**Glossary – Referencing**

**Abstract** - the short paragraph between the title and the introduction of your essay which outlines the content of the paper. Used in APA.

**APA** - American Psychological Association. APA style is most commonly used to cite sources within the social sciences, e.g. psychology

**Bibliography** - complete list of sources used in the research of your paper, and listed regardless of whether they have been cited in the paper itself. Not used in Harvard or APA

**Cite Them Right Online** – the standard source of information for citation and referencing for Middlesex University students.

**Citing** – acknowledging a source of information within the text of your work, ie an in-text citation.

**Citation** - the in-text reference to a source used.

**Common Knowledge** - Common knowledge is information that most people would know without having to look up, eg the world is round.

However, what may be common in one culture, society or area of study may not be common to others outside of that group. When in doubt, reference your sources.

**DOI** - **Digital Object Identifier** – a code of mostly numbers (plus sometimes letters) that identifies a digital object, usually a journal article or e-book, on an electronic database

**et al.**: Latin abbreviation of 'et alii' which means 'and others'. Used in some referencing styles to indicate multiple authors without listing all of the authors' names. Do not use in Harvard style reference lists – always list all authors, not matter how many

**edited book** - collection of chapters written by different authors within a single book.
Harvard - referencing style, which uses an ‘author-date’ approach, e.g. A recent study investigated the effectiveness of using Google Scholar to find medical research (Henderson, 2005).

In-text citation - placing the author’s name and year of publication in brackets next to the material being referenced. For example: (Osman, 2003).

Oscola - Oxford University Standard for Citation of Legal Authorities in a referencing style designed to facilitate accurate citation of authorities, legislation, and other legal materials

Paraphrase – to describe the work of another author in your own words. This requires an in-text citation

Plagiarism - presenting the work of someone else as your own.

Quotation - the verbatim (word-for-word) reproduction of any form of statement (e.g. text, speech). Note: short quotes should be contained within quotation marks followed by an in-text citation that includes the precise and relevant page number/s of the quote.

References – references are the details of your information sources, providing enough information to enable the reader to understand what you are referring to.

Reference list - the list compiled at the end of an essay or report which contains all the sources that have been cited within it.

Referencing - the acknowledgement of the sources used in your work by way of: 1) in-text citations and a list of references

Referencing style - there are different types of referencing styles that can be used in your work: a footnote style, a numbered style or a an author-date style. Most programmes at Middlesex use the Harvard referencing style. If you are not sure which style to use, check with your module handbook or your tutor.

RefWorks – a web-based reference management software package which enables the user to input, organise, manage, retrieve and format lists of references
Secondary referencing – referencing a source quoted in another author’s work

Turnitin - a 'text matching' software that is used by institutions all over the world to ensure the integrity of student writing.