

CASE Lecture 4: Referencing

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Session Aims

- Introductory quiz
- Definition
- Reference list or Bibliography?
- Why do we reference?
- Non-integral and integral citation
- Ways of incorporating sources
- Harvard referencing examples
- Learn some Latin!

Introductory Quiz

1. Insert the following words into the four definitions below:

citation, sources, reference list, direct quotation

- A. Academic _____ are books, peer-reviewed journal articles, and published reports written by experts for an academic audience
- B. A _____ is a way to tell your reader that certain material in your work came from another source.
- C. A _____ is a group of words taken from a text or speech and repeated by someone other than the original author or speaker.
- D. A _____ shows the reader all the sources you have cited/quoted in your essay.

2. Which of the following would you not need to reference in your work?

- A. A commonly accepted fact such as 'the sun rises in the east'.
- B. A picture that you found on Google images.
- C. A paraphrase of a paragraph in a book that you read.
- D. A chart that you have adapted from a journal article.

Introductory Quiz (cont.)

3. Which of the following *is not* a reason why citations are used in academic texts?
- A. It shows your reader where you found the idea/information.
 - B. It shows your reader that you have read around the topic that you are writing about.
 - C. It increases your word count.
 - D. It shows that you are not plagiarising.
4. Which of the following *does not need* to be included in an item in a reference list?
- A. Author's first name.
 - B. Author's surname.
 - C. Year of publication.
 - D. Place of publication.

Some excellent resources on referencing

[University of Northampton Referencing Tutorial](#)

An excellent interactive tutorial that guides you through how to reference published material in your academic work.

[University of Wolverhampton Short Video Guide to Harvard Referencing](#)

A good introductory guide.

[EPAX Software](#)

From the EPAX website you can access the 30 videos providing input on all areas of academic writing, including referencing. You can also buy the book from the website. Additionally, the whole software package is available in the *Malet 457, 458 and 536*.

[Anglia Ruskin University Harvard Referencing Guide](#)

A very easy to access guide to how to include citations in your text and how to compile a reference list.

[University of Bradford, School of Management References and Bibliographies](#)

A clear and thorough 68 document that tells you all you ever need know about referencing.

Referencing: a definition

Referencing is a system used to make clear to the reader when you are bringing ideas, words, quotes, illustrations, concepts or anything from other sources into your own assignments.

Osmond, 2013, page 108

Referencing is made up of :

- **an 'end-of-text reference:** a reference list/a list of works cited, which contains your 'full' or 'long references **at the end of your assignment**
- **an in-text reference:** a 'citation' of each source, which might be 'direct' or 'indirect' **on the page of your assignment when you use that particular source.** As such, you will have citations appearing throughout your work, and some sources might be cited several times.

Osmond, 2013, page 109

Example citation:

Recent research has indicated that asking learners to correct each other when carrying out speaking activities is 'unrealistic and unachievable' (Hillman, 2003, p65).

Full reference in reference list:

Hillman, N., (2003). *Spoken interaction in the language classroom*. London: SAGE

Reference list or bibliography?

References are the items you have read and specifically referred to (or cited) in your assignment , and your list of sources at the end of the assignment will be headed **References**.

A **Bibliography** is a list of everything you read in preparation for writing an assignment, whether or not you referred specifically to it in the assignment. A bibliography will, therefore, contain sources that you have cited in your assignment **and also** those you found to be influential, but decided not to cite. Most of your work at LSBM will require a Reference List not a Bibliography.

Lawyers = OSCOLA

All the rest = Harvard (author, date)

Forget: APA, Vancouver, MLA, APA

Lawyers: <http://www.law.ox.ac.uk/published/OSCOLA> and information and guidance in the LLB 2 and 3 year programme handbooks and the Skills Handbook (on the NILE programme website)

Why do we reference?

