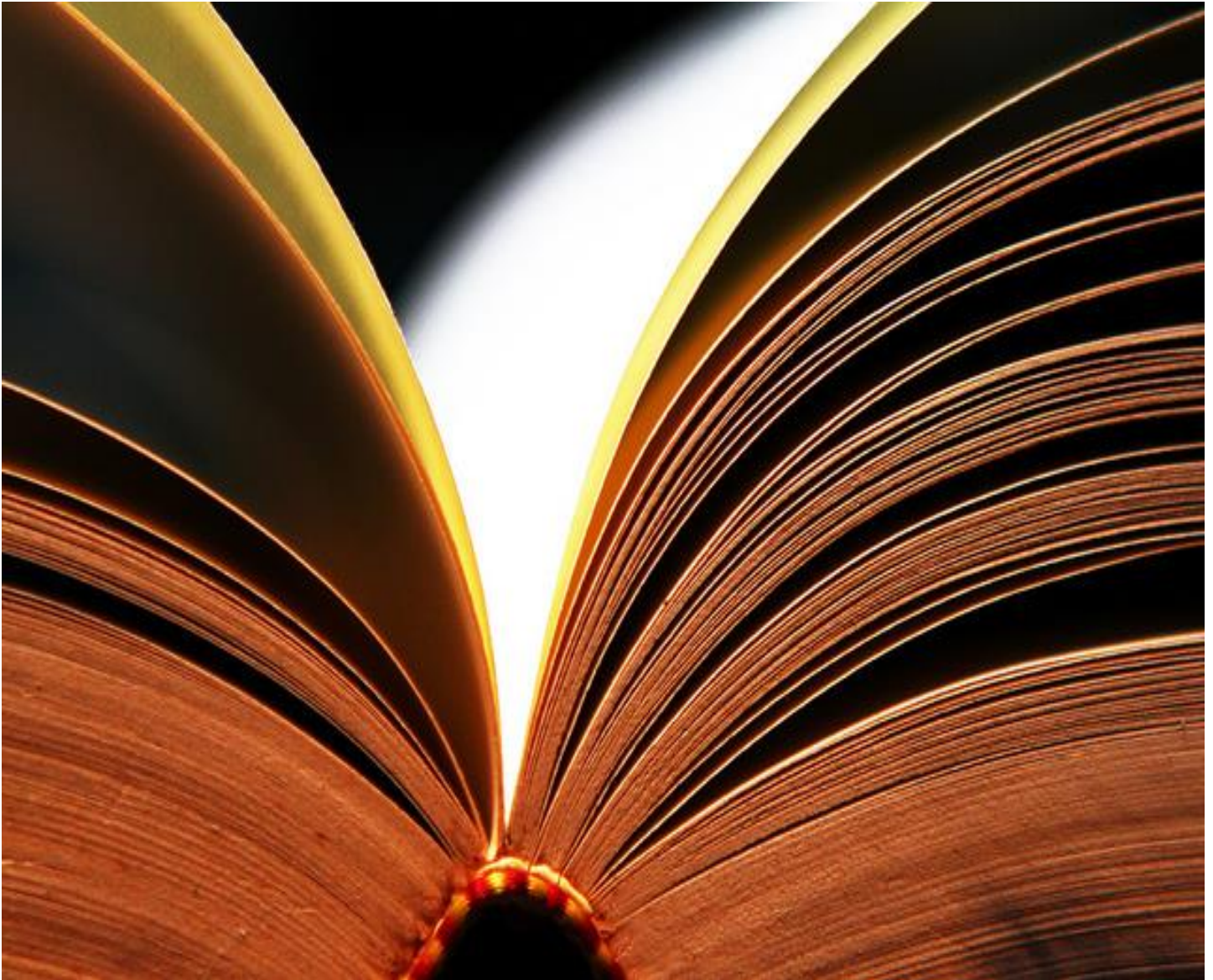




**Bradford** College  
University Centre



## **Guidelines on referencing in academic writing**



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Note that some pages have deliberately been left blank in order that the pagination follows publishing conventions when printed double-sided.

