

# Citing References and Avoiding Plagiarism

The following guidelines are an edited version of an online document published by University College London in September 2006 entitled *Citing References and Avoiding Plagiarism*. The full text of the document is available at [www.ucl.ac.uk/Library/CitationPlagiarism.doc](http://www.ucl.ac.uk/Library/CitationPlagiarism.doc)

## Why should I cite my references?/

Referring to your source material gives authority to your work and demonstrates the breadth of your research

Your list of citations will enable readers of your work to find the information sources for themselves

Failure to credit sources of information used for an essay, report, project, etc constitutes plagiarism, and for this you may be penalised.

## Referencing styles

The two main standard systems for citing references correctly are the Harvard or author/date system and the Vancouver or footnotes/endnotes system, otherwise known as the numeric system.

For electronic sources standards are still being developed but as with any other system, consistency is the essence.

The LYTTC recommends that you use the Harvard system, as outlined below. If, however, you are familiar with an alternative system and are consistent in your use of it we are happy to accept this.

## Harvard System

**Known as the 'author and date' system, references made in the text are listed in the bibliography at the end of the text.** They are listed in alphabetical order by the surname of the first author. N.B. if the author is unknown you should use "Anon."

**At every point in the text where a particular item is referred to, include the author's surname and the year of publication in brackets along with page numbers if you are quoting these specifically**

If there is more than one work by a given author from the same year you can differentiate between them by adding 'a', 'b' etc. after the year within the brackets

For up to three authors include all names; if there are more than three, give the first author's surname and initials followed by et al.

Periodical titles are usually spelt out in full

Eg:

- Reference within essay: In his survey of the mating habits of frogs, Bloggs (Bloggs 1998) refuted that ...

- Entry in bibliography: Bloggs, B. ,1998. Frogs and their mating habits. London : Tadpole Press.

### **How to reference books in bibliographies using the Harvard System**

Author surname/s, initial/s. (ed. or eds. if editor/s). Year of publication. Title. Place of publication : Publisher.

Eg:

Dawkins, R., 1986. The blind watchmaker. Harlow: Longman.

Osborne, K. ed. 1995. Stonehenge and neighbouring monuments. London : English Heritage.

### **How to reference chapters/papers in bibliographies using the Harvard System**

Reference elements are arranged according to the system being used, followed by examples:

Author/s surname, initial/s. Year of publication. Title of chapter/paper. Editor's/Editors' initial/s and surname/s (ed. or eds.), *Title of book it appears in*. Place of publication : Publisher.

Eg:

Scragg, D. G., 1991. The nature of Old English verse. In: M. Godden and M. Lapidge, eds., *The Cambridge companion to Old English literature*. Cambridge : Cambridge University Press.

### **How to reference journal articles in bibliographies using the Harvard System**

Author surname, initial. Year of publication. Title of article. *Full journal title*, Volume number, (Issue number): Page numbers.

Eg:

Greenhalgh T. 1997. How to read a paper : the Medline database. *British Medical Journal*, 315 (7101): 180-183.

### **How to reference theses in bibliographies using the Harvard System**

Matthews, V.C. 1998. The true self-knower : Central themes in Iris Murdoch's moral philosophy. Ph.D. thesis, King's College, University of London.

### **How to reference electronic source materials in bibliographies**

For electronic sources:

- . For material taken from web pages, the reference must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>)
- . For individual works found through the internet, the reference should show the details

as in (b), above, plus the URL and the date accessed. For example:

Airey, C. (2004). The State of Play Today [Online] 6<sup>th</sup> Edition. Available: <http://classics.mit.edu/Plato/republic.html> [20th September 2001].

### How to reference e-mails in bibliographies

The reference can include information in the following arrangement:

Author's name (e-mail address). Title of e-mail highlighted, italicised or in quotation marks.  
E-mail to....(e-mail address). Date sent.[Accessed date]

Eg:

Goskar, T. (t.goskar@wessexarch.co.uk) "Wessex Archaeology Press Release: Builders of Stonehenge found." E-mail to Britarch mailing list (britarch@jiscmail.ac.uk.). Mon, 21 Jun 2004. [Accessed September 8 2004].

### Some Standard Abbreviations

Anon	unknown author
c, ca	circa, for approximate dates
cf	compare with
chap	chapter
ed, eds	editor, editors
et al	and others (et alii or et alia)
ibid	in the same work cited just above (ibidem)
loc cit	in the place (or work) cited (loco citato)
nd	no date
ns	new series
sl	no place of publication (sine loco)
sn	name of publisher unknown (sine nomine)
op cit	from the same source as one cited previously (opere citato)
p, pp	page, pages
proc	proceedings
repr	reprint
rev.	revised e.g. rev. ed.
supp or suppl	supplement
trans	translator

### Tips for avoiding plagiarism

Cite all your sources, whether you have read or heard them

Keep full records of every source of information you use

Place quotation marks around any words you copy verbatim and credit the source

Use your own words when summarising or paraphrasing someone else's words

### Further reading

A useful guide to referencing can be found on line at:

<http://www.jiscpas.ac.uk/apppage.cgi?USERPAGE=6320>

List of websites offering help to students with their coursework:

[www.a-level-coursework.co.uk](http://www.a-level-coursework.co.uk) [www.courseworkbank.co.uk](http://www.courseworkbank.co.uk) [www.courseworkhelp.co.uk](http://www.courseworkhelp.co.uk)  
[www.coursework.info](http://www.coursework.info) [www.essaybank.co.uk](http://www.essaybank.co.uk) [www.freestudentstuff.co.uk](http://www.freestudentstuff.co.uk) [www.maths-help.co.uk](http://www.maths-help.co.uk) [www.projectgcse.co.uk](http://www.projectgcse.co.uk) [www.revision-notes.co.uk](http://www.revision-notes.co.uk) [www.sci-journal.org.uk](http://www.sci-journal.org.uk)  
[www.studentcentral.co.uk](http://www.studentcentral.co.uk) [www.studyzones.com](http://www.studyzones.com) [www.topcourseworksites.co.uk](http://www.topcourseworksites.co.uk) [www.uk-learning.net](http://www.uk-learning.net) [www.essaysdone4u.com](http://www.essaysdone4u.com)