



It is important that you **acknowledge** all resources that you read, consult and use whilst you do research. This shows that you have done background reading as well as indicating where you got your information from. It is done through a process called **referencing** and **bibliography**.

Referencing

If you are quoting¹ or referring to a passage in a book that supports your ideas, arguments or conclusions, you have to acknowledge the source of the information. These are known as **in-text citations**² and are done by putting brief details of the source - (author, year published) after the text you have quoted or paraphrased³ e.g. (Sinclair, 2015). This would then link to the source listed in your reference list (or bibliography) which should be arranged alphabetically by author. Alternatively, you may use footnotes to note the source details. This is called **referencing** and gives credit to other authors' works that you have used.

It will show that you are not plagiarising someone else's work:

- Copying work directly and handing it in as your own
- Using other peoples' opinions or ideas without acknowledgement
- Rearranging / restructuring (paraphrasing) other peoples' work using only a few of your own words without acknowledgment.

Plagiarism is unethical and is a form of copyright theft which, in school will lead you to losing marks and not getting such a good grade for your work or you may get no mark. If the work is submitted for qualifications (e.g. folios, dissertations, projects, etc.) and you are found to have been plagiarising, then you will fail the course.

At S1/2 level you are unlikely to be expected to use referencing but you still should try to use your own words and any resources (e.g. books; internet; websites; articles) that you have used in researching and writing up your projects, investigations or essays should be listed in a **bibliography** at the end of your work. From S3 onwards, you will be expected to start using referencing more across all subjects that require written work based on research.

There are different methods of referencing available, but the standard one to use is called **Harvard Referencing**, also known as author-date referencing. It is the one most subjects will use although there may be a little variation between subjects so you may need to check with your teachers, especially when it comes to S6 work for submission to the SQA.

There is comprehensive information produced by the Anglia Ruskin University Library about Harvard Referencing. It is worth a look, especially if you are doing dissertations in your 6th year: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

The [Harvard Referencing Generator](#) may also be useful as you can input your source information and it will save your references and you can download a PDF of your list.

¹ Quotation – a word for word copy of a phrase, sentence or longer piece of text. To quote – repeat or copy out

² Citation – a quotation from or reference to a source of information. To Cite – using quotations or examples as evidence to back up your own ideas, etc.

³ Paraphrase – using different words for a piece of text but retaining the same meaning.

Examples of in-text citations (Harvard Referencing)

Using Extracts from: Sinclair, Frances & SLA in Scotland (2008). *Riveting Reads Plus: Fantasy Fiction*. School Library Association. p34

“ ‘Magical Realism’ was first used in art criticism in the 1920s (Rudge, 2004, p127-140) and by the end of the 20th century it was associated with Latin American writers (Stableford, 2005, p264) such as Gabriel Garcia Marquez and the Italian writer, Italo Calvino. In the strictest senses, the term applies to these authors but it is now haphazardly used to describe many works of fiction. Rogers describes it as a branch of serious fiction (Rogers, 2002) not the escapist fantasy which characterises most fantasy. Ayres succinctly describes it as incorporating the following: “a reality similar to our own, in which the impossible can occur without comment; and a self-aware narrator, prepared to embark on a relationship with the reader outside the one afforded by the story.” (Ayres, 2007)”

The sources, noted in brackets, would then be placed in alphabetical order by author in a **reference list** at the end of your work. Page numbers are noted where the information came from in books or journals)

Footnotes

You could also do this same paragraph using footnotes where the sources are noted in full at the bottom of the page:

“ ‘Magical Realism’ was first used in art criticism in the 1920s¹ and by the end of the 20th century it was associated with Latin American writers² such as Gabriel Garcia Marquez and the Italian writer, Italo Calvino. In the strictest senses, the term applies to these authors but it is now haphazardly used to describe many works of fiction. Rogers describes it as a branch of serious fiction³ not the escapist fantasy which characterises most fantasy. Ayres succinctly describes it as incorporating the following: “a reality similar to our own, in which the impossible can occur without comment; and a self-aware narrator, prepared to embark on a relationship with the reader outside the one afforded by the story.”⁴ ”

Although your footnotes will appear at the bottom of the page, you will still need to note all the resources you read and used in a bibliography at the end of your work.

Bibliography or Reference List or Both?

