

Referencing - Section 1

The Basics

At university, you are required to write about what others have found and argued...and yet... your tutors will tell you that they want you to think for yourselves and come up with your own ideas and interpretations.(Norton and Pitt 2009: 78)

It is important to make clear in your writing when you have quoted from or used information or ideas from another writer or speaker. To do this you need to adopt a referencing system and use it consistently.

Section outline

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1 Which style?

Your tutor or course handbook will tell you which style to use – this guide is based on the Harvard style, which is the most commonly used at Falmouth. (You might also come across MHRA and MLA). Unlike some other styles, Harvard does not have a “rule book” and there are a number of variations on the style (I have called them versions) but these are mostly just differences of formatting and punctuation – the basic information remains the same.

2 Which version of Harvard?

No particular version of Harvard is better than any other - the most important thing is to be consistent with the style that you adopt. Check your course handbook for more information. For example, in some versions, the date of publication is in brackets but in others it is not. Some versions show the first names of authors in full, others use just initials.

3 Harvard at University College Falmouth

Some of the courses at UCF have their own guidelines to Harvard. Check your Learning Space or ask your tutor if you are not sure. ASK Academic Skills provide information about a generic UCF style which many of the courses use. If in doubt, this is a safe and consistent style to use.

4 When you need to reference

When you are writing an essay, report or dissertation you will be referring to sources of ideas and information (which could be articles, books, documentaries, reports, artworks, etc.).

You must include a full reference for each source which gives details of the work so that your reader can locate the source. As shown in the example on the next page, this means that you must include:

- the author's name
- the year the work was published
- the title
- the place where the work was published
- and the publisher

Tip: remember to record all these details when you are using a source – trying to find them just before your essay deadline can be very frustrating!

All this information takes up space and so it is not all included in the main part of the essay or report. Instead all sources are listed alphabetically (by author) at the *end* of your work in a List of References.

5 Where – Citation and Reference

There are two places in your work where you put information about a source:

- the citation – the author's name, year (that the work was published) and the page number. You type this in the body of your essay when you quote from a source. It directs the reader to:
- the List of References – this comes at the very end of your work and here you type a list of all your references. The list should be in alphabetical order and show all the details about each source.

6 Citation in the text

Below is an example of "in-text citation" from a book. The exact words have not been copied, but the ideas have been summarised.

For Klimt the traditional distinction between artist and craftsman was an artificial one (Vergo 1993: 38).

Author's surname date: page

Punctuation brackets: colon

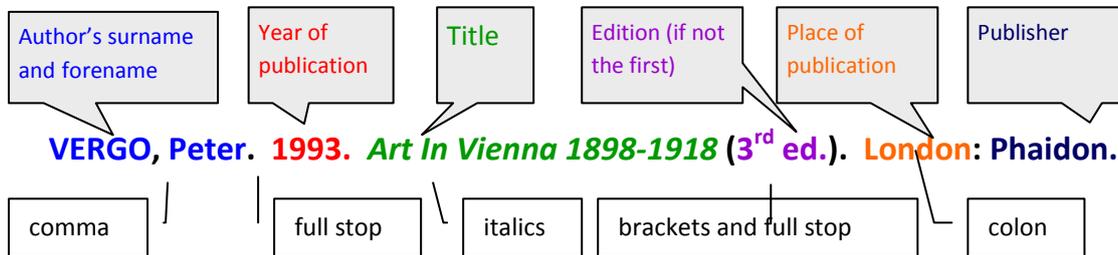
(full stop comes after the brackets)

You should add the page number if you have taken the idea from a particular place (as opposed to a more general summary of the ideas behind the whole book / article / etc.).

7 List of references

The grey boxes show the information you need to gather from each book you refer to. You should

be able to find all you need at the front of the book, on the page opposite the contents page. The layout below shows how you should set out the reference in the **List of References** at the end of your work.



This example refers to a book with a single author. This is the basic pattern for all references. Things get a bit more complicated for some sources but, don't worry, our guidelines cover all the common sources you will come across. Once you become familiar with the principles, it is usually possible to work out a sensible solution for most source types. If you get stuck we can help you out; just email ask@falmouth.ac.uk or book to see an advisor via our Learning Space.

8 Basic principles – formatting of the reference

Author's name comes first, in capital letters – then comma- f followed by their forename or initial – then full stop and space eg VERGO, Peter.

Date of publication – full stop and space eg 1993.

