What is in it for me?

Knowing fact from fiction

If you quote something that is wrong your tutor can see it is not your mistake

Avoid re-doing written work and get to enjoy the sun

Getting the best marks possible so you have more job options

For this you need information: Books, journals, the Internet etc.
Recording where information comes from

Part of studying is recording where information comes from

As you go along you need to record where you find information

Today we are going to focus on how to do this
What is referencing?

When you use other people’s thoughts, ideas & theories you need to make reference to it within your own work.

What is a bibliography?

A bibliography includes your reference list and any other background material you may have used to help you but that you have not made a direct reference to.

What is Harvard?

Harvard is a referencing system that gives you a format to use. Using the same format keeps your referencing consistent. The Harvard system is well-known and used in Higher Education.
What is plagiarism?

**Plagiarism** occurs when you try to pass someone else’s work off as your own. It is comparable to *cheating* and is treated very seriously.

Why do I have to bother with referencing?

Learn how to reference correctly to:
- Avoid plagiarism
- Provide evidence for your arguments
- Demonstrate the breadth of your research

Turnitin detection software
The consequences of not referencing

• Not showing how skilled you are
• Having not developed the skills you need

A few examples:
• Dr Raj Persaud
• Law students

Plagiarism has serious consequences:

• Having to re-write assignments
• Not having the skills you need
• You could lose your place on the course or your job
• Feeling under pressure as you do not have the knowledge to do your job after completing the course
What to put in your main assignment

You only need brief details in the main part of your assignment. All the details of a book are placed in the bibliography.

**Quote**
This is when you write word for word what someone else says. You will need to include quotation marks when doing this.

**Paraphrase**
This is when you describe someone else’s ideas in your own words.

You could say:
The LRC (2009) website explains “You can borrow up to 15 items.”
Or:
I found out from the LRC (2009) website I can have lots of books at the same time. In fact I can borrow 15 items if I want.
Where do you get the information you need for a reference?

Use the title page, not the front of the book. Publishers details are usually on the reverse of the title page.

Source 1: a book by a single author

Format

Author Surname, Initial. (year of publication) *Title: subtitle*. Edition if not 1st, City / town of publication: Publisher

- Within the reference, the book title should be *italicised*
- Place of publication is always the city/town not the country i.e. London, not UK
- The year is the date of publication, not a reprint date. Look out for these on the verso (back of the title page)
- Anything other than a 1st edition e.g. 2nd, 3rd, 4th etc., needs to be included within the reference, and goes immediately after the title

Reference

Citation within text

In his book of nutrition Webb (2008) believes while nutrition does have an impact on health, a particular diet can not cure disease.

Citation with quote

According to Webb (2008) “There will be some restraints on the food choices of everyone” (p. 30).

- When citing within text you paraphrase, using your own words to describe someone else’s ideas.
- You need to include the page number for a direct quote.
- When quoting directly, “quotation marks” are used to distinguish a short quotation, usually no more than 2 lines in length.
- Longer quotations should be indented and placed in a separate paragraph, you do not need quotation marks as well.
Source 2: a book by 2 or more authors

**Format**

Author Surname, Initial and Author Surname, Initial. (year of publication) *Title: subtitle*. Edition if not 1st, City / town of publication: Publisher

Author1 Surname, Initial., Author2 Surname, Initial. and Author3 Surname, Initial. (year of publication) *Title: subtitle*. Edition if not 1st, City / town of publication: Publisher

- Where there are 2 or more authors, the order of the author’s name should be retained from the book

**Reference**


Citation within text

Purser and Snow (2006) give good advice when suggesting you do not eat food when you are upset or stressed.

Citation with quote

When discussing eating well, Purser and Snow (2006) stated that “Avoid becoming obsessive about your weight and instead, put that energy into monitoring how you feel” (p. 3)

When citing or quoting directly from a book by 2 authors, both surnames appear in the text together with the year of publication.
Hark et al. (2005) describes the metabolism as the chemical processes that changes food to energy or waste that the body gets rid of.

You need to think about any changes to your diet. Hark et al. (2005) believe that:

It is important to think about why you want to make these changes. Are they right for you, and will help you achieve your goals? (p. 11).

When referring to the book within the text (citing), et al. is used. It literally means “and others”. You are only required to put the first named author followed by et al.

The convention is italicise et al. followed by a full stop


A reference for a website is laid out similarly to books.

If no individual author is mentioned, try and identify the department or section responsible for the web page i.e. “Great Ormond Street Hospital”, and treat as a corporate author.

Where to look on a website *Living life in augmented reality.*

**Reference**

Great Ormond Street Hospital (2009) advise that it is important for the health of teenagers that they eat foods from different food groups.

Great Ormond Street Hospital (2009) discusses healthy eating by saying, “To be healthy it’s very important to eat a balanced diet. But what does it actually mean?”.
What to avoid…

Using incorrect information from the Internet

Fact or Fiction?

Pacific Northwest tree octopus website

POP The first male pregnancy

Leaving everything until the last minute so you have not time to do your work
Web page bibliography


Source 4: a journal article

Format

Author Surname, Initial. (year of publication) Title of article: subtitle. *Journal Title*, *Volume* (Number) Pages

- The name of the journal is *italicised*, not the title of the article
- The volume number is in **bold**
- Volume part numbers can often be referred to as months of the year depending on the publication, therefore part ‘3’ may be referred to as ‘March’. Substitute as necessary as both are acceptable
- Page numbers for journal articles are given in the reference

Reference

Villazon, L. (2012) Domestic cats: the tricks, skills and amazing features of the world’s most popular pet. *How it works* (33) pp64-65
Naylor (2009) believes that one benefit of calorie information on restaurant menu is fast food places will be more likely to provide health food.

Naylor (2009) states “The pilot will run at over 450 outlets, but most of them are experimenting with this on a limited basis.” [p. 22].


Villazon, L. (2012) Domestic cats: the tricks, skills and amazing features of the world’s most popular pet. *How it works* (33) pp64-65
Source 7: Other resources

- Blogs
- Electronic discussion lists
- E-Mail
- Podcasts
- Wikis

http://www.don.ac.uk/lrc
Sample bibliography


- The list is written in author surname alphabetical order
- Different types of resources are included in the same list
You may not be able to find all the relevant components for a reference; you can use the following to replace the missing element.

- No author is given: use [Anon.]
- No date of publication is given: use [n.d.]
- No place of publication is given: use [s.l.]
- No publisher is given: use [s.n.]
- Something other is not known: use [n.k.]
Many thanks for listening

For additional support with the exercise please refer to the LRC website.

http://www.don.ac.uk/lrc