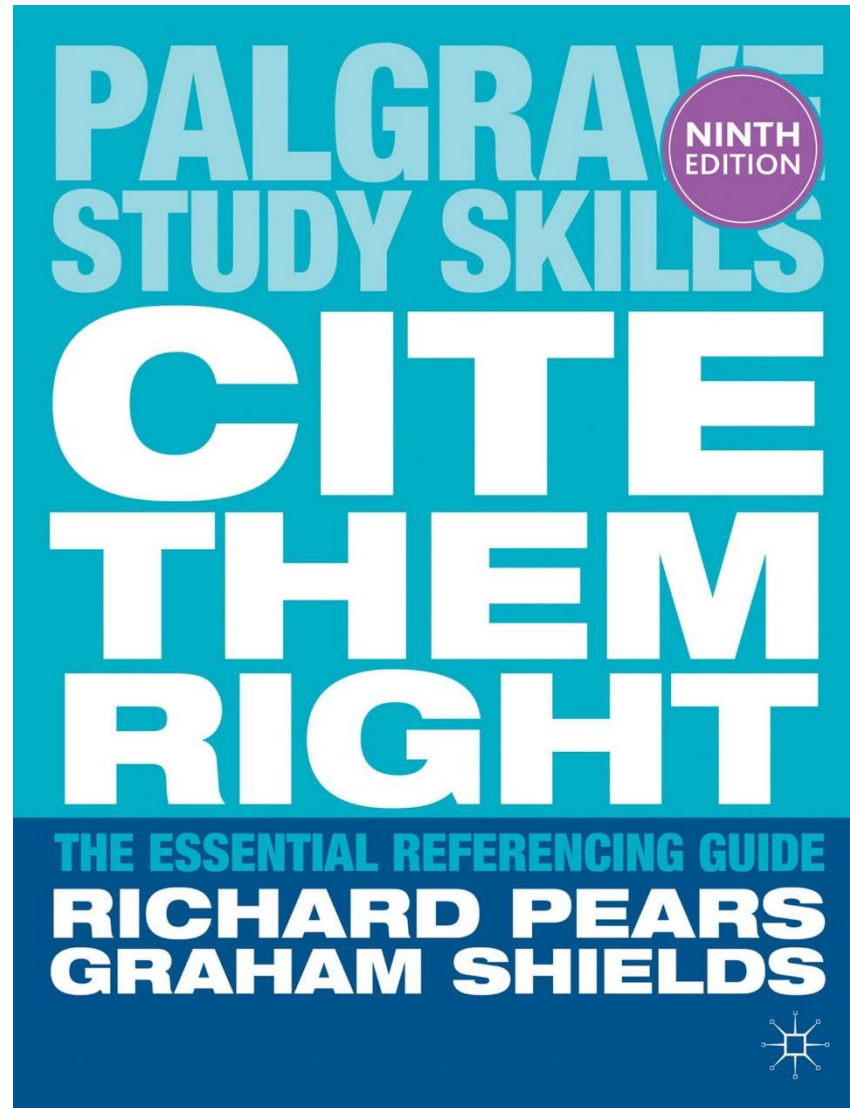
#### Most Popular

- 1 [The Basics of APA Style](#)
- 2 [Quick Answers—References](#)
- 3 [How do you reference a web page that lists no author?](#)
- 4 [Quick Answers—Formatting](#)
- 5 [Publication Manual of the American Psychological Association, Sixth Edition](#)

Learning

Development

Service



Harvard



# Harvard System

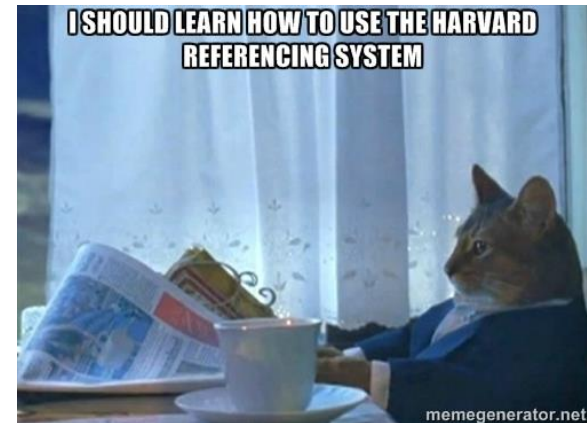
- Known as the **author-date system**
- Two parts:

