

Referencing, Not Plagiarising

Referencing, Not Plagiarising FAQ's

Citation vs reference

A citation is a reference that appears in the text; for example:

In their study of bird migration strategies Smith et al. (2009) found that...

A reference is all the information that readers will need to find your source:

Smith, B. 2008. How Birds Migrate. Journal of Animal Behaviour, 34(4), p. 56-60.

Reference list v bibliography

A reference list is a list of all the references that appear in the text.

A bibliography is a list of all the sources you read - regardless of whether they are cited in the text.

Where should a citation appear in a sentence?

The citation should be located as close to the source material as possible; for example, if you start a paragraph with some paraphrased material, the citation should come at the end of the material, not at the end of the paragraph.

When should I use direct quotations?

Use direct quotations sparingly, and only when the exact wording is necessary to illustrate a point. You need to be able to interpret and summarise and paraphrase the literature, not just copy out large chunks of it.

What if I have used a number of different sources to support the same point?

If you have a number of different sources that provide the same information, you should list them in chronological order; for example,

Girls have been found to prefer pink (Bruce 2003; Holmes & Watson 2007; Jones 2008).

What if I have two sources written by the same author in the same year?

If you have two (or more) sources written by the same author in the same year you should use letters to differentiate between the sources; for example,

Smith2008a; Smith 2008b.

If I paraphrase or summarise do I still need to reference?

Yes. You don't just reference a direct quotation. If your information, ideas or inspiration come from someone else, you must acknowledge this with a reference.

Do I need to include page numbers in my references?

You should use page numbers if you are giving a direct quotation, or if the information you are summarising can be found on a particular page. It's good practice to use page numbers when referencing books, as a book can be many hundreds of pages long making the information hard to find. Referencing the page numbers of journals is usually not necessary, and of course, websites don't have page numbers.

What do I do if a source has no author?

If there's no author given for a source, see if you can find the organisation responsible for producing the source; for example,

Department of Health 1998

would be a suitable reference for a government report.

Amnesty International 2003

would be a suitable reference for an un-authored report or document you read on the Amnesty international website.

If you can't find an organisation or sponsor for the source, use the title as the name:

In a recent report on why the X factor is damaging viewing (When reality TV goes bad 2009)...

What if there is no date for a source?

It should usually be possible to find a date somewhere. If you're referencing a web page, look for a date at the bottom of the page. You need to think carefully about including sources without dates: how can you be sure the information is current and accurate? If you really need to reference a source with no date, write 'no date'.

Do I need to reference graphs and diagrams if I have taken them from someone else's work?

Yes! Regardless of what form, if someone else produced the work, you must reference the source. If you change the diagram/figure in any way then it is also essential to acknowledge this by clearly stating **"adapted from..."** and then give the citation/reference.

How do I reference material from the internet?

Give your readers all the information they'll need to find the source for themselves. Give the website address (URL) to allow your readers to find the site. If the document is more than one page long, or is a series of linked pages, give the address of the first page, or the contents page if there is one.

Give the date that you accessed the information, as information on the internet can change quickly.

www.cancerhelp.org.uk Accessed 11th August 2010