

Referencing (Harvard APA 6th)

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Study Skills

Based on the library's guidelines as
updated 2013

What is plagiarism?



- Using the work and/or ideas of another person, but passing them off as your own
- It can be deliberate (copying, buying essays and cheating)
- It is usually accidental, due to incorrect referencing

When should we reference?

Get your phones or tablets out!

Go to: <https://kahoot.it>

Enter Game-Pin

Enter a nickname and click on 'Join game'



Why do we need to reference?

- To show where an idea, theory, quote, graph etc has come from
- To give the author credit for their work
- Lets the reader easily find the work you are discussing
- To show you have researched the topic



Harvard APA (6th) is an 'author-date' style – it's a way of setting out this information

Where might these ideas come from?



- Books
- Journal articles
- Newspapers & magazines
- Websites
- Electronic books & journals
- Conference proceedings
- Government or organisational publications
- ...

Where do we reference?



- Within the text, each time you use an author's work (citation)
- At the end of your assignment, in a "reference list"

Where do I start?

When you are reading for your course, make a note of:

- Author
- Date of publication
- Title of book, article, journal
- Publisher
- Place of publication
- Website and date you accessed it
- Page numbers, editors, edition numbers if relevant
- DOI (digital object identifier) if there is one



Where do I find this information?



Books – look inside the front cover, at the first few pages

Journals – look on the first page of the article

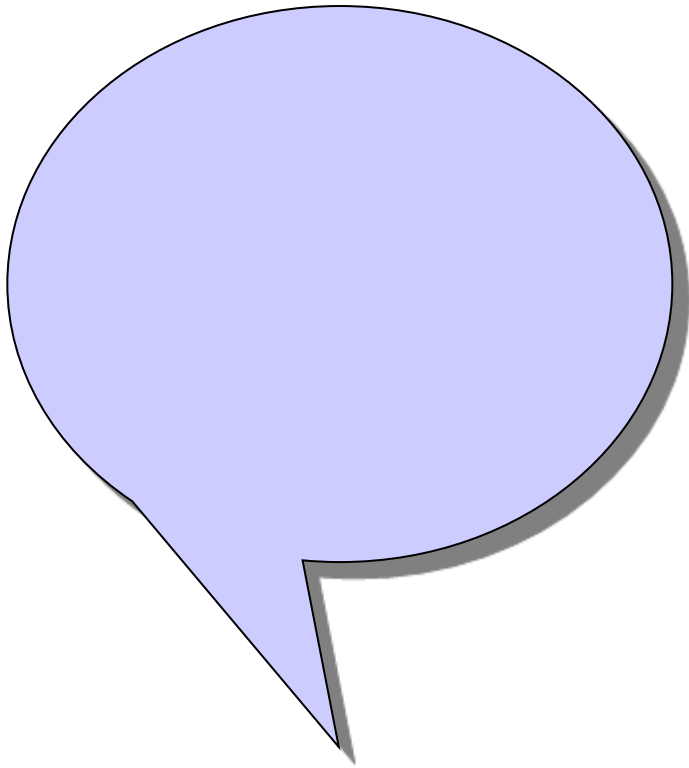
Websites – look for author names, dates written (or updated) as well as the website address

Referencing within the text

- In your essay or report, you need to say where every idea or theory has come from (citation)
- Even if you have paraphrased something, you must give the author credit for their work



Quotes



- A direct quote is when you use the exact words the author used
- It must appear in quotation marks
- You must write the author's surname, the year of publication and the page number after the quote

Quotations - some examples

- “The material at this site suggests that a settlement has been present at this location since around 1500 BC” (Brown, 2005, p.23).
- The excavation showed that the settlement has existed “since around 1500 BC” (Brown, 2005, p.23).

Paraphrasing

- Paraphrasing is when you change the wording of a sentence or restructure an argument
- You must still say where the idea came from – even if the words are different, you are still using someone else's work



- Brown (2005) suggests that there has been a settlement in this area since approximately 1500 BC.
- It is possible that there has been a settlement in this location for around 3500 years (Brown, 2005).



Page numbers



- Page numbers help the reader to find exactly where the quote or idea came from
- You **MUST** include page numbers for direct quotes
- You can also include them for paraphrased information but don't have to

Paraphrasing / summarising

- Look at the following slide
- How could you paraphrase or summarise this in your assignment?
- Then look at the 2 examples given – are they good or bad?



