

## Referencing Your Work

*This guide describes:*

- ***What referencing is and when and how to do it.***
- ***What plagiarism is and how to avoid it.***
- ***How to present different kinds of references in the body of written work and in reference lists (see the tables on pp. 8-12).***
- ***This guide does not provide an exhaustive description of how to reference your work. It should be used in conjunction with other study guides, your course handbook and other recommended reading which is listed.***

*Related guides: 'Effective Note Making', 'Using Paraphrase' and 'Using Quotations'.*

**Be aware:** There are more than ten different styles of referencing used at UEA. Some of these use references in the main body of the text, others use footnotes or endnotes. Most Schools at UEA use the **Harvard** (author-date) system, but it is essential that you check which system you are required to use in your **course handbook**.

The examples given in this guide are for the **Harvard** system. If you are required to use a different system (for example, MLA, APA or OSCOLA), follow the examples given in your handbook or check in one of the books recommended at the end of this guide. Whichever referencing system you are required to use, it is important that you use it **consistently**.

The information in this guide about **when** to reference and **how to avoid plagiarism** will apply to all students, no matter which form of referencing is being used.

## What is referencing?

References give details about where the information or ideas in your written work come from. Sometimes references are called **citations**. References appear **in your text** with the information or ideas you have used from other sources. The example text below shows how references might appear in the body of a written piece of work when the **Harvard referencing system** is used. The references are shaded:

According to the literature reviewed in the previous section (Smith and Jones, 2010; Brown, 2005; Green et al., 2001), there appear to be a number of factors which influence this phenomenon. Smith and Jones (2010) maintain that their recent study provides interesting data in relation to this question. While support for their findings is provided by Brown (2005), Green et al.'s (2001) study appears to contradict their findings. This research aims to explore this issue further.

You also need to include a list of all the sources you have used in a **reference list** at the end of your work. Sources are listed alphabetically by author or organisation name. The way that you present the sources in your reference list depends on what kind of sources they are (book, journal article, website and so on). More detailed information on this is available in the tables at the end of this guide (pp. 8-12). Below is an example of a reference list using the **Harvard referencing system**:

### References

Higher Education Funding Council for England (2005) *Widening Participation*. Available at: [www.hefce.ac.uk/widen](http://www.hefce.ac.uk/widen). (Accessed: 5 August 2005).

Neville, C. (2007) *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: OUP.

Pask, G. (1979) 'Styles and strategies of learning', *British Journal of Educational Psychology*, 46(1), pp. 128-148.

Ryan, J. (2005) 'The student experience', in Carroll, J. and Ryan, J. (eds.) *Teaching International Students*. Abingdon: Routledge, pp. 147-151.

## Why do you need to reference?

- It gives credit to the author(s) you have read.
- It shows that your ideas are based on previous research.
- It shows that you have read widely about the subject you are researching, and that you have understood the sources you have read.
- It allows your reader to follow up any of the sources which he/she is interested in.
- It shows that you have understood what is considered “good academic practice”.
- You are likely to lose marks for incorrect referencing.

## When do you need to reference?

You <b>DO</b> need to reference when you:	You <b>DON'T</b> need to reference when you:
<ul style="list-style-type: none"> <li>• include information or ideas that you have read, seen or heard in other sources.</li> </ul>	<ul style="list-style-type: none"> <li>• present your own ideas, arguments or analysis.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>quote</b> directly (using the exact words in “speech marks”).</li> </ul>	<ul style="list-style-type: none"> <li>• include statements that are considered <b>common knowledge</b> in your subject. For example, “humans need food and water for survival”.</li> </ul>
<ul style="list-style-type: none"> <li>• explain another author’s ideas in your own words (this is called <b>paraphrasing</b>).</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>summarise</b> the ideas of several authors in your own words.</li> </ul>	

## What is plagiarism?

Showing where the ideas in your work have come from is good academic practice. Failing to show which sources have been used to produce a piece of coursework is known as **plagiarism**. UEA is keen to help students avoid plagiarism by making it clear how to use the ideas of others in coursework. If plagiarism is found in your work you could lose marks, be asked to resubmit or fail a module depending on the seriousness of the case. (More information on UEA's Plagiarism Policy can be found at:

[http://www.uea.ac.uk/plagiarism/plagiarism\\_policy](http://www.uea.ac.uk/plagiarism/plagiarism_policy).)



