



Read it!



Write it!

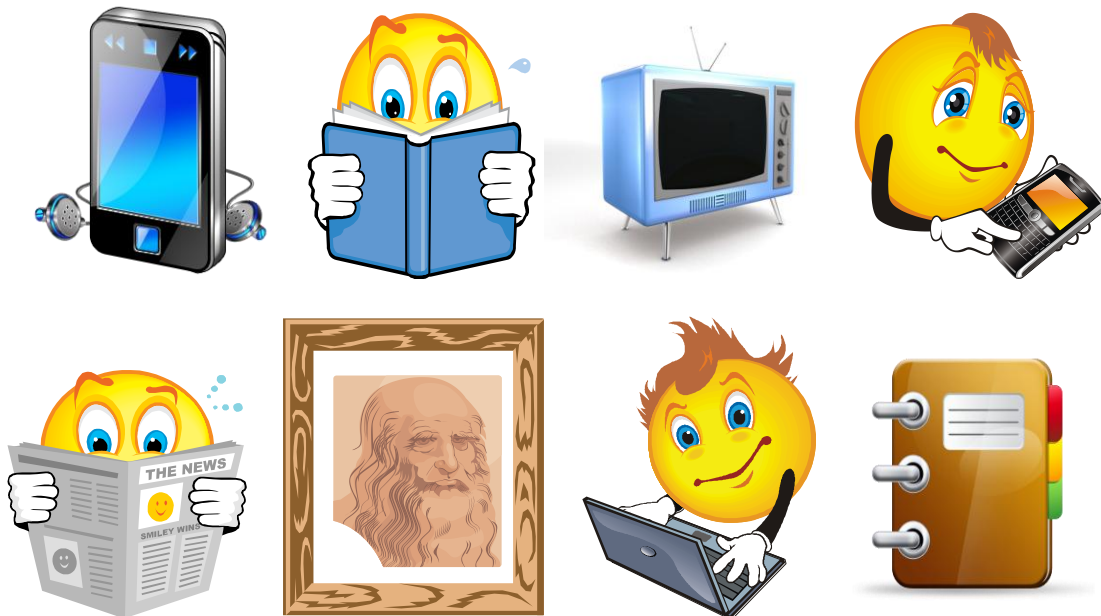


Reference it!

A guide to referencing for S1-S3 pupils

Referencing - why do it?

When you start writing an assignment or researching a project you will be expected to find and use information that will help you. This might be from such items as non-fiction books, encyclopaedias, newspapers, magazines and the Internet. These are called 'sources' of information. In fact anything you look at that helps to give you information for your work is a 'source'. You might have listened to recorded information on a podcast, a TV programme or even a conversation. These are sources of information too.



Sources need to be 'acknowledged' when you are writing your assignments. That means you need to say where the information has come from. By listing your sources it lets your teachers check your work and see what information sources you have used when you have created your assignment. This allows your teachers to check that you haven't just made up the information.



Acknowledging your sources is called 'citing' or 'referencing' and has to be done in a special way. However before we look at how to create references and citations there is one very important point to think about: plagiarism.

What is plagiarism?

Plagiarism is using someone else's words and ideas and presenting them as if they were your own. Plagiarism is a specific form of cheating. You must write using your own words and thoughts when you complete your assignments.

Plagiarism is common problem in schools and is sometimes committed by accident. However you should make sure you understand what plagiarism is so you can avoid it.

In these following examples is the pupil committing plagiarism?

Example 1:
'I copied and pasted a paragraph from the Internet into my report without changing any words. Information on the web is free after all...'
Answer: This is plagiarism.
Straight copying from any source - a book, a magazine or a website – without changing any words is cheating and the most commonly committed form of plagiarism.

Example 2:
'I used the ideas of an author and wrote them in my own words in my research'.
Answer: This is plagiarism.
Using the ideas of another, even when you write them in your own words and don't say where the original idea came from, is also plagiarism.

Example 3:
I submitted parts of the same essay for two different projects.
Answer: This is plagiarism.
This is self plagiarism and is also not allowed.

Example 4:
I copied a diagram I liked from the Internet but put a note beside it to say where I'd copied it from.
Answer: This is correct and not plagiarism.
This is referencing a source correctly. You didn't create the diagram but you've stated where you got it from.

Example 5:
I copied a few lines of a paragraph from a newspaper article. I enclosed them in quotation marks and presented the information as a quote from a newspaper.
Answer: This is correct and not plagiarism.
Another example of referencing a source of information correctly.

What you will need to build your bibliography



One of the main points to remember is to take notes of the information sources you look at as you are researching your project. Put your note taking skills to good use during these activities!

This can save a lot of time and backtracking later if you don't remember which book or website the information comes from.

Use the back page of your jotter, note cards, open a blank Word document on your PC, whatever works for you!

Whatever way you choose to take your notes you will need this information later to correctly construct your bibliography. Make sure you have taken down all the details you will need to list your sources in full.



By listing your information sources your teachers will be able to find and locate the sources you have used when writing your assignment. This can seem complicated but it is extremely important to acknowledge all your sources to avoid any accusations of plagiarism.

It is very important you get the punctuation correct as well as the correct information in your bibliography. Please ensure you have all the full stops, commas, colons and brackets in the correct places!



How to create a bibliography

A bibliography is a list of all the sources you have looked at. The example bibliography on the following page shows all the different sources you may have looked if you were writing an assignment on the topic of oil production in the North Sea.

