

How to...



HECKMONDWIKE
GRAMMAR SIXTH FORM

...Reference

Overview



What is referencing?

It is acknowledging where the information you have used has come from.

Why do you need to reference?

If you use someone else's work and do not say where you have found the information you could be accused of stealing it – this is called plagiarism and is a serious academic offence. Plagiarising is cheating and can lead to you being disqualified from academic study and failing the course.

It also makes it easier for the person reading your work to go and check the information that you have used, or, if they are interested, to read in more detail.

General tips for referencing:

- ✓ There are many different styles of referencing, probably the most popular one is the Harvard method but there are other systems such as making Footnotes. Whichever method you choose ensure you are consistent and use it throughout the piece of writing.
- ✓ **All methods involve making a link between each separate fact and the place you found the information – this could be by adding the Author's name and date of publication into the text or adding a number to show this fact has come from someone else's work. This 'in text' reference is called a CITATION.**
- ✓ **At the end of your work, you will have a list of all the resources you have used – this is called a REFERENCE LIST. If you decide to list EVERYTHING that you have consulted but not necessarily used, this is called a Bibliography.**
- ✓ EVERY piece of information MUST be referenced. The only time you do not need to reference is if the information is 'common knowledge' or it is from primary research carried out by YOU.
- ✓ Because your research will be extensive you are likely to have a range of different types of sources so your reference list might include books, journal articles, websites, documentaries, videos, podcasts, interviews with specialists, music, graphs, images, artwork and many more.

Whatever type of source you consult, you MUST reference it so that other people can trace the information.

- ✓ Always add details of where the information came from to your research notes. Ideally put the author's name, the title of the book, article, or webpage and if the information was found online the date it was found and the URL. **This will save a lot of time later.**
- ✓ **You will find all the information you need to reference in the first few pages of a book, on the cover of a journal or on the website.**
- ✓ There are lots of free online tools to help you make references and Microsoft Word has an option to add footnotes.

Details

The Harvard Method

The Harvard method is used by the majority of universities in the country so is an ideal one to learn. It was introduced for use in the social sciences but is generally used across all subject areas.

Below are examples of how to reference in your writing these are called 'in text citations'. Below are examples of how to cite sources with one, two and four authors. Citing the author and the date of publication is used consistently for all types of resource.

| One author | Two authors | Three authors | Four or more authors |
|---|--|--|--|
| It has been emphasised that good referencing is an important academic skill (Harris, 2015). | It has been emphasised that good referencing is an important academic skill (Shah and Papadopoulos, 2015). | It has been emphasised that good referencing is an important academic skill (Wong, Smith and Adebole, 2015). | It has been emphasised that good referencing is an important academic skill (Wong <i>et al.</i> , 2015). |
| OR | OR | OR | OR |
| Harris (2015) emphasised that good referencing is an important academic skill. | Shah and Papadopoulos (2015) emphasised that good referencing is an important academic skill. | Wong, Smith and Adebole (2015) emphasised that good referencing is an important academic skill. | Wong <i>et al.</i> (2015) emphasised that good referencing is an important academic skill. |

The information in this table has been taken from: The Open University (2021) *Quick guide to Harvard referencing*. Available at <https://www.open.ac.uk/library/help-and-support/quick-guide-to-harvard-referencing-cite-them-right> (accessed 23.08.21)

Creating the reference for the reference list or bibliography

The information in the reference list/bibliography is in more detail than the in-text reference. All the sources are listed in alphabetical order by the author's last name:

The details follow a similar format, with some slight variation for different types of resource.

Book:

Author surname, Initials. (Year published) *Book Title*, Place published, Publisher

e.g. **Smith, Z. (2017) *Swing time*. London: Penguin.**

Journal Article:

Author surname, Initials. (Year published) 'Article title', *Journal Name*, Volume(Issue), pp. page range.

e.g. **Thagard, P. (1990) 'Philosophy and machine learning', *Canadian Journal of Philosophy*, 20(2), pp. 261-276**

Websites:

Author surname, initial. (Year) *Page title*. Available at: URL (Accessed: Day Month Year).

e.g., **Google (2019) *Google terms of service*. Available at: <https://policies.google.com/terms?hl=en-US> (Accessed: 27 January 2020).**

If the author details aren't clear, it is okay to use the name of the site or organisation instead.

The above information has been taken from: Caufield, J (2020) A quick guide to Harvard referencing. Available at: <https://www.scribbr.co.uk/referencing/harvard-style/>(accessed 23.08.21)

Quotations

If you quote directly from a source, you must put the quote in quotation marks and reference it in the text as for other sources. If you are quoting from a book, you also need to include the page number that the quote is on.

e.g. "The cost of ultra-processed (junk) foods has steadily declined over the last two decades relative to the costs of fruits and vegetables which have increased" (Spector, T. 2020 p85)

Actions: what you need to do next

- Find a webpage and try to find out who the author is and when it was last updated. This might be obvious, but you might have to search, it could be at the very bottom of the page. If you can't find the author, try to decide who owns the website. This might be an organisation e.g. World wildlife fund.
- Look on the internet and search for 'free Harvard referencing generator'. Have a look at them and see which ones look the easiest to use. Choose one to try.
- Enter the details of the webpage you looked at earlier into the referencing generator and generate a citation for the 'in text' reference and one for the reference list. Does the author and date match up with what you identified?
- Choose a book and look for the author, the publication date, the place of publication and the name of the publisher.
- Enter the book details into the generator to generate a reference. Compare the generated reference with the details you found.
- Make sure the template you use for making notes has a place to put the bibliographic details needed to create a reference.
- If you don't have a notetaking template, make sure you create a document to record where each piece of information comes from – this might be the URL of the webpage and date you looked at it but is better if you include the author and the name of the webpage/book title.

Useful links

The websites below explain how to reference using the Harvard style.

<https://www.scribbr.co.uk/referencing/harvard-style/>

<https://www.open.ac.uk/library/help-and-support/quick-guide-to-harvard-referencing-cite-them-right>

The link to the University of Leeds shows how to reference using Harvard but also shows other referencing styles.

<https://library.leeds.ac.uk/info/1402/referencing>

The websites below can be used to generate a reference.

<https://www.citethisforme.com/>

<https://www.ukessays.com/referencing/harvard/generator/>

**If you need any further support, please speak to Mrs Whitelaw, Mrs
Barnard or Mr Ellis**