### How can you avoid plagiarism?

- **ALWAYS** include a reference when you mention ideas that you have taken from another source.
- Put your references into your text as you go along. If you put them in after you have finished writing it is easy to make mistakes.
- Think about using reference managing software, such as EndNote. Training is available in the Library.
- When you paraphrase, make sure that what you have written is different from the original (see the 'Using Paraphrase' study guide).
- Note all of the information you need from a source (author, date, full title, publication details, and so on) as you read and keep a clear record of these details that you can come back to.
- Make sure you put "speech marks" around direct quotes.
- Avoid copying and pasting different sources into your written work.
- Avoid copying sections from your previous assignments into another piece of work: this could be seen as *self-plagiarising*.
- For more information, contact your School's Plagiarism Officer or see the Learning Enhancement Team's website:  
[www.uea.ac.uk/plagiarism](http://www.uea.ac.uk/plagiarism).

## How do you reference?

**Be aware:** The following advice applies to the Harvard Reference system. Check which system you need to use in your course handbook.

**1. In your text:** It is necessary to include details of the source(s) you have used every time you paraphrase or quote in your text. In the Harvard system the reference consists of the **author's family name** and the **date** the source was published, along with the page number when relevant. References can appear in a number of places in your text: at the beginning, in the middle or at the end of a sentence. See the separate study guides for more information on **paraphrasing** and **quotation**.

### Remember:

- Only authors' **family names** are included in references in text.
- References are needed for both **paraphrased** and **quoted information** from other sources.
- With a **direct quote** you always need to include a **page number** with your reference.
- With a **paraphrase** it may be helpful to include a page number if you are describing specific details.
- If you are quoting or paraphrasing from a source (for example, a website) where there are **no page numbers** you can add "**no page number**" after the date to make it clear that this is not a mistake.
- If you cannot find the original source for some information you want to include in your work, it is possible to use **secondary referencing**. An example of how to format secondary references is given in the table on page 12. It is preferable to use the **original** source wherever possible; therefore, it is important that you do not over-rely on secondary referencing.

**2. In a reference list:** At the end of your work you list the full details of all of the sources you have used in your text. The information you will need to include will depend on the kind of source you have used (this is explained in the tables on pages 8-12). The way that a reference is listed gives the reader clear information about the kind of source it is. It is important that you pay attention to the **formatting** (such as the use of **punctuation** and **italics**) and the order that the information appears in.

**Remember:**

- In a **reference list** all of your sources (including websites) are included in **one** list, and are listed alphabetically.
- You need to list enough information to enable your reader to find the sources you have used.
- You don't need to number your list.
- Authors are listed by their **family names**. First names are not given – only initials.
- Where there is no author, the organisation name is used.
- If you are listing a **website which does not have a date**, you can type **“(no date)”** after the author or organisation's name.
- You need to provide similar information for sources from the Internet as that which you provide for books and journal articles.
- Sometimes **online journals** are slightly different from their print version. If you have accessed an article online which is available in print, you should make it clear that it was accessed online.
- If you have used more than one source from the **same author**, you need to list these in date order, starting with the earliest piece of work first. If two or more of the sources are from the **same year** you can use letters (*a, b, c*) to distinguish between them. An example of this is given in the table on page 12.

**See the tables on pages 8- 12 for examples of how to present references in your text and in a reference list.**

## How do you format references?

**Be aware:** The following advice applies to the Harvard Reference system. Check which system you need to use in your course handbook.

The tables on pages 8-12 give details of how to reference different kinds of sources using the **Harvard** system. Please note, that even within the Harvard system there are sometimes variations in punctuation and formatting styles. The tables give examples, which if followed, will give a **consistent** approach to formatting your references. For each type of source, an example is given of how to **reference in your text** and how to include a full reference in a **reference list** at the end of your work. The examples given are for the most common kinds of sources which students use across the University. If you need to reference something which is not listed, please see one of the books listed under **Recommended Reading** at the end of this guide.

**The key points to remember about referencing are:**

- 1. Make sure that you are familiar with the referencing system you are expected to use: check in your course handbook.**
- 2. Give as much information about your sources as your reader will need to find them.**
- 3. Be consistent with the way that you present your references.**