- **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**

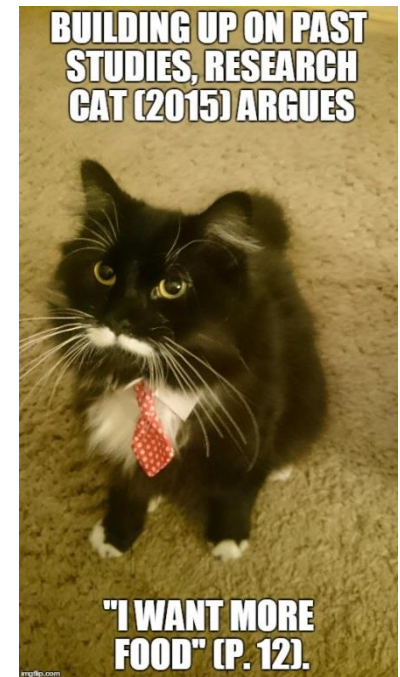
Randall (1997, p. 27) discusses many ways to get ideas for your writing:

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
  - Johnston (1997**a**) emphasised.... / Johnston (1997**b**, p. 24) notes “...

# 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....

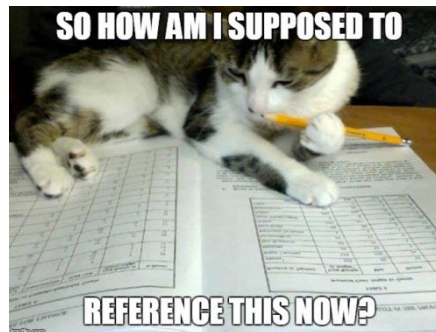
# Reference List

- **Book**

- Bell, J. (2005) *Doing your research project*. 4th edn. Maidenhead: Open University Press.

- **Chapter in a book**

- Wilson, J. (1994) 'How to survive a degree in H.R.', in Moran, P. (ed.) *Living with stress*. New York: Abacus, pp. 221-302.



# Reference List

- **Journal Article**

- Connor, L.H. (1995) 'The action of the body on society: washing a corpse in Bali', *Journal of the Royal Anthropological Institute*, 1(3), pp. 537-559.

- **Web Reference**

- Holland, M. (2004) *Guide to citing internet sources*. Available at:

[http://www.bournemouth.ac.uk/library/using/guide\\_to\\_citing\\_internet\\_sourc.html](http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html) (Accessed: 4 November 2004).

- ...



### 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).

# Referencing Software



# Referencing made easy...



[Home](#)

[Introduction](#)

**[Harvard Referencing](#)**

[Introduction](#)

[In-text Citations](#)

**[Reference List / Bibliography](#)**

[Formatting](#)

[Book](#)

[Electronic book](#)

[Chapter from book](#)

[Journal article](#)

[Electronic journal article](#)

[Website](#)

[Newspaper article](#)

[Report](#)

[Quiz](#)

[Reference generator](#)

**[Resources](#)**

[Vancouver Referencing](#)

[MHRA Referencing](#)

[OSCOLA Referencing](#)

[Other Systems](#)

[Glossary](#)

ISBN search is powered by  
[Google Books](#) and [Open Library](#)

## Reference Generator

Choose a type of source, enter the details into the boxes provided and then click the "Generate Reference" button to generate a correctly formatted reference. When you are ready to create your list, click "Create Sorted List". You can copy and paste this list, or you can download the list by clicking the icon at the top right of the list.

Please note that this tool may not work correctly on older browsers, such as Internet Explorer 7 and below.

<b>Book</b>	Electronic Book	Chapter from Book	Journal Article
E-Journal Article	Website	Newspaper Article	Report

### Book

[ISBN Search](#)

Author(s)

Year of publication

Title

Edition

Learning

Development

Service



Have an account? [Sign in](#)

# 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:    **iOS** 

MacBook Air

DISCOVER THOMSON REUTERS

LOGIN CONTACT

THOMSON REUTERS  
**ENDNOTE**

Free EndNote Trial

Site Search



Product Details Downloads Training Support Blog Buy

## Find, use and share research with EndNote

It's for more than bibliographies. Sync your EndNote library across your desktop, iPad and online. Work on your research from anywhere.

Buy EndNote

Try EndNote for free

Ask about group pricing options >



Use your research superpowers for good –  
leave the organizing to us



Find it



Create it



New to RefWorks?

[Sign Up for a New Account](#)

### Login using RefWorks Credentials

Login Name

Password

Keep my session open  
for 14 days

Login

[Forgot Your Login Information?](#)

### Login using Other Credentials

[Open Athens Credentials](#)

[My Institution's Credentials \(Shibboleth\)](#) ▼

[RefWorks Terms and Conditions](#)

### 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". The page shows a list of articles with a "Cite" popup window open over the article "Particle creation by black holes".

