

Referencing

It is strongly recommended that you use this guide in conjunction with the information published by the Bodleian Libraries, in particular the Oxford Lib Guide on 'Managing your references' at <http://ox.libguides.com/content.php?pid=294548>

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1 What is a reference?

A reference is an acknowledgement that in producing your own work you have used somebody else's work.

You make this acknowledgement by giving information about the source of any ideas, thoughts or information that you use e.g. in your assignments - written work, posters, presentations, projects, any work for your course. In employment you will also need to do this (e.g. in reports).

1.1 Why it is so important to acknowledge all the sources of your information?

The main reasons are:

- so that you can keep track of your own work and of the sources that may be of use to you in further study
- so that those reading your work can find any sources of information mentioned (e.g. if a professional writes a report, other professionals may need to look at the information it is based on)
- to avoid being suspected of plagiarism

1.2 Referencing work for your course

In the course of your academic writing, you are expected to use the ideas and evidence contained in the work of others to contribute to and support your own arguments, but you must always acknowledge these authors in your own work. You can do this by identifying the sources of these ideas and evidence, which is known as providing references or **referencing**.

Referencing provides support for your claims and arguments and allows your readers to locate the source material you used, enabling them to find out more or check the accuracy of the information. It also gives appropriate credit to the originator of the material.

Without clear referencing, the reader may have difficulty distinguishing between your work and that of others and this may lead to a suspicion that you are deliberately concealing the true sources of information and ideas. (Such suspicions can result in an investigation to determine if you have infringed the University's regulations and committed plagiarism.)

There are many different referencing systems in use and you will come across various systems being used in different books and journals. The system described in this guide is generally known as the Harvard or 'author-date' system.

1.3 Do I have to reference everything that I write?

You need to provide supporting references for every claim you make in the text, which means anything which might provoke the response 'Who says?', 'Where did you get that from?' or 'Is that really true?'. Examples would include claims about historical facts, statistical claims (such as about proportions or percentages), factual claims (for example about human biology), claims about what certain writers have thought or written, definitions of key terms and so on.

However, this does not include points that are the result of your own thinking (uninfluenced by others) or where you are making links or contrasts in your own discussion.

1.4 Points to note

Follow the rules of whatever system you use carefully – they are all there to make your work clearer for the reader to follow.

When doing your research, record the full details of the sources you are using as you go along – this will make it much easier to produce accurate references when writing up your assignment.

Plagiarism is a very serious offence. If in any doubt, include a reference acknowledging the source.

2 What's the Harvard system?

There are two components to referencing in the Harvard system. At the end of your essay, you include a list of references with full details of all sources you have referred to in the assignment. Within the text of your assignment, when you are referring to someone else's ideas, you use a shortened format to indicate which of the sources listed at the end you are using (and, where appropriate, which part of that source).

2.1 How do I put references into my writing?

In the text of your assignment, you can incorporate the work of others either by paraphrasing or quotation. **Paraphrasing** means expressing someone else's ideas in your own words, while **quotation** means giving the *exact* words that person used. In most academic work, it is almost always better to paraphrase using your own words rather than to quote word for word. Quotation should *only* be used if someone else's exact words are of vital importance to your own argument and you must always show how the quoted passage fits into your own argument.

2.2 How do I reference something I have paraphrased (in my own words)?

In the text give the author's name and the year of publication only, using the format Author (Year) or (Author, Year) depending whether the reference comes at

the beginning or the end of the sentence. If there are two authors, give both names. Where there are more than two authors, use the abbreviation 'et al' meaning "and others" in the text (but list all authors in full in your reference list). Where the author has written a chapter in a collection edited by someone else, give the name of the author of the chapter. (If the paraphrase relates to a specific page within the source text, it is helpful to you (during drafting) and to your reader if you also give the page number.)

Example

In the period since WWII, ideas about how doctors should gain understanding of medical ethics have changed radically, from an assumption that the necessary expertise would simply be absorbed by osmosis to a fundamental questioning of medical professionalism, curriculum design and teaching methods (Campbell, 2011). Dowie argues that medical students need to be prepared for the fact that every encounter with a patient involves an ethical and legal context (2011: 384).

[Note that a reference at the end of a sentence comes *within* the sentence, before the full stop.]

2.3 How do I reference quotations?

All quotations need page number references (as do illustrations, tables and diagrams).

