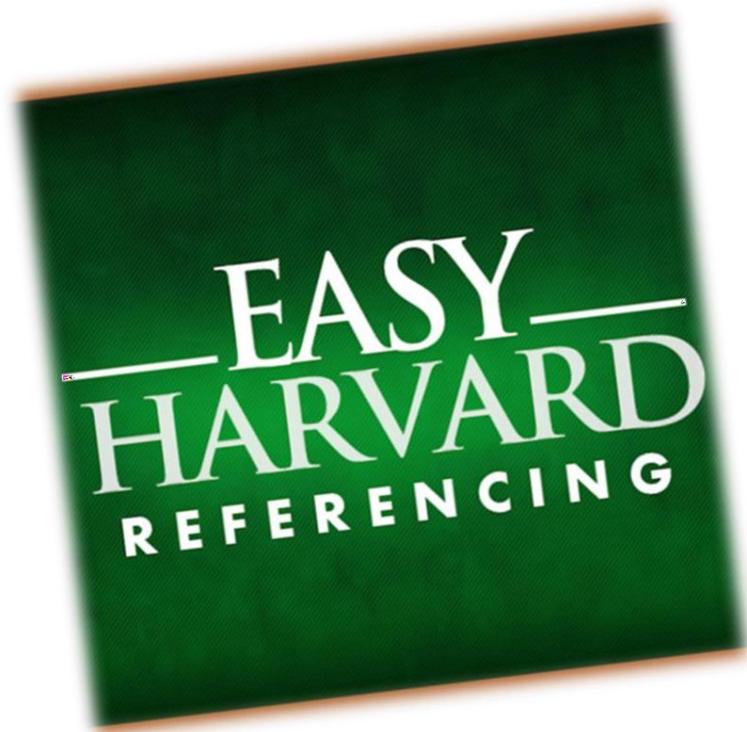




Study Skills - Citing and Referencing Study Guide



Introduction

This is intended to be a quick introduction to referencing using the Harvard system.

The FW Solutions Learner Referencing Guide provides comprehensive coverage of the subject and will help you tackle referencing some of the more complex or unusual features of your writing.

What, when and why must I 'cite' and 'reference'?

What?

You must cite and reference all images, tables, illustrations and graphs taken from printed or internet sources, as well as blogs, e-mails, wikis, conversations, TV and radio broadcasts, plus all statements, opinions, conclusions, etc. taken from another writer's work, whether the work is directly quoted, paraphrased or summarised.

When?

- When quoting directly from someone else's work (using an author's exact words within quotation marks)
- When summarising a piece of writing (briefly stating an author's overall argument or viewpoint in your own words)
- When paraphrasing an author's thoughts or views (putting them into your own words)
- When using images or data produced by another

These instances refer to the work of others, whether published or unpublished. They include the written word, spoken word, visual sources, works of art, graphs and charts, music, maps and diagrams.

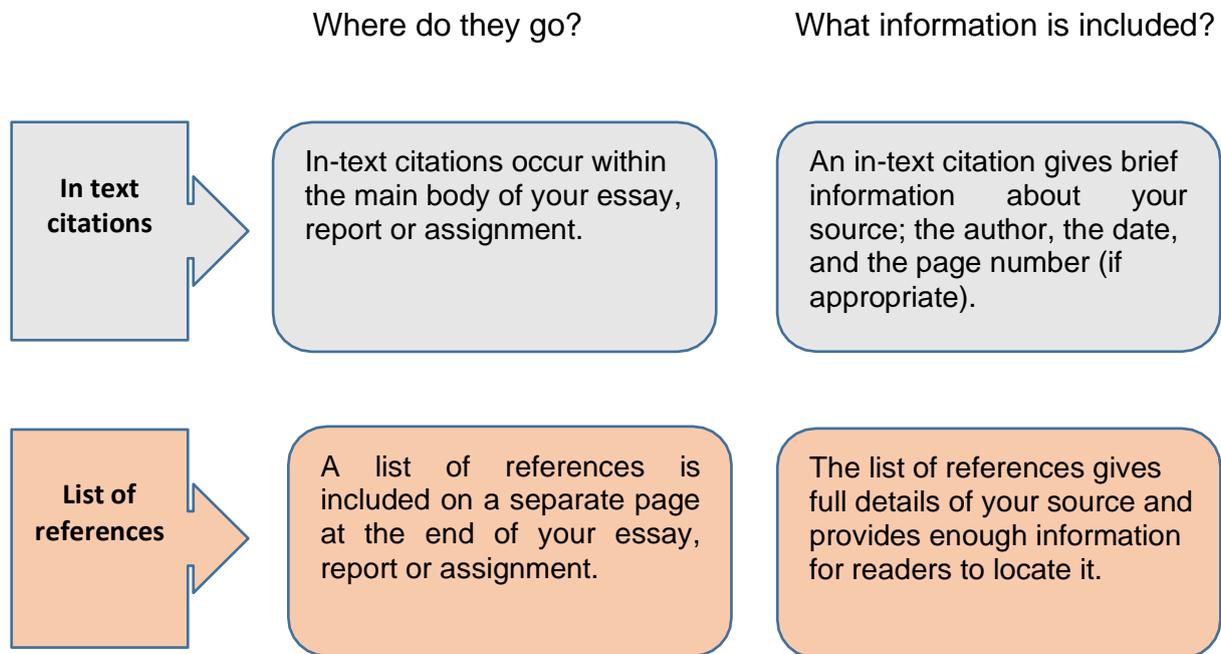
Why?