**Articles**

- [book] The large scale structure of space-time**  
SW **Hawking**, **GFR Ellis** - 1973 - books.google.com  
Einstein's General Theory of Relativity leads to two remarkable predictions: first, that the ultimate destiny of many massive stars is to undergo gravitational collapse and to disappear from view, leaving behind a black hole in space; and secondly, that there will exist ...  
Cited by 9804 Related articles All 10 versions Cite Save
- Particle creation by black holes**  
SW **Hawking** - Communications in mathematical physics, 1975  
Abstract In the classical theory black holes can only absorb and not emit radiation. It is shown that quantum mechanical effects cause black holes to emit as if they were hot bodies with temperature  $h \kappa / 2 \pi k \approx 10^{-6}$  kelvin.  
Cited by 8422 Related articles All 24 versions Web of Science
- [CITATION] The illustrated a brief history of time**  
SW **Hawking** - 1996 - Bantam  
Cited by 5444 Related articles All 20 versions Cite Save
- Black hole explosions**  
SW **Hawking** - Nature, 1974 - nature.com  
Quantum gravitational effects are usually ignored in calculations of the evolution of black holes. The justification for this is that the radiation outside the event horizon is very large compared to the Planck temperature.  
Cited by 3689 Related articles All 8 versions Web of Science
- Wave function of the universe**  
JB Hartle, SW **Hawking** - Physical Review D, 1983 - APS  
Abstract The quantum state of a spatially closed universe can be described by a wave function which is a functional on the geometries of compact three-manifolds and on the values of the matter fields on these manifolds. The wave function obeys the Wheeler-DeWitt equation.  
Cited by 2919 Related articles All 14 versions Web of Science: 1734 Cite Save
- Action integrals and partition functions in quantum gravity**  
GW Gibbons, SW **Hawking** - Physical Review D, 1977 - APS  
Abstract One can evaluate the action for a gravitational field on a section of the complexified spacetime which avoids the singularities. In this manner we obtain finite, purely imaginary values for the actions of the Kerr-Newman solutions and de Sitter space. One ...  
Cited by 2492 Related articles All 10 versions Web of Science: 1671 Cite Save
- Cosmological event horizons, thermodynamics, and particle creation**  
GW Gibbons, SW **Hawking** - Physical Review D, 1977 - APS  
Abstract It is shown that the close connection between event horizons and thermodynamics which has been found in the case of black holes can be extended to cosmological models with a repulsive cosmological constant. An observer in these models will have an event horizon.  
Cited by 2292 Related articles All 8 versions Web of Science: 1502 Cite Save

**Cite**

Copy and paste a formatted citation or use one of the links to import into a bibliography manager.

- MLA **Hawking, Stephen W.** "Particle creation by black holes." *Communications in mathematical physics* 43.3 (1975): 199-220.
- APA **Hawking, S. W.** (1975). Particle creation by black holes. *Communications in mathematical physics*, 43(3), 199-220.
- Chicago **Hawking, Stephen W.** "Particle creation by black holes." *Communications in mathematical physics* 43, no. 3 (1975): 199-220.

[BibTeX](#) [EndNote](#) [RefMan](#) [RefWorks](#)

