

Citing and Referencing

Introduction

Why cite references¹?

- To acknowledge other writers
- To demonstrate the body of knowledge upon which your research is based
- To enable all those who read your work to locate your sources easily

What is involved?

The process of citing references consists of two interrelated parts:

1. **Citing** – the way a writer refers from the text to the sources used (i.e. the references)
2. **Referencing** – the process of creating a bibliographic description of each source. This reference list is located at the end of your work.

There are two main citation/referencing systems that are in use - The **Harvard** and **Numeric**. The **Harvard** system is the most commonly used.

Referencing – the basics

Book referencing²

Punctuation is really important – remember comma's, full stops and colons.

One Author

Surname, Initials. (Year Published). Title of book. Place of publication: Publisher



Clegg, C.J. (2007). *Biology for IB Diploma*, London: Hodder Murray

Two Authors

Kirk, T. and Hodgson, N. (2007). *Physics*. Oxford: Oxford University Press

Lots of Authors

First author then "et al"

Marcouse, M. et al. (2003). *Business Studies*. London: Hodder Arnold

No Author stated

e.g. Reference books and Dictionaries

New Encyclopaedia Britannica. (2007). 15TH revised ed. London: Encyclopaedia Britannica.

Journal Referencing

Sometimes the information is well hidden in journals. Look on the front cover or inside the publication.

Surname, Initials. (Date). Article title, Journal Title, Vol No, Pages

Downing, T. (2008), "Under the Cloud", History Today, Volume 58 (8), pp22-23

Newspaper Referencing

Surname, Initials. (Date). Title of Article, Newspaper Title, Pages

Pratley, N. (2008). "The day the bombs went off", The Guardian, 16 September, pp1-2

DVD Referencing

Film Title. (Yr of distribution) Directed by Name (DVD), Place of distribution, Distributn Company

A Beautiful Mind.(2002) Directed by Ron Howard (DVD), USA: Universal Home Video

TV/Radio Referencing

Write down the information that you see or hear. Look up the details in a TV magazine or newspaper, internet, i-player etc

Programme title. Year of original transmission, Broadcast Medium, Name of channel, Day, Month of transmission.

'Raphael: a mortal god', 2004. (TV), BBC One, 26 December, 2008.



Film Reference

Look at the film credits and gather as much information as you watch. Look up the cinema on the internet or go to a film site e.g. <http://www.imdb.com/>

Film title. (Year of distribution), Directed by “..”(Film). Place of distribution: Distribution Co

Kes. (1969), Directed by Ken Loach (Film). U.K.: United Artists



Website Reference

Look around the home page especially at the bottom or the top of the page for the URL. The aim is to provide sufficient information as possible to enable others to trace the information that you have found. Consistency is key.

The term “publisher” seems a little odd but this is normally the organisation responsible for hosting the pages. The “Place of publication” may also be the host.

“Accessed date” is really important as information on the web changes regularly.

If the web page does not have an author, reference it by title

Author or Editor, year. Title .(online). Place of publication: Publisher. Available at: URL
(Accessed date)



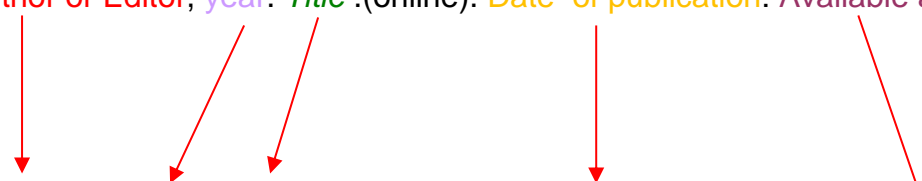
Boots Group plc, 2003. *Corporate Responsibility* (online). Boots Group plc. Available at:<http://www.boots-plc.com/information.info.asp?Level1ID=7&Level2ID=0> (Accessed 28 March 2011)

Podcast Reference

Cite the quotation in the text and reference as follows

“Accessed date” is really important as information on the web changes regularly.

Author or Editor, year. Title .(online). Date of publication: Available at: URL (Accessed date)



Smith E 2010. *Henry V* (online). Wednesday, 20th October.. Available at:http://media.podcasts.ox.ac.uk/engfac/approachingshakespeare/02_henry_vmp3?CAMEFROM=podcastsGET. (Accessed 20 June 2011)

Methods of citation

Now you need a way of identifying the documents that you are using within your text. This is called “Citation”. The “Harvard” and “Numerical” styles of citation are very different.

Harvard System

This is by far the most straightforward way of citing references, because all you need do is mention the author and date of publication:

e.g.

The work of Dow (1964), Musgrave (1968) and Hansen (1969) concluded.....

It has been argued (Foster, 1972) that the essential.....

....the results of the survey were inconclusive (see Kramer 1989).

The person reading your work can then locate the full description of the item you have cited by going to the **alphabetical list of references** you have provided at the end of your report/ essay. If you are giving exact quotations from other works, you should identify the page numbers, e.g.

Dow (1964, p. 28)

Numeric System

Numbers are inserted into the text which refers to a **numerical sequence of references** at the end of your document, e.g.

Dow⁷ and Jenkins^{9*}, or Dow (7) and Jenkins (9)

You can also use numbers on their own, e.g.

It can be argued¹⁰.....

REMEMBER!

If it is a quote, if you paraphrased a diagram, photo, music, film. IF IT IS NOT YOUR OWN WORK.....

REFERENCE IT!

References

1. Hanstock, T. (2010). Nottingham Trent University: Available at:
http://www.ntu.ac.uk/lr/document_uploads/66061.pdf (Accessed 22 March, 2010)

2. Pavey, S. (2010). Boxhill School, Available at
<http://www.authorstream.com/Presentation/SarahPavey-352185-referencing-citation-mla-education-ppt-powerpoint/>
(Accessed 24 March, 2011)

* (Highlight the number, go to "Format", "Font", and tick "Superscript")