Referencing: The Basics
Library https://unihub.mdx.ac.uk/study/library
Learn:

• Why you need to use references in your academic work
• What are references and citations
• The differences between quoting and paraphrasing
• How to create references on *Library Search*
• How to check that your references are correct
• Creating references using Harvard or IEEE style.
Why reference?

• Highlight and back-up relevant points and facts
• Demonstrate that you have read widely
• Give credit to the author/creator
• Achieve a better mark or grade
• Reader can locate original source used
• Avoid plagiarism.

Adapted from: https://www.citethemrightonline.com/Basics/what-is-referencing
How do I know which referencing style to use?

- Most students at Middlesex University are expected to use the Harvard referencing style.
- However, students studying computing and engineering programmes may also need to use the IEEE referencing style.
- Your module or programme handbook will tell you which to use.
- If you are not sure, ask your Module Leader or Student Learning Assistant.
- This guide covers both styles.
**What are citations and references?**

**Citations** are used in the text of your essay and show the reader where you have got your information or facts from i.e. from a book, journal article or web page. They should be used whenever you quote or paraphrase information in your work. There are two main ways of using citations in your work.

**References** are located at the end of your essay (i.e. the reference list). If you are using the Harvard referencing style, then your reference list will be an alphabetical list (by author) of all the items you have cited. If you are using IEEE referencing style, then your reference list will be in the order that the citations appeared in your work.

You can see examples of Harvard and IEEE citations and reference lists on the following slides.
Citations:

According to Chapman and Dixon (2009) recent development in multimedia technology have led to a ten-fold increase in the ownership of……….

Ownership of hand-held digital devices has increased ten-fold due to recent developments in multimedia technology (Chapman and Dixon, 2009).

Reference list:


According to Chapman and Dixon [1] recent developments in multimedia technology have led to a ten-fold increase in the ownership of………..

Ownership of hand-held digital devices has increased ten-fold due to recent developments in multimedia technology [1].

Reference list:


Quoting and Paraphrasing (Harvard)

Original text as found in a book:

The massive collection of data by the AML technologies that populate the intelligent environment enables extensive profiling, which in turn is necessary to deliver the benefits delivered by AML.

Quoted in your essay:

According to Hart, Smith and Wilson “the massive collection of data by the AML technologies that populate the intelligent environment enables extensive profiling, which in turn is necessary to deliver the benefits delivered by AML” (p. 437, 2008).

Paraphrased in your essay:

In order for AML technologies to perform correctly they must collect profiles. As a result, it is necessary for them to collect a large amount of data (Hart, Smith and Wilson, 2008).

Reference:

Quoting and Paraphrasing (IEEE)

Original text as found in a book:

The massive collection of data by the AML technologies that populate the intelligent environment enables extensive profiling, which in turn is necessary to deliver the benefits delivered by AML.

Quoted in your essay:

According to Hart, Smith and Wilson “the massive collection of data by the AML technologies that populate the intelligent environment enables extensive profiling, which in turn is necessary to deliver the benefits delivered by AML” [2].

Paraphrased in your essay:

In order for AML technologies to perform correctly they must collect profiles. As a result, it is necessary for them to collect a large amount of data [2].

Reference:

Create references with *Library Search*

myUniHub > My Study > My Library > Library Search

Click on ‘Sign-in’, choose ‘Middlesex University’ and use your University email address and IT password.

Search for information on *Library Search*. Once you have a list of useful items you can start to create references which you can use in your academic work.
To create a reference...

...click on the quotation mark (””) and select the referencing style that you require e.g. Harvard or IEEE.

A reference is created. ‘Copy’ the reference into the reference list in your essay or email it to yourself.

You MUST use *Cite Them Right Online*, to check that the reference created is correct. You will probably need to make a few small changes. Access: myUniHub > MyStudy > MyLibrary > Databases > C > Cite Them Right Online. See example on next slide.
References created on Library Search need a few changes to make them perfect.

Book reference created by Library Search (Harvard)


Book reference corrected using Cite Then Right (Harvard)


Journal article reference created by Library Search (IEEE)


Journal article reference corrected using Cite Then Right (IEEE)

Other ways to create references

It is often possible to create references on other resources such as Google Scholar and journal databases. Always check that your references are correct using Cite Them Right Online (next slide).
Choose the type of information that you need to reference and then select the reference style e.g. Harvard.

Use Cite Them Right to ensure your references are correct.
This is how to reference a book (Harvard)

- Author: Ward, P.
- Date: (2008)
- Title: Database management systems.
- Edition: 2nd edn.
- Place of publication: Clifton Park
- Publisher: Cengage

This is how to reference a book (IEEE)

This is how to reference web pages (Harvard)

Web page with organisation as author

Author


Date

Title of web page

URL

Date when accessed

Web page with individual author(s)

Author


Date

Title of web page

URL

Date when accessed
Web page with organisation as author


Web page with individual author(s)

Need further help?

Your Librarian is:

Vanessa Hill v.hill@mdx.ac.uk

https://libguides.mdx.ac.uk/VanessaHill

Referencing http://libguides.mdx.ac.uk/plagiarismreferencing