



**STUDENT DEVELOPMENT OFFICE** + **SKILLS EMPLOYABILITY**

# SKILLS FOR SUCCESS

## WRITING SKILLS 3: REFERENCING



# WORKSHOP OBJECTIVES

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1. Understanding the purpose of referencing
2. Learning how to reference in essays
3. What sources to use



Writing Skills

# WORKSHOP OVERVIEW

- What is referencing and why do we do it?
- What happens when you don't reference properly?
- Referencing: in-text referencing and bibliography
- What sources and how many references?
- Referencing tools

# WHAT IS REFERENCING AND WHY DO WE DO IT?

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- We reference to provide the reader with:
  - A clear understanding of how you obtained your information, quote, idea etc
  - A pathway to find the information themselves
- Referencing is about good scholarship:
  - It is part of demonstrating that you are acquiring a body of knowledge
  - It is the way you acknowledge who generated the data or evidence you are using
  - Referencing includes both in-text references **and** a bibliography

# WHAT HAPPENS WHEN YOU DON'T REFERENCE PROPERLY?

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- Your essay will be marked down: referencing is a vital requirement of a good essay and of good scholarship
- You may accidentally be plagiarising by not properly acknowledging where you found the evidence you are using:
  - "Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another or your own previously assessed original work."
  - (University of Edinburgh guidance: <https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism>)
- **Most plagiarism happens by accident**
  - Avoid over-reliance on one source and diversify references to support your arguments

# REFERENCING: GETTING THE BASICS RIGHT

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- Check what is and is not included in the word count:
  - Eg: in-text referencing, the bibliography (see your course handbook)
- Check whether lectures slide can be referenced
- Beware of spelling names correctly
- Ask your course tutor/lecturer if you need clarification
- In-text referencing shows that you have acquired **and** understood the material you are referencing
  - Avoid block quotes
  - Don't use direct quotes if they are not necessary - paraphrase in your own words to show that you have understood the material

# IN-TEXT REFERENCING: HARVARD STYLE

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- When referencing an idea or concept, you should include the author's surname and date of publication
  - *Example:* Nature therefore is constructed through both imagination and physical manipulation (Whatmore, 2005).
- If it is a direct quotation within the essay, you should include author's surname, date of publication and page number.
  - *Example:* “Quite simply, political theory and political practice are inseparably linked” (Heywood 1998: 3).
- In your bibliography give full details of each source in alphabetical order (surname of author)

# HOW TO REFERENCE...

- **Books**

- Author or editor (surname followed by initials)
- Year of publication (in brackets)
- Title of book (in italics)
- Edition (if not first)
- Place of publication (city/town/state)
- Publisher
- If part of an edited book include page numbers

- **1 author** (UNICEF 2014)
- **2 authors** (Wetherly and Otter 2014)
- **3 authors** (Brown, Launder and Ashton 2012)
- **4 or more authors** (Sadava et al. 2013)

Naidoo J and Wills J (eds) (2015). *Health studies: an introduction* (3<sup>rd</sup> edn). London: Palgrave

*Part of an edited book:* Ogden J (2015). Health Psychology. In Naidoo J and Wills J (eds) *Health studies: an introduction* (3<sup>rd</sup> edn). London: Palgrave. Pp 113-50



# HOW TO REFERENCE...

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- **Journal articles**

- Authors in the order shown (surname followed by initials)
- Year of publication (in brackets)
- Full title of article
- Title of journal (in italics)
- Details: volume/issue/month
- Pages of article

- **1 author** (UNICEF 2014)
- **2 authors** (Wetherly and Otter 2014)
- **3 authors** (Brown, Launder and Ashton 2012)
- **4 or more authors** (Sadava et al. 2013)

Aldred R and Jungnickel K (2014). Why culture matters for transport policy: the case for cycling in the UK. *Journal of Transport Policy*. 34 (Jan) pp78-87.

