Referencing

When you are writing College assignments, your tutors may ask you to include a reference list or bibliography, quote other authors and not to plagiarise the work of others.

This guide will help you find out more about referencing correctly, using citations, creating your bibliography, and how to abide by copyright laws and avoid plagiarising.

There are many different referencing styles so check with your tutor first before using the examples in this guide.

Drop into a Learning Hub at any time to ask for help with your referencing. If we can’t see you straight away we will schedule a more suitable time. Feel free to bring your assignments with you.

Why reference?

- To avoid plagiarising
- To pass your essays and assignments
- To demonstrate that you have used a variety of sources during your research
- To tell your reader where to find your sources
- To back up your own points with recognised sources of information

What is a reference list?

A reference list is a list of all the sources you have referred to in the main part of your assignment and should be included at the end of your piece of work, immediately before your bibliography. Your reference list will include different types of sources like books, journals and websites. The sources are listed alphabetically by the first or main author’s surname and there are specific formats for listing the source details which are covered later in this guide.

What is a bibliography?

A bibliography is formatted in exactly the same way as a reference list. Unlike a reference list, a bibliography is a collection of all the sources you have used throughout, and in preparation for, your assignment. It is important you list sources you found that were relevant to your work, even if you don’t refer to them in your text. A bibliography is included at the end of your essay.

What is a citation?

A citation is a reference in the main body of your assignment which acknowledges the source of a quote, paraphrase or image. This is sometimes referred to as ‘in text’ referencing because the citations are in the main part of your assignment. All the authors who you cite should be included in your reference list and/or bibliography to give full details of the source material.
Summary of important terms

Source material is the book, journal, newspaper, website, blog entry, ebook etc. that you find supporting information and quotes in.

A quote is a piece of writing that is directly copied word for word from the source material.

Paraphrasing is using ideas from source material which you have put into your own words.

A citation is a way of showing within your text that the quote, paraphrase or image is someone else’s work.

A reference list is a list which only includes sources you have cited in your assignment (each of these will have a citation in the main body of text).

A bibliography is a list of all sources you have used in preparation for your assignment.

Referencing is a way of acknowledging other peoples’ work which you have used to do your assignment using citations, a reference list and bibliography (see diagram below).

When and how to use a citation

There are two main ways you can incorporate work by others into your assignment, both of which require you to include a citation.

Direct quotations: this is when you directly copy text word for word from another author’s work and use it in your assignment using quotation marks (“ ”). If the quote is two lines or less you can place it in the paragraph you are writing, but if the quote is longer than this, it should be in a separate paragraph.

Your citation for a direct quotation needs to include the author’s surname, the year the work was published and the page number where you found the quote (see below). For sources with no page numbers, such as websites, the citation should include the author’s surname and year published.

There are two different ways of incorporating a citation into your text. These are shown in the examples quotations below:
“Dundee is Scotland’s fourth largest city and is famous for jute, jam and journalism” (Lesson, 2002, p.125).

Lesson (2002, p.125) states “Dundee is Scotland’s fourth largest city and is famous for jute, jam and journalism”.

Paraphrasing or summarising: when paraphrasing you take the meaning of another author’s text and rewrite it in your own words and use it in your assignment (quotation marks are not required because it is not a direct quote).

Your citation when paraphrasing needs to include the author’s surname and the year the work was published. Remember you don’t need to include quotation marks when paraphrasing. Citations for paraphrased text can be formatted like this:

According to Lesson (2002) Dundee is renowned for jute, jam and journalism.

Dundee is renowned for jute, jam and journalism (Lesson, 2002).

Where to locate the information needed for referencing

The information you need for referencing a printed book is generally located on the front cover, spine and the first few pages. The images below show where the information is located for the following example:

The History of Dundee

Lucy Lesson

2nd Edition

Picture Books

Published by Picture Books
26 Highland Road
Dundee DD3 7FR, United Kingdom
Tel: 01382 834813
Email: info@picturebook.co.uk
http://www.picturebookltd.co.uk

© Copyright 2002 Lucy Lesson
First published 2000
Second edition 2002

British Library Cataloguing in Publication Data.
A catalogue record for this book is available from
the British Library.

