

# HOW TO REFERENCE

## A GUIDE FOR STUDENTS

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This Guide shows you how to reference using the Harvard system in your academic written work at university. It starts by addressing why referencing is important. The issue of plagiarism is also addressed. Basic principles to adopt in referencing in the body of an essay/assignment are given and applied to an example. The Guide then turns to address how to reference in a reference list, adapting the same example.

### **WHAT IS REFERENCING?**

- Referencing is when you attribute the source of words, ideas and data you use to the author(s) whose work you have read.
- Referencing refers to other people's work which you directly quote from and other people's work whose words you use less directly.

### **WHY IS IT IMPORTANT TO REFERENCE PROPERLY?**

- It is vital to attribute sources throughout all assessments, so that you are not accused of plagiarism (see next section).
- Many different sources are available to be used nowadays (books, journal articles, videos, etc.). Authors whose work is not correctly referenced are more likely now than ever before to bring legal action if they find out that their words have been used improperly.
- If you do not reference properly, you could be accused of intellectual theft.
- Proper referencing encourages a good academic writing style.
- Out of respect for other people.
- Good referencing saves detailing in full the argument or information referred to. This can save on the word count.
- People reading your work may wish to follow up, out of interest, references you have used.
- You will be penalised if you do not reference properly.

### **WHAT IS PLAGIARISM?**

- Plagiarism is intellectual theft.
- Plagiarism is when the words and ideas of another author are used and the source is not acknowledged.
- Plagiarism most commonly happens when students copy words (sentences or whole paragraphs) and do not put them in quotation marks and do not name the author and full reference.

### **HOW IS PLAGIARISM VIEWED AT UNIVERSITY?**

- To pass off someone else's words as your own represents a serious breach of universities' academic irregularities policies.
- Plagiarism is considered very seriously.
- You could be removed from your programme of study if you are found to be guilty of plagiarism.
- In addition, copying another student's work and passing that off as your own is also considered an academic irregularity and is viewed extremely seriously.

Although you may wish to discuss the subject focus of an item of coursework with other students, the submitted piece must be independently written and entirely your own work (for example, choose your own quotations and examples to illustrate points made).

### **EXAMPLE - HOW TO REFER TO SOMEONE ELSE'S WORK**

The next few sections will illustrate how to refer to the following hypothetical original text in different ways and which ensure that the source is correctly referenced.

Repeat victimisation is both an effective crime prevention and crime reduction tool. Crime prevention opportunities are evident because the location and timing of future crimes can be predicted, by looking at the location and timing of past crimes. Crime detection opportunities are evident because it is known that the same criminals may return to a location which they have previously targeted (Jones, 2002, p.3).

### **WHAT IS THE CORRECT WAY TO QUOTE DIRECTLY?**

*Like this:*

Repeat victimisation is a tool which can be used to predict crime. It has been suggested that 'Crime prevention opportunities are evident because the location and timing of future crimes can be predicted, by looking at the location and timing of past crimes' (Jones, 2002, p.3)\*.

*Or like this:*

Repeat victimisation is a tool which can be used to predict crime. It has been suggested that 'Crime prevention opportunities are evident because the location and timing of future crimes can be predicted, by looking at the location and timing of past crimes' (Jones, 2002: 3)\*.

\* Both ways of referring to the page number are acceptable in any form of reference, i.e. in all the examples in the rest of this Guide. Just be consistent. If you decide to use the 2002, p.3 method, use throughout your piece of work. Similarly, if you decide to use the 2002: 3 method, use it throughout.

- Direct quotations should be used with single quotation marks.
- If the quotation is quite short (up to about 40 words), the quotation should appear in the middle of a sentence, as above.
- If the quotation is relatively long (more than 40 words), the quotation should be presented as an indented paragraph (see section immediately before this one). If you indent, you do not have to include quotation marks.

- If you want to exclude some words from the quotation, it is acceptable to do this providing you show that you have excluded some words by inserting three dots. In the example here, it is acceptable to write – It has been suggested that ‘ ... the location and timing of future crimes can be predicted, by looking at the location and timing of past crimes’ (Jones, 2002, p.3).
- Sometimes, words are emphasised by the author being quoted (*like this*, **like this**, or like this). You should include any emphasis which occurs in the original words. At times, you may wish to add your own emphasis. You can do this providing you say that you have added the emphasis, e.g. It has been suggested that ‘Crime prevention opportunities *are* evident because the location and timing of future crimes *can* be predicted, by looking at the location and timing of past crimes’ (Jones, 2002, p.3, emphasis added).

### AN EXAMPLE OF PLAGIARISM

The following are examples of **incorrect** ways of using someone else’s words. The problematic words have been underlined to show the reason why the format is incorrect:

*Like this:*

Repeat victimisation is tool which can be used to predict crime. It has been suggested that crime prevention opportunities are evident because the location and timing of future crimes can be predicted, by looking at the location and timing of past crimes.

- The words which are underlined have been copied directly from the original source and have neither been attributed to the author who first wrote them nor placed in single quotation marks.

*Or like this:*

Jones (2002) states that repeat victimisation is tool which can be used to predict crime. The author suggests that crime prevention opportunities are evident because the location and timing of future crimes can be predicted, by looking at the location and timing of past crimes.

- Once again, the words which are underlined have been copied directly from the original source and have not been placed in single quotation marks.

### WHAT IS THE CORRECT WAY TO PARAPHRASE THE WORDS OF AN AUTHOR?

If you are not quoting directly (as shown above) you should avoid using the same words as the original author and re-phrase using your own words and writing style. You then need to reference the original source as follows:

*Like this:*

Research evidence has shown that repeat victimisation can be used as both a crime prevention and crime detection tool (Jones, 2002, p.3).

