# ?

## What is a citation, a reference and a bibliography?

#### <u>Keywords</u>

**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.

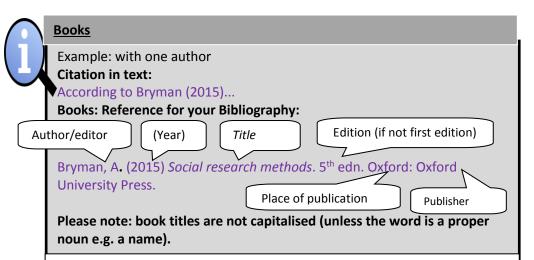


## How do I make an in-text citation in my assignment and create a reference?

When you mention someone else's idea, theory, viewpoint, or argument you must include a <u>citation</u> 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.

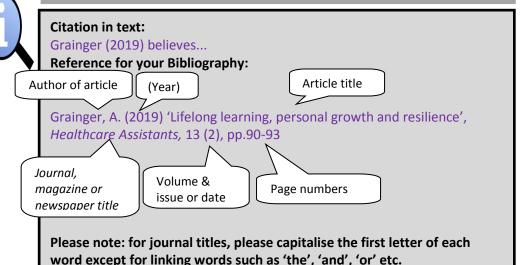


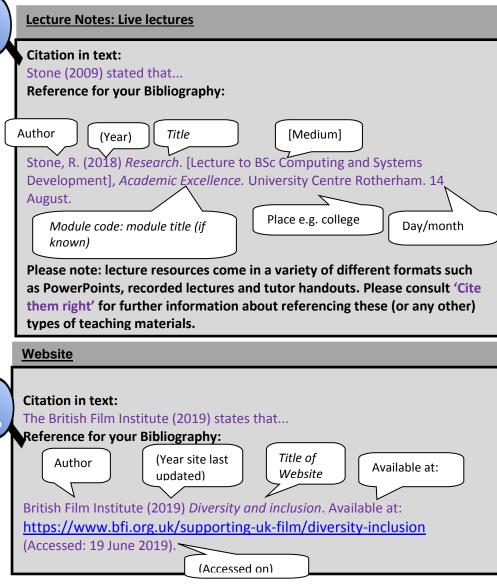
 When citing within the text, if the source you have used has two or three authors, use all of them:
Smith and Taylor (2006, p. 20) have shown that

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.

## <u>Journal or Newspaper Articles</u> For an article you will need (In this order):





For further help and information is available in Pears, R. and Shields, G. (2019) *Cite them Right: the essential referencing guide*. 11<sup>th</sup> 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)





Authorised By R. Harper