

Citing References & Avoiding Plagiarism

Universum College

Author: Alban Asllani



**K O L E G J I
UNIVERSUM**

Citing References & Avoiding Plagiarism

Why should I cite my references?

- Referring to your source material gives authority to your work and demonstrates the breadth of your research
- Your list of citations will enable readers of your work to find the information sources for themselves
- Failure to credit sources of information used for an essay, report, project, journal article or book constitutes plagiarism, and for this you may be penalised. Universum College policy on **plagiarism** is stated in the Academic Misconduct document.
- Students should be aware that Universum College takes cases of plagiarism very seriously and students can be expelled.

Referencing styles

The two main standard systems for citing references correctly are the Harvard or author/date system and the Vancouver or footnotes/endnotes system, otherwise known as the numeric system. There are variations on both types, and at Universum College we allow you to use whichever system you prefer. However, it will be wise for you to check with your professor what referencing system they ask of you to use when completing your assignments, essays, reports, plans or dissertations.

In journal publishing, versions of both the Harvard and the Vancouver systems are widely used according to the "house style" outlined in the journal's "Instructions to Authors".

For electronic sources standards are still being developed but as with any other system, consistency is the essence.

Harvard System

- Known as the 'author and date' system, references made in the text are listed in alphabetical order by the surname of the first author in the bibliography at the end of the text. N.B. if the author is unknown you should use "Anon."
- At every point in the text where a particular item is referred to, include the author's surname and the year of publication in brackets along with page numbers if you are quoting these specifically
- If there is more than one work by a given author from the same year you can differentiate between them by adding "a", "b" etc. after the year within the brackets
- For up to three authors include all names; if there are more than three, give the first author's surname and initials followed by et al.
- Periodical titles are usually spelt out in full

e.g.

Reference within essay:

In his survey of the financial benefits that the companies bring to an economy, Bloggs (Bloggs 1998) refuted that...

Entry in bibliography:

Bloggs, B. ,1998. Financial Benefits and MNEs. London : Tadpole Press.

Vancouver System

- Known as the “numeric” or the “footnote/endnote” system; references are numbered consecutively in the order in which they are first cited in the text.
- At every point in the text where a particular work is referred to, include the number of the reference in brackets
- For up to six authors include all names; if there are more than six, give the first six authors' surnames and initials followed by et al.
- Periodical titles are commonly abbreviated

e.g.

Reference within essay:

In his survey of the financial benefits that the companies bring to an economy, Bloggs (1) refuted that...

Entry in bibliography:

1. Bloggs, B. Financial Benefits and MNEs. London : Tadpole Press, 1998.

How to reference books in bibliographies

Reference elements are arranged according to the system being used, followed by examples:

Harvard

Author surname/s, initial/s. (ed. or eds. if editor/s). Year of publication. Title. Place of publication : Publisher.

e.g.

- Dawkins, R., 1986. The blind watchmaker. Harlow: Longman.
- Osborne, K. ed. 1995. Stonehenge and neighbouring monuments. London : English Heritage.

Vancouver

Author surname/s, initial/s. (ed. or eds. if editor/s). Title. Place of publication : Publisher, Year of publication.

e.g.

- Dawkins, R. The blind watchmaker. Harlow: Longman, 1986.
- Osborne, K. ed. Stonehenge and neighbouring monuments. London : English Heritage, 1995.

How to reference chapters/papers in bibliographies

Reference elements are arranged according to the system being used, followed by examples:

Harvard

Author/s surname, initial/s. Year of publication. Title of chapter/paper. Editor's/Editors' initial/s and surname/s (ed. or eds.), *Title of book it appears in*. Place of publication : Publisher.

- Scragg, D. G., 1991. The nature of Old English verse. In: M. Godden and M. Lapidge, eds., *The Cambridge companion to Old English literature*. Cambridge : Cambridge University Press.

Vancouver

Author/s surname, initial/s. Title of chapter/paper. Editor initial and surname (ed. or eds.), *Title of book it appears in*. Place of publication : Publisher, Year of publication.

- Scragg, D. G. The nature of Old English verse. In: M. Godden and M. Lapidge (eds.), *The Cambridge companion to Old English literature*. Cambridge: Cambridge University Press, 1991.

