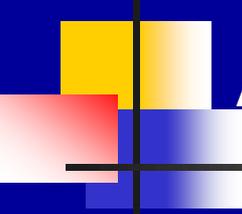


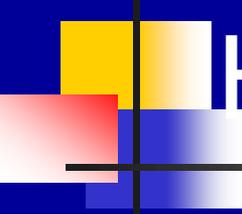
Referencing sources

How to correctly reference
sources of information



Avoiding Plagiarism

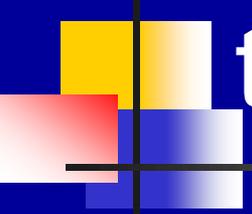
- Your essay/report/investigation must be your own work.
- You can read and/or quote from existing materials.
- Ensure that any source you are going to use is correctly referenced.
- Every time you look at a source make a note of its details, and the date you looked at it.
- By doing this you know what you looked at when, and you have a record of it for your reference list.
- Your sources can then be easily found by anyone who reads your work, so that if necessary they can check them for evidence.



How to use your sources

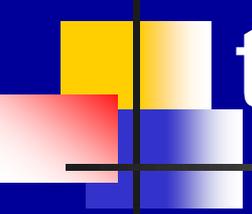
- Every direct quote you make should be in inverted commas.
- All information not in quotation marks should be written in your own words.
- Cutting and pasting is NOT allowed.
- Rewording or summarising information from a source and not referencing it is also plagiarism.
- At the end of your essay write a reference list containing any sources you have cited in your text.

Quoting from sources and in-text citations



- Every time you use information from a source you need to state where this information came from, even if you are summarising and not directly quoting from the source.

Quoting from sources and in-text citations



- In all cases you should give the author or editor's surname, the year of publication and page number(s)
- e.g Armstrong said 'That's one small step for a man, one giant leap for mankind,' (Mitton, 2018, p44)
- The full reference should appear in your reference list at the end of your work.

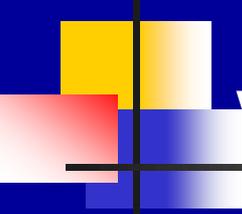
What source information do you need?

Web sources

- The most important details you need are the web address (url), and the date you accessed the site.
- If the information is from an article within the website you will need to try and find the author and title of the article as well as when it was first written.

How to find author/editor information from a web site

- Check the top and bottom of the article to see if there is an editor/author's name and/or copyright details.
- Click on the home page of the website and read the "about us" section to see if a name can be found.
- Check for any references within the article which might help.



Referencing a web source with an author

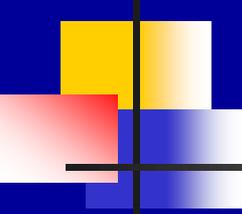
Author/editor (date written) title Available
from: url (date accessed)

Ball, J (2019) Canine virus threatens Siberian
tiger. Available from:

[www.bbc.co.uk/news/science-environment-
24535799](http://www.bbc.co.uk/news/science-environment-24535799) (Accessed 20th January 2020)

Referencing a web source without an author

- If the information is in a recognized organisation's website (such as BBC, Scottish Government) you can use the organisation instead.
- BBC (2019) Missing Malaysian plane : race to find debris. Available from :
www.bbc.co.uk/news/world-asia-26714628
(Accessed 24th March 2020)

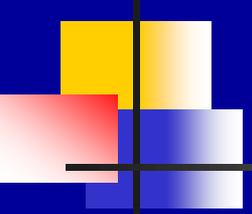


Referencing a web source with no author/editor

BBC (2018) Red Bull pursues Redwell
Brewery in Norwich over name.

Available from:

<http://www.bbc.co.uk/news/uk-england-norfolk-23697138> (Accessed 20th August 2020)

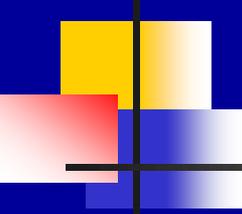


Referencing a book

Use the title page and the back of the title page to find the relevant information –

author/editor (year of publication) **Title** (series)
place of publication, publisher

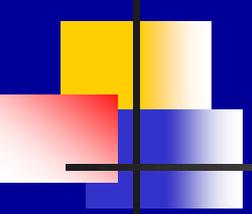
If using an editor rather than an author put (ed.)
after the editor's name



Example of a book reference

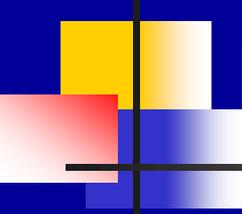
Mitton, J. (2018) Moon (Eyewitness)
London, Dorling Kindersley

Spilsbury, L., Spilsbury, R. (2019) Light
and sound (Essential Physical Science)
London, Raintree



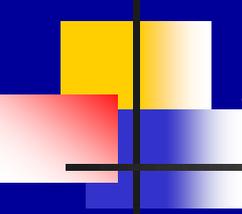
Referencing a newspaper/journal article

Author (date) “title of article”, title of
journal, issue info, page number



Example of a newspaper/journal article

Cameron, L. (2019), “£1.7m Upgrade for Wind study Facility”, *The Herald*, 11th January, p7

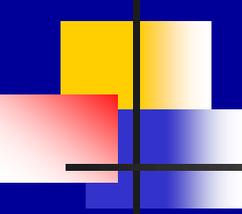


Articles reprinted in a book

Author (date) title of article, original publication, in title of book, issue information (date), page number

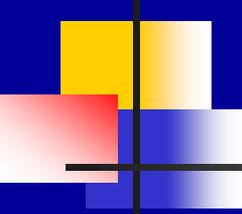
Example of article reprinted in a book

Silcock, J. (2018) International Day of Happiness: ways to turn that frown upside down, The Independent, in Essential Articles 2018, pp 122-123



Reference List/Bibliography

- Put all the sources of information you have quoted into alphabetical order by author/editor's surname.
- List the sources in this order at the end of your work.



Reference/Bibliography

- Ball, J (2019) Canine virus threatens Siberian tiger. Available from: www.bbc.co.uk/news/science-environment-24535799 (Accessed 22nd January 2020)
- BBC (2018) Red Bull pursues Redwell Brewery in Norwich over name. Available from : www.bbc.co.uk/news/uk-england-norfolk-23697138 (Accessed 21st Jan 2020)
- Cameron, L (2019) '1.7 upgrade for wind study facility', The Herald, 11th January, p7
- Mitton, J (2018) Moon (Eyewitness) London, Dorling Kindersley