

Referencing

Why reference?

- 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
- To avoid plagiarising
- To pass your essays and assignments

What is a reference list?

A reference list is a list of all the sources you have referred to in your assignment and should be included at the end of your piece of work. 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 on pages 6 to 28 of this guide.

What is a bibliography?

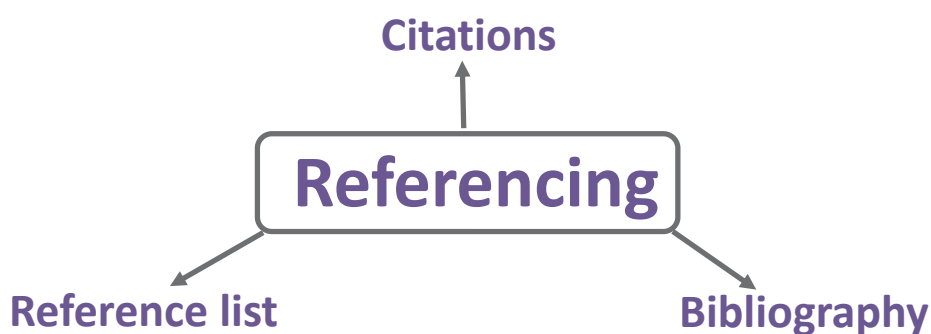
A bibliography is formatted in exactly the same way as a reference list. Unlike a reference list, a bibliography is a list of all the sources you have used throughout and in preparation for your assignment. It is important you list sources you found that were relevant to your work, even if you don't refer to them in your text. A bibliography is included at the end of your assignment. See pages 6 to 28 for formatting your bibliography. Always check with your tutor to confirm whether they want you to produce a reference list or a bibliography.

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 used in the main part of your assignment. All the authors you cite should be included in your reference list and/or bibliography to give full details of the source material.

Summary of important terms

- **Referencing** is a way of acknowledging the work of other people that you have used to complete your assignment. This will include citations and a reference list or bibliography (see diagram below)



- **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 the source material which you have put into your own words
- **Plagiarism** is the use of someone else's thoughts, words or work without acknowledging who the work was created by
- **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

When and how to use a citation

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

1. 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"**.

2. 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.

When paraphrasing your citation needs to include the author's surname and the year the work was published. You don't need to include quotation marks or a page number when paraphrasing. Citations for paraphrased text can be formatted like this:

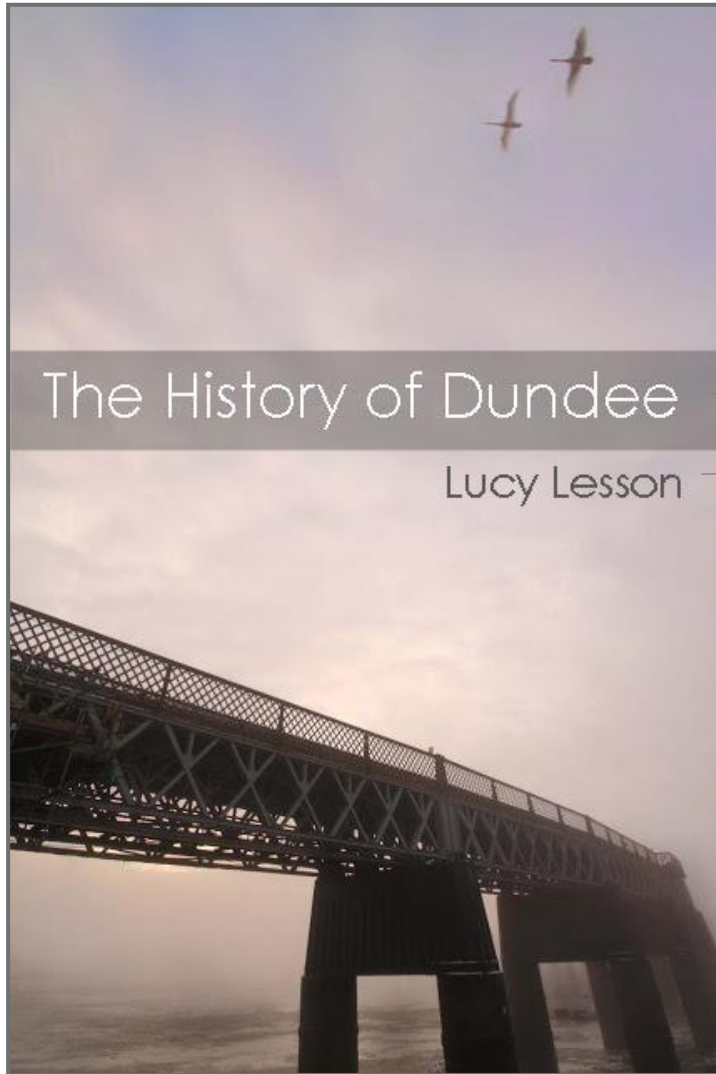
According to Lesson (2002) Dundee is renowned for jute, jam and journalism.