# HOW TO REFERENCE...

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- **Internet sources**

- Author of the website (organisation or person)
- Year the website or page was written or updated
- Full title of webpage (in italics)
- Available at www...
- (Accessed + date)

World Health Organisation (WHO) (2017). *Commission on ending childhood obesity*. Available at [www.who.int/end-childhood-obesity/en/](http://www.who.int/end-childhood-obesity/en/) (Accessed 2 February 2017)

# THE BIBLIOGRAPHY

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- Shows the reader where you found the information you have used
- Provides full information about all in-text references
- Be consistent in the way you present references
- All references listed in the bibliography must have been referenced in the body of the essay (via in-text referencing).

**If you have not referenced a text in the body of your essay you should not include it in the bibliography.**

# WHAT SOURCES TO USE

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- Be sure to have references to academic sources
- Draw from required and extended readings for the course
- You can bring in additional sources and references that you think are relevant
- Distinguish between academic sources (published in academic journals for instance) and non-academic sources (news outlets, NGOs, international organizations policy briefs), types of data (narratives, statistical evidence, etc.) and opinions (news column, blogpost, tweet).

# WHAT TO AVOID...

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- Wikipedia is not a source
- Failing to reference course material and only relying on outside sources
- Relying on one source too heavily
- Not referencing academic sources and/or only referencing non-academic sources
- Shoehorn references: unrelated to the argument or point being made
- How many references?
  - No definitive number – depends on the question
  - Aim for a minimum of two per paragraph

# EXERCISE

In groups, look at the handout:

- Try and find the 10 mistakes in the bibliography.
- Pay attention to alphabetical order, consistency and incomplete referencing

Aberbach, Joel D., and Bert A. Rockman. 2002. "Conducting and Coding Elite Interviews." *PS: Political Science and Politics* 35 (4): 673–76.

Arksey, Hilary, and Peter T. Knight. 1999. *Interviewing for Social Scientists*. 1 Oliver's Yard, 55 City Road, London England, EC1Y 1SP United Kingdom: Sage Publications.

Bevir, Mark, Rodrick William Rhodes, and Patrick Weller. 2003. "Traditions of Governance: Interpreting the Changing Role of the Public Sector." *Public Administration* 81 (1): 1–17.

Bryman, A., 2015. *Social research methods*, Fifth edition. Oxford University Press, Oxford.

Dickens, Linda, and Karen Watkins. 1999. "Action Research: Rethinking Lewin." *Management Learning* 30 (2): 127–40.

Finlayson, Alan. 2007. "From Beliefs to Arguments: Interpretive Methodology and Rhetorical Political Analysis."

Cox, Robert Henry, 2001. *The Social Construction of an Imperative: Why Welfare Reform Happened in Denmark and the Netherlands but Not in Germany*. *World Politics*. 53 (3), 463–498.

Herbert J. Rubin. 2004. *Qualitative Interviewing the Art of Hearing Data*. Second edition. London: SAGE.

Mason, Jennifer. *Qualitative Researching*. Second edition. London: Sage Publications.

McCracken, Grant. 1988. *The Long Interview*. Newbury Park: Sage Publications.

Odmalm, Pontus. 2015. "Presentation on 'Interviewing' -Research Skills in Social Science: Data Collection Lecture."

Prior, Lindsay. 2014. "Content Analysis." In *The Oxford Handbook of Qualitative Research*, Ed. Patricia Leavy. Oxford University Press.

The Guardian, 2008. *MEPs attack McCreevy over private equity*, by David Gow. The Guardian.

The Guardian, 2005. *The day Coe won gold*, Dennis Campbell. The Guardian online, 10 July 2005, <https://www.theguardian.com/uk/2005/jul/10/olympics2012.olympicgames6>

# REFERENCE MANAGERS

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- There are a number of reference managers available such as Endnote, Mendeley or Zotero.
  - Zotero and Mendeley can be downloaded for free; Library can provide Endnote for a small fee
- Why use reference managers?
  - Good tool for filing and classifying sources and readings
  - Saves time when inserting bibliography in essays
  - Worth using these tools from the start of your course
- How do they work?
  - Install desktop software on computer
  - Use plugins/connectors to online search bar to download information about sources directly into your reference manager
  - Insert Word Add-In into Microsoft Office Word to be able to insert references as you type and to insert a reference list

# SKILLS FOR SUCCESS

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Remember to sign up for our other skills sessions!