Cover design by Smith Graphics
Produced by Picture Books for Dundee College
Printed and bound by Whirly Press, Dundee
Photography by Smith Photography

Dundee Library Cataloguing in Publication Data.
A catalogue record for this book is available from the Dundee Library.
The image below shows where the information is located for the following example website:


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What to do if information needed for referencing is not available

Occasionally you will come across sources that don’t have basic publication details. You must try as hard as you can to find the details, however, if you find yourself in this position there are a series of rules which you can follow to indicate the problem to your reader:

- If you cannot find the name of an author, corporate author or editor then you should write *Anon* (short for anonymous) in your reference list, bibliography and citation. If you are using a book compiled by numerous editors, like a dictionary or encyclopaedia, use the title of the book instead of an individual author.
- If you cannot find the name of the author but there is a corporate author (this is a common problem when referencing from websites) then use the corporate author name. The corporate author is the name of the company who published the article. For instance, if you are referencing from the BBC News website and there is no individual author stated, you would reference BBC News as the corporate author.
- If you cannot find a date for the article write *no date* in your reference list, bibliography and citations.
## Formatting a reference list, bibliography and citation in the Harvard style

The following tables show the information needed for referencing and how to format it for your **bibliography**, **reference list** and ‘in text’ citations. Please refer to the section about **citations** if you are unsure which format to use. Remember if you are **paraphrasing** you may not need to include a **page number** in your citation.

### Book

#### Reference list/ bibliography:

**Information needed:**
Author’s Surname, Initials., year published. *Book title*. ed. (if not the first) Place of Publication: Publisher.

**Example:**

**Citation:**
(Dummett, 1994, p.125)  
or  
Dummett (1994, p.125)

- **When placed after the book title ed. stands for edition.**
- **You only need to include an edition if the book is not the first edition.**

### Book with two or three authors

#### Reference list/ bibliography:

**Information needed:**
Author’s Surname, Initials. and Surname, Initials., year published. *Book title*. ed. (if not the first) Place of Publication: Publisher.

**Example:**

**Citation:**
(Bennett and Workman, 2002, p.35)  
or  
Bennett and Workman (2002, p.35)

- **For three authors, follow this format and add the third name.**

### Book with four or more authors

#### Reference list/ bibliography:

**Information needed:**
Author’s Surname, Initials. et al., year published. Book title. ed. (if not the first) Place of Publication: Publisher.

Example:

Citation:
(Bradley et al., 2000, p.35)
or
Bradley et al. (2000, p.35)

If your book has four or more authors, only include the author who appears first on the book followed by the Latin phrase et al. which means ‘and everyone else’.

Edited book where no individual authors are identified

Reference list/ bibliography:
Information needed:
Editor’s Surname, Initials., ed., year published. Book title. ed. (if not the first) Place of Publication: Publisher.

When referencing an editor include ed. (which stands for editor) after their initials.

Example:

Citation:
(Smith, 1997, p.26)
or
Smith (1997, p.26)

An edited book contains chapters written by different people. They have been collected into one book by an editor or editors.

Text within a book by a different author

Reference list/ bibliography:
This is also known as secondary referencing.

Information needed:
Text Author’s Surname, Initials., year published. Article/chapter title. In: Book Author/ Editor’s Surname, Initials., year published. Book title. ed. (if not the first) Place of Publication: Publisher. Pages.

Example:
You may also need to secondary reference text from a website, ebook or journal.

**Book with a corporate author**

**Reference list/ bibliography:**

Information needed:
Corporate Author, year published. *Book title*. ed. (if not the first) Place of Publication: Publisher.

Example:

**Citation:**
(United Nations, 1987, p.60)  
or  
United Nations (1987, p.60)

**Ebook**

**Reference list/ bibliography:**

Information needed:
Author’s Surname, Initials., year published. *Ebook title*. ed. (if not the first) [online]. Place of Publication: Publisher. Available at: web address [Accessed Date].