For short quotations (less than one sentence) put the quoted passage in quotations marks ('...') and use the formats: Author (Year: Page) or (Author, Year: Page), depending on where the reference is in the sentence:

Example

Campbell (2011: 349) argues that we have moved from a situation where medical students were expected to learn about ethics simply by 'observing the actions and decisions of great men' to a more 'mature' approach, exemplified by a recognition that ethics is a matter of everyday practice. Medical students need preparation for the reality that they are practising in a medical and legal context 'the moment a patient comes into the treatment room' (Dowie, 2011: 384).

Long quotations (one full sentence or more) should be indented, without quotation marks (but again with page number references). If you leave out part of the original text in your quotation, this should be indicated by three full stops (...), or four (....) if the omitted words come at the end of a sentence.

Example

The term ‘systematic review’ has gained great prominence in efforts to bring together the findings from large numbers of research studies and assess their collective significance. Varying interpretations and applications of the term persist. In their ‘practical guide’, Petticrew and Roberts offer an explanation of their definition:

In this book, we use the term ‘systematic review’ to cover both those reviews that include a statistical summary of the included studies (a meta-analysis), and those that don’t. While we also use the phrase systematic ‘literature’ reviews, not all evidence which may be useful for a review will of course appear in the published ‘literature’. (2006: xiv)

Petticrew and Roberts suggest that the increasing use of broader terms such as ‘research synthesis’ and ‘evidence synthesis’ to an extent reflect an attempt to avoid such inconsistencies and ambiguities (2006: xiv).

2.4 How do I reference work by one author cited by another author?

These are sometimes known as ‘second-hand’ or ‘secondary’ sources. It is not unusual to need to refer to a second-hand source. You are reading Book A, in which the author refers to something in another work, Book B, which you have *not* read. How do you refer to Book B in your assignment? Ideally, you would obtain Book B and check it for yourself – it is then no longer second-hand and you can provide a reference in the usual way. But if this is not feasible, you refer to the author of Book A as ‘citing’ (or ‘quoting’) the author of Book B, but give only full details of Book A (not Book B) in your list of references (see below). Give page number references from Book A (not Book B) for quotations.

When referring to works referred to (cited by) another author, use the format: Author B (Year) cited by Author A (Year) or (Author B, Year, cited by Author A, Year):

Examples

Three decades ago, Ravetz (1974, cited by Petticrew and Roberts, 2006: 7) pointed to serious problems with the quantity and quality of published research.

More than thirty years ago, commentators were referring to an ‘information crisis’ and ‘pointless publication’ (Ravetz, 1974, quoted by Petticrew and Roberts, 2006: 7).

2.5 What goes in the list of references (at the end)?

List all and only those sources you have actually referred to in the text.

List references alphabetically by author’s surname. (The “sort” function on a word processor may be able to do this for you.) List works by the same author(s)

from different years chronologically and distinguish between works written in the same year with small letters (1976a), (1976b) – see examples by Marton and Saljo, below.

In the Harvard author-date system, you do not number the references in your list.

Give full details of every source listed. This varies according to what the source is (see below).

Write out the names and initials of all authors in full (do not use 'et al' in your list). [Note: it is acceptable to make an exception where there are *many* (e.g. eight) authors and no identified editor, as in some scientific journal articles.]

Do not list cited works separately in your reference list, i.e. works referred to within a source already listed. **List only the sources, which you actually read for the assignment.** Full references for the cited works will be accessible to the reader via the reference lists within the sources you actually used and have listed.

Here is an example of a short list of references:

References

Campbell, A.V. (2011) The teaching of medical ethics. *Medical Teacher* 33(5): 349-350.

Dowie, A. (2011) Making sense of ethics and law in the medical curriculum. *Medical Teacher* 33(5): 384-387.

Greenhalgh, T. (2006) *How To Read a Paper: The Basics of Evidence-Based Medicine*. 3rd ed. Oxford: Blackwell.

Marton, F. and R. Saljo (1976a) On qualitative differences in learning I: outcome and process. *British Journal of Educational Psychology* 46: 4-11.

Marton, F. and R. Saljo (1976b) On qualitative differences in learning II: outcome as a function of the learner's conception of the task. *British Journal of Educational Psychology* 46: 115-127.

Petticrew, M. and H. Roberts (2006) *Systematic Reviews in the Social Sciences: A Practical Guide*. Oxford, Blackwell.

[Note that the example of a second-hand source, Ravetz (1974) does not appear in the reference list.]

The reference list formats for particular sources, such as books, journal articles, videos and chapters in edited collections are listed below.

2.6 Books

Style

Author, Initials. (Year of edition used) *Title of Book in Italics*. Edition number [if later than first]. Place of publication [Town]: Publisher.

Examples

Greenhalgh, T. (2006) *How To Read a Paper: The Basics of Evidence-Based Medicine*. 3rd edition. Oxford: Blackwell.

