Referencing, Plagiarism & Managing Sources

A Quick Guide to Basic Referencing

Elements of a citation

a) The information from the original source.
b) An insertion into the text which directs the reader. This is the in-text citation
c) A comprehensive list detailing all the sources used.

For example:

“The ‘Golden Rule’ of referencing is to give the reader enough information to help them easily and quickly find the source you have cited. If they wanted to look at your source and check it for themselves, could they find it easily with the information you have supplied?” (Neville, 2007, p. 8.)

Reference list

Harvard system
The author’s name and the year of publication appear after the source in the text.

For example:

In a recent study (Smith 1996) the solution was shown to be…
OR
In a recent study Smith (1996) argued that…

Example
In 1988 the Policy Studies Institute published a study on the consequences of the UK keeping British Summer Time during winter (by not putting the clocks back in October in one year) but still putting clocks forward in the subsequent spring, thus putting the UK one hour ahead of Greenwich Mean Time in the winter and two hours ahead in summer (known as “Single/Double Summer Time”) (Hillman, 1988). This study and a just published study of the specific effects of such a move on Scottish life point to a wide range of advantages (Hillman, 2010).

References

(Extract from: Mayer Hillman. More daylight, better health: why we shouldn’t be putting the clocks back this weekend. BMJ 2010;341:c5964. Available at: http://0-www.bmj.com.wam.leeds.ac.uk/content/341/bmj.c5964.full. Accessed 1 November 2010.)
Harvard arranges the reference list in **alphabetical order** of authors’ names

- Author’s name
- Year of publication
- Title in italics
- Volume or edition number (if applicable)
- Place of publication
- Publisher

For example:


**Summary**

- Make sure you know the referencing style required by YOUR department
- Download and carefully read the appropriate referencing guide (see link below)
- Be sure to reference all of your sources
  - Provide a citation in the text when quoting a sentence or passage from a book, journal or other source (that is, copying the exact words from the source – and you must put these words in “quotation marks”.)
  - Provide a citation in the text when putting into your own words, or paraphrasing, specific material from a specific source
  - Provide a list of references at the end of your work containing full bibliographic details of ALL of the sources cited in the text

- Check your referencing carefully – make sure there is an entry in the reference list for every in-text citation - and vice versa – and that you have formatted everything according to the rules for your department – note that fonts, punctuation etc. must all be exactly as given in the appropriate referencing guide

**Resources**


Library guides to citation and referencing available at [http://www.brad.ac.uk/library/help/referencing/](http://www.brad.ac.uk/library/help/referencing/)