Example:

**Citation:**
(Lorio, 2001, p.5)  
or  
Lorio (2001, p.5)

**Journal article**

**Reference list/ bibliography:**

Information needed:
Author’s Surname, Initials., year published. Article title. *Journal Title*, volume number (issue number), page numbers.
Example:

Citation:
(Brown, 1998, p.215)
or

*If the journal article has four or more authors, list the names in the same way you would for a book with four or more authors.*

**Journal with no volume or issue numbers**

Reference list/ bibliography:

Information needed:
Author’s Surname, Initials., year published. Article title. *Journal Title*, Date Published, page numbers.

Example:

Citation:
(Parston, 2008, p.32)
or
Parston (2008, p.32)

*For single pages use p. and for multiple pages use pp.*

*If there is no individual author named use the title of the journal instead.*

**Electronic journal article**

Reference list/ bibliography:

Information needed:
Author’s Surname, Initials., year published. Article title. *Journal Title*, volume number (issue number), page numbers. Available at: web address [Accessed Date].

Example:

Citation:
(Smith, 2009, p.22)
or
Smith (2009, p.22)

*Only use this format if the journal is not available in hard copy, i.e. it is an online-only journal.*
# Newspaper article

**Reference list/ bibliography:**

**Information needed:**
Author's Surname, Initials., year published. Article title. *Newspaper Title*, Date published, page numbers.

**Example:**

**Citation:**

(Parker, 2010, p.10)

or

Parker (2010, p.10)

*If there is no individual author named use the title of the newspaper instead.*

# Dictionary or encyclopaedia

**Reference list/ bibliography:**

**Information needed:**
Editor’s Surname, Initials., year published. *Dictionary or encyclopaedia title*. ed. (if not the first) Place of Publication: Publisher.

**Example:**

**Citation:**


or


*If there is no editor named use the title of the dictionary or encyclopaedia instead.*

# Conference paper

**Reference list/ bibliography:**

**Information needed:**
Author’s Surname, Initial., year of publication. *Name of conference*. Dates on which the conference was held. Place of Publication: Publisher.

**Example:**
Some conference papers will have a corporate author.

**Unpublished work**

Reference list/ bibliography:

Information needed:
Author’s Surname, Initial., year of production. Title. Unpublished.

Example:

Citation:
(Dundee College, 2012, p.12)

or
Dundee College (2012, p.12)

Some unpublished works may have a corporate author.

**Essay, thesis or dissertation (academic submission)**

Reference list/ bibliography:

Information needed:
Author’s Surname, Initials., year degree awarded or submission made. Title. [Type of submission]. Name of College or University.

Example:

Citation:
(Roberts, 2009, p.68)

or
Roberts (2009, p.68)

**Lecture or lecture notes**

Reference list/ bibliography:

Information needed:
Lecturer’s Surname, Initials., year of lecture. Title of lecture/ lecture notes. [lecture/ lecture notes]. Name of College or University, Department of the Teaching Institution, Date on which the lecture was delivered.
Example:

Citation:

(Smith, 2012)
or
Smith (2012)

Moodle materials

Reference list/ bibliography:

Information needed:
Tutor’s or Author’s Surname, Initials., year published on Moodle. Title of notes or document. Name of the unit/subject. [online]. Available at: web address [Accessed Date].

Example:

Citation:

(Smith, 2010)
or
Smith (2010)

Standards

Reference list/ bibliography:

Information needed:
Author of standard, year of publication. Standard number with year. Title of the standard. Place of Publication: Publisher.

Example:

Citation:

(British Standards Institution, 2005)
or
British Standards Institution (2005)

Legal materials

Reference list/ bibliography:

Information needed:
Case Name, year of publication. Abbreviation for the series of case reports. Number of the first page of the
report.

Example:
*Carlill v Carbolic Smoke Ball Company*, 1893. 1 Q.B. p. 256.

Citation:
Carlill v Carbolic Smoke Ball Company (1893, p.260)
or(Carlill v Carbolic Smoke Ball Company, 1893, p.260)

**Official document, policy etc.**

Reference list/ bibliography:

Information needed:  
Author’s Surname, Initials., year published. *Title*. Reference number (if there is one). Place of Publication: Publisher.

Example:  

Citation:
(Dundee College, 2009, p.3)
orDundee College (2009, p.3)

Some documents and policies will have a corporate author.