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

Where to locate the information needed for referencing

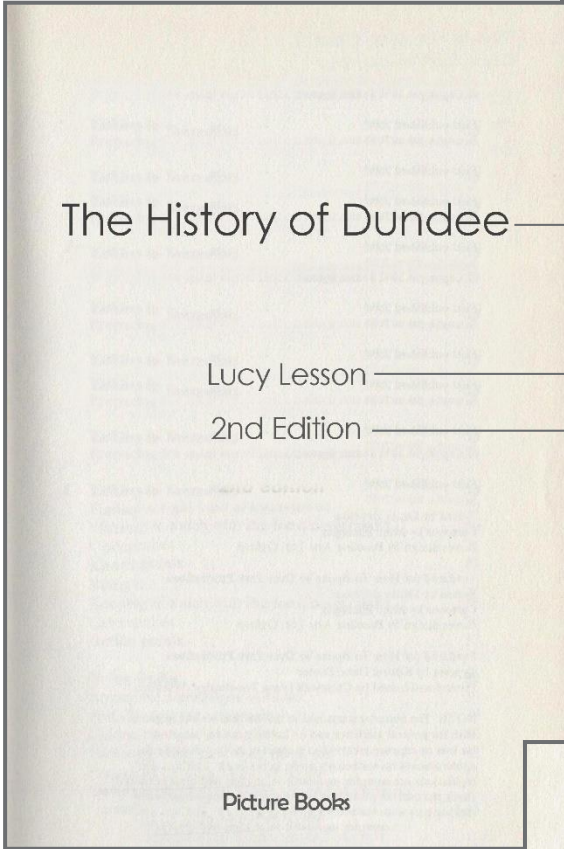
The information you need for referencing a printed book is generally located on the front cover, spine and the first few pages. The images below and on the next page show where the information is located for the following example:

Lesson, L., 2002. *The history of Dundee*. 2nd ed. Dundee: Picture Books.



title

author



title page

The History of Dundee — title

Lucy Lesson — author

2nd Edition — edition (or ed. for short)

Picture Books

publisher
place of publication
(this is usually a city)

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

year published

© 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.

information or copyright page

The image below shows where the information is located for the following example website:
Dundee and Angus College, 2014. *College welcomes US visitors.* [online]. Dundee and Angus College. Available at: <https://dundeeandanguscollege.ac.uk/news/college-welcomes-us-visitors> [Accessed 07 July 2014].



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 **Unknown** in your reference list, bibliography and citation. Be wary of using resources with no known author as it may be difficult to determine the reliability of the information. 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 (see page 11).
- 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's 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 on page 2 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 with one author

Reference list/ bibliography:

Information needed:

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

Example:

Dummett, M., 1994. *Electoral reform*. 2nd ed. Oxford: Oxford University Press.

Citation:

(Dummett, 1994, p.125)

or

Dummett (1994, p.125)

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:

Bennett, C.L. and Workman, B., 2002. *Key nursing skills*. London: Whurr Publishers Ltd.

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:

Bradley, J.M. et al., 2000. *The history of design*. 3rd ed. Oxford: Oxford University Press.

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'.

Text within a book by a different author (secondary referencing)

Reference list/ bibliography:

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:

Marshall, C., 2005. Walking in central Scotland. In: Brown, A. and Jones, F., 2005. *Scottish hills*. Glasgow: Blacks. p. 60.

Citation:

(Marshall, 2005, p.60)

or

Marshall (2005, p.60)

Remember:

When using secondary references try to avoid direct quotes as the information will usually be paraphrased. If a direct quote is essential, ensure that the text you use comes from the original source material. Paraphrasing demonstrates the strength of your knowledge and avoids confusion over which author to cite when secondary referencing.

If you are unsure how to cite/reference the information contained in secondary references, either check with Learning Resources staff or try to find the primary source material.

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

Edited book where no individual authors are identified 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.

Example:

Smith, J.T., ed., 1997. *Scottish cuisine*. 2nd ed. Edinburgh: Blackwell Press.

Citation:

(Smith, 1997, p.26)

or

Smith (1997, p.26)

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

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

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:

Lorio, M.G., 2001. *Grammar cracker*. [online]. USA: Voralis Limited. Available at: <http://site.ebrary.com/lib/dundeecollege/docDetail.action?docID=10141077&p00=jumping> [Accessed 05 February 2010].

