

Introduction to Academic Referencing



Dr Karen Atkinson

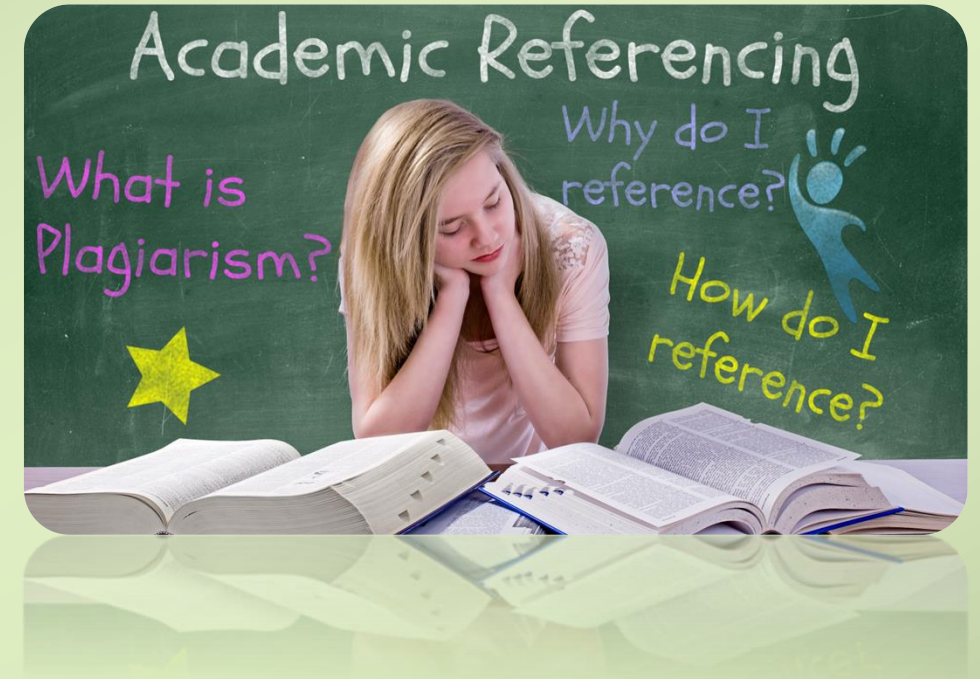
Associate Dean Learning, Teaching and Student Experience

A word cloud graphic with various terms related to learning and libraries. The words are arranged in a circular pattern, with some words being larger and more prominent than others. The colors of the words vary, including shades of green, orange, and black. The background of the word cloud is white, and it is set against a backdrop of stacked books.

knowledge
use
learn
information
understanding
edit
library
patrons
articles
program
reliability
better
community
content
instruction
librarians
collections
participating
ability
share
determine
than
hope
source
pages
ways
interested
history
ideas
create
effectively
accuracy
confident
incorporate
reference
activities
contributing
students
host
organize
literacy
improve
regarding
research
practical
utilize
work
help
teach
increase
digital
access
evaluate
comfortable
public
assess
skills
resources
assistance
validity
experience
engage
entries
setting
colleagues
professional
making
local
covorkers
users

Introduction

- What this presentation covers
- American Psychological Association (APA) 7th referencing guidance/style
- Link to HSK referencing guidelines:
- [HSK Referencing Guidelines 2020 - 21](#)
- [Referencing - quick check version 2020- 21](#)



What is Academic Referencing?



- Acknowledging the work of others, and giving credit where you have used other people's ideas as part of presenting your arguments
- Acknowledging the name(s) of people whose ideas you report or refer to
- These people have helped you to learn about your subject and formulate your ideas - you could not have produced your work without them
- Acknowledging the source of your information - where you found it e.g. in a **book, a journal, through watching a TV documentary, listening to a blog or on social media**
- So referencing tells your reader/marker **where you found your information and how up to date it is.**



Why Reference?



- This is all about **academic integrity**; meaning **honesty**, in your studies, acknowledging the work of others
- You must not present someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement
- Referencing helps your reader to differentiate between your personal thoughts and experiences and those of others
 - They can locate and check your sources
 - It can help your reader to check that you have understood your sources correctly
- It indicates how much reading you have carried out (**extent, depth and appropriateness**) in relation to your assessment



Key points to remember:



- If you are using someone else's ideas in your work, **you need to reference them**
- Knowledge is precious - you are part of an academic community and trusting each other is fundamentally important



What happens if we don't reference?

- This goes back to Honesty as noted before
- **Plagiarism**
- Presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.
- It is a form of academic misconduct which is **unacceptable** in academic writing.
- We recognise that when you are new to academic writing, it is sometimes difficult to know how to incorporate the work and ideas of others into your own work



Tips to avoid plagiarism

- Don't copy
- Use a range of sources
- Develop your own style
- Keep good quality notes
- Use quotation marks where appropriate
- Use Turnitin
- What if I can't tell if an idea is my own?