### **WHAT IS THE CORRECT WAY TO REFER TO THE IDEAS OF AN AUTHOR?**

*Like this:*

Evidence from research on repeat victimisation has shown that some criminals target the same victim more than once (Jones, 2002).

- If there are other authors whose work supports the same theme, their names and years of publication should also be included, e.g. Evidence from research on repeat victimisation has shown that some criminals target the same victim more than once (Jones, 2002; Smith, 2000; Brown, 1998). The authors should appear in some order, e.g. publication date order, authors in alphabetical order. Just be consistent throughout the piece of work.

### **WHAT IS THE CORRECT WAY TO QUOTE WORDS FROM ONE AUTHOR WHICH ARE QUOTED IN A DIFFERENT AUTHOR'S WORK (SECONDARY REFERENCING)?**

*Like this:*

Repeat victimisation is a tool which can be used to predict crime. It has been suggested that 'Crime prevention opportunities are evident because the location and timing of future crimes can be predicted, by looking at the location and timing of past crimes' (Jones, 2002, p.3, cited in Brown, 2004, p.10).

### **WHAT IS THE CORRECT WAY TO WRITE A QUOTATION WITHIN A QUOTATION?**

*Like this:*

From a repeat victimisation perspective it has been argued that 'Crime prevention opportunities can be increased by looking at where crime has previously been concentrated and the "time course" of repeat victimisation' (Jones, 2004, p.9).

### **WHAT IS THE CORRECT WAY TO SET OUT A REFERENCE LIST?**

- The References should include all the items you have referred to in the body of the essay and entries should appear in **alphabetical order**, according to the author of the publication. **Do not separate different types of sources** (e.g. books, videos) into different lists.
- There should be a separate list (called a Bibliography) for items which you have read in preparation for the essay but not used. **In academic assignments, however, it is advisable that you only use a reference list, as**

all the sources you read should be selected because they are going to be directly useful in writing an assignment.

- All references should follow the Harvard system.
- If the example above was from a **BOOK**, this is how the book should appear in the reference list. Home Office publications and other reports should be written in the same way:

Jones, M. (2002) *Repeat Victimisation: Crime Prevention and Detection*. London: Sage

- If the **BOOK** was authored by a number of authors, all the authors should appear in the reference list:

Jones, M., Brown, K. and Smith, J. (2002) *Repeat Victimisation: Crime Prevention and Detection*. London: Sage

You can use the following format in the body of the essay itself: Jones, M. *et al* (2002).

- If the example above was from a **JOURNAL ARTICLE**, this is how the journal article should appear in the reference list:

Jones, M. (2002) 'Repeat Victimisation: Crime Prevention and Detection', *British Journal of Criminology*, 20(1): 1-10

- If the example above was from a **CHAPTER IN AN EDITED BOOK**, this is how the chapter should appear in the reference list:

Jones, M. (1998) 'Repeat Victimisation: Crime Prevention and Detection', in Brown, K. and Smith, J. (eds) *The Nature of Repeat Victimisation*. Oxford: Oxford University Press: 1-10

- If the example above was from a **NEWSPAPER ARTICLE**, this is how the article should appear in the reference list:

Jones, M. (2002) 'Repeat Victimisation: Crime Prevention and Detection', *The Guardian*, 6/11/98: 3

- If the example above was from a **WEB SITE**, this is how the web site should appear in the reference list:

Jones, M. (2002) Repeat Victimisation: Crime Prevention and Detection (Internet). Available from: [www.repeatvictimisation.com](http://www.repeatvictimisation.com). Accessed 7.11.02.

**Important:** All internet references should be referred to in exactly the same way as any other reference in your essay/assignment/project, i.e. in the example here, Jones (2002). You should not write the web-link in the body of the text, just in the reference list.

Sometimes you may choose to access a document on a website instead of obtaining a hard copy. When you do this, do not quote the website but the original source, e.g. if you accessed Jones, M. (2002) 'Repeat Victimisation: Crime Prevention and Detection', *British Journal of Criminology*, 20(1): 1-10 via the University website, do not refer to the University website but the original source.

Where there is/are no individual author/s, the reference should state the organisation as author. **Those without an author should be avoided.**

- If the example above was from a **PHD THESIS**, this is how the PhD thesis should appear in the Reference List:

Jones, M. (2002) *Repeat Victimisation: Crime Prevention and Detection*. PhD Thesis, Manchester University

- If the example above was from a **VIDEO**, this is how the video should appear in the reference list:

Jones Investigates (2002) *Repeat Victimisation: Crime Prevention and Detection*. London: ITV, 11<sup>th</sup> November. Video: VHS

- If you are including work from an **AUTHOR WITH MORE THAN ONE REFERENCE BY THAT AUTHOR IN THE SAME YEAR**, this is how the references should appear in the reference list:

Jones, M. (2002a) *Repeat Victimisation: Crime Prevention and Detection*. London: Sage

Jones, M. (2002b) 'Repeat Victimisation: Crime Prevention and Detection', *British Journal of Criminology*, 20(1): 1-10

Jones, M. (2002c) 'Repeat Victimisation: Crime Prevention and Detection', in Brown, K. and Smith, J. (eds) *The Nature of Repeat Victimisation*. Oxford: Oxford University Press: 1-10

**Note:** 2002a would relate to the publication from that year which was referred to first in your essay/assignment/project, 2002b the second, etc. You should refer to them in the essay/assignment/project in that way as well.

- **LAW REFERENCES**

Law sources are referenced differently. For relevant modules, you should seek advice.