Type of source	In text reference	Reference list: order	Reference list: example
<b>Book</b> <b>a) With one author</b>	Author's family name and date:  <b>According to Neville (2007)...</b>	Author; year of publication; title (in italics); edition (if not the first); place of publication; publisher; series and volume (if relevant).	Neville, C. (2007) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . Maidenhead: OUP.
<b>Book</b> <b>b) With two or three authors</b>	Authors' family names and date:  <b>According to Pears and Shields (2010)...</b>	Authors (in the order they appear on the title page); year of publication; title (in italics); edition (if not the first); place of publication; publisher; series and volume (if relevant).	Pears, R. and Shields, G. (2010) <i>Cite them Right</i> . 8 <sup>th</sup> edn. Basingstoke: Palgrave Macmillan.
<b>Book</b> <b>c) With more than three authors</b>	First author's family name followed by <i>et al.</i> and date:  <b>Coffin et al. (2003) state that...</b>	Authors (in order they appear on the title page); year of publication; title (in italics); edition (if not the first); place of publication; publisher; series and volume (if relevant).	Coffin, C., Curry, M.J., Goodman, S., Hewings, A., Lillis, T.M. and Swann, J. (2003) <i>Teaching Academic Writing</i> . Abingdon: Routledge.
<b>Chapter in an edited book</b>	Author of the chapter and date:  <b>Ryan (2005) makes the point that...</b>	Author of the chapter; year; title of chapter (single quotation marks); 'in' followed by author/editor of book; title of book (italics); place of publication; publisher; page reference.	Ryan, J. (2005) 'The student experience', in Carroll, J. and Ryan, J. (eds.) <i>Teaching International Students</i> . Abingdon: Routledge, pp. 147-151.

Type of source	In text reference	Reference list: order	Reference list: example
<b>Journal article</b> <b>a) With one author</b>	Family name of the author of the article and date:  <b>Other research (Pask, 1979) indicates that...</b>	Author; year of publication; title of article (single quotation marks); title of journal (in italics); volume and part number (where relevant); page reference.  <b>Note:</b> not all journals have part numbers <u>and</u> volume numbers.	Pask, G. (1979) 'Styles and strategies of learning', <i>British Journal of Educational Psychology</i> , 46(1), pp. 128-148.
<b>Journal article</b> <b>b) with two or three authors</b>	Authors' family names and date:  <b>Rasool and Edwards (2010) argue that...</b>	Authors (in order they appear on the title page); year of publication; title of article (single quotation marks); title of journal (in italics); volume and part number (where relevant); page reference.	Rasool, N. and Edwards, V. (2010) 'Multilingualism in African schools: constraints and possibilities', <i>Language and Education</i> , 24(4), pp. 277-281.
<b>Journal article</b> <b>c) with more than three authors</b>	First author's family name followed by <i>et al.</i> and date:  <b>Frank et al. (1999) suggest that...</b>	Authors (in order they appear on the title page); year of publication; title of article (single quotation marks); title of journal (in italics); volume and part number (where relevant); page reference.	Frank, M., Labov, S.E., Westmacott, G. and Benner, W.H. (1999) 'Energy-sensitive cryogenic detectors for high-mass biomolecule mass spectrometry', <i>Mass Spectrometry Reviews</i> , 18(3-4), pp. 155-186.

Type of source	In text reference	Reference list: order	Reference list: example
<b>Electronic journals</b>	Author's name and date:  <b>Peacy (1966) supports the claim that...</b>	Author; year of publication; title of article (single quotation marks); title of journal ( <i>italics</i> ); volume, issue and page numbers; name of collection ( <i>italics</i> ); [Online]; Available at: URL; (Accessed: date).	Peacy, A. (1966) 'The development of the tobacco pipe kiln in the British Isles'. <i>Internet Archaeology</i> , 1. [Online] Available at: <a href="http://www.intarch.ac.uk/journal/issue1/peach_index.html">www.intarch.ac.uk/journal/issue1/peach_index.html</a> . (Accessed: 8 May 2006).
<b>Newspaper articles</b>	Author's name and date:  <b>Brown (2011) reinforces this point...</b>	Author; year of publication; title of article (single quotation marks); newspaper title ( <i>italics</i> ); edition (if relevant-in round brackets); day and month; page reference.  <b>Note:</b> If there is no author listed the newspaper title comes first, followed by the year and then the title of the article. The rest of the information remains the same.	Brown, M. (2011) 'X-Factor style search for 10 academics from generation think', <i>The Guardian</i> , 28 June, p. 32.
<b>Web pages- with author</b>	Author's name and date:  <b>There is some evidence to suggest that monkeys may contemplate (Walker, 2011).</b>	Author; year that site was published/updated; title of site ( <i>italics</i> ); Available at: URL; (Accessed: date).	Walker, M. (2011) <i>Do monkeys wonder?</i> Available at: <a href="http://www.bbc.co.uk/blogs/wondermonkey/2011/06/do-monkeys-wonder-1.shtml">www.bbc.co.uk/blogs/wondermonkey/2011/06/do-monkeys-wonder-1.shtml</a> . (Accessed: 10 June 2011).

