



What is a citation, a reference and a bibliography?

Keywords

Citation/citing - Using the author(s) surname and year of publication in the text of your assignment to show that the information is not your own.

Reference – the detailed description of the source that has been used (author, date, title, publisher etc.).

Reference List – a list of the full detailed references of each of the sources you have cited. This is presented in alphabetical order of the author's surname and helps the reader to find each cited source.

Bibliography – the list of all the sources you have consulted in your research.

How can I avoid plagiarism?

When you do research, you read other people's work and may use their ideas in your own assignments. If you do this, you **must** acknowledge the fact that it is their work or you could be found guilty of plagiarism. When you start taking notes, make sure you are:

- Collecting the correct information about your sources (author, date, title, publisher etc.)
- Considering whether the source is relevant, reliable and credible
- Checking the author's words are supported by citations and references
- Referencing the primary or original source where possible. For example, look at the references your lecturers have provided in class and investigate the original source.



How do I make an in-text citation in my assignment and create a reference?

When you mention someone else's idea, theory, viewpoint, or argument you must include a citation in your assignment. You can do this either:

- **As a direct quotation e.g.** Smith (2007, p.47) has argued that ...
- **As a paraphrase** (putting it in to your own words) e.g. Quantitative data can be analysed using standard statistical techniques (Kirby, 2008).

Each citation in the text should match to a full reference, containing all the information about the source in the reference list at the end.

Reference examples of commonly used sources



Books

Example: with one author

Citation in text:

According to Bryman (2015)...

Books: Reference for your Bibliography:

Author/editor

(Year)

Title

Edition (if not first edition)

Bryman, A. (2015) *Social research methods*. 5th edn. Oxford: Oxford University Press.

Place of publication

Publisher

Please note: book titles are not capitalised (unless the word is a proper noun e.g. a name).

- When citing within the text, if the source you have used has **two or three authors**, use all of them:
Smith and Taylor (2006, p.28) have shown that ...
- If the source has **four or more authors**, use only the first one and *et al*:
The results of a recent study (Smith *et al*, 2006) found that ...
- However it is good practice to include the full names of all the authors in the full reference at the end of the assignment.

Journal or Newspaper Articles

For an article you will need (In this order):



Citation in text:

Grainger (2019) believes...

Reference for your Bibliography:

Author of article

(Year)

Article title

Grainger, A. (2019) 'Lifelong learning, personal growth and resilience', *Healthcare Assistants*, 13 (2), pp.90-93

Journal, magazine or newspaper title

Volume & issue or date

Page numbers

Please note: for journal titles, please capitalise the first letter of each word except for linking words such as 'the', 'and', 'or' etc.



Lecture Notes: Live lectures

Citation in text:

Stone (2009) stated that...

Reference for your Bibliography:

Author

(Year)

Title

[Medium]

Stone, R. (2018) *Research*. [Lecture to BSc Computing and Systems Development], *Academic Excellence*. University Centre Rotherham. 14 August.

Module code: module title (if known)

Place e.g. college

Day/month

Please note: lecture resources come in a variety of different formats such as PowerPoints, recorded lectures and tutor handouts. Please consult 'Cite them right' for further information about referencing these (or any other) types of teaching materials.

Website



Citation in text:

The British Film Institute (2019) states that...

Reference for your Bibliography:

Author

(Year site last updated)

Title of Website

Available at:

British Film Institute (2019) *Diversity and inclusion*. Available at: <https://www.bfi.org.uk/supporting-uk-film/diversity-inclusion> (Accessed: 19 June 2019).

(Accessed on)

For further help and information is available in Pears, R. and Shields, G. (2019) *Cite them Right: the essential referencing guide*. 11th edn. London: Red Grove Press.

For students on HE courses accredited by universities, please check your institution's referencing guidelines and requirements. It is also advisable to check the individual requirements of your department with your tutors.

A Concise Guide to Citing, Referencing and Producing Bibliographies (Harvard System)



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