**Website**

Reference list/ bibliography:

Information needed:  
Author’s Surname, Initials., year published online. *Article title/title of webpage (if no article title)*. [online].  
Website Name. Available at: web address [Accessed Date].

Example:  

Citation:
(Richardson, 2011)
orRichardson (2011)

Always insert the exact URL when referencing a web address. Remember, websites often don’t have page numbers.
# Website with a corporate author

**Reference list/ bibliography:**

**Information needed:**
Corporate Author, year published online. *Article title/ title of webpage.* [online]. Website Name. Available at: web address [Accessed Date].

**Example:**

**Citation:**
(BBC News, 2010)

or
BBC News (2010)

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# Blog

**Reference list/ bibliography:**

**Information needed:**
Author’s Surname or Username, Initials., Date Published Online. *Blog entry title.* [blog entry]. Blog Name. Available at: web address [Accessed Date].

**Example:**

**Citation:**
(Thomson, 2009)

or
Thomson (2009)

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# Learning Hub online database

**Reference list/ bibliography:**

**Information needed:**
Author’s Surname, Initials., year published. *Article title.* [online]. Title of Online Resource. Date Published. Available at: web address [Accessed Date].

**Example:**
Some online resources will have a corporate author.

**YouTube**

**Reference list/ bibliography:**

**Information needed:**
Screen name, year published online. *Video title*. [online video]. Available at: web address [Accessed Date].

**Example:**

**Citation:**
(DowningSt, 2008) or DowningSt (2008)

The screen name is the user who uploaded the video onto YouTube.

**Social networking site**

**Reference list/ bibliography:**

**Information needed:**
Author’s Surname, Initials., year posted. Subject of posting. *Title of social network*. [online]. Date of Posting. Available at: web address [Accessed Date].

**Example:**

**Citation:**
(Stirling, 2011)

or

Stirling (2011)

**Twitter**

**Reference list/ bibliography:**

**Information needed:**
Sender, year. Text of tweet. *Twitter*. [online]. Time of posting, Date of Posting. Available at: web address of tweet [Accessed Date].
Example:

Citation:
(DundeeUniv, 2011)

or
DundeeUniv (2011)

**Online map such as a Google map**

**Reference list/ bibliography:**

**Information needed:**
Corporate Author, year published online or copyright year. *Image details such as location (format if available).* [online]. Available at: web address [Accessed Date].

**Example:**

**Citation:**
Dundee College Gardyne Campus (Google Maps, 2013)

*Remember to include the copyright information next to the map. For example ©2013 Google*

**Personal email message**

**Reference list/ bibliography:**

**Information needed:**
Surname of the Sender, Initials., (sender’s email address), Date Sent. *Message subject*. Personal email to Surname, Initials., (recipient’s email address).

**Example:**
Scott, P., (paulscott@dundeecollege.ac.uk), 12 April 2009. *Removing rubbish from the library*. Personal email to Jones, J., (j.jones@dundeecollege.ac.uk).

**Citation:**
(Scott, 2009)

or
Scott (2009)
Computer game or programme

Reference list/ bibliography:

Information needed:
Corporate Author, year of publication. Game title. [game]. Place of Publication: Publisher.

Example:

Citation:
Game Design (2013)
or(Game Design, 2013)

Podcast

Reference list/ bibliography:

Information needed:
Author’s, Host’s or Producer’s Surname, Initials., year of podcast. Title of podcast. [podcast]. Title of Podcast Show. (if different from title of podcast) Title of Larger Site. (if available) Available at: web address [Accessed Date].

Example:

Citation:
(Mayo and Kermode, 2009)
or
Mayo and Kermode (2009)

Face to face interview

Reference list/ bibliography:

Information needed:
Surname of Person Interviewed, Initial., year of interview. Title of interview. [interview]. Date on which the interview was conducted.

Example:

Citation:
(Smith, 2012)
or
Smith (2012)

When referencing an interview conducted using email, refer to the email example on page 21.
Carefully document all interviews as you will need to refer to them as you work on your assignment. You may also need to include them as part of your final submission.