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## How do I reference?

Part of the skill of academic writing is demonstrating that you have looked critically at the theories and ideas of others working in your field of study. You can use these to develop your own debates and discussions. The details of the references allow the reader to be able to explore the topic further and check the evidence upon which your argument is based.

We use the Harvard System of referencing and you reference your research through a two way process:

1. In-text references
2. Reference list.

## How do I write an in-text reference?

The **in-text** reference acknowledges that the statement, opinion or conclusion you are writing about is based on someone else's research. This is important when develop your own argument and very important if you use a direct quote from a piece of work.

Quotations of less than one line can be inserted into the text in inverted commas:

It has been argued that processes are the ways in which "children will accept science as a promoter of thought" (Harlen 2002, p.26).

Quotes of more than one line should be indented both left and right, and single spaced. There is no need for inverted commas or for it to be in italics:

Gaining access is an essential phase in the research process, for access is a prerequisite; a precondition for research to be conducted (Burgess 1984, p.45).

You only need to write the author's surname(s), date of the publication and the page number of that particular statement/argument.

For example, if you paraphrase a piece of research:

Smith (1986, p.21) suggested that children are literate by the age of three.

Or

Children are thought be literate by the age of three (Smith 1986, p.21)

Or

Children are thought be literate by the age of three (Smith 1986, online)

## How does this relate to the reference list?

Now that you have identified in the text that a particular statement/argument has come from a piece of research you need to add the full reference in the reference list.

Surname, Initial. (publication date). *Title*. Location: Publisher  
Smith, P (1986). *Children's Literacy*. London: Falmer-Press

The reader can now explore the work further, as they have all the details needed to find the original piece of work.

## Is it really that easy?

Well, yes and no. If you follow the basic pattern used to write a reference for a book then you will be part way there for every other type of reference. There is additional information needed for references with more than one author and from other sources, such as journals, websites, videos etc.

### A note on style:

Remember the title of the book or journal should be in italics, the references should be single spaced and if the reference does go over to two lines or more the lines after the first line should be indented.

## How do I reference a journal?

Surname, Initial. (publication date). 'Title of article'. *Title of journal*. Volume number (issue number), page numbers.

Mair, C. (2011) 'Using technology for enhancing reflective writing, metacognition and learning'. *Journal of Further and Higher Education*. Vol. 36(2) pp. 147-167

## How do I reference a book or journal with more than one author?

### Two authors:

Surname, Initial. and Surname, Initial. (publication date). *Title*. Location: Publisher

Reece, I. and Walker, S. (2006) *Teaching. Training and learning: a practical guide*. 6<sup>th</sup> Edition. Sunderland: Business Education Publishers Ltd.

### More than two authors:

Surname, Initial., Surname, Initial., Surname, Initial. and Surname, Initial.  
(publication date). *Title*. Location: Publisher

Armitage, A., Evershed, J., Hayes, D., Hudson, A., Kent, J., Lawes, S., Poma, S. and Renwick, M. (1999) *Teaching and Training in Lifelong Learning*. Berkshire: Open University Press.

### How do I reference a journal with more than one author?

#### Two authors:

Surname, Initial. and Surname, Initial. (publication date). 'Title of article'. *Title of journal*. Volume number (issue number) pages.

Bathmaker, A. and Avis, J. (2007) 'How do I cope with that? The challenge of schooling cultures in further education for trainee FE lecturers'. *British Educational Research Journal*. Vol. 33(4) pp. 509-532

#### More than two authors:

Surname, Initial., Surname, Initial., Surname, Initial. and Surname, Initial.  
(publication date). 'Title of article'. *Title of journal*. Volume number (issue number) pages.

