



Introduction to Referencing

Why should we use references?

Referencing is important because it;

- Protects you from plagiarism (and sanctions attached)
- Helps readers to find sources you have used
- Recognises the intellectual property of the authors you used in your research
- Indicates your wider reading to your lecturer and shows how well you understand your subject
- Is one of the things that you are marked on!

When should you reference?

Whenever you use information as

- Your source of inspiration
- As the source of a particular theory, argument or viewpoint
- For specific information such as statistics, examples or case studies
- For information which you paraphrase (things you rewrite in your own words)
- For direct quotations (if you use the author's exact words)

Adapted from; Cottrell, S. (2008) *The Study Skills Handbook*. 3rd edn. Basingstoke; Palgrave.



We avoid plagiarism by using citations to indicate our sources. Whenever we refer to someone else's work we include an in-text citation as well as a full reference at the end. This way the reader will have all the information needed to find the original source.

Using short quotes

Small extracts from a source text, placed inside your sentence, no longer than two or three lines, distinguished by quotation marks.

Baguley (2003, p.85) comments on the team as 'a difficult place to work in'.

Teams can be considered as 'a difficult place to work in' (Baguley, 2003, p.85)

Using Paraphrase

Describes the author's thoughts and ideas in your own words.

Cameron (2008, p.206) discusses how it can be easy to only look at the negative sides of feedback without giving equal weight to the positive aspects.

Using long quotes

Very occasionally we want to use a long quote, of more than a couple of lines. These have to be treated differently.

Quotes of more than two lines **MUST** be;

- Used infrequently – for emphasis of important points, or to illustrate something
- Set out as a separate paragraph
- Indented from the sides of the page
- You don't need speech marks, as the indenting shows they are not your words.

Shortening quotations

Occasionally we want to shorten a quote to fit more neatly into a sentence.

As we must be very clear to show any changes made, we use three dots (...) to show where we removed the words. This is called an ellipsis.

Newton notes that 'a significant factor to consider ... is the phenomena of group think' (2005, p.102).

- In the example we have removed the words 'when planning projects'. We removed them as the whole paragraph is about planning projects, so these words were not needed.
- You must take care not to change the sense of a quote if you do this.

Lengthening quotations

Similarly, sometimes we need to add or change words to fit our sentence.

To indicate that we have done this we place a pair of square brackets [] around our changes.

It can be seen that 'these relationships [between interdependent activities] are important' (Baguley, 2003, p.54).

In this example we added words to ensure the quote made sense to the reader.

As with shortening quotes it is very important not to change what the original writer meant.