



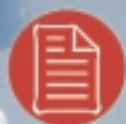
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Referencing your work 2008

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1 What does referencing mean?

When writing an academic piece of work you need to acknowledge any ideas, information or quotations which are the work of other people. This is known as referencing or citing.

2 Why should I include references in my work?

You should include references in order to:

- acknowledge the work of others
- provide evidence of your own research
- illustrate a particular point
- support an argument or theory
- allow others to locate the resources you have used

And most importantly:

- avoid accusations of plagiarism

3 What's so bad about plagiarism?

Plagiarism is considered cheating, as you have taken the words or ideas of other people and passed them off as your own. The University takes cases of plagiarism very seriously. If you are caught plagiarising you will face disciplinary procedures which could ultimately result in your expulsion.

Go to www.wmin.ac.uk/academicconduct for more details.

4 How do I know if I'm plagiarising?

A tutorial on how to use expert sources properly and avoid plagiarism is available on Blackboard. More advice on referencing is also available on the Academic Writing Centre's website. Go to www.wmin.ac.uk/AWC for more details.

The best advice is, if in doubt cite.

5 How do I reference my work?

Your references should be consistent and follow the same format. Various systems have been devised for citing references, but most Schools use the Harvard system.

Check your course or module handbook to find out which system your School uses. If you are unsure, ask your tutor before handing in your assignment. Failure to follow the School's preferred system may lose you marks.

6 What do I need to include in a reference?

References consist of certain details about the source you are using. It is a good idea to make a note of all the relevant details whilst conducting your research. This will save you time later.



The details you should note during your research are:

6.1 For books:

- Authors/editors
- Year of publication
- Edition where one is given
- Title of book
- Page numbers (for direct quotes)
- Chapter title, author and page numbers (if chapters have different authors)
- Name of publisher
- Place of publication
- URL (for electronic books only) and name of e-book provider
- Date accessed (for electronic books only)

6.2 For journal and newspaper articles:

- Authors
- Year of publication
- Title of article
- Name of journal
- Volume, issue or part number (or day and month), page numbers
- URL (for electronic journals only)
- Date accessed (for electronic journals only)

6.3 For online sources e.g. websites:

- Authors
- Year of publication
- Title of document
- URL
- Date accessed

(N.B. What if I can't find the author? In the case of a publication, most especially Internet pages where you are unable to identify an actual person as the author, use the name of the company or organisation shown most prominently.)

7 Referencing using the Harvard system

References will be cited in your work in two places: -

- Where a source is referred to in the text
- In a list (the Bibliography/List of references) at the end of the assignment



8 Citing references in the text

8.1 Citing the author in the text

In the Harvard system whenever a reference to a source is made, its author's surname and the year of publication are inserted in the text as in the following examples.

- ▶ Dogs were the first animals to be domesticated (Sheldrake, 1999).

If the author's name occurs naturally in the sentence the year is given in brackets.

- ▶ Sheldrake (1999) asserts that dogs were the first animals to be domesticated.

8.2 Using direct quotes

If you quote directly from a source you must insert the author's name, date of publication and the page number of the quotation.

- ▶ 'The domestication of dogs long predated the domestication of other animals.' (Sheldrake, 1999, p.5).

The page number should be given at the end of the quote, in separate brackets if necessary, as in the example below.

- ▶ Sheldrake (1999) asserts that the 'domestication of dogs long predated that of other animals.' (p.15).

8.3 Citing works by more than one author

If your source has two authors you should include both names in the text.

- ▶ Anderson and Poole (1998) note that a 'narrow line often separates plagiarism from good scholarship.' (p.16).

8.4 Citing works by three or more authors

If there are three or more authors you should include the first named author and then add '*et al.*' in italics followed by a full stop. This is an abbreviation of '*et alia*' which means 'and others' in Latin.

- ▶ In the United States revenue from computer games now exceeds that of movies (Kline *et al.*, 2003).

8.5 Citing a chapter or section

When referring to a chapter or section which is part of a larger work, you should cite the author of the chapter not the editor of the whole work. (see 9.1 for a typical example.)

- ▶ The sea level has risen by approximately 10cm in the last 100 years (Mason, 1999).

8.6 Citing a work without an author

If an organisation or company (e.g. Department of Health, Arcadia Group Limited) is named as the author of a work rather than a person, you should cite their name. Make sure you use the same version of the organisation name in both the text and List of references (e.g. always use 'Department of Health', don't abbreviate to 'DoH').

- ▶ Spain became a member of the United Nations in 1955 (United Nations, 2000).

8.7 Citing works by the same author written in the same year

If you cite two or more works written in the same year by the same author, then you must differentiate between them in both the text and your List of references by listing them as a,b,c etc. (see 9.3).

- ▶ Natural selection can cause rapid adaptive changes in insect populations (Ayala, 1965a) and various laboratory experiments have been conducted to assess this theory (Ayala, 1965b).

8.8 Citing secondary sources

When citing secondary sources (i.e. an author refers to a work you have not read) cite the secondary source, but include the name of the author and date of publication of the original source in the text. Only the secondary source should be listed in your references. You should only cite secondary sources if you are unable to read the original source yourself.