Key components of Referencing

- Quoting
- Paraphrasing
- Summarising
- Putting together a reference list



Direct Quotes

- A **direct quotation of 40 words or less** from another author's work is placed in double quotation marks and the page number(s) of the quotation is/are included. Single page numbers are denoted by 'p.', multiple pages by 'pp.'
- **Single page example:**
 - Fletcher (2019) states that "Information about the patient's lifestyle and the environment in which they are to be cared for is as important as the determination of their level of risk" (p.2).

Or

- When working clinically to prevent skin breakdown "Information about the patient's lifestyle and the environment in which they are to be cared for is as important as the determination of their level of risk" (Fletcher, 2019, p. 2).
- **Multiple pages example:**
 - "where full disclosure would inevitably lead to biased responses some degree of covert data collection is feasible, particularly when dealing with sensitive aspects of subjects' behaviour" (Clarke, 2016, pp. 434-435).
- When starting your quote partway through a sentence, **do not include an ellipsis ... unless** present in the original quote



Longer direct quotes

- If the **direct quotation has more than 40 words**, the quotation forms a separate paragraph. It should be **indented away from the left margin, double spaced, with no quotation marks**.
- **Longer direct example:**

Redman (2018) found the following:

A major purpose of stating objectives specifically is to help the learner understand them and become self-directive. Self-direction is also served by having the teacher explain the goals and provide a model of the correct behaviour, as in demonstrating catheter care and indicating what the learner should be able to do and when (p. 90).



When to use direct quotations

- As little as possible!!
- Check **module assessment criteria** - if allowed, use sparingly and only to make or emphasise very specific/significant points
- Can be used to **present and 'unpack'** an idea
- Avoid including **large numbers of direct quotations** in your work. This is not your original writing and it uses up valuable words from your assignment word count and could result in a lower grade
- If you do use a quotation, **explain why it is there** e.g. **how does it link to the rest of the text, what point does it illustrate?**



Summarising and paraphrasing

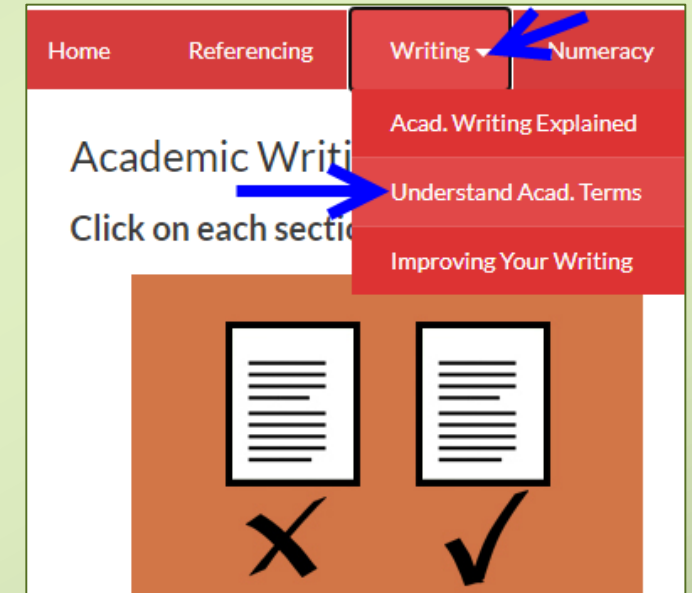
- Both require **expression of ideas in your own words** (except for commonly used terminology). Sentence structure and vocabulary should be different from the original
- **Paraphrasing** - writing a section in your work **from one of your sources in your own words**. You may condense the original slightly i.e. not use as many words, but not as much as you would in a summary
- Still need to refer to your source by providing author(s) name(s) and date of publication
- **Examples of paraphrasing:**
Hussein (2018) carried out a study... Or

...this is considered good practice (Hussein, 2018).
- **Summarising** - briefly expressing the **main ideas/points** in your own words. As long as you have cited your sources previously, you do not necessarily need to repeat these in the summary



Useful links for your writing

- See this section of the Academic Skills website for explanation of these terms:
 - Evaluation
 - Analysis
 - Critical analysis
 - Synthesis
- You can also find a really useful ‘**phrasebank**’ and glossary of academic terms that can help you to work out what you are being asked to do in your assignment and also words you can use to express your ideas clearly and correctly
- <http://academic-skills.health.herts.ac.uk/understanding-academic-terms/>



