

Study Skills Series

Referencing

Tracey McClean

2019



Why do you need to reference your work?

Academic writing is the ability to correctly reference your work. The reasons for doing this are as follows;

- The reader is able to locate the sources you used to inform your work.
- Your work will be based on sound theory, research and other forms of evidence and not just your own opinion. This will strengthen your analysis and your rationale for change.
- You need to acknowledge when you have used the ideas of other writers in your work. Failure to do so could result in plagiarism.

Who should read this guideline?

This is a quick reference version of the referencing guidelines produced by the Institute. These guidelines only cover the more common publications you are likely to use in your work. They should be used by any student undertaking a programme of study through the Institute. This includes both academic and vocational courses. Students undertaking academic courses will find the complete guidelines for referencing in their course handbooks. Those students undertaking vocational courses may obtain these complete guidelines from the Librarian.

Good quality references: Top tips!

There is a lot of information out there, however not all of it is good. So how do you make sure that what you choose to read is of a good quality?

1. Use text books to help you gain an overview of a topic; whilst they have their place textbooks tend to date quicker and are an interpretation of 'primary sources'. Ideally you need to read the primary sources yourself.
2. Make sure you know how to use the electronic databases to effectively and efficiently search the literature. This will save you a lot of time.
3. Avoid self-help websites endorsed by charities and other 'lay' groups. Whilst the information is useful it is not pitched at a level sufficient for the 'professional'.
4. Wikipedia and other similar sites should not be used as references as they are not adequately reviewed for accuracy.
5. Give yourself enough time to read widely and deeply, this will help you gain an in depth knowledge of the different opinions about the topic you are writing about

Now I have my information how do I use it?

There is often a temptation to directly quote from the article or book you have read. Direct quotes do have their place but ideally information should be put in your own words. This will demonstrate that you have understood what you have read.

Referencing in the text

All statements, opinions, conclusions etc. taken from another writer's work should be acknowledged, whether the work is directly quoted, paraphrased or summarised. This system applies for both written and electronic publications.

One author:

In a study by Bradbury-Jones (2007) researcher subjectivity was investigated

When an author has published more than one cited document in the same year these are distinguished by adding lower case letters after the year within the brackets. The lower case letters will appear within the text and on the reference list.

Burnard (2018a) wrote about communication for health professionals that

Burnard (2018b) stresses the importance of

It is also possible to cite a reference at the end of a sentence.

The importance of investment in children's mental health services is paramount (Walker, 2015).

Two authors

In the book by Huczynski and Buchanan (2013)

More than two authors

Benner *et al* (1996) conclude that

More than one citation within a sentence

list them all in the following form, by date and then alphabetically:-

There are indications that passive smoking is potentially threatening to the health.....
(Francome and Marks, 2017; Bunton, 2015; Lupton, 2000)

When quoting directly use quotation marks as well as acknowledging the author's name, year of publication and page number of the quote in brackets. Short quotations can be included in the body of the text:

Lock (2013) states that "project definition starts when the project is first conceived"(p.33).

Longer quotations should be indented in a separate paragraph and single spaced:-

Huczynski and Buchanan (2013) in discussing change management state that:

"The basic rules of change implementation are simple: clear benefits, strong leadership, powerful change agents, constant communication, employee engagement, short term wins and making sure that change is embedded into culture' (p623)

Listing references at the end of the text

The reference list should appear at the end of the work, but before any appendices. The list should be ordered alphabetically according to the surname of the first author of each publication. Do check that all the references in the text have been included in the list. The information you need to create a reference list should appear on the inside cover of the book, or beneath the abstract in the journal article.

A book– names of all authors, date, title in italics, (edition in brackets if not the 1st,) place of publishing, publisher. Note punctuation.

Lock, D. (2013) *Project Management*, 10th edition, Surrey: Gower Publishing Limited

A Journal– names of all authors, date, title of article, title of journal in italics, volume number, (part number in brackets), page numbers

Shuttleworth, A. (2005) Feeling the strain, *Nursing Times*, 101 (40), p 18-20

Secondary referencing

A secondary reference is one which has been used by the author of a paper you have read, however these should be avoided as much as possible.

In text:

Wick and Westley (1996) cited in Huczynski and Buchanan (2013) has argued that the culture of the organisation influences its ability to learn

In reference list:

Huczynski, A. and Buchanan, D (2013) *Organisational Behaviour*, 8th edition, Harlow: Pearson Education Limited

Referencing electronic sources

Many sources are accessed from the Internet. However you should select your material carefully to ensure only the most robust information is used to support your work. As stated previously electronic sources are referenced in the text in the same way as written ones i.e. the author(s) surname and year of publication.

However the reference in the reference list should include:

Author surname, Initial. (Year) Title of article. *Journal title* [online], Volume (part), location within the host. Available from: URL [Accessed date].

Snyder, M. (2001) Overview and Summary of Complementary Therapies: Are These Really Nursing? *Online Journal of Issues in Nursing* [online], 6(2), 31st May 2001. Available from: <http://www.nursingworld/ojin/topic15/tpc15ntr.htm> [Accessed 4th July 2001].