**TV or radio programme**

Reference list/bibliography:

Information needed:


Example:

*Pop stars*, 2009. Episode 2. 26 minutes, 56 minutes. [TV programme]. BBC1. 01 February 2009.

Citation:

(Pop Stars, 2009)

or

Pop Stars (2009)

Use this format to reference television or radio programmes you have watched on BoB.

**Film**

Reference list/bibliography:

Information needed:

*Film title*, year released. Start times of cited sections (if required). [film]. Directed by Director’s Surname, Initials. Country of Creation: Film Studio or Maker.

Example:

*Fame is the game*, 2007. 1 hour 15 minutes. [film]. Directed by Smith, L. USA: Free Pictures.

Citation:

(Fame is the Game, 2007)

or

Fame is the Game (2007)

**Play (written text, not a performance)**

Reference list/bibliography:

Information needed:

Author’s Surname, Initials., year published. *Play title*. [play]. Place of Publication: Publisher.

Example:


Citation:

(Shakespeare, 1992)
If the play has been adapted include the following after the original author’s initials: (adapted by Surname, Initial.),

**Live musical recital, dance or play**

**Reference list/ bibliography:**

**Information needed:**

*Title.* By Creator’s Surname, Initials., year of performance. [play, dance or musical composition]. Venue, City of Performance, Date of Performance.

**Example:**

*Bulgarian folk dance.* By Moss, T., 2012. [dance]. The Space, Dundee, 12 April 2012.

**Citation:**

*(Bulgarian Folk Dance, 2012)*

*or*

*Bulgarian Folk Dance (2012)*

The creator can be a playwright, choreographer or composer. The title is the name of the performance, play or music.

**Musical recital, dance or play on DVD**

**Reference list/ bibliography:**

**Information needed:**

*Dvd title.* By Creator’s Surname, Initials., year of publication. Start times of cited sections (if required). [DVD]. Production Company or Publisher.

**Example:**


**Citation:**

*(Cirque du Soleil presents Dralion, 2002)*

*or*

*Cirque du Soleil presents Dralion (2002)*

The creator can be a playwright, choreographer, director or composer. The title is the name of the performance, play or music.
## Music (a sound recording)

### Reference list/ bibliography:

#### Information needed:
Name of Artist/ Composer, year of publication of music. *Title of work*. [music]. Place of Publication: Record Company.

#### Example:

#### Citation:

(The View, 2007)

or

The View (2007)

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## Exhibition catalogue

### Reference list/ bibliography:

#### Information needed:
Artist’s Surname, Initial., year of publication of catalogue. *Title of the catalogue and gallery/ venue*. Exhibition dates. Place of Publication: Publisher.

#### Example:

#### Citation:

(Chalmers, 2012)

or

Chalmers (2012)

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### If the exhibition of work is by more than one artist, use the name of the gallery/ venue instead of the name of the artist.

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## Referencing images

If you reproduce or refer to any type of image in your assignment, such as a diagram, Google map, photograph, logo or illustration, you must include a citation next to the image along with the copyright information. Remember to include a citation where you refer to an image within the main body of text.

You must also add the source to your reference list and/ or bibliography. Ask your tutor if they would prefer you to list the images separately from all other sources in a figure list.

The information required for your reference list and/ or bibliography and how it is formatted depends on whether or not the image was created by the author of the source material (book, journal, website etc.):
If the creator of the image is also the author of the source material, follow the referencing format for that particular type of source material (see previous pages).

If the image was not created by the author of the source material use the following examples:

Image in a book by a different author

Reference list/ bibliography:

Information needed:
Creator’s Surname, Initials., year published or created. Image title. Type of image/ medium. In: Book Author or Editor’s Surname, Initials., ed., (if required) year book was published. *Title of book*. ed. (if not the first). Place of publication: Publisher.

Example:

Citation:
Fourteen Sunflowers (Van Gogh, 1888, p.39)

Image in a journal by a different author

Reference list/ bibliography:

Information needed:
Creator’s Surname, Initials., year published. Image title. Type of image/ medium. In: Surname of the Author of the Journal Article, Initials., year journal was published. Article title. *Journal Title*, volume number (issue number), page numbers of article.