[PDF] from isito.kg Qconnect

[PDF] from researchgate.net Qconnect

Qconnect

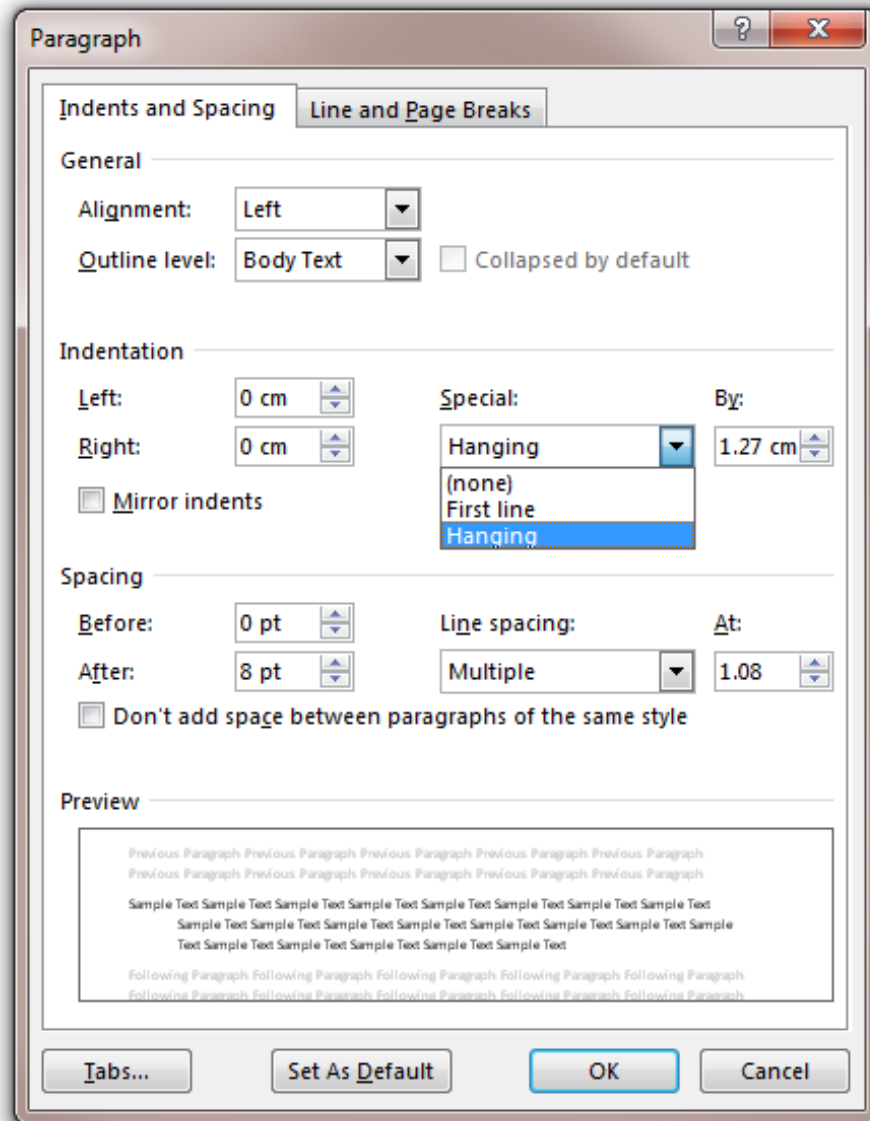


# My Personal Recommendations

- **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”







- Jordan T and Taylor P (1998) A sociology of hackers. *The Sociological Review* 46(4): 757–780.
- Jordan T and Taylor PA (2004) *Hacktivism and Cyberwars: Rebels with a Cause?* New York: Routledge.
- Keller L (1991) Machismo and the hacker mentality: some personal observations and speculations. In: Lovegrove G and Segal B (eds) *Women into Computing: Selected Papers 1988–1990*. New York: Springer, pp. 66–71.
- Kelty CM (2008) *Two Bits: The Cultural Significance of Free Software*. Durham, NC: Duke University Press.
- Knappenberger B (2012) *We are Legion: The Story of the Hacktivists*. Film. Los Angeles: Luminant Media.
- Kühn LM (2012) *Heterosexismus Hacken: Spannungsfelder und Potenziale zum Aufbruch von Geschlechterverhältnissen in der Hacker\*szene*. PhD Thesis, Philipps-Universität Marburg, Germany. Available at: <http://netzfeminismus.org/wp-content/uploads/2012/12/HA-HeteroSexismus-hacken-Laura-distribution-version-1.1.pdf>
- Layton A and Shepard A (2013) Lack of female sources in NY Times front-page stories highlights need for change. *Poynter*, 16 July 2013. Available at: <http://www.poynter.org/news/mediawire/217828/lack-of-female-sources-in-new-york-times-stories-spotlights-need-for->

# 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

Learning

Development

Service



# Questions?

Learning

Development

Service



We can help you develop your academic skills.

Workshops / Resources

**Contact us:**

028 9097 3618

lds@qub.ac.uk

[www.qub.ac.uk/lds](http://www.qub.ac.uk/lds)

# References

- Newman University (2015) *Referencing indented example*. Available at: [http://www.newman.ac.uk/library/referencing\\_indented\\_example.jpg](http://www.newman.ac.uk/library/referencing_indented_example.jpg) (Accessed: 29 October 2015).
- Pears, R., & Shields, G. (2010). *Cite them right*. Basingstoke: Palgrave Macmillan.
- University of Northumbria (2015) *Turnitin*. Available at: <https://elp.northumbria.ac.uk/bbcswebdav/orgs/ORG1/bb9student/Turnitin/images/pic014.png> (Accessed: 29 October 2015).