Ogden, J. (2000). *Health Psychology: A Textbook*. (2nd ed.).
Buckingham: Open University Press.

“Increases in the prevalence of obesity coincide with decreases in daily energy expenditure due to improvements in transport systems, and a shift from an agricultural society to an industrial and increasingly information-based society.”

Quote appears on page 132.

One example...

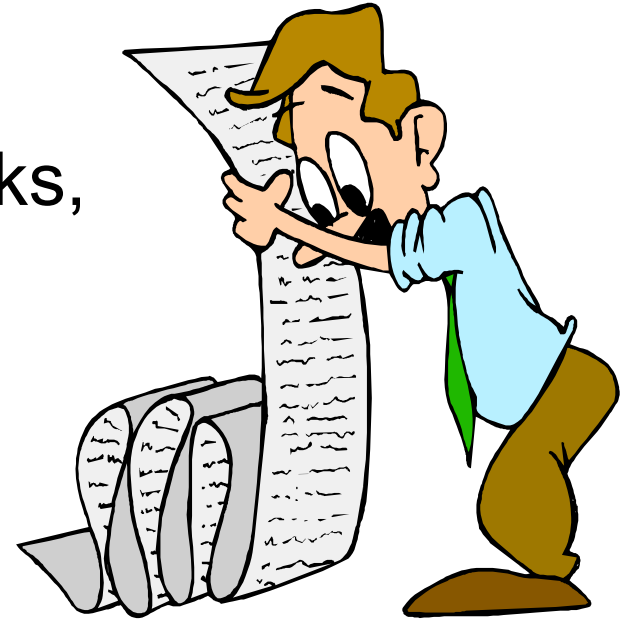
- “Increases in the prevalence of obesity coincide with decreases in daily energy expenditure due to improvements in transport systems, and a shift from an agricultural society to an industrial and increasingly information-based society.”
- Decreases in daily energy expenditure have led to increases in the prevalence of obesity. This is due to the change from an agricultural society to an industrial society, and improvements to transport systems.

Another example...

- “Increases in the prevalence of obesity coincide with decreases in daily energy expenditure due to improvements in transport systems, and a shift from an agricultural society to an industrial and increasingly information-based society.”
- As occupations have changed over time from agricultural to industrial, so the levels of energy used by individuals each day have declined. This has led to higher levels of obesity in society (Ogden, 2000).

Reference list

- Don't separate your list into books, journals etc
- Your list must be in alphabetical order by surname of author
- Each individual reference appears once in the list, even if you have used it several times within the text
- You must include everything you've used in the assignment



Remember...

- You can refer to each author more than once
- You can use a source in more than one assignment, but don't self-plagiarise
- You need to use a good range of sources
- Don't just rely on the reading list – you need to find other sources for yourself



Books

In your reference list you would write:

Russ, M. L. (2008). *Sound synthesis and sampling techniques*. Oxford: Focal Press.

In the text you would write:

All synthesizers are very similar in their concept (Russ, 2008).

Or:

Russ (2008) shows that synthesizers are very similar in their concept.

Editor or author?

- If you have used a chapter written by Adams in a book edited by Malik, reference it like this:
- Adams, J. (2001). Carbon dating. In M. Malik (ed.), *Dating Techniques* (pp. 38-49). Oxford: University Press.
- (Remember to refer to Adams in your essay, not Malik)

The role of higher education skills and support in graduate self-employment

Francis J. Greene^{a*} and George Saridakis^b

^a*Centre for Small and Medium Sized Enterprises, Warwick Business School, Coventry, UK;*

^b*Loughborough University Business School, UK*

This article examines the career progression of self-employed graduates immediately following graduation and four years subsequently. Using a career socialization theory specific to entrepreneurial settings, it links the role of skills acquired in UK higher education courses and the use of support with self-employment outcomes. Using a wide range of controls (e.g. individual background, prior education, career orientations), the article finds that higher education is initially important in supporting graduate self-employment, but that this support decays in value.

Studies in Higher Education

Vol. 33, No. 6, December 2008, 653–672

Journal articles (print version)

- **In the reference list you would write:**

Greene, F. J., & Saridakis, G. (2008). The role of higher education skills and support in graduate self-employment. *Studies in Higher Education*, 33(6), 653-672.

- **In the text you would write:**

Greene and Saridakis (2008) argue...

Or:

...(Greene & Saridakis, 2008).