Citation:

(Lorio, 2001, p.5)

or

Lorio (2001, p.5)

Remember, just like a printed book, you need to reference an ebook!

Journal article with volume and issue numbers

Reference list/ bibliography:

Information needed:

Author's Surname, Initials., year published. Article title. *Journal Title*, volume number (issue number), page numbers.

Example:

Brown, A., 1998. Asymmetrical devolution. *Political Monthly*, 6 (12), pp.215-216.

Citation:

(Brown, 1998, p.215)

or

Brown (1998, p.215)

If the journal article has more than one author, list the names in the same way you would for a book.

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:

Parston, G., 2008. Britain in 2008. *New Statesman*, 28 August, pp.31-35.

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:

Smith, L., 2009. Study skills. *Writing in Further Education*, 5(1), p.22. Available at: www.studyskillsjournal/12i [Accessed 21 June 2012].

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:

Parker, A., 2010. Salmond plans to speed up Scottish devolution. *The Financial Times*, 07 May, p.10.

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:

Illustrated Oxford Dictionary, 1998. *Illustrated Oxford dictionary*. Oxford: Dorling Kindersley Ltd. and Oxford University Press.

Citation:

(Illustrated Oxford Dictionary, 1998, p.35)

or

Illustrated Oxford Dictionary (1998, p.35)

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:

Brown, T., 2007. *Global warming in Scotland*. 03 - 04 April 2007. Edinburgh: Global Scotland.

Citation:

(Brown, 2007, p.2)

or

Brown (2007, p.2)

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:

Dundee and Angus College, 2012. *Study skills*. Unpublished.

Citation:

(Dundee and Angus College, 2012, p.12)

or

Dundee and Angus 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:

Roberts, T., 2009. *The benefits of wind farms to Scotland's economy*. [Unpublished undergraduate dissertation]. University of Dundee.

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:

Smith, J., 2014. *Design history*. [lecture]. Dundee and Angus College, Creative and Digital Industries, 05 December 2014.

Citation:

(Smith, 2014)

or

Smith (2014)

MyLearning materials

Reference list/ bibliography:

Information needed:

Tutor's or Author's Surname, Initials., year published on My Learning. *Title of notes or document*. Name of the unit/subject. [online]. Available at: web address [Accessed Date].

Example:

Smith, F., 2014. *Biology of animals*. Biology HNC. [online]. Available at:

<https://moodle.dundeeand angus.ac.uk/biologyhnc/unit6> [Accessed 01 December 2014].

Citation:

(Smith, 2014)

or

Smith (2014)

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:

British Standards Institution, 2005. BS EN ISO 534: 2005. *Paper and board: determination of thickness, density and specific volume.* London: British Standards Institution.

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:

Dundee City Council, 2009. *Anti-bullying policy*. Dundee: Dundee City Council.

Citation:

(Dundee City Council, 2009, p.3)

or

Dundee City Council (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:

Richardson, H., 2011. *Parents defend children's centre's 'lifeline'*. [online]. BBC News. Available at: www.bbc.co.uk/news/education-12297621 [Accessed 28 January 2011].

Citation:

(Richardson, 2011)

or

Richardson (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:

BBC News, 2010. *Surrey's mobile library service faces axe in overhaul*. [online]. BBC News. Available at: www.bbc.co.uk/news/uk-england-surrey-12279399 [Accessed 28 January 2011].

Citation:

(BBC News, 2010)

or

BBC News (2010)

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:

Thomson, S., 12 October 2009. *Scotland should sack Burley*. [blog entry]. Scotland the Brave. Available at: www.scotlandthebrave.org/Burley [Accessed 13 October 2009].

Citation:

(Thomson, 2009)

or

Thomson (2009)

Learning Resources 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:

Global Marketing Information Database, 2012. *Travel and tourism in Spain*. [online]. Global Marketing Information Database. 04 Jul 2012. Available at:

<http://www.portal.euromonitor.com/Portal/Pages/Magazine/WelcomePage.aspx> [12 July 2012].

Citation:

(Global Marketing Information Database, 2012)

or

Global Marketing Information Database (2012)

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

YouTube, Vimeo, etc.

Reference list/ bibliography:

Information needed:

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

Example:

DowningSt, 2008. *Gordon Brown sees Sport Relief in action*. [online video]. Available at: <http://www.youtube.com/watch?v=OcQvrNq0eWQ> [Accessed 10 March 2008].

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:

Stirling, S., 2011. New teaching resources available. *Facebook*. [online]. 11 January 2011. Available at: www.facebook.com/home.php#!/profile.php?id=100001106637625 [Accessed 28 January 2011].

