

How can I reference properly?

STEP

5

'The value of an idea lies in the using of it.'

Thomas Edison

A Reflection

Match the following words/phrases with the appropriate definition.

Paraphrase

In-text citation

Bibliography

References

Direct quotation

Footnotes (endnotes)

The exact words of another author which you use in your essay.

Additional information found at the bottom of a page (end of the essay).

Detailed description of all the sources/influences for your essay.

A rewrite of an original piece of writing, in your own words.

A list of the sources which you quote in your essay.

A reference in the text of your essay to the source you have paraphrased or quoted from.

B Contextualization

What are the main referencing conventions for the 'Author-Date' (or Harvard) system?

- Using the information below as a guide, complete the table which follows.
- Is this the system you have used/will use? If not, what are the main differences?

In-text citation

Chernin (1988) argues that the origins of the Harvard system are largely unknown.

Most researchers 'want us to know more than just facts' (Turabian et al., 2007: 6).

Anglia Ruskin University uses Harvard as their default referencing system (Anglia Ruskin University, 2010).

References

Chernin, E. (1988). The 'Harvard system': A mystery dispelled. *British Medical Journal*. 297: 1062–1063.

Turabian, K., Booth, W., Colomb, G. and Williams, J. (2007). *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press.

Anglia Ruskin University (2010). *Referencing*. <http://libweb.anglia.ac.uk/referencing/referencing/harvard.htm>. Retrieved 05/04/10.

IN-TEXT CITATION	
Paraphrase/summary	
	(Author Surname(s)/Author Surname et al., year: page)
REFERENCES	
Book	
	Author Surname, Initial. (year). Article title. <i>Journal Title</i> . Volume, part: pages.
Website	

What key terminology is used in referencing?

Paraphrase: a rewrite of an original piece of writing, in your own words.

In-text citation: a reference in the actual text of your essay to the particular source that you have paraphrased or quoted from.

References: a list of the sources which you quote in your essay.

Bibliography: detailed description of all the sources/influences for your essay.

Direct quotation: the exact words of another author, which you use in your essay.

Footnotes (endnotes): additional information found at the bottom of a page (end of the essay).

Note

Two useful Latin phrases for in-text citations:

- *et al.* 'and others'
When there are more than three authors, use the first and replace the others with '*et al.*'.
- *ibid.* 'in the same place'
When a reference comes from the same place as the one immediately before it, '*ibid.*' can be used in its place.

What are the main principles of referencing?

Throughout the world, there are many hundreds of different referencing systems in use. For example, in the Humanities and Social Sciences, the 'Author-Date' (or Harvard) system is that most frequently used. It is important that you check in your handbook or with your department as to what referencing system your institution uses.

Nowadays, referencing is not quite as difficult as it used to be. Many British universities provide students with a range of software which makes the process much easier. You should check with your university library staff/computer service to see what is available. The three common programs in general use at British universities are:

- Refworks (www.refworks.com)
- Endnote (www.endnote.com)
- Reference Manager (www.refman.com)

If you do not have access to any of these sites, there are several more which may provide similar services, such as CiteULike (www.citeulike.org). You may need to pay to use these programs properly. The programs offer you the chance to download the citations you would like to use, or to input the information manually, using the referencing system your institution uses.

A note on brackets and editions

- Notice the different use of brackets in the example on page 23 – Chernin (1988) vs (Turabian et al., 2007: 6). When an author's name appears in the normal flow of the text, the brackets only go around the year (with or without page number); when the paraphrase or quotation appears at the end of a sentence, brackets go around the name as well.
- If one or more updated versions (editions) of a book were printed after the original version, it helps to state in your reference which edition you are referring to – for example, Turabian et al. (2007) is in its seventh edition (see part B).

What is the Harvard referencing system?

In-text citation

Paraphrase: Author Surname(s) (year)

Chernin (1988) argues that the origins of the Harvard system are largely unknown.

Direct quotation: (Author Surname[s],/Author Surname et al., year: page)

Most researchers 'want us to know more than just facts' (Turabian et al., 2007: 6).

References

Book (multiple authors): Author Surnames, Author Initials. (year). *Title of Book*. Edition. City of Publication: Publisher.

Turabian, K., Booth, W., Colomb, G. and Williams, J. (2007). *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press.

Journal: Author Surname(s), Initial(s). (year). Title of article. *Title of Journal*. Volume, part: pages.
Chernin, E. (1988). The 'Harvard system': A mystery dispelled. *British Medical Journal*, 297, 6655: 1062–1063.

Website: Organization (year). *Title of Website*. URL. Date retrieved.

Anglia Ruskin University (2010). *Referencing*.

<http://libweb.anglia.ac.uk/referencing/referencing.htm>. Retrieved 05/04/10.

What other referencing systems are there?

As noted above, there is no universal system for referencing. As a student, there are three golden rules to follow:

- **Follow the guidelines of your department:** look in your handbook, talk to your teachers or the administrative staff and find out which is used.
- **Be consistent:** do not mix and match the systems that you use. This is something which can irritate university teachers.
- **Ensure that your in-text citations match your references:** anything that you quote in the text must also appear in your references.

This is a list of other commonly used referencing systems and their key features. For each, URLs for websites where further information can be obtained are included.

Modern Languages Association www.mla.org. The MLA system is widely used in North America, particularly in the humanities.

Modern Humanities Research Association www.mhra.org.uk. The MHRA system is widely used in the United Kingdom, particularly in the arts and humanities.

Chicago www.chicagomanualofstyle.org. This footnote-based system is often used in historical journals and the social sciences.

American Psychological Association www.apastyle.org. APA is similar to Harvard as it also uses author–date order, and is used predominantly in the social sciences.

Vancouver www.nlm.nih.gov/citingmedicine. Also known as the 'Author–Number' system, it is commonly used in the physical sciences (particularly medicine).

Oscola www.law.ox.ac.uk/publications/oscola.php. A system specifically used in law.

D Activation

Look at the following essay extract and the accompanying references. Identify the six mistakes.

According to (Gibaldi and the Modern Language Association of America 2003), good referencing is important because it enables you to become part of the academic community. This view is supported by Tara (2010), who argues that the success or failure of a PhD can rest on good references. Oshima and Hogue (1991), meanwhile, emphasize the importance of referencing in avoiding plagiarism when stating 'if you neglect to mention whose ideas you are using, you are guilty of ... plagiarism.'

References

Brabazon, T. (2010). How not to write a PhD thesis. *Times Higher Education Supplement*, 28 January.
www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=410208.

Gibaldi, Joseph, and Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern Language Association of America, 2003.

E Personalization

- Check your department's handbook to see which system is used.
 - Learn about this system. A simple Internet search will identify the information you need. Look at books and articles which use this system to see how it works in context.
- Check whether your university uses any electronic referencing systems. This can save you time. If not, there is a range of both free and paid-for software which you may consider obtaining.
- Examine your recent writing and assess the quality of your referencing.
Ask yourself the following questions:
 - Did I use more than one system?
 - Did all my in-text citations appear in my references?

F Extension

- Step 3 and Step 4 outline the reasons for using **source material** in your writing which you will need to reference.
- Unit J describes strategies for **proofreading**. It is important to check your use of references, as this is often an area where unnecessary mistakes are made.
- Appendix 4, Step 5 lists hyperlinks for all the websites on pages 24–25, along with others which provide detailed information about referencing systems.