- ▶ Sheff (1993) notes that Nintendo invested heavily in advertising (cited in Kline *et al.*, 2003, p.118).

9 Writing a Bibliography or List of references

The **List of references** appears at the end of your work and gives the full details of everything that you have cited in the text in alphabetical order by the author's surname.

Sometimes this **List of references** is also called the **Bibliography**.

Sometimes a tutor requires the **Bibliography** to be more than just a list of references. S/he may also want to see the full details of everything you have read during the preparation of this piece of work, regardless of whether or not you cited it in the text.

Sometimes a tutor will want to see details of those items, but in a separate list from the **List of references**, called *either* a **Bibliography** or Further reading.

Remember to check exactly what your School or Department means by these terms.

All sources must be referenced in a consistent way. The examples given here provide a guide to the format and punctuation you should use.

9.1 Printed books

Printed books should be referenced using the following format and punctuation.

- Author/editor's surname and initials.,
- (Year of publication).
- Title of book: including subtitles.
(in *italics* or underlined)
- Edition. (if applicable)
- Place of publication: (followed by a colon)
- Name of publisher.

Reference to a book with one author

- ▶ Sheldrake, R., (1999). *Dogs that know when their owners are coming home: and other unexplained powers of animals*. London: Arrow Books.

Reference to a book with two authors

- ▶ Anderson, J. and Poole, M., (1998). *Assignment and thesis writing*. 3rd ed. Chichester: John Wiley & Sons.

Reference to a book with three or more authors

Some Schools allow you to use 'et al.' in your List of references, others e.g. WBS require you to list ALL the authors. Make sure you check which style is preferred by your tutor or School.

This example uses 'et al.' instead of listing all the authors.

- ▶ Kline, S. *et al.*, (2003). *Digital play: the interaction of technology, culture and marketing*. Montreal: McGill-Queen's University Press.

This example lists all the authors.

- ▶ Kline, S., Dyer-Witheyford, N., De Peuter, G., (2003). *Digital play: the interaction of technology, culture and marketing*. Montreal: McGill-Queen's University Press.

Reference to a chapter or section contained in a larger work

- ▶ Mason, J., (1999). Recent developments in the prediction of global warming. In: McVeigh, J.C. and Mordue, J.G., (eds.) *Energy demand and planning*. London: E&FN Spon, pp.34-52.

9.2 Electronic books

Electronic books (e-books) should be referenced using the following format and punctuation.

- Author/editor's surname and initials.,
- (Year of print publication). (date of electronic publication can be used if no print publication date is available)
- Title of book: including subtitles. (in *italics* or underlined)
- Edition. (if applicable)
- [online]
- Place of publication of print version: (followed by a colon)
- Name of print publisher.
- Available from: (location of e-book, e.g. Safari Tech Books Online).
- <URL>
- [Accessed (enter date you viewed the book)].

- ▶ Tanenbaum, A., (2002). *Computer networks*. 4th ed. [online] Upper Saddle River, New Jersey: Prentice Hall. Available from: Safari Tech Books Online. <<http://proquest.safaribooksonline.com>> [Accessed 9 August 2008].
- ▶ Webster, F., (2002). *Theories of the information society*. 2nd ed. [online] London: Routledge. Available from: netLibrary. <<http://www.netlibrary.com>> [Accessed 2 June 2006].

9.3 Print journals and newspapers

Print journals should be referenced using the following format and punctuation.

- Author's surname, initials., (or Newspaper title where there is no author,)
 - (Year of publication).
 - Title of article.
 - Name of journal. (in *italics* or underlined),
 - Date of publication (if applicable e.g. 18 June)
 - Volume number (in **bold**) (if applicable)
 - (Part number), (if applicable)
 - Page numbers.
- ▶ Britton, A., (2006). How much and how often should we drink? *British Medical Journal*. **332** (7552), 1224-1225.
- ▶ Ayala, F.J., (1965a). Evolution of fitness. *Science*. **150** (3698), 903-905.
- ▶ Ayala, F.J., (1965b). Relative fitness of populations. *Genetics*. **51** (4), 527-544.

This example shows a newspaper article without an author.

- ▶ Independent, (2007). Alarm over child drinkers. *Independent*. 24 July, 16.



9.4 Electronic journals (e-journals)

How you cite e-journals varies depending on whether you accessed the e-journal via a full-text database, or directly from a website on the open Internet.

If you accessed an article via a database you should cite the database provider (e.g. Business Source Premier), as they control the rights to the online version of the article. It is also acceptable to shorten the URL to that of the database's home page as the URLs of individual articles are usually very long, and are only temporary. Ask your Academic Liaison Librarian for advice if you are unsure.

E-journal article accessed via full text database

Electronic journals should be referenced using the following format and punctuation.

- Author's surname, initials.,
- (Year of print publication).
- Title of article.
- Name of journal. (in *italics* or underlined)
- Date of print publication (if applicable, e.g. May/June)
- Volume number (in **bold**)
- (Part number), (if applicable)
- Page numbers. (or online equivalent)
- [online]
- Available from: (name of database provider, e.g. Science Direct).
- <URL>
- [Accessed (enter date you viewed the article)].