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:

DundeeUniv, 2011. 'The McManus -one year on' John Stewart-Young talks about work undertaken at McManus during its refurbishment. *Twitter*. [online]. 10.53pm, 27 January 2011. Available at: <http://twitter.com/#!/DundeeUniv/status/30760227359952896> [Accessed 28 January 2011].

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:

Google Maps, 2014. *Dundee and Angus College Gardyne Campus (satellite view)*. [online]. Available at: <http://maps.google.co.uk/> [Accessed 14 April 2014].

Citation:

Dundee College Gardyne Campus (Google Maps, 2013)

Remember to include the copyright information next to the map. For example ©2014 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., (p.scott@dundeeandangus.ac.uk), 12 April 2014. *Removing rubbish from the library*.
Personal email to Jones, J., (j.jones@dundeeandangus.ac.uk).

Citation:

(Scott, 2014)

or

Scott (2014)

Computer game or programme**Reference list/ bibliography:****Information needed:**

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

Example:

Game Design, 2013. *Attack of the aliens*. [game]. Newcastle: Electric Games.

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:

Mayo, S. and Kermode, M., 2009. *Film reviews*. [podcast]. Simon Mayo Show. BBC Five Live.

Available at: www.bbcfivelive.co.uk [Accessed 22 May 2009].

Citation:

(Mayo and Kermode, 2009)

or

Mayo and Kermode (2009)

Face to face, Skype or phone 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:

Smith, J., 2012. *Working in the design industry*. [interview]. 05 December 2012.

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:**

Series title, year broadcast. Episode number and/or title. Start times of cited sections (if required). [TV/ radio programme]. Broadcasting Organisation/ Channel. Date Broadcast.

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:

Shakespeare, W., 1992. *Hamlet*. [play]. Hertfordshire: Wordsworth Editions Ltd.

Citation:

(Shakespeare, 1992)

or

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:

Cirque du soleil presents dralion. By Mallet, D. and Caron, G., 2002. [DVD]. Sony Pictures Home Ent.

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:

The View, 2007. *Same jeans.* [music]. London: 1965 Records.

Citation:

(The View, 2007)

or

The View (2007)

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:

Chalmers, I., 2012. *Exhibition of self-portraits at the Summerhall Galleries.* 12 - 20 April 2012. Brixham: The Arts Heritage Fund.

Citation:

(Chalmers, 2012)

or

Chalmers (2012)

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.

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 too.



© Smith Photography
Cat (Smith, 2009, p.295)

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 not the first year the book was published). *Title of book*. ed. (if not the first). Place of publication: Publisher.

Example:

Van Gogh, V., 1888. Fourteen sunflowers. Painting. In: Bernard, B., 1993. *Van Gogh*. London: Dorling Kindersley Ltd.

Citation:

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

Remember to **resize your images** to avoid creating large files sizes. Ask Learning Resources staff for help.

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:

Heinrich, T., 2012. Climbers on north ridge. Photograph. In: Brown, C., 2012. Savage mountain. *National Geographic*, 221 (4), pp. 36-65.

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:

Essick, P., 2012. Rice field in Dhal Char. Photograph. In: Than, K., 2012. *Scientists race to save world's rice bowl from climate change*. [online]. National Geographic. Available at: <http://news.nationalgeographic.com/news/2012/05/120502-southeast-asia-climate-change/> [Accessed 08 May 2012].

Citation:

Rice Field in Dhal Char (Essick, 2012)

Remember to include the **copyright information** next to the image. See pages 31 to 32 for more information on copyright.

Example bibliography and reference list

Below is an example reference list. A bibliography would be formatted the same way. The sources are listed alphabetically by the first piece of information, most often this will be author's surname or corporate author's name. Please see page 1 if you are unsure of the difference between a reference list and bibliography.

Reference List

Brammer, J. and Penning, A., 2003. *Managing performance and resources*. Worcester: Osborne.

Conservative Party, 2010. *Big society not big government*. [online]. The Conservative Party. Available at:
http://www.conservatives.com/news/news_stories/2010/03/~/_media/Files/Downloadable%20Files/Building-a-Big-Society.ashx [Accessed 18 November 2011].

McDonald, D., 2006. *Introduction to library management*. Dundee: Picture Books.

Peterson, P., 2013. The future of print. *Library Journal Today*, 14 April, pp. 31-33.

Roberts, T., 2002a. *Managing your library*. 2nd ed. London: Whirly Press.

Roberts, T., 2002b. *Research skills*. London: Whirly Press

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.

Plagiarism

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 – because 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 Positive Behaviour Management Policy.

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

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 assignments. 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.