1. To support your arguments and give credibility to the information you present.
2. To separate your own ideas, perceptions, and experiences from those of others.
3. To enable your tutors to check the accuracy of the evidence you present.
4. To enable your tutors and other interested readers to trace the sources you cite and to use the same evidence for their own purposes.
5. To avoid accusations of plagiarism.
6. To acknowledge the hard work that goes into the research, preparation, writing and revision of academic texts.
7. To show your tutor that you have read , at least, some of the sources on a reading list!
8. **To gain a higher mark.**

Let's look at Number 5 a little more closely

Which of the following do you think are plagiarism?

- Using a direct quote without making the source clear.
- Paraphrasing or summarising what you have read and not indicating the citation to the original source of your ideas.
- Cutting from a source document and pasting it into your work without making citation to the original source.
- Changing a few words around in the original source and then using it in your work without indicating where the idea came from.

Crème and Lea, 2008, page 119

Test

As with innovation, no matter how important identifying opportunity is to the entrepreneurial process, it cannot be all that there is to it, nor can it characterise it uniquely. The entrepreneur cannot stop at simply identifying opportunities. Having identified them, the entrepreneur must pursue them with a suitable innovation. An opportunity is simply the 'mould' against which the market tests new ideas. In fact, actually spotting the opportunity may be delegated to specialist market researchers. The real value is created when that opportunity is exploited by something new which fills the market gap.

Philip A. Wickham, *Strategic Entrepreneurship* (London: Pitman, 1998), p. 8.

How does all this look in your writing?

Identify these four things in the paragraph below:

- The supporting evidence, i.e. quote/paraphrase
- Conclusion
- The reference
- The writer's point

The use of drugs such as Ritalin on children with behavioural problems is controversial. For many, they arguably cause more problems than they solve, and in the long term, could even cause organ damage. Researchers from the National Institute of Pharmacology in Hungary found one in every twenty children treated with the drug for more than five years, experienced genetic abnormalities in the liver or kidneys later on in life (Mathieson et al., 2011, p.34). Whilst not conclusive, this does suggest parents and educationalists should consider other, non-medical approaches to addressing behaviour.

How does all this look in your writing?

1. The supporting evidence, i.e. quote/paraphrase
2. Conclusion
3. **The reference**
4. *The writer's point*

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Non-integral and integral citation

(sounds complicated, but really just refers to whether or not the author's name is in brackets, or actually written as part of your sentence)

- Non-integral: when the source is added to the sentence but focus is placed on the evidence rather than the author(s):

By not doing so, would limit any form of analysis, as this would only account for idealised situations (Bourdieu, 1991).

- Integral: when the source forms part of a sentence and the focus is on the author(s):

Liddicoat (2004) suggests that there has been a lack of research into the relationship ...

Why would you use one over the other?

Ways of incorporating sources

Introduce your sources with an appropriate verb, such as: discusses, points out, illustrates, proposes, asserts, assumes, suggests, illustrates.

Illustrations: This was covered last week.

Summarising & Paraphrasing: This will be covered next week.

Using direct quotations

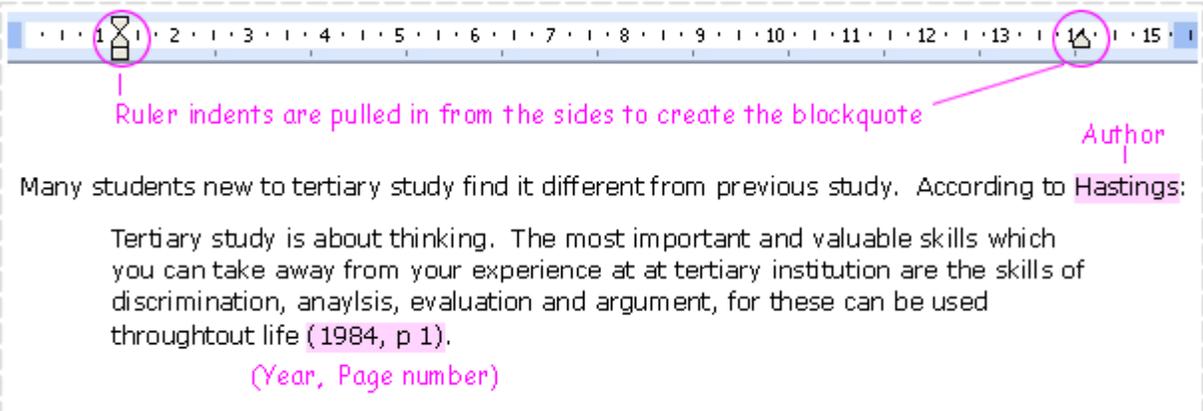
- Quoting sources directly means you are using the exact words of the original author.
- Short quotations (a maximum of one sentence) are included within the main body of your text and appear within quotation marks.
- Have a good reason for using direct quotes; otherwise, paraphrase or summarize.
- Do not expect quotes to speak for themselves; your essay is about communicating **your ideas**. Don't string other people's ideas together giving quote after quote.
- Always provide an analysis of the quote. Show your readers that you understand how the quote relates to your ideas by analysing its significance.
- Very long quotes will require long explanations of their significance.