Electronic journal articles

- **If there is a DOI (digital object identifier):**

Greene, F. J., & Saridakis, G. (2008). The role of higher education skills and support in graduate self-employment. *Studies in Higher Education*, 33(6), 653-672. doi: 10.32.245/495739

- **If there is no DOI:**

Greene, F. J., & Saridakis, G. (2008). The role of higher education skills and support in graduate self-employment. *Studies in Higher Education*, 33(6), 653-672. Retrieved from www.jstor.org/

Up to 5 authors

- List them all the **first time** you mention them in the text

Smith (2012) argues...

Jones and Ali (2013) discuss...

Hussein, El-Khamlichi and Wong (2013) argue...

...(Hussein, El-Khamlichi & Wong, 2013).

- **In subsequent citations**, you may use 'et al.' when there are 3 or more authors

Hussein et al. (2013) discuss...

...(Jones & Ali, 2013).

...(Hussein et al., 2013).

6 or more authors

- You can use 'et al.' every time in the body of your essay

Keats et al. (2012) state...

Haque et al. (2013) argue...

In your reference list

- For up to 7 authors, list them all in your reference list

Smith, P. (2012). *A history of Birmingham*. London: Historical Press.

Hussein, A., El-Khamlichi, H.R., & Wong, P. (2013). *The Labour Party in the 21st Century*. Oxford: University Press.

Jasper, P., Garland, L., Saucere, K. L., Waugh, D., & Paulson, I. G. (2013). Can babies distinguish between red and blue? *Studies in Infant Vision*, 55(3), 235-245. doi: 10.14/342121.siv.3636

If there are 8 or more authors

- List the first 6, follow by a comma and 3 dots, then list the last author's name

Walker, S., Robins, J. L., Parker, C. H., Cruise, P. M. H., Martin, R. M., Barrington, F., ... Green, L. (2013). *Tin Mining in Cornwall*. Exeter: Sage Publications.

Internet sources

- Author (who wrote the website? Person or organisation?)
 - When was it written? ('page last updated')
 - Title of the page/article
 - Date you looked at it
 - Web address
-
- If you can't find enough information for your reference, question whether the source is good enough to use in your assignment!

Web pages

Nursing & Midwifery Council. (2010). Care and respect every time: What you can expect from nurses. Retrieved 10 June 2011, from <http://www.nmc-uk.org/General-public/Older-people-and-their-carers/Care-and-respect-every-time/>

Your turn!

- Look at the handout
- Can you write the reference (as it would appear in your reference list) for each of the sources?



- Blinkhorn, F. A., Weingarten, L., Boivin, L., Plain, J., & Kay, M. (2011). An intervention to improve the oral health of residents in an aged care facility led by nurses. *Health Education Journal*, 71 (4), 527-535. doi: 10.1177/0017896911412127

- Nursing & Midwifery Council. (2012). NMC welcomes two new Council members. Retrieved 1 August 2012, from <http://www.nmc-uk.org/Press-and-media/Latest-news/NMC-welcomes-two-new-Council-members>

Smith cited by Lucas

- You're reading a book by Paul Smith and he discusses work by Jane Lucas which you'd really like to use – what do you do?
 - You have 2 choices
1. Find the original book/article by Jane Lucas and use that (so your reference will be Lucas, not Smith)

2. If you can't find the original, you need to do something like this:

A study by Lucas (2002, as cited by Smith, 2006) showed that...

Or:

Smith (2006) discusses the work of Lucas (2002), which argues that...

(Remember to put Smith in your reference list)

Second or third edition?

- If the book you are referencing is a later edition than the original, you need to mention this. So, if you are using the 2nd edition of a book and that 2nd edition was published in 2005, your reference will be:

Gray, D. (2005). *Coaching Techniques* (2nd ed.). Cheltenham: Nelson Thornes.

Citing works by the same author from the same year

If you cited two books by T. Green that were both published in 2007, how would you make sure that the reader knew which was which in your reference list?

Use lower case letters to distinguish between them.

For example, in your references list:

Green, T. (2007a). *Computer game design*. London: Thames & Hudson.

Green, T. (2007b). *Game design*. Chichester: Wiley.

In the text, remember to refer to the right one, e.g.:

Green (2007b) argues that...

And finally...



- Start referencing correctly from the beginning of your course
- Make sure to tell the reader where the information you've used has come from
- It will become second nature!