Type of source	In text reference	Reference list: order	Reference list: example
<b>Web pages- organisation as the author</b>	<p>Organisation's name and date:</p> <p><b>According to recent research into funding (HEFCE, 2005)...</b></p>	<p>Organisation; year that site was published/updated; title of site (<i>italics</i>); Available at: URL; (Accessed: date).</p>	<p>Higher Education Funding Council for England (2005) <i>Widening Participation</i>. Available at: <a href="http://www.hefce.ac.uk/widen">www.hefce.ac.uk/widen</a>. (Accessed: 5 August 2005).</p>
<b>Lectures</b>	<p>Speaker's name and date:</p> <p><b>Haywood (2006) presented a number of factors which explain...</b></p>	<p>Speaker; year; title of lecture (<i>italics</i>); [description of lecture]; day/month.</p>	<p>Haywood, K. (2006) <i>The Southern Ocean and Global Climate</i>. [Lecture presented as part of a series on climate change at the University of East Anglia, Norwich]. 9 May.</p>
<b>Tables of data, diagrams or maps- from printed source</b>	<p>Author's name, date and page number:</p> <p><b>A framework for 'compare and contrast' essays is a useful tool for some students (Cottrell, 2008, p. 215).</b></p>	<p>Author; year of publication; title of book (<i>italics</i>); place of publication: publisher; page reference; illus./fig./table.</p>	<p>Cottrell, S. (2008) <i>The Study Skills Handbook</i>. Basingstoke: Palgrave Macmillan, p. 215, table.</p>
<b>Tables of data, diagrams or maps- from online source</b>	<p>Author's name, date and page number if available:</p> <p>If there is no author for the webpage, use the organisation name.</p> <p><b>Some NGOs use positive images in their campaigns (Worldvision, 2011).</b></p>	<p>Author/organisation; year site published/updated; title of site (<i>italics</i>); page reference (if available); [illus./fig./table]; Available at: URL; (Accessed: date).</p>	<p>Worldvision (2011) <i>Worldvision: Cambodia food appeal</i> [Illus.]. Available at: <a href="http://www.worldvision.org.uk/">http://www.worldvision.org.uk/</a> (Accessed: 8 July 2011).</p>

Type of source	In text reference	Reference list: order	Reference list: example
<b>Secondary references</b>	<p>Use the author of the original source followed by 'cited in' and the author of the source that you have read. Give the page number for both the original and the secondary source:</p> <p><b>Ouyang (2004, p. 63, cited in Timms et al., 2008, p. 38) maintains that...</b></p>	<p>Only list the source that <b>you have read</b>. List this according to the conventions that apply to that kind of source.</p> <p><b>Note:</b> In the example in the previous column, Timms et al. is the source that the student has seen.</p>	<p>Timms, A., Hayes, N., Introna, L. and Whitley, E. (2008) <i>Report on Educational Practices in China</i>. Student Diversity and Academic Writing Project. Lancaster University and LSE.</p>
<b>More than one source from the same author</b>	<p>Author's name, date and appropriate letter:</p> <p><b>Rao (2001a) states that Chinese students prefer a visual teaching style. This is reinforced by a follow up study (Rao, 2001b).</b></p>	<p>If more than one source from the same author has been used you should list these in date order, starting with the earliest.</p> <p>If more than one source is from the same author and from the same year you can use letters (<i>a, b, c</i>, and so on) to distinguish between them.</p>	<p>Rao, Z. (2001a) 'Chinese students' perceptions of communicative and non-communicative activities in the EFL classroom'. <i>ScienceDirect</i>. [Online] Available at: <a href="http://www.sciencedirect.com">http://www.sciencedirect.com</a>. (Accessed: 4 April 2009).</p> <p>Rao, Z. (2001b) 'Matching teaching styles to learning styles in East Asian contexts.' <i>The Internet TESL Journal</i>. [Online] Available at: <a href="http://iteslj.org">http://iteslj.org</a>. (Accessed: 4 April 2009).</p>

## Recommended Reading:

Neville, C. (2007) *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: OUP.

Pears, R. and Shields, G. (2010) *Cite them Right*. Basingstoke: Palgrave Macmillan.

## For more information:

If you have further questions about how to reference your work, or would like to discuss any other aspect of academic study, you can talk to your lecturer or Academic Adviser in your School, or make an appointment to see one of the [Learning Enhancement Tutors](#) in the **Dean of Students' Office**.

Telephone: 01603 592761  
Email: [dos.help@uea.ac.uk](mailto:dos.help@uea.ac.uk)  
Website: [www.uea.ac.uk/dos/let](http://www.uea.ac.uk/dos/let)

Further resources related to referencing and [plagiarism](#), and many other aspects of studying at university, are available from the Dean of Students' Office and on our [website](#).

	<p>This guidance leaflet is one of a series produced by the Dean of Students' Office at the University of East Anglia.</p> <p>Scan the QR-code with a smartphone to access further resources on the Learning Enhancement Team's website.</p>	 <p>University of East Anglia</p> <p>2014</p>
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