Petticrew, M. and H. Roberts (2006) *Systematic Reviews in the Social Sciences: A Practical Guide*. Oxford, Blackwell.

2.7 Journal articles

If you are consulting a journal article online but it is also available in paper format with identical layout, page numbers, text and images, it is acceptable to reference it in the way given here. If it differs, you need to give additional information (see 2.12 below).

Style

Author, Initials. (Year journal published) Title of journal article. *Name of Journal in Italics* volume number (issue/part number): first and last page numbers.

Examples

Akinsanya, J. (1990) Nursing Links with Higher Education: a prescription for change in the 21st century. *Journal of Advanced Nursing* 15: 744-754.

Education Group for Guidelines on Evaluation (1999) Guidelines for evaluating papers on educational interventions. *BMJ* 318(7193): 1265-1267.

Simmons, F. and C. Singleton (2000) The reading comprehension abilities of dyslexic students in higher education. *Dyslexia* 6(3): 178-192.

2.8 Edited books

Style

Author, Initials. ed. (Year of edition used) *Title of Collection in Italics*. Edition number [if not the first]. Place of Publication [Town]: Publisher.

Example

Bowling, A. ed. (1988) *The Nurse in Family Practice*. London: Scutari Press.

2.9 A chapter in an edited book

Style

Author [of article], Initials. (Year of edition used) Title of chapter. In: Editor(s) of collection, Initials. ed. *Title of Collection in Italics*. Edition number [if not the first]. Place of Publication [Town]: Publisher: first and last numbers of article.

Example

Pyne, R. (1995) The professional role. In: Tingle, J. & Cribb, A. eds. *Nursing Law and Ethics*. Oxford: Blackwell: 12-22.

2.10 Newspaper articles

Style

Author, Initials. (Year) Article title [headline]. *Newspaper Title in Italics* day/date of publication: [first and last] page number[s].

Example

Hull, N. (1992) New Rates Rise Fears. *The Times* 19th January: 3.

2.11 Online and electronic sources

No fixed standard for electronic referencing exists as yet, but you need to be consistent in your own work. The following points are particularly important:

- The purpose of providing references is to enable the reader to locate the source material. All references must therefore be clear and accurate.
- Not all the information available via the Internet is appropriate for use in academic assignments. You must be selective and use only suitable sources. If in doubt, consult your course director.
- It is not normally appropriate to use a source with no identifiable author as part of your academic work.

A useful, detailed guide on applying the Harvard approach to electronic sources, with a large number of examples, has been published by the University of New South Wales:

UNSW (2010) *Harvard referencing for electronic sources*. [online] Available from <https://student.unsw.edu.au/harvard-referencing-electronic-sources> (Accessed 21st September 2015).

2.12 Online journal articles

If the online journal article is also available in paper format and if the layout, page numbers, text and images are exactly the same, it is acceptable to reference it in the same way as you would an article in a printed journal (see 2.7 above).

If the article is only available online or is not the same as the printed version, you need to provide the URL and give the date when you accessed it, as follows.

Style

Author, Initials. (Year of online publication) Title of Online Journal Article. *Name of Online Journal in Italics* volume number (issue/part number): location within host

[number of lines, paragraphs, pages or screens] [Type of resource, in square bracket] Available from: Location (Date accessed).

Example

Richards, K. (1995) Early American nursing scholarship: the first decade of the AJAN. Part 1: Scholars. *The American Electronic Journal of Nursing Education* 1 (1): 12 paragraphs. [online] Available from: <http://www.csu.edu.au/faculty/health/nurshealth/aejne/voll-1/ajn1.htm> (Accessed 11th November 1997).

2.13 E-Books

Style

Author, Initials. (Year of edition used) *Title of Book in Italics*. Edition number [if later than first]. Place of publication [Town]: Publisher. [Type of resource, in square bracket] Available from: Location (Date accessed).

Example

Neville, C. (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*. 2nd edition, Maidenhead: Open University Press/McGraw Hill. [e-book] Available from: <http://oxford.ebib.com/patron/FullRecord.aspx?p=557102> (Accessed 21st September 2015).

2.14 Websites

Style

Author, Initials. (Year of online publication) *Title of work in Italics* (Version, if applicable) [Type of resource, in square brackets] Available from: Location (Date accessed).

Examples

Coleman, N. J. (1997) *Referencing Electronic Sources*. [online] Available from: <http://www-personal.usyd.edu.au/~nacolema/elec refs.html> (Accessed November 28th 1997).

Land, T. (1996) *Web extension to American Psychological Association style (WEAPAS)* (version 1.4) [online] Available from: <http://www.nyct.net/~beads/weapons/> (Accessed 28th November 1997).