Direct quotations cont.

- **West (1994: 78) argues** that “prior to the major state involvement in education in England and Wales in 1870, school attendance rates and literacy rates were well above 90 percent.”
- **Brown and Peters (2003)** have suggested that “.....”.
- **Smith et al (2006)** have put forward the claim that “”.

Long quotations

Leave a line free before and after the quotation and indent it (i.e. leave a space on the left and right of the quotation which is greater than the margin of the main text), and introduce the quotation with a colon:



The image shows a word processor interface with a ruler at the top. The ruler has a blue background and white markings from 1 to 15. A pink circle highlights the ruler's edge on the left side, with a pink arrow pointing to the text "Ruler indents are pulled in from the sides to create the blockquote". Another pink circle highlights the ruler's edge on the right side, with a pink arrow pointing to the text "Author". Below the ruler, the text reads: "Many students new to tertiary study find it different from previous study. According to Hastings: Tertiary study is about thinking. The most important and valuable skills which you can take away from your experience at at tertiary institution are the skills of discrimination, anaylsis, evaluation and argument, for these can be used throughtout life (1984, p 1)." The text "(1984, p 1)" is highlighted in pink. Below the text, the text "(Year, Page number)" is written in pink.

Remember:

- An assignment with no sources/citations tells your tutor you have read nothing during the course.
- 5 sources used well is better than 15 used badly.
- A reference list of 30 sources copied and pasted from elsewhere will not 'fool' your tutor into thinking you have read those. The sources need to be embedded in your text and 'exploited' in your commentary.
- Sources need to be academic. Wikipedia, Encyclopaedias, popular books and magazines, google, yahoo, blogs are not! Why?
- A copied and pasted URL is **not an acceptable** citation or item in a reference list.
NHS Evidence, 2003. Library of Guidelines. [online] Available at:
<<http://www.library.nhs.uk/guidelines>> [Accessed 10 October 2009].

Other points to note

Two or three authors

If a source was written by two or three authors, then the citation and reference listing should name all the authors:

- Further research (Green, Harris and Dunne, 1969) indicated that

Et al.

Use et al. in your in-text citations when a source has more than three authors. However, all authors will need to be named in the reference list.

- Green, et al. (1995) found that the majority ...

Ibid. (Latin short form of *ibidem*, meaning *in the same place*)

This abbreviation avoids the repetition of the full references. 'ibid.' is used when the source cited is the same as the one immediately above before/above it.

- Speaking interaction is 'always desirable' in language classrooms (Hillman *et al.*, 2005, p37). However, when classroom constraints are ... is clearly 'unattainable' (*ibid.*).

Op cit. (short for the Latin *opere citato*, meaning *in the work cited*)

Used when the same reference is cited elsewhere in the body of your text, but is not the most recent citation.

Summary

- OSCOLA for lawyers; Harvard for all the rest
- Get the basics right first, then worry about the fine details!
- Referencing starts at the note-taking stage
- Incorporation of good sources and well referenced work WILL result in HIGHER marks.

References

Crene, P. and Lea, M., (2008) *Writing at University*. Maidenhead: Open University Press .

Osmond, A., (2011) *Academic Writing and Grammar for Students*. London: SAGE.