

Referencing – Made Simple

What is referencing?

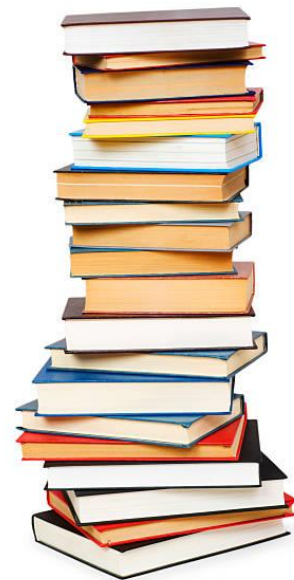
Referencing is the way in which you show where you got information from in your own work. You can reference a variety of mediums, including books, journal articles, websites, news articles, videos, and lectures, amongst many other things.

When you begin your course, you will sign a **Declaration of Own Work**, a document declaring that all the work you will submit during the course is your own. Of course, when creating this work, you will be using a range of sources which form your research in each topic. This is where referencing comes in.

Why is referencing important?

When writing any piece of work, you will be drawing upon the work of others to inform your own writing. The person/people who created these sources own the information within it, and to use this work without acknowledging the author is stealing. This is known as **plagiarism**.

Referencing is also useful for those who wish to further explore the subject you have written about. The sources you have used are a great starting point for them to do so. Therefore, you **must** show which sources you have used.



How can referencing help me?

Referencing helps you to keep track of all the research you have done. If you have used a source months ago, referencing saves you having to search for it.

Referencing can also help you attain a higher grade. Your finished piece of work reflects the effort and research you have put in to it, so by referencing a wide range of established practitioners in your area of expertise, you can show that you are well-read on your subject and have put a lot of thought into your work.

How do I reference?

There are **two ways** that you must reference in your work. You must do both for every piece of work.

The first of these is called **in-text citation**. This is how you acknowledge the sources you have directly used in writing your assignment, thus allowing the reader to access your sources quickly and easily.

You should identify your sources by citing them in the text of your assignment, following this up with a reference list which sits at the end of the essay. Your reference list **only includes the sources which you have actually cited in your text**.

Example

Writing an essay can be quite daunting initially. In a recent study by Scott *et al.* (2017), it was found that half of their focus group struggled with reference lists. However, as Faulkner (2017, p.1) states, "Once you understand the basics of referencing, and have organised your sources, it becomes a lot easier." It is good practice to write down where you have read something as soon as you have read it, including the page number and the author. "The details of the source are crucial" (Ezekiel, p. 42).

References

Ezekiel, D. (2016) *Why I Love Sourcing*. UK: Training Resources, p. 42.

Faulkner, K. (2017) *If I Were Writing a Book on Referencing, This Would Be It* (2nd Ed.). UK: Enhanced, p. 1.

Scott, M, Benn, J, and Whelan, J. (2017) *My Hobbies Include Referencing*. UK: Rhubarb Ltd.

There are plenty of books that you can use as guidance for referencing. However, some key points include:

- Use the author's **surname** when referencing them.
- List them in **alphabetical order**.

- Pay attention to the **formatting and layout** of the reference:
Name. (Date) Title. Location of publication: Publication company, page number.
- The term *et al* is short for the Latin *et alia*, which means 'and others'. You should use this when there are several authors/editors.

The second way of including references in your work is through a **bibliography**. This is how you show the range of research that you have undertaken in creating your assignment.

The sources cited in your bibliography may not appear directly as quotations in your text, but influenced your thoughts and approach toward the subject.

The bibliography sits at the **end** of the assignment.

Bibliography

Benn, J. (2015) *Urban Referencing*. UK: Red Chair Publishers.

Ezekiel, D. (2016) *Why I Love Sourcing*. UK: Training Resources.

Ezekiel, D. (2017) *Sourcing and Me*. UK: Training Resources.

Faulkner, K. (2017) *If I Were Writing a Book on Referencing, This Would Be It* (2nd Ed.). UK: Enhanced.

Scott, M, Benn, J, and Whelan, J. (2017) *My Hobbies Include Referencing*. UK: Rhubarb Ltd.

Starikova, D. (2015) *Behind the Bibliography*. UK: Red Chair Publishers.

Sometimes, an author has quoted another author's work in their writing, and you may want to reference it. You can do this, and do not necessarily have to read the original source yourself. Instead, you can use **secondary referencing**.

Example

Fisher (2010, quoted in Faulkner, 2017, p. 13) provides a fascinating insight to the referencing process.

Saxon's views on mistakes within bibliographies (2012, cited in Ezekiel, 2017) highlight commonalities in academic writing in the twenty-first century.

Webpages will doubtless form a large part of your research. You will need to include all sites accessed in your referencing too.

For **in-text citations**, you should follow these guidelines:

- If citing a webpage which **has an author**, put the name of the author plus the date, just as you do with a book.
- If citing a webpage **where no author is named**, use the title of the webpage plus the date.
- If the webpage **has no title**, use the URL (in its shortest form if possible) plus the date. If no date is given, write "no date".

Example

The purpose of citing webpages is much the same as citing books, i.e. to acknowledge the work done by others which has contributed to your own work (Saxon, 2017). Failing to do so also counts as plagiarism (Enhanced, no date).

In your **bibliography**, you should follow these guidelines:

Author or web page, if author is unavailable. (Year) 'Title of webpage'.
Available at: web address [Accessed on: date].

You should specify the date you accessed the site because web data can be changed easily. You are specifying that the reference was accurate at the time of you writing your work.

Saxon, L. (2017) 'How to Reference a Webpage'. Available at: www.lauras-blog-on-referencing.com/2017 [Accessed on: 12/12/2017]

Enhanced. 'Bibliography Blues'. Available at:
http://enhanced.you/bibliographic_blues [Accessed on: 10/12/2017]