Guide to referencing

Institute for Work Based Learning
Middlesex University

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What is referencing?

When preparing a module assignment or any academic work you need to give credit to other authors’ ideas and words; that is, you need to acknowledge the sources that you have used to research and write your work.

This is necessary for at least two reasons: the first is about academic honesty. Failing to acknowledge your sources means that you can be accused of having plagiarised other people’s ideas or words. This carries academic penalties and might lead to failing your module or delaying the completion or your degree.

The second reason is that you would want to allow whoever is reading your work to trace back the origins of your ideas, the context in which you have developed them as well as provide them leads to expand on the topic if they want. A well-referenced work gives you credibility and authority, as it shows your grasp of the literature on your chosen topic.

Lack of attention in referencing in generally seen by assessors as a sign of lack of attention to details, sloppiness, and lack of respect to the reader as well as being ethically problematic when it raises plagiarism issues.

What should I reference?

You must provide a reference in two cases:

- When you use someone else’s exact words. In this case you will put the quotation in inverted commas, insert an in-text quotation with the exact page (see below) which will match the item on the reference list at the end of the work.

- When you paraphrase someone else’s ideas. In this case no direct quotation is necessary but you will still need to insert an in-text quotation. You might or might not reference to exact pages according to the circumstances. For instance, if you only refer to the general contribution of a book in its field you don’t need a precise page reference. However, if you are paraphrasing something more detailed which is to be found on a precise page, you must reference it.
Be aware that you should acknowledge and reference your sources whatever their origins: articles, books, newspapers, websites, video clips and other media, conference presentations and so on.

**What style should I use?**

There are many ways of referencing, but we ask to our students and staff at the IWBL to use the version of the Harvard system laid out below. Be aware that the main principles behind any referencing are **completeness**, that is, to give appropriate information about your sources so that anyone is able to trace them back, and **consistency**, which should be achieved throughout your work. It is therefore very important not to mix styles and to check carefully whether in-text quotations and the reference list contain all the relevant information.

**Tips for referencing**

The Middlesex University Library suggests the following tips to keep track of your references:

• Write down the details of your source from the start. If you note down all the material you have referred to and consulted, it will be a lot easier than chasing references at the end. You will be less likely to miss any.

• Keep clear notes. When you write your notes during your reading, differentiate between your own thoughts, the thoughts of the author, and any direct quotes you copy down. Put in the title and the page number so you don’t have to look it up again when you write your own work.

• Learn different ways of referencing. Look at the different ways of paraphrasing (re-writing) information and the different rules of quoting directly. The more familiar you become with these, the less likely you are to plagiarise.

• Proofread your draft paper. Get someone else to proofread your document as they may be able to see mistakes and missing references that you cannot. Keep the different drafts of your papers to see your progression and to double-check that you’ve kept citing everything properly in the final draft.

• Make sure your references are clear and consistent throughout your work.
The Harvard System

Middlesex University supports the Harvard System, a referencing system which uses the format Author and Date to provide references. There are many variations within this system. As a student or staff at the IWBL we ask you to follow the rules set out below. Be particularly careful to include all the information in the right order and with the right punctuation.

In-text quotation

The Harvard system uses author’s surname and year of publication in brackets to cite briefly in the text next to the relevant phrase. The full information about the sources is then provided in a reference list at the end of the work, whether it is an essay, dissertation, article, chapter or book.

Basic in-text quotations:

As Jones (1995) has stated

As Boud (1992: 54-56) has observed

‘Depression is more heterogeneous in the old than in the young’

(Blumenthal 1971: 36)

Note:

- There is a colon between the year of publication and the pages
- There is no punctuation between the author’s name and the year within brackets

Examples:

Wrong:

Herzberg in his book ‘One more time: How do you motivate employees’ had a similar argument.
Correct:

In text:
Herzberg (2008) had a similar argument.

Reference list:

Wrong:

This is backed up by the FSAs thinking on aggressive incentive schemes. Thomas (2012)

Correct (in text):

This is backed up by the FSAs thinking on aggressive incentive schemes (Thomas 2012).

Multiple authors, books and edited books:

Costley (2009) and Boud (1992) have both shown...

Three controversial studies on the effects of the electroshocks (Stamatos 1956; McNab 1959b; Jones 1961)

As Dikerdem has shown (1989, 1989a, eds.1995) ...