Jacobs, J., Kawanaka, T. and Stigler, J. (1999) 'Integrating qualitative and quantitative approaches to the analysis of video data on classroom teaching'. *International Journal of Educational Research*. Vol. 31 pp. 717-724

### How do I write an in-text reference for more than one author?

In the text you should include both authors, if there are two, or use *et al* if there are more than two. Remember that *et al* needs to be in italics.

(Reece and Walker, 2006) or (Armitage *et al*, 1999)

#### A note on style:

Do not use *et al* in the reference list. All authors need to be listed in the reference list.



## How do I reference a book that has been edited by someone?

Surname, Initial. (ed). (publication date). *Title*. Location: Publisher

Harre, R. and Moghaddam, F. (eds). (2012) *Psychology for the Third Millennium*. London: SAGE.

## Chapter in an edited book

Wagoner, B. (2012) Learning and Memory. *In*: Harre, R. and Moghaddam, F. (eds). *Psychology for the Third Millennium*. London: SAGE, pp. 97-115

## How do I reference work that has been cited by authors of other books?

If an author is discussing the work of others in their work you should use the following conventions:

### In-text

This amounts to a “skills revolution” (CBI 1989, cited in Bluck *et al.* 1994, p.34)

### In the reference list

CBI (1989) *Towards a skills revolution: a youth charter*. London: Confederation of British Industry. Cited in: Bluck, R., Hilton, A. and Noon, P. (1994) *Information skills and academic libraries: a teaching and learning role in higher education*. London: Falmer-Press, p.39

## How do I reference a book which has a number of editions?

Surname, Initial. and Surname, Initial. (publication date). *Title*. Edition. Location: Publisher

Reece, I. and Walker, S. (2006) *Teaching. Training and learning: a practical guide*. 6<sup>th</sup> Edition. Sunderland: Business Education Publishers Ltd

## How do I reference a newspaper article?

Surname, Initial. (publication date). Title of article. *Newspaper title*. Date, page number of your quotation

Mansell, W. (2013) Curriculum experts say Gove’s plans could lower standards. *The Guardian*, 24 June, p. 31



## How do I reference a thesis or dissertation?

Surname, Initial. (publication date). *Title of thesis*. Title of qualification, academic institution.

Carr, G. (2011) *The problem with tests*, EdD thesis, University of Sheffield

## How do I reference a website or electronic book (online)?

Surname, Initial. (publication date). *Title of webpage*. [Online]. Available: URL. [date you accessed the site]

Nielsen, L. (2012) *Five reasons I'm not flipping over the flipped classroom*. [Online]. Available: [http://theinnovativeeducator.blogspot.ca/2011/10/five\\_reasons\\_im\\_not\\_flipping\\_over\\_the\\_flipped\\_classroom](http://theinnovativeeducator.blogspot.ca/2011/10/five_reasons_im_not_flipping_over_the_flipped_classroom). [5 April 2013]

## If there is no author you can use the organisation instead:

Office for National Statistics (2012) *Family Spending Survey*. [Online]. Available: <http://www.ons.gov.uk/ons/rel/family-spending/family-spending/family-spending-2012-edition/index/html> [20 April 2013]

## How do I reference an ebook reader (Kindle, Kobo etc)

Surname, Initial. (publication date). *Title of book*. [type of ebook reader] Chapter number. Where you downloaded the ebook from.

McLaughlin, B. (2012) *What is HTML5?* [Kindle] Chapter 11. Amazon.co.uk

## How do I reference a blog?

Surname, Initial. (publication date). *Title of webpage*. [Online]. Available: URL. [date you accessed the site]

Nielsen, L. (2012) *Five reasons I'm not flipping over the flipped classroom*. [Online]. Available: [http://theinnovativeeducator.blogspot.ca/2011/10/five\\_reasons\\_im\\_not\\_flipping\\_over\\_the\\_flipped\\_classroom](http://theinnovativeeducator.blogspot.ca/2011/10/five_reasons_im_not_flipping_over_the_flipped_classroom). [5 April 2013]

## How do I reference Facebook?

Surname, Initial. (publication date). *Title of page*. [Facebook]. Day and month post written. Available: URL. [date you accessed the site]

Britt, M. (2013) *Sexist language in everyday life*. [Facebook]. 10 June.  
Available: <http://www.facebook.com/groups/thepsychfiles> [27 June 2013]

### How do I reference a film or video?

*Title*. Year. Material designation. Director. Place of production: Production company.