2.15 Contributions to online discussions

On-line discussions, such as forums, subscription services, and mailing list servers are more dubious to use as references since they may not be accessible to the reader. It is generally more appropriate to treat these as personal correspondence rather than published works. There may be ethical issues to consider (see 3.11 below). To the extent that they are legitimate sources (similar

to television programmes, unpublished sources and conference presentations), you should use the following style:

Style

Author, Initials. (Year of posting) Title of posting. *Forum for posting/List name in italics*. [Type of resource, in square brackets] Location; Available from: [retrieval method or email source] (Full date and time of posting) (Date accessed).

Example

Macleod, R.(1996) Internet Resources Newsletter. *Lis-Link* [online] Available from: mailbase@mailbase.ac.uk (Posted 15.15 January 5th 1996) (Accessed 19th January 1997).

Note: You should obtain the sender's permission to quote email correspondence, especially if you quote their email address, or you may infringe copyright and data protection regulations. You should also consider printing a copy of any source, which is controversial or temporary, such as a posting to a list, so that you can prove its existence later, if necessary. You could include it as an appendix, if appropriate. In such circumstances, there are likely to be ethical issues that need consideration and you should discuss these with your supervisor/tutor at an early stage.

2.16 Articles on CD-ROM databases, CD-ROMS and DVDs

Style (Article)

Author, Initials. (Year journal published) Title of Journal Article. *Name of Journal in Italics*, volume number (issue number): first and last page numbers [Type of medium] Title of CD-ROM used, version used (Date accessed – optional).

Example

James, J. (1995) Revenge of the Call Centre Worker, *Computer world*, 30 (41): 1-2. [CD-ROM] Computer Select, December 1996 (Accessed 11th November 1998).

Style (CD-ROM)

Author/Editor, Initials. (Year of publication) CD-ROM title (Version number) [Type of medium] Place of publication: Supplier/Publisher.

Example (CD-ROM)

Hawking, S.W. (1994) *A Brief History of Time: An Interactive Adventure* [CD-ROM]. New York: Crunch Media.

2.17 Video recordings, films and television broadcasts

Formats for these resources are not specified within the Harvard system, but they may be treated as unpublished works. Give as much information as possible in a format as consistent as possible with the standard Harvard format for books and

journals. For video recordings obtained from the library, it may be more helpful to provide the location information (the library catalogue number) than the production information:

Style

Originator of the work [Director or Producer's name and initials] (Year made/first shown) *Series Title* [if applicable]: *Programme Title in Italics* [Type of resource, in square brackets], Place of production (Town): Production/TV company [or location information] (Date shown, channel shown).

For "Type of Resource", use [av] (standing for "audiovisual") for television and video. For films use [motion picture].

Examples

Forsyth, R. (1995) *Newsnight: Whose Life is it Anyway?* [av] London: BBC Television (24th March, BBC2).

Hart, J. (1993) *Critical Care Nursing*. [av] London: Gratton Educational Films (University of Warwick College Library, 540.45).

3 Further information on referencing electronic sources

Electronic sources are less 'fixed' than print publications and do not have the same features as works in print. Deciding what information to include in a reference can sometimes be difficult. The following notes offer guidance on some of the less straightforward aspects.

3.1 Author's name and initials/Originator of the work

Where authors are named, give the full details. If an individual author is not provided, it may be acceptable to give the corporate author (as long as it is clear by or for which organisation the document was originated). In this case, give the smallest identifiable organisational unit, but be aware that the institution running the Internet site where the text is found cannot be assumed to be the originator.

3.2 Year of online publication

Compatibility with the Harvard system in the text suggests giving *the year only* here. Note the content of some texts may change unpredictably over time, in which case indicate the latest version (see below). If there is a date of publication, use it. If the text has no date or may be subject to change, put (ND) for "no date" here and give the date you visited the site or accessed the information at the end of the entry, under "Date accessed".

3.3 Title

The title of a web page will normally be the main heading on the page, or in the blue strip at the top of the screen. The title of a message or posting is the subject

line. If the text is part of an electronic journal or an electronic version of a traditional publication, include the publication title (as for a standard journal article reference).

3.4 Version

If applicable, give the version of the document (which roughly corresponds to the traditional edition). This can also be used to give full date (and if appropriate, time) when the document was last updated.