Recent research (Garnett, et al. 2002) shows that...
Note:
- The semi-colon between different authors
- A comma only between different publication dates
- A comma before the words “et al” or “eds” or “ed” and a full stop afterwards
- Several works by the same author on the same year are differentiated by using lower case letters, both in the in-text citation and in the reference list

Indirect quotation

‘Practitioners’ research engages peers’ (Garnett, 2001 cited in Boud, 2012: 45)

or

Garnett (2001) as cited in Boud (2012: 45) suggests that ‘Practitioners’ research engages peers’

Websites

The in-text citation of a website should identify the author of the website. This can be usually found on the URL or web address. The year of publication might be often found at the bottom of the content you are quoting, as a copyright tag, or as a date headline.

For instance, if the author of the website is the Guardian, and the article is dated 2010 the reference would be

Recent research on unemployment (Guardian 2010) shows that...

However, if the author of the article is known, as it often is:

Recent research on unemployment (Travis 2010) shows that...
Right and wrong in quoting from the internet

Wrong:

A new structure to reflect this is due to come into force 1st January 2013. (fsa.gov.uk) “As part of the new RDR, advisers will also be required to have obtained an annual statement of professional standing (SPS)”

Correct:

In text:
A new structure to reflect this is due to come into force 1st January 2013. “As part of the new RDR, advisers will also be required to have obtained an annual statement of professional standing (SPS) (FSA 2011)

In reference list
FSA (2011), FSA Factsheet for Financial Advisers
[Accessed 17 January 2011]

Wrong:

The Sunday Times 25 Best Big Companies article (viewed 14/11/12) placed Iceland Foods as the number one big company overall with staff wellbeing and work relationships featuring very strongly

Correct:

In text:
The Sunday Times 25 Best Big Companies article (O’Connell 2012) placed Iceland Foods as the number one big company overall with staff wellbeing and work relationships featuring very strongly

In reference list:
http://www.thetimes.co.uk/sto/public/business/article984843.ece
[Accessed 17 January 2013]

Other in-text quotations

They should follow the same basic principles about authorship and punctuation outlined above. Here are a few examples:

**Blogs**: blog posts have often an author. In absence of the author the organisation hosting the blog can be used as author. For instance, to quote this post in the text
http://ansjournalblog.com/2013/01/02/prevention-of-re-hospitalization/

Re-hospitalization is one of the major factors in rising medical costs (Peggychin 2013)

Alternatively, if the author is unknown, it will be:

Re-hospitalization is one of the major factors in rising medical costs (ANS 2013)

**Emails**: In-text quotation of email should contain the author of the message (not its recipient) and the year. For the full quotation see the section in the reference list.
Reference list

**Important**: the reference list must be written in alphabetical order according to the author’s name.

**Books and chapters in books**

**With one author**


**With many authors**


Note:
- No punctuation after the year of publication
- Book title always in italics, followed by the place of publication and the publisher’s name.
Academic journal articles


Note:
- Full stop after the article title
- Journal title in italics
- Follow this order: volume number, Issue number in parenthesis, page numbers.

Example:

**Wrong:**

**Correct:**

Newspaper articles


Online Newspaper articles


Note:

- Be aware that some online newspapers, such as *The Times*, have a two-tier system that allows only subscribers to access it.


Note:

- Nothing between the title and the URL, apart from the full stop. No phrases such as ‘found in” or ‘on the internet’ or ‘available at. No punctuation after the URL. The URL should be underlined as this is the standard in hyperlinks.

- Note month in full, not numerals. It’s clearer.

- Pdfs which are web links should be quoted in the same way

Corporate and organisations reports


Interviews

- Interviews published in printed media should be treated as articles as they usually have a title. The example below is for interview s conducted by the author of the academic work and for unpublished interviews.

- The interview is meant to be stored in a recorded device or transcribed in order to be quoted (it has to be made available to other researchers who request it). A non-recorded conversation is a personal communication and is not part of the referencing apparatus, although they can be mentioned in a footnote.

Course material


Video, films, DVDs, podcasts


- For YouTube videos you can use the user name as author if no other author is identified in the videoclip.
- YouTube videos have a date of last update that you can use as year of publication if no other certain date is identifiable in the video.
- For in-text quotation of the above use the user as you would do with the author of a book.


- Films and TV programmes are the product of many minds and is recommendable to identify them with their production house instead.


Blogs, Wikis, Emails

- Blogs are to be quoted as websites, but they often have an identifiable author.


Workman, B. (2012) email to N. Pizzolato, 20 November 2012