Example Bibliography:

Bibliography:

BP (2010) *BP at a glance*. Available at:
<http://www.bp.com/sectiongenericarticle.do?categoryId=3&contentId=2006926> (Accessed: 10 February 2010).

Farquhar, G. (2010) 'Falklands' oil potential generates great expectations in the City', *Press & Journal* (Aberdeenshire edn.), 10 February, p.19.

Hartman, E. et al. (2010) *Fossil fuels*. London: Raintree.

Moore, H. (2009) *The story behind oil*. London: Heinemann Library.

Raum, E. (2009) *Fossil fuels and biofuels*. London: Heinemann Library.

Shell (2010) *The new energy future*. Available at:
http://www.shell.co.uk/home/content/gbr/responsible_energy/new_energy_future/ (Accessed: 10 February 2010).

Strachan, D. (2009) 'Scraping the bottom of the barrel', *New Scientist*. 5 December, pp. 34-39.

The World Book Encyclopaedia (2006) Chicago: World Book, Inc.

A few final words of advice...



Give yourself time to include your referencing



Don't panic!



Check over your work



Don't be afraid to ask for help

References:

Barclay, C. et al. (2009) *How to create references*. Cupar: Elmwood College.

Flood, A. et al. (2009) *Using sources*. [Online] Available at: <http://www.ofqual.gov.uk/files/2009-12-24-plagiarism-students.pdf> (Accessed: 19 January 2010).

Gaunt, J. et al. (2009) *Handbook for information literacy teaching*. [Online] Available at: <http://www.cardiff.ac.uk/insrv/educationandtraining/infolit/hilt/HILT%202009%20pdf.pdf> (Accessed: 5 January 2010).

Pears, R. et al. (2008) *Cite them right: the essential guide to referencing*. Durham: Pear Tree Books.

The following lists of examples show how to construct a reference for different kinds of information sources. Further advice on the information to include in each example, and how to correctly cite other sources, can be found in the publication 'Cite them right'.

Citation/References examples

Book with one author

Moore, H. (2009) *The story behind oil*. London: Heinemann Library.

Book with two or more authors

Hartman, E. et al. (2010) *Fossil fuels*. London: Raintree

Chapter in a book

Franklin, A.W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83-95.

Reference books

Beal, P. (2008) 'Folio', *A dictionary of English manuscript terminology: 1450 to 2000*. Oxford: Oxford University Press.

Contribution in a serial (magazine)

Strachan, D. (2009) 'Scraping the bottom of the barrel', *New Scientist*. 5 December, pp. 34-39.

Newspaper article

Farquhar, G. (2010) 'Falklands' oil potential generates great expectations in the City', *Press & Journal* (Aberdeenshire edn.), 10 February, p.19.

Conference paper

Institute for Small Business Affairs (2000) *Small firms: adding the spark: the 23rd ISBA national small firms policy and research conference*. Robert Gordon University, Aberdeen 15-17 November. Leeds: Institute for Small Business Affairs.

GLOW articles/teacher's notes

Coates, A. (2009) '*Frankenstein – influences*'. Critical Essay for Higher English [Online]. Available at:
<https://portal.glowscotland.org.uk/establishments/asmearnsacademy/Miss%20Coates%27%20Higher%20English/Useful%20Documents/Frankenstein%20-%20influences.doc> (Accessed: 10 February 2010).

Websites

BP (2010) *BP at a glance*. Available at:
<http://www.bp.com/sectiongenericarticle.do?categoryId=3&contentId=2006926> (Accessed: 10 February 2010).

Legal documents

Great Britain. Parliament. House of Commons. (1999) *Criminal Justice: working together*, Session 1999-2000. London : The Stationery Office. (HC1999-2000 29)

Government publications

Great Britain. Lord Chancellor's Department (1999) *Government policy on archives*. London : The Stationery Office. (Cm. 4516)

British Standards

British Standards Institute (1989) *BS5268-7.4: Structural use of timber: ceiling binders*. London: British Standards Institute.

Graphs

Day, R. et al. (2006) *How to write and publish a scientific paper*. Cambridge: Cambridge University Press, p.95, graph.

Ordnance Survey Maps

Ordnance Survey (2002) *Preston and Blackpool*, sheet 102, 1:50,000. Southampton: Ordnance Survey. (Landranger series).

Photographs

Bailey, P. (1996) *Snow scene* [Photograph]. Sunderland: Centre for Visual Effects.

TV programmes

Little Britain (2005) BBC 2 Television, 23 June.

Radio broadcasts

Today (2008) BBC Radio 4, 15 August.

Musical scores

Mendelssohn, F. (1999) *Fingal's Cave*. London: Initial Music Publishing.

Live performances (concerts)

Lord, J. (2007) *Durham Concerto*. Performed by the Liverpool Philharmonic Orchestra conducted by Mischa Damev [Durham cathedral, Durham. 20 October].

Audiobooks

Bryson, B. (2003) *A short history of nearly everything* [CD], Bath: BBC Audio Books.

Podcasts

Campbell, N. (2010) 'Does football need a wake up call?' *BBC News channel* [Podcast]. 10 February. Available at: <http://news.bbc.co.uk/1/hi/business/8508709.stm> (Accessed: 12 February 2010).

Interviews

Blair, A. (2003) Interviewed by Jeremy Paxman for *Newsnight*, BBC2 Television, 2 February.

Conversations/E-mails

Smith, J. (2010) E-mail to William Black, 11 February.