3.5 Type of resource (Material designation/Medium)

This indicates that the document is not a book or journal. Use either:

[online] for internet sources, or

[CD-ROM] for CD-ROM databases

3.6 Location

This is wherever the user has to go in order to locate the document. The Universal Resource Locator (URL) convention can be used as the location information for text obtainable through the Web, gopher and anonymous FTP. URLs are case sensitive (meaning “B” and “b” will be understood differently), so you must reproduce them accurately. Break the URL at the end of a line only after a forward slash in the address and do not include any additional punctuation around the URL, to avoid confusion as to what is part of the address itself. Use brackets to separate dates from the URL. The URL is constructed as:

Server-type://host's.domain.name/directories/file.name

In Web browsers the URL is displayed with each retrieved document and needs to be recorded because it may not appear on the downloaded document. It is recommended that you set your browser preferences to print the date and URL when you print out resources. For sources on CD-ROM or DVD, give the publication details.

3.7 Commands needed to locate the document (if applicable)

This applies to formats not covered by the URL convention, where you will need to provide the sequence of commands used to reach the information, e.g. (Recent deposits/Not indexed/Listed titles/Item1).

3.8 Date accessed

It is essential to provide this if the document is likely to change or move. Make clear whether this is the date you visited the site or accessed the information, e.g. (Visited 21st September 2015). For emails or forums, give the posting date, to allow the tracing of the message through the archives.

3.9 Page numbers

Consistency with the Harvard system would require the use of page numbers for quotations from electronic sources. However, there are no page numbers in most electronic text formats, so it will be necessary to substitute a line, paragraph, screen, section or chapter number, if possible (where there are *fixed* features of the online source). Use your initiative to select the appropriate measure and try to be as specific as possible if quoting from a long source.

3.10 Length of online journal articles

Where it is standard practice to provide first and last page numbers as an indication of the length relevant to the journal, the idea of “location within host” can be used as a substitute for page numbers. Specify the location of the journal article by reference to line, paragraph, screen or section numbers (where these are *fixed* features of the source), e.g. paragraphs 5-15, lines 100-190. Where it is not possible to do this relative to the whole, give the length of the article in the appropriate unit, e.g. 10 paragraphs, 90 lines.

3.11 Ethical issues

Methods of communication and ‘publication’ online are changing rapidly and the distinction between ‘public’ and ‘private’ communication is complex. Referencing generally involves sources that are published or publicly available. If your ‘source’ is an individual who has provided you with information or opinion, you will need to consider the ethical issues associated with including that information/opinion and attributing it to the individual concerned. You should read the guidance on involvement of human participants and personal data in research provided by the Central University Research Ethics Committee (CUREC) and consult your supervisor or tutor on whether an application for ethical approval is required. Such applications must be made *before* you gather any data from human participants. See <https://weblearn.ox.ac.uk/portal/hierarchy/continuing/academicadm/drec>

4 Sources

4.1 Sources on referencing and managing references

Neville, C. (2010) *The complete guide to referencing and avoiding plagiarism*. 2nd ed., Maidenhead: Open University Press. [Available as an e-book from the University library.]

Pears, R. & G. Shields (2010) *Cite them right: the essential referencing guide*. 8th ed., Basingstoke: Palgrave Macmillan.

For links to these books and the latest guidance, visit the Bodleian Libraries

OxLib Guide on ‘Managing your references’ at

<http://ox.libguides.com/content.php?pid=294548&sid=2418232>

4.2 Other sources used in compiling this guide

This guide has been developed and updated over time. The following sources have influenced its content and presentation.

Adamson, A. (1990) *A student's guide for assignments, projects and research*. 4th ed., Thamesman.

Clanchy, J. & B. Ballard, (1992) *How to write long essays: a practical guide for students*. Cheshire: Longman.

Coleman, N. J. (1997) Referencing Electronic Sources. [online] Available from: <http://www-personal.usyd.edu.au/~nacolema/elecrefs.html> (Accessed November 28th 1997).

Cross, P. & Towle, K. (1996) *A guide to citing internet sources*. [online] Available from: http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsystint.html (Accessed November 28th 1997).

Dwyer, M. (1995) A guide to the Harvard referencing system. *British Journal of Nursing* 4 (10): 599-602.

Hoffman, M. (1996) *A Students Guide to Referencing On-Line Information Sources in Social Studies* (Updated 17 September 1996) [online]. Available from: <http://cua6.csuohio.edu/%7Eernie/courses/cite.htm> (Accessed November 29th 1997)

South Bank University Learning and Information Services (1997) *Referencing Electronic Sources (Help sheet LRC 2)*. [online] Available from: <http://www.sbu.ac.uk/lis/helpsheets/lrc2.html> (Accessed November 28th 1997).

Warwick Medical School (2009) *Handbook for Postgraduate Programmes* [unpublished]