The terms bibliography and reference list are often used interchangeably. You need to make sure what the actual requirements are from your subject teacher. When compiling reference lists or bibliographies, all the different types of source are in one alphabetical sequence (according to author).

Reference List

A reference list is a list of sources you have read and cited (referred to) in your text. This list is placed at the end of your work in alphabetical order according to author.

Bibliography

A bibliography is a list of books, articles, websites and other types of sources of information that you have consulted (read) whilst preparing for your research, but not necessarily cited (referred to) in your work. They should be relevant to the topic you have written about.

¹ Rudge, Ian (2004). ‘Magical Realism in Children's Literature: A Narratological Reading’. *New Review of Children's Literature & Librarianship*, Vol 10, pt2. p127-140.

² Stableford, Brian (2005). *Historical Dictionary of Fantasy Literature*. Scarecrow Press. p 264

³ Rogers, Bruce Holland (2002). What is Magical Realism, Really? *Writing-World.com*. [online] Available at: <www.writing-world.com/sf/realism.shtml> [Accessed 19 Oct 2007].

⁴ Ayres, Neil. Magical Realism Defies Genres. *The Man Booker Prize*. [online] Available at: <www.themanbookerprize.com/perspective/articles/98> [Accessed 25 Nov 2007].

Format of Reference List / Bibliography

It is important to be consistent when compiling your list. The following examples are for frequently used sources of information. Further information can be accessed from:

Anglia Ruskin University Library: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

Leeds University Library: http://library.leeds.ac.uk/skills-referencing-harvard#activate-website_or_webpage

BOOKS - details should be taken from the title page and back of title page, not the front cover.

Author surname, Initial(s). Year Published. *Title* (italics). Edition (if not 1st edition). Place of Publication (a town or city): Publisher.

1 author - Baquendo, W. 2006. *Eyewitness Aztec*. 2nd ed. London: Dorling Kindersley.

2 authors - Heller, J & Headon, D. 1989. *Knights*. London: Encore.

3 + authors - Foskett, D. et al. 2009. *Foundation Practical Cookery*. London: Hodder Education.

BOOKS (Edited)

Surname, Initial(s). ed. Year Published. *Title* (italics). Edition (if not 1st edition). Place of Publication (a town or city): Publisher.

Steele, P., ed. 2003. *The Roman Empire*. Oxford: OUP

JOURNAL ARTICLE (Printed)

Author, Initial(s). Year. Title of article. *Journal title* (italics). Volume (issue number), page numbers (p for single page; pp for multiple pages).

Breeze, D. J. 2006. A Roman Legacy. *Historic Scotland*. Winter. pp26-29.

Atherton, L. 2014. Enticing Students into the Library: Promoting Physical and Virtual Stock. *The School Librarian*. 62 (4), pp207-208.

WEBSITES

Author, Initial(s) (or Company name). Year. *Title of online document or web page*. [online]. Available at:<URL> [Accessed: Date].

BBC. 2014. *History: Ancient History: Greeks*. [online]. Available at:<www.bbc.co.uk/history/ancient/> [Accessed 5 February 2015].

An online article (eg. from a journal, newspaper, etc.):

Radford, T. 2015. Greenland's Hidden Meltwater Lakes Store up Trouble. *The Guardian*. [online]. Available at <www.theguardian.com/environment/2015/feb/05/greenlands-hidden-meltwater-lakes-store-up-trouble> [Accessed 5 February 2015].

NB. Sometimes websites have a 'Cite this article' button or similar which will create a reference for you.



DO NOT use web addresses for sites such as 'Google', 'Google Images' as a references or for a bibliography. These are search engines NOT sites giving you actual information.

ONLINE REFERENCE TOOLS

There are a few tools available online to help you build your references:

Neil's Toolbox: Harvard Style Reference Generator: www.neilstoolbox.com/bibliography-creator/

Harvard Reference Generator: <https://www.harvardgenerator.com/>



NB. Remember to check with your teacher for guidelines for referencing in a particular subject.

Sources used to up-date this guide:

Anglia Ruskin University Library. [no date] *Harvard Referencing*. Available at:

<<http://libweb.anglia.ac.uk/referencing/harvard.htm>>. [Accessed 4 February 2015].

Leeds University Library. [no date]. *Harvard Style Reference Lists and Bibliographies*. Available at:

<http://library.leeds.ac.uk/skills-referencing-harvard#activate-website_or_webpage> [Accessed 5 February 2015]