Conventions (rules) for citing in-text references

Number of Authors	In-text example
<p>One</p>	<p>First and subsequent citations</p> <p>Starvation of patients can lead to physiological consequences, which can exacerbate anxiety (Thorpe, 2013). Or</p> <p>Thorpe (2013) maintains that the starvation of patients can lead to physiological consequences, which can exacerbate anxiety. Or</p> <p>In 2013, Thorpe stated that</p>
<p>Two</p> <p>Cite both names joined with 'and' every time the reference occurs in the text.</p> <p>An ampersand (&) is only used when names and dates are enclosed in brackets.</p>	<p>First and subsequent citations</p> <p>Bale and Jones (1997) report that the assessment of a wound requires the nurse to have an underlying knowledge of the factors that may affect the healing process.</p> <p>The assessment of a wound requires the nurse to have an underlying knowledge of the factors that may affect the healing process (Bale & Jones, 1997).</p>
<p>Three or more</p> <p>In text or brackets, include only the surname of the first author followed by 'et al.' and the year</p> <p>Exception:</p> <p>If there is more than one reference with some of the same authors and the same date of publication. Cite as many of the surnames as necessary to distinguish between the different publications.</p>	<p>First and subsequent citations</p> <p>Lake et al. (2014) suggest that health promoting behaviours are the most significant factors. Or</p> <p>Health promotion factors are thought to be the most significant (Lake et al., 2014).</p> <p>Cite the surnames of the first authors and as many of the subsequent authors as necessary to distinguish the two citations each time the citation is used. For example, if you had entries for the following references:</p> <p>Martin, Butler and Chen (2012)</p> <p>Martin, Butler, Jamieson, Ng and Penn (2012)</p> <p>Both could be shortened to simply (Martin et al., 2012) which would cause confusion</p> <p>The first would, therefore, be cited as Martin, Butler and Chen (2012) OR (Martin, Butler & Chen 2012) and the second as Martin, Butler, Jamieson et al. (2012) OR (Martin, Butler, Jamieson et al., 2012).</p>



Reference list or Bibliography - what's the difference?

- **Referencing** - here you need to:
 - cite the sources you have used as you produce your written text and,
 - provide a list of references that were referred to in your text at the end of your work
- **Bibliography** - if you have accessed other relevant materials during preparation of your work, **but not referred to these in your text** you need to:
 - list these in a **separate** Bibliography
 - use the same style as for citing your references and,
 - place the list **after** the references



Reference list



- Complete list of all sources you have cited in your essay. Every essay must include a reference list at the end
- A reference list generally has 4 elements, each of which answers a question:
 - **Author**: Who is responsible for this work?
 - **Date**: When was this work published?
 - **Title**: What is this work called?
 - **Source**: Where can I retrieve/access this work?
- List the citations in **alphabetical order of the author's surname** (no numbering or bullet points)
- **Indent** the second and subsequent lines of each reference e.g. 1cm
- If there is more than one reference by the same author, list these in **chronological (date) order**
- **Do not** include anything in your reference list that **you have not referred to** in your text



Conventions (rules) when citing used sources in the reference list - Books



Author's surname and initials separated by a comma and followed by a full stop	Collen, A.
Year (in brackets) followed by a full stop	(2017).
Title In italics and lower/sentence case, i.e. only the first word begins with a capital letter; followed by a full stop unless including edition	<i>Decision making in paramedic practice.</i>
Edition - only include if not a first edition (in brackets and abbreviated to 'ed.')	If this is a 1 st edition so not required but if it's the 2 nd edition it would be referenced as (2 nd ed.).
Publisher or equivalent followed by a full stop	Class Publishing.
DOI (if present)	None present for this book

Use the same formats for both print and ebooks - do not include the format, platform or device (e.g. Kindle) for ebooks in the reference



Examples of conventions (rules) when citing used sources in the reference list - Books



Collen, A. (2017). *Decision making in paramedic practice*. Class Publishing

- You do not need to include the publisher location

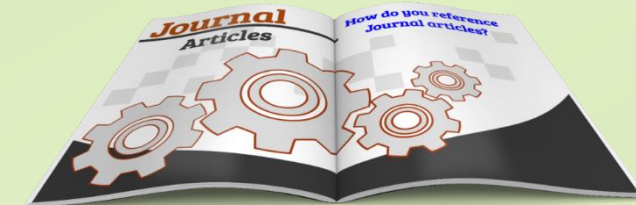
Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Edited book:

Ruston, A. & Lawes, M. (1999). The management of leg ulcers in the community: A multi-disciplinary experience in primary care. In D. Humphris & P. Littlejohn (Eds.), *Implementing clinical guidelines: a practical guide*. (pp. 63-75). Radcliffe Medical Press.