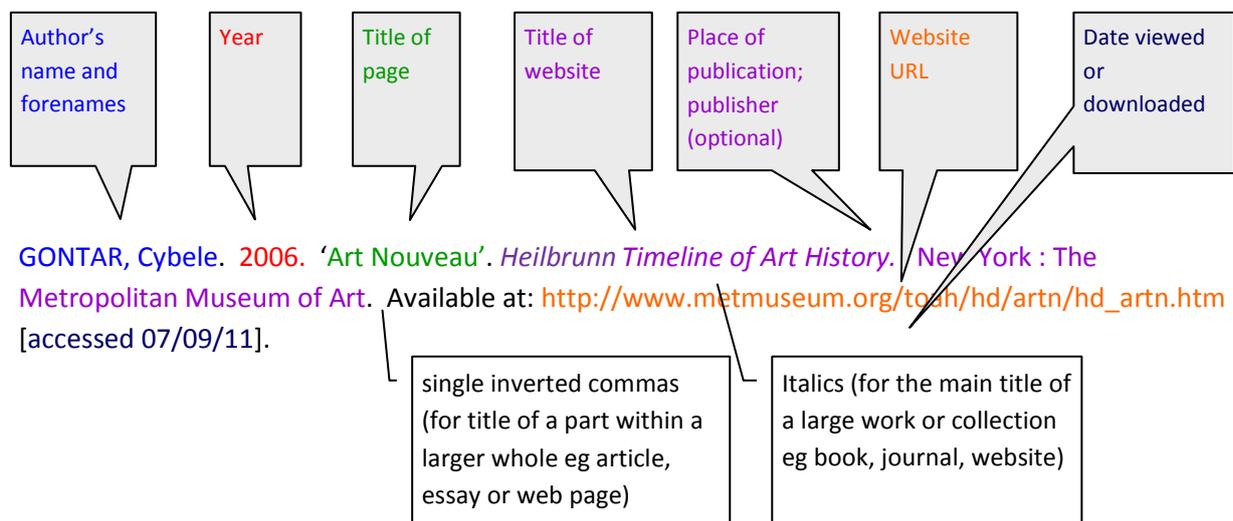
Title of work – in italics (Edition number (but not if first edition) – in brackets) then full stop and space eg *Art in Vienna 1898-1918* (3rd ed.).

Place of publication – followed by colon: Name of publisher – then full stop. London: Phaidon.

For lots of examples of citation and referencing, see sections 2 and 3 of the referencing guides

9 Web pages

Good websites will give you the name of an author; this could be at the top or bottom of the page and is often next to the © symbol. You should use the author's name in the citation, just as you would for a book (more information on referencing online sources in section 2)



Author's name comes first, in capital letters – then comma - followed by their forename or initial – then full stop and space eg **GONTAR, Cybele**.

Year (in which page was created) followed by full stop and space eg **2006**.

Title of webpage (look at the top of the page) in single inverted commas followed by full stop and space. '**Art Nouveau**'.

Title of website – in italics then full stop and space *Heilbrunn Timeline of Art History*.

(optional – if known, you might want to include information about the place of publication and the publisher – follow the pattern set in the book example)

Available at: followed by the full web address; eg
http://www.metmuseum.org/toah/hd/artn/hd_artn.htm

In square brackets, accessed plus the date you viewed or downloaded the page followed by full stop eg [accessed 07/09/11].

10 Academic Integrity and Plagiarism

Academic knowledge advances as writers build upon what has gone before acknowledge their sources of information and inspiration. This means that when you use information or ideas from a source, you give credit to the person who “owns” or originated that work or idea. If you deliberately copy someone else's work (even if it is not word for word) and fail to acknowledge the source, this is known as plagiarism. Plagiarism goes against the spirit of academic endeavour and is seen as dishonesty. If you are thought to have plagiarised some or part of your work, you will be marked down and receive a warning or, in extreme cases, be expelled from your course. It is possible to plagiarise accidentally – this is sometimes called ‘technical plagiarism’ – and although it is a less serious offence, there are still penalties. Being familiar with and practised at referencing can protect you from any accusations of technical plagiarism.

The important point is not to put ideas or the expression of ideas into your writing that come from something you've read without acknowledgement. Questions you might ask yourself about your writing are:

- Is that a rephrasing of something I read?

If so, you need to cite and reference the source.

- Is what I wrote a development of or a new way of interpreting something I read?

In this case, you should phrase your writing and place your citation so that it is clear what part of your idea comes from the source and what part is your own. For example:

Richard Jefferies should be linked to the tradition of utopian thought (Ebbatson 1971), but his utopia belongs to the sphere of culture rather than nature.

- Does this idea ‘belong’ to the author I read, or is it commonly accepted?

You do not need to cite Newton every time you refer to gravity; some knowledge is established enough to be public. However, it is easy to read a claim and be so persuaded that it's true that you assume everyone knows this. If in any doubt, cite the source and you will be safe. Providing sources (so long as they are credible) will only make your writing stronger.

For more information about including quotations in your text – [Section W1 Using Sources](#)

List of References

NORTON, Lin and Edd PITT, with Kathy HARRINGTON, James ELANDER and Pete REDDY. 2009. *Writing Essays at University*. London: WriteNow CETL.