Example:
Citation:
Climbers on North Ridge (Heinrich, 2012, p.52)

Image on a website by a different author

Reference list/ bibliography:

Information needed:
Creator’s Surname, Initials., year published. Image title. Type of image/ medium. In: Surname of the Author of the Article, Initials ., year published online. Article title or title of webpage (if no article title). [online]. Website Name. Available at: web address [Accessed Date].

Example:

Citation:
Rice Field in Dhal Char (Essick, 2012)

Remember to include the copyright information next to the image.

Example bibliography and reference list

Source material with the same author

If you have two or more sources with the same author and publication year, the citation should include a letter after the year published to differentiate between them, for example (Smith, 2012a) and (Smith, 2012b). The corresponding letter is placed after the year published in your reference list and bibliography. This allows your reader to identify which source you are citing.

Below is an example reference list. A bibliography would be formatted the same way. Please see page 1 if you are unsure of the difference between a reference list and bibliography.

Reference List


What is plagiarism?

Plagiarism is the use of someone else’s thoughts, words or work without acknowledging who the work was created by. Plagiarism is considered a form of theft - intellectual theft, meaning the use of stolen ideas – as the work does not belong to you but to the person who had the idea. This is a very serious breach of College rules, and can result in disciplinary action being taken against you. You could even be excluded from College as it goes against the Student Code of Conduct.

Types of plagiarism

Plagiarism can take a variety of different forms and they are:

- **Copying** – if you copy a passage of work without a reference you are plagiarising.
- **Paraphrasing** – if you take a passage of work and put it into your own words (paraphrasing) without referencing you are plagiarising.
- **Collusion** – if you work with someone else, or someone else writes some or all of your work, this is called collusion and is also considered a form of plagiarism.

Copyright

There is no harm in working together to gather materials for your assignments and discuss your ideas as long as you and whoever you are working with write your own notes and essays. If you are unsure whether what you are doing is allowed, ask your tutor to clarify this for you. In many instances plagiarism is unintentional and simply results from poor referencing, which is why referencing is so important.

Copyright gives the creators of materials rights to control the way their work can be used. It is important you understand your copyright responsibilities while you are at College. Copyright law applies to all resources you will find in the Learning Hubs, this includes books, newspapers, films, music, magazines, journals and online resources, including websites like YouTube and even emails.

It is the responsibility of the individual producing the copy to ensure that they are not breaking copyright law.

Under copyright law, College staff and students are permitted to copy material for research and private study from many UK titles and publications from a further 30 countries. Remember copyright law applies to images and text, both printed and electronic, and you can only reproduce small amounts of a permitted resource. **Copying includes printing, copying and pasting, photocopying and rewriting by hand.**

You cannot produce a direct copy of material from any of the following:
• your own books and journals (i.e. any books not held in the College library)
• printed music (including the words)
• maps and charts
• newspapers
• workbooks, workcards or assignment sheets
• any work which the publisher or author has specifically stated cannot be copied under a CLA licence. A list of these titles can be found on the CLA website:

http://www.cla.co.uk/licences/excluded_works/excluded_categories_works/

Copyright guidance

As a student, you have specific copy rights. You do not have the right to copy unless you have permission from the copyright holder or your reasons for copying fall within one of the fair dealings defences described below:

1. Research and private study
Single copies of works can be done fairly in relation to a literary, dramatic, musical or artistic work for non-commercial research or private study. Unfortunately, fair is not exactly defined in the act – it is generally held that only very limited amounts and context can be copied under this part of the exception – it would not be fair if more than 5% of a work was copied, for example.

Acknowledgement of the source must always be given. This exception does not cover sound recordings, films or broadcasts.

2. Criticism and review
Any category of work can be copied in part for the purpose of criticism or review of that work – again, full acknowledgement must be given. This is commonly what you will be doing in your essays and assignments.

3. News reporting
The third fair dealing exception allows copies of works (but not photographs) to be made to report current events – but again, with full acknowledgement given.

Other exceptions and defences important to you include:

• Making copies of works for visually impaired persons: subject also to Copyright (Visually Impaired Persons) Act 2002

• Copying works for legal proceedings