

## Direct quotes

1. Use quotation marks if a relatively short quote.
2. Indent paragraph if long quote.
3. Insert citation after quote.
4. Ensure that the source is included in the Reference List at the end of your work.

Example:

"when writing an essay you must be sure to reference your work" (Jones 2015, p.42)



## References

Learning and Teaching Unit (2009). **Authorship and Plagiarism**. Available from: <http://www.essex.ac.uk/plagiarism/tut>

Pears, R. and Shields, G (2008). **Cite them Right: the essential referencing guide** (7<sup>th</sup> ed). Pear Tree Books.

St Martin's School Library. **Listing your Information Sources**. Available from:

Nield, T (2008), **Supercontinent** (2<sup>nd</sup> edition). Granta Books. 9781847080417.

## Where do I put Reference List?

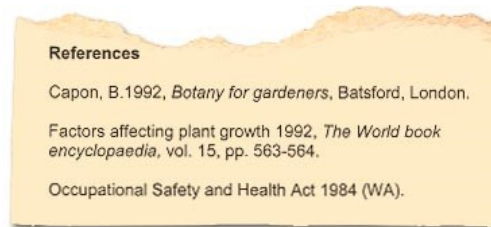
This is needed when using the Harvard style of referencing. It is found at the end of your essay. References to be listed in alphabetical order.

## BIBLIOGRAPHY

Include all sources quoted in your work and those you may have read but not actually quoted in your text.

This is like your list of background reading.

These should be listed alphabetically at the end of your work and after your Reference List (if you have one) and using the same format as above.



## THE NEW SIXTH

Combe Hay Lane  
Odd Down  
Bath  
BA2 8PA

Phone: 01225 832873  
E-mail: [librarian@st-gregorys.bathnes.sch.uk](mailto:librarian@st-gregorys.bathnes.sch.uk)



## THE NEW SIXTH

Sixth Form LRC

# Guide to Referencing



The  
**New Sixth** BATH  
ST GREGORY'S AND ST MARK'S

# REFERENCING

Ok, so you've written your 2,000 word assignment but is it all your own work?



Did you know that you need to cite your references for the following reasons:

- ◇ So your tutor knows you have done some research
- ◇ You can refer back to it at a later date
- ◇ Your tutor can check where the information came from
- ◇ You can avoid PLAGIARISM

## Plagiarism—what is it?

In short plagiarism means copying someone else's work and passing it off as your own.

This could be done by:

- ◇ Copying text from a book without citing the original source.
- ◇ Copying and pasting material from the internet without citing the original source.
- ◇ Failing to put a quotation in speech marks
- ◇ Changing words/phrases but copying the sentence structure of someone's work without citing it.
- ◇ Quoting, summarising or paraphrasing material without citing the original source

## I can get away with it!

Actually you can't. There are easy ways to check with software if work has been copied. Your tutor will also recognise whether it is your own work that you have done or from somewhere else.

If you are found to be plagiarising, your work will not be accepted ...so don't risk it!

## What do I reference?

**Direct quotes**—when you use the exact words or information e.g. graph from someone else's work. Short direct quotes should be in quotation marks (" "). Longer quotes should either be indented or in a separate paragraph.

**Paraphrased ideas** -writing someone else's idea in your own words. Even though you have completely rewritten the text you must make it clear where you found the idea. There is no need to use quotation marks or indent the paragraph.

## How do I reference my work?

There are lots of different ways to reference work. The most common forms of referencing used by many UK universities is the Harvard or Chicago style. It is best to check with your tutor or future university which style of referencing they prefer to use before writing an essay.

The Harvard style uses citations in the text with a Reference list at the end of the work. The Chicago style uses footnotes with a Bibliography at the end of the work.

Microsoft Word has tools to help you add citations or footnotes and a Bibliography to your work.

## Harvard Style:

Harvard referencing should be carried out as followed:

### BOOKS

Citation in text— (Name of author followed by date of publication, page number)

e.g. (Brown 2010, p.35)

Reference List -Author (Surname and initial), publication date, title (in italics), edition, place of publication, publisher

Brown, J. (2011). *How to Reference*. 3rd ed. Oxford, Oxford University Press

### WEBSITES

Citation in text— (Smith 2011, page if known)

Reference List—

Smith, P., 2011. *Referencing*. [Online] Available at: [www.referencing.co.uk](http://www.referencing.co.uk) [Accessed 19 November 2015].

Author if known, date of publication, title, URL, date accessed.

### JOURNAL ARTICLES

Citation in text— (Baker 2015, p. 39)

Reference List—Baker, J., 2015. Do you know how to reference?. *Information Skills*, 1(12), pp. 33-45

Author/ editor (surname and initial), date of publication, title of article, Journal name, volume, issue, pages of article

Please ask a Librarian for information on referencing other sources.