- The ideas and words you are using are not yours, but the intellectual property of someone else, and you must acknowledge this.
- Failure to acknowledge someone else's intellectual property in your work is regarded as ***plagiarism***, which is penalised by all TLC's, Internal Quality Assurers, markers and examiners.
- It shows the academic backing for your arguments, with evidence of the breadth and depth of your reading.
- It enables the reader to identify and trace the sources you have used for your ideas.
- Exposing the ideas of others in your field to critical examination is an integral part of the academic method. Citing and referencing provides the necessary structure for this process.

How do I do it?

There are several referencing systems in existence: Within FW Solutions, the approved system is the standard Harvard system.

There are two elements to the Harvard system:



How to create in-text citations

Within your text, within brackets:

- Give the author's surname, or the corporate author, organisation, artist, or editor if there is no author (e.g. Smith, Microsoft, Scottish Government).
- Give the year the source was produced (e.g. 2006).
- Give the page numbers if you QUOTE, PARAPHRASE or SUMMARISE words or ideas on a specific page of the source. However, if you are summarising what an author has argued in an entire book or article, you do not need to give page numbers.
- If you have used the author's name in the sentence, there is no need to put in the brackets; just the year and page number, if appropriate.

Examples

Quoting directly:

Aitken argues that land fill sites are “not cost efficient” (2006: 48).

Paraphrasing:

Aitken argues that land fill sites are expensive and inefficient (2006: 48).

Summarising an entire book or article:

A recent study reveals new information about child poverty in Scotland (Weir 2007).

Resources with three authors

There is some opposition to Britain’s future adoption of the euro (Cox, Patel, and Pavliotis 2004).

Resources with more than three authors:

Fletcher et al. (2006: 88) suggest that in this century global climate change has caused billions of dollars’ worth of damage.

How to create a list of references

Your list of references should contain all of the sources that you have cited in your work and should appear on a separate page at the end of your essay or assignment.

The list of references is organised alphabetically according to the surname of the author or corporate author. Guidance is given below on how to reference the most common resource types. Detailed information on all aspects of citation and referencing using the Harvard system, including examples of difficult-to-reference sources, are shown within this guide

	Information to include	Format	Examples
Book	<p>Surname and initial of author or editor</p> <p>Year that the work was published</p> <p>Title and edition number</p> <p>Place of publication</p> <p>Publisher</p>	<p>Author, A. (year of publication) <i>Book Title</i> Nth edition. Place of publication: Publisher</p>	<p>Ball, M. (1997) <i>Consulting with Parents: Guidance for practice</i> 2nd edn. Edinburgh: National Press</p> <p>David, T. (ed.) (1993) <i>Educating our Children: European Perspectives</i>. London: Chapman Publishing</p>
Website or we resource	<p>Surname and initial of author or corporate author</p> <p>Year site was published / last updated</p> <p>Title of website or resource</p> <p>Full web address (the URL)</p> <p>Date you accessed the site/resource</p>	<p>Author, A. (year of publication/ update) <i>Website or Resource Title</i> [online]. Available from <URL> [Day Month Year]</p>	<p>Holland, M. (1996) <i>Using the Harvard system</i> [online]. Available from <http://www.bournemouth.ac.uk/servicesdepts/lis/LISpub/harvardsyst.htm> [16th Dec 2009]</p>
Journal article	<p>Author(s) in the order they are given in the journal</p> <p>Year the journal was published</p> <p>Title of article</p> <p>Title of journal</p> <p>Journal volume and issue number</p> <p>Page numbers of the article</p>	<p>Author, A. , Author, B. (year of publication) 'Article Title'. <i>Journal Title</i> volume number (issue number), page number</p>	<p>Potter, F. (2005) 'White noise and particle behaviour'. <i>Journal of Mathematics and Physics</i> 2 (1), 67-81</p> <p>Valentine, S., Varca, P., Godkin, L. and Barnett, T. (2010) 'Positive Job Response and Ethical Job Performance'. <i>Journal of Business Ethics</i> 91 (2), 195-206</p>