How to reference journal articles in bibliographies

Reference elements are arranged according to the system being used, followed by examples:

Harvard

Author surname, initial. Year of publication. Title of article. *Full journal title*, Volume number, (Issue number): Page numbers.

e.g.

- Greenhalgh T. 1997. How to read a paper : the Medline database. *British Medical Journal*, 315 (7101): 180-183.

Vancouver

Author surname, initial. Title of article. *Abbreviated journal title*. Year; Volume number; Issue number: page numbers.

e.g.

- Greenhalgh T. How to read a paper : the Medline database. *BMJ*. 1997; 315 (7101): 180-183.

How to reference theses in bibliographies

The reference needs to include information in the following arrangement for the Harvard System but the date needs to move to the end if you are using the Vancouver System:

Matthews, V.C. 1998. The true self-knower : Central themes in Iris Murdoch's moral philosophy. Ph.D. thesis, King's College, University of London.

How to reference electronic source materials in bibliographies

Electronic journal articles are usually the same as their hard-copy versions so these should be cited in the same way but recommendations on how to cite other material vary so see the following websites for 3 different sets of recommendations and use whatever your department recommends:

Modern Language Association. How do I document sources from the Web in my works-cited list?

September 8 2006 http://www.mla.org/style_faq4

American Psychological Association. Reference Examples for Electronic Source Materials. Retrieved September 8 2006 from <http://www.apastyle.org/elecsource.html>

Modern Humanities Research Association. MHRA Style Guide. 2002

<http://www.mhra.org.uk/Publications/Books/StyleGuide/StyleGuideV1.pdf> [Accessed September 8 2006] (Online Publications)

How to reference e-mails in bibliographies

The reference can include information in the following arrangement:

Author's name (e-mail address). Title of e-mail highlighted, italicised or in quotation marks. E-mail to....(e-mail address). Date sent.[Accessed date]

e.g.

Goskar, T. (t.goskar@wessexarch.co.uk) "Wessex Archaeology Press Release: Builders of Stonehenge found." E-mail to Britarch mailing list (britarch@jiscmail.ac.uk.). Mon, 21 Jun 2004. [Accessed September 8 2004].

Some Standard Abbreviations

Anon.	unknown author
c., ca.	circa, for approximate dates
cf.	compare with
chap.	chapter
ed., eds.	editor, editors
et al.	and others (et alii or et alia)
ibid.	in the same work cited just above (ibidem)
loc. cit.	in the place (or work) cited (loco citato)
n.d.	no date
n.s.	new series
s.l.	no place of publication (sine loco)
s.n.	name of publisher unknown (sine nomine)
op. cit.	from the same source as one cited previously (opere citato)
p., pp.	page, pages
proc.	proceedings
repr.	reprint
rev.	revised e.g. rev. ed.
supp. or suppl.	supplement
trans.	translator

Tips for avoiding plagiarism

- Cite all your sources, whether you have read or heard them
- Keep full records of every source of information you use
- Place quotation marks around any words you copy verbatim and credit the source
- Use your own words when summarising or paraphrasing someone else's words

Further reading and references:

The following sources were used to compile the above together.

- <http://www.ucl.ac.uk/current-students/guidelines/plagiarism>
- <http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOf fences-Plagiarism.htm>
- <http://yalecollege.yale.edu/content/cheating-plagiarism-and-documentation>
- <http://www.keele.org.uk/docs/guidetoregs.pdf>
- <http://plagiarism.org/>
- <http://plagiarism.org/citing-sources/overview/>
- <http://plagiarism.org/ask-the-experts/overview/>
- <http://plagiarism.org/resources/overview/>

FURTHER INFORMATION AND HELP FOR STUDENTS:

- Please consult with your lecturer
- Please consult with the Career Office
- Please consult with your colleagues
- Please consult with the Quality Assurance office
- Please search the following websites for more information:
 - <http://plagiarism.org/>
 - <http://plagiarism.org/citing-sources/overview/>
 - <http://plagiarism.org/ask-the-experts/overview/>
 - <http://plagiarism.org/resources/overview/>

FURTHER INFORMATION AND HELP FOR LECTURERS:

- Please consult with the Quality Assurance office
- Please search the following websites for more information:
 - <http://plagiarism.org/>
 - <http://plagiarism.org/citing-sources/overview/>
 - <http://plagiarism.org/ask-the-experts/overview/>
 - <http://plagiarism.org/resources/overview/>