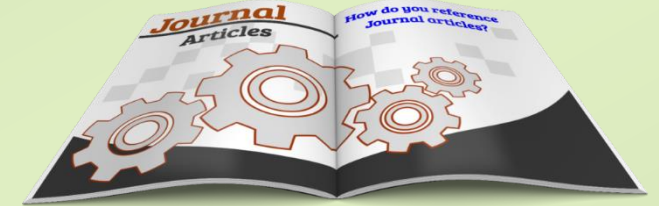
Conventions (rules) when citing used sources in the reference list - Journal Articles



Author's surname and initials separated by a comma and followed by a full stop	Pront, L. & Gillham, D.
Year (in brackets) followed by a full stop	(2017).
Title of article in lower/sentence case followed by a full stop	Supervisor expertise to optimise learner: preceptor ratios.
Title of the journal in italics and title case, i.e. each word begins with a capital letter	<i>Medical Education</i>
Volume number in italics - this is separated from the title by a comma	<i>Medical Education</i> , 51
Issue number not in italics but presented in brackets; followed by a comma,	<i>Medical Education</i> , 51 (2),
Page numbers of the article (no 'pp' as for book chapters) followed by a full stop	<i>Medical Education</i> , 51 (2), 126-129.
DOI (digital object identifier) add at end if available. If DOI is not available and the article was retrieved online, use the URL of the journal homepage.	https://doi.org/10.1111/medu.13237
If the article has been accepted for publication and is available via the electronic journal but has not yet been allocated a volume, issue or page number: put full-stop after journal title and write 'Advance Online Publication' after the journal title followed by a full-stop and then the DOI.	<i>Medical Education</i> . Advance Online Publication. https://doi.org/10.1111/medu.13237



Examples of conventions (rules) when citing used sources in the reference list - Journal Articles



Example 1: Journal article with a DOI

Sooknandan, S. V. (2014). Malnutrition in hospital patients: where does it come from? *British Journal of Nursing*, 10(9), 954-974. <https://doi.org/10.1037/0278-6144.24.1.334>

Example 2: If a non database URL is available for articles without a DOI, use the URL instead of a DOI. For example:

Baker, J. Z. (2013). Dehydration in paediatric out-patients: what are the risks? *Journal of Paediatric Practice*, 11(18), 954-974. Retrieved from <http://jpp.lib.bme.edu/index>

Example 3: Advance online publication

Honey, J. W. (2014). Prevalence of lower limb rigidity post arthroscopy. *Journal of Community Physiotherapy*. Advance Online Publication. <https://doi.org/10.1037/0278-6133.24.1.765>



Conventions (rules) when citing used sources in the reference list - Webpages and websites



- When the reference originates from a webpage or website the basic order of elements is as follows:
- **Author** (in brackets, surname comma, initials separated by full stops, ampersand [&] before last author, full stop after last initial) or Name of Group.
- **Year** (in brackets) followed by a full stop e.g. (2020). May include month (2020, September) and day (2020, September 25).
- ***Title of work*** in italics.
- **Site name** (e.g. BBC News)
- **URL**, only state retrieval date if the site is likely to change or be updated (Month Day, Year) e.g. 'Retrieved September 25, 2020 from'



Conventions (rules) when citing used sources in the reference list - Webpages and websites



Nursing and Midwifery Council. (2010). *Good health and good character guidance for students, nurses and midwives*. NMC. Retrieved July, 4, 2014 from <http://www.nmc-uk.org/Students/Good-Health-and-Good-Character-for-students-nurses>

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety*. <https://www.who.int/features/qa/84/en/>

The **date of publication** is the date the pages were last updated. Where the date is not obvious click on 'View' and page source to check when last modified. If no publication date is given write '**n.d.**' for no date.

Boddy, J., Neumann, T., Jennings, S., Morrow, V., Alderson, P., Rees, R., & Gibson, W. (n.d.). *Ethics principles. The Research Ethics Guidebook: A Resource for Social Scientists*. <https://www.ethicsguidebook.ac.uk/EthicsPrinciples>

- Only mention an edition if the document clearly states that the pages have been rewritten rather than just updated.
- The **retrieved date** is when the document was viewed/downloaded.



Summary



- Always provide a reference list
- Acknowledge your sources
- Remember it's all about honesty in your work (**academic integrity**) and this is key for you given the professions you are entering or are already part of
- Follow the rules!! (see lots of more examples in the full guidance **HSK Referencing Guidelines 2020 - 21**)



Extra resources to help you become better at Summarizing and Paraphrasing



- [How to Paraphrase in Research Papers \(APA, AMA\)](#)
- [ESL Writing - Summarizing and Paraphrasing](#)
- [How to Paraphrase in 5 Easy Steps](#)
- [Summarizing, Paraphrasing, and Quoting: A Guide to Doing it Right!](#)

Please if you are not sure whether you are using the correct referencing rules, **pause and check** the HSK referencing guidelines:

- [HSK Referencing Guidelines 2020 - 21](#)
- [Referencing - quick check version 2020- 21](#)



[Academic Skills website](#) (Bookmark this site)