

Read it!



Write it!



Reference it!

A guide to referencing for S4-S6 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. |

A short, online tutorial on plagiarism is available through the Cardiff University website at: <https://ilrb.cf.ac.uk/plagiarism/tutorial/index.html>

What you will need to build your citations, references and 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!

The following quick checklist, taken from "Cite them right: the essential guide to referencing", can be used to make sure you note down the information you need to correctly reference the most common information sources. The School Librarian can show you where to find these pieces of information in your sources. Examples of actual citations are included at the end of this booklet.

| | Author | Year of publication | Title of article | Title of publication | Issue | Place of publication | Publisher | Edition | Page number(s) | URL | Date accessed |
|-----------------------------------|--------|---------------------|------------------|----------------------|-------|----------------------|-----------|---------|----------------|-----|---------------|
| Book | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | |
| Chapter from book | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | |
| Journal article | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | |
| Electronic journal article | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | ✓ | ✓ |
| Internet Site | ✓ | ✓ | | ✓ | | | | | ✓ | ✓ | ✓ |
| Newspaper article | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | |

Copyright ©Richard Pears and Graham Shields, 2008



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

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



When should I reference or cite the information I've used?

Cardiff University Library has produced this useful visual guide:

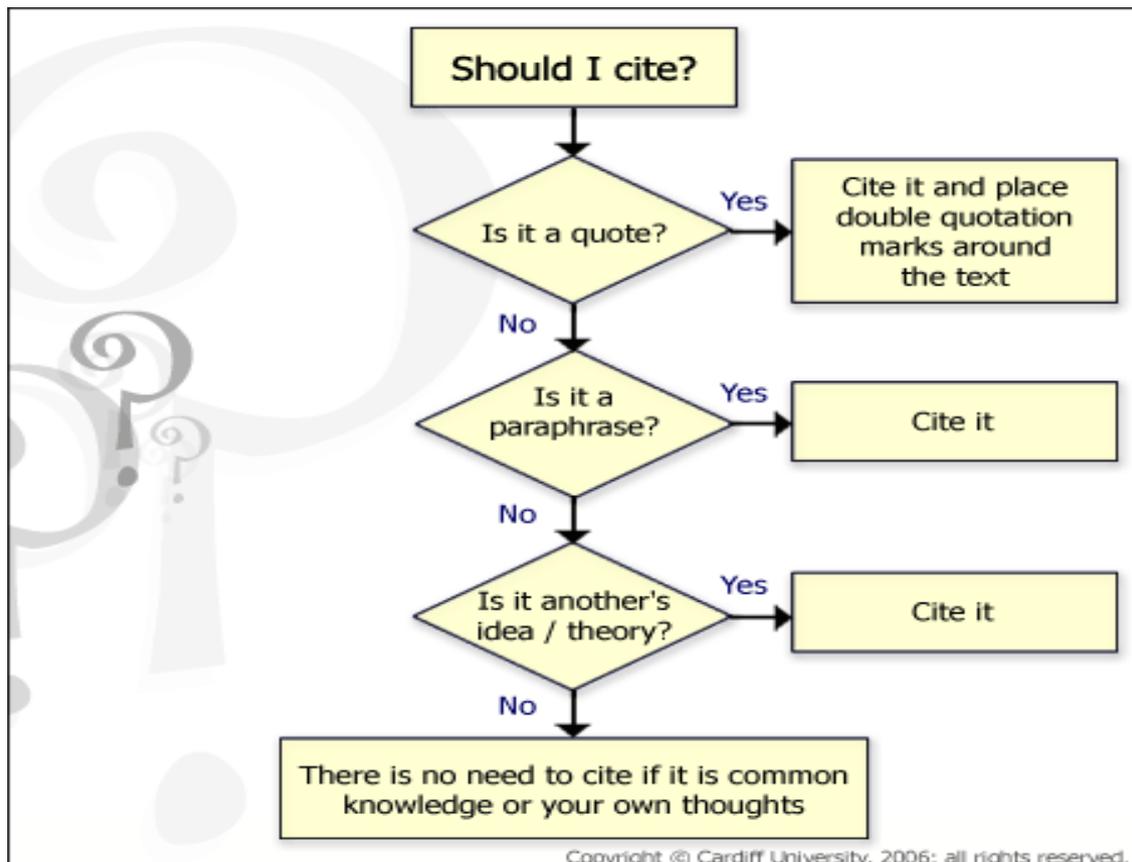


Diagram taken from the Cardiff University Handbook for Information Literacy Teaching (HILT).

The basic rule of thumb is that if you are not sure if you should reference the information you've used then reference it anyway.

How to make in-text references, reference lists and bibliographies

There are three steps to referencing correctly – citing within the text, compiling a list of the references you have cited in the text and finally creating a bibliography.

Step 1: In-text referencing

Firstly, in the body of your essay, assignment or project you should include the brief or abbreviated details of the work you are referring to. These are the author's name, date and the page number the information appears on.

Your references should follow this format:

- Author or editor's surname
- Year of publication, followed by a comma
- Page number(s)

Example:

Moore (2009, p.9) states that “the best place to find crude oil is at depths of 2,000 to 2,900 metres.”

You would then add the full reference to a reference list and bibliography at the end of your work.

Step 2: The reference list

The full reference list entry contains all the information needed by someone reading your work to locate the original text and confirm the publication details.

In the example below there are five elements for this book:

| | |
|----------------------|------------------------------|
| Author | Moore, H. |
| Year of publication | (2009) |
| Title of the book | <i>The story behind oil.</i> |
| Place of publication | London: |
| Publisher | Heinemann Library. |

So, put together, the whole reference list entry would look like this:

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

This is the first edition of this book so there is no need to include an edition number.



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

Some other, helpful tips:

Always use an author name in your references if you can find one. This might even be a corporate body or an organisation e.g. Scottish Government. However if the publication is compiled by an editor then use the abbreviation ed. or eds. to represent this.

Only include the edition number of a book if it is not the first edition. Edition should be abbreviated to edn. (to avoid confusion with the abbreviation ed. or eds. for editor or editors). You can often find the publication's edition number on the front cover.

So the reference list entry for an eighth edition of a publication with one editor would look like this:

Armstrong, M. (ed.) (2001) *A handbook of human resource management practice*. 8th edn. London: Kogan Page Limited.

Be careful! Online and print versions of the same information are cited slightly differently. Ask the school librarian to show you the distinction.

All of the references you have cited in the text are then listed by author's surname alphabetically at the end of your project.

Example Reference List:

References:

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

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.

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

Step 3: How to create a bibliography

A bibliography is a list of all the sources you have looked at. This should include sources you have quoted from but also other sources that have helped you form your ideas and opinions while you have written your assignment.

The example bibliography below shows all of the sources in the earlier reference list plus other sources that have not been cited in the text of an assignment. Remember you should list your references separately before you list your bibliography.

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

Note for pupils studying Advanced Higher courses

Pupils should note that there is likely to be a slightly different 'in-house' referencing style required for each Advanced Higher course. You can still use this booklet for general guidance on plagiarism and how to reference however check with your teacher which referencing style is expected from you in your assignments.

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).

Reports

Bradshaw, J. et al. (2008) *A minimum income standard for Britain: what people think*. London: Joseph Rowntree Foundation.

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.

Lectures

Dawson, G. (2009) *Research skills amongst university students*. [Seminar to Network Librarians]. 14 August.

Conversations/E-mails

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