- ▶ Bennett, L. and Landoni, M., (2005). E-books in academic libraries. *The Electronic Library*. **23** (1), 9-16. [online] Available from: Emerald Fulltext. <<http://caliban.emeraldinsight.com>> [Accessed 2 June 2006].

E-journal article accessed via website on the open Internet

Electronic journals should be referenced using the following format and punctuation.

- Author's surname, initials.,
 - (Year of print publication).
 - Title of article.
 - Name of journal. (in *italics* or underlined)
 - Date of print publication (if applicable, e.g. May/June)
 - Volume number (in **bold**)
 - (Part number), (if applicable)
 - Page numbers. (or online equivalent)
 - [online]
 - Available from: <URL>
 - [Accessed (enter date you viewed the article)].
- ▶ Britton, A., (2006). How much and how often should we drink? *British Medical Journal*. **332** (7552), 1224-1225. [online] Available from: <<http://bmj.bmjournals.com/cgi/content/full/332/7552/1224>> [Accessed 2 June 2006].



9.5 Reports

Reports should be referenced using the following format and punctuation.

- Author/editor's surname, initials.,
 - (Date of publication).
 - Title: including subtitles. (in *italics* or underlined)
 - Edition. (if relevant)
 - Place of publication: (followed by a colon)
 - Name of publisher.
 - Organisation responsible.
 - Report number.
- ▶ Henwood, M., (1992). *Through a glass darkly: community care and elderly people*. London: King's Fund Institute. King's Fund Institute. Research report 14.



9.6 Conference papers

Conference papers should be referenced using the following format and punctuation.

- Author's surname, initials.,
 - (Date of publication).
 - Title of paper.
 - In: Editor's surname, initials., (if applicable)
 - Title of proceedings. (in *italics* or underlined)
 - Place of conference.
 - Date of conference.
 - Edition (if relevant).
 - Place of publication:
 - Publisher,
 - Year of publication,
 - Page numbers of contribution.
- ▶ Clifton, J.J., (1989). Hazard prediction. In: *Disaster prevention, planning and limitation*. University of Bradford. 12-13 September 1989. Letchworth: Technical Communications Ltd., 1990, pp.51-64.

9.7 Websites, web pages and PDF documents

Exercise caution when using web sources as references in your work. Remember that anyone can publish on the Internet and you must ensure that any source you use is reliable. If you have any doubts about the credibility of a source, don't use it.

It is a good idea to save a copy of any online documents cited – subject to copyright limits - as they can easily be edited, or even disappear altogether.



Websites, web pages and PDF documents downloaded from the Internet should be referenced using the following format and punctuation.

- Author/editor's surname, initials., (or name of owning organisation e.g. University of Westminster)
- (Year of publication).
- Title. (in *italics* or underlined)
- Edition. (if applicable, e.g. update 2 or version 4.1)
- [online]
- Place of publication: (if known)
- Name of publisher. (if known)
- Available from: <URL>
- [Accessed (enter date you viewed the website)].

- ▶ Holland, M., (2005). *Citing references*. [online] Poole: Bournemouth University. Available from: <http://www.bournemouth.ac.uk/academic_services/documents/Library/Citing_References.pdf> [Accessed 2 June 2006].
- ▶ University of Westminster, (2007). *Harry Potter fans to cast spell over Westminster*. [online] London: University of Westminster. Available from: <<http://www.wmin.ac.uk/page-14428>> [Accessed 24 July 2007].

9.8 Online images

Online images should be referenced using the following format and punctuation.

- Artist's surname, initials., (if known, or name of owning organisation)
- (Year). (if known)
- Title or description of image. (in *italics* or underlined)
- [online image]
- Available from: <URL>
- [Accessed: (enter date you viewed the image)].

- ▶ Fadden, W., (1779). *A plan of the city and environs of Philadelphia*. [online image] Available from: <<http://www.nmm.ac.uk/searchstation/images/negs/x9/py7769.jpg>> [Accessed 25 July 2005].

9.9 DVDs and videocassettes

DVDs and videocassettes should be referenced using the following format and punctuation.

- Title, (in *italics* or underlined)
- (Year of distribution)
- Director
- [DVD]. or [Videocassette].
- Place of distribution:
- Distribution company.

- ▶ *Vertigo*, (2005). Directed by A. Hitchcock [DVD]. Los Angeles: Universal Studios.

10 More information

Bibliographic software to help organise your references is available from <http://www.refworks.com/refworks> The output style 'University of Westminster' is exactly the same as the one described in this booklet. Ask in the library for more help or information. Always check with your tutor about which style of referencing s/he would like you to use.

For information on citing resources not mentioned here (e.g. patents) please see British Standard BS 5605:1990. *Recommendations for citing and referencing published material*.

BS 5605 is available online from *British Standards Online* via infoLinX.

For information on plagiarism and how to avoid it, see the Academic Registrar's webpage on academic conduct at www.wmin.ac.uk/academicconduct and the Academic Writing Centre's online tutorial at www.wmin.ac.uk/AWC



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August 2008