*History Boys* (2006) Film. Directed by Nicholas Hynter. GB: BBC Two Films.

### How do I reference an online image?

Originator. (publication date). *Title of image*. [Online]. Available: URL. [date accessed]

KNewton. (2013) *The Flipped Classroom*. [Online] Available:  
<http://www.knewton.com/blog/knewton/2011/08/29/flipped-classroom-infographic/> [2 July]

### How do I reference an interview?

Surname, initial. (year). *Interview with [name of interviewer]*. Date. Place.

Armitage, S. (2012). *Interview with D. Gregory*. 5 September. Bradford.

### How do I reference a conference presentation?

Surname, Initial. (presentation date). Title of presentation. *Title of conference, date of conference, location of conference*.

Robertson, J. (1986). The economics of local recovery. *The other economic summit, 17/18 April 1986, Tokyo*

### How do I reference a podcast?

Surnam, Initial. (publication date). *Title of podcast*. [online]. URL. [date accessed][podcast]

BBC Click. (2013). *Signal Failure*. [online]  
<http://www.bbc.co.uk/podcasts/series/digitalp> [1 July 2013] [podcast]

### How do I reference a television or radio broadcast?

*Title*. (publication date) Transmitting organisation/channel. Time of transmission.

*Gadget Show*. (2013). Channel 5. 1 July. 20:00

### How do I reference an advert?

Company/Product. (publication date) *Description of advert*. (duration) Television advertisement, channel. Time of transmission.

*Coca Cola*. (2006). *Santa handling bottles of Coca Cola to a girl every year at Christmas until she turns into a woman*. (30 secs) Television Advertisement, ITV2, Screened 04/12/2006 – 25/12/2006

### How do I reference a YouTube video?

Screen name. (publication date) *Title*. [Online]. Available: URL [date accessed]

MattHarding2178. (2008). *Where the Hell is Matt?*. [Online]. Available: <http://www.youtube.com/watch?v=zlfKdbWwruY> [1 July 2013]

### How do I reference Twitter?

Surname, Initial. (publication date). *Full text of tweet*. [Twitter]. Day/month tweet written. Available: URL. [date you accessed the tweet]

Nielsen, L. (2012) *A free-for-all on school terms is not freedom, it's chaos*. #ListenupGove [Twitter]. 3 July. Available: <https://twitter.com/MaryBoustedATL> [3 July 2013]

## What is Plagiarism?

'Plagiarism is a specific form of cheating defined as presenting someone else's work or ideas as your own' (Pears and Shields, 2010, p.1)

Top tips to avoid plagiarism from Teesside University Library and information service:

- Always note down the full details of the source when taking notes – this is difficult to do later.
- Use quotation marks when directly stating another person's words
- Acknowledge the sources you have used by citing them in your work and having a reference list at the end.
- Use your own ideas and words.
- Make sure you understand what paraphrasing is.

"When you paraphrase you express someone's writing in your own words, usually to achieve greater clarity" (Pears and Shields, 2010, p.7). Paraphrasing also helps link the person's ideas to your own specialist subject and teaching practice.

## Why do we use the Harvard System?

There are many referencing systems in operation and many variations of each. Sometimes it can be difficult to identify just how to reference. At the College we have adopted the Harvard System (sometimes known as the author-date system) of referencing and the you should follow the guidelines above when using references in your text or compiling a reference list.

Note that publishers of books and journals often have their own system of referencing which, even if based on the Harvard System, will differ from the recommendations here.

Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8<sup>th</sup> Edition. Basingstoke: Palgrave Macmillan