

Domax Referencing Manual for students

This guide is to try and help you make sense of referencing

Introduction

When you complete any assignment, you need to acknowledge other people's work which you have used to create your own work. Referencing helps you to avoid plagiarism and shows your readers what you have researched and how you have used the information. This can include many things, such as exact words (quotes), ideas, diagrams, tables and other images that you use. These may have been compiled from paper sources such as books, multimedia such as television broadcasts, or from internet based sources such as websites. If you have used web based sources you must remember to also provide the date you accessed them.

You will provide a bibliography or reference list which states which references you have read and cited in your work.

There are many different styles of referencing and each book or article you have read may have used a different one; one of the most frequently used is the Harvard referencing system. Whichever style you choose, the most important thing is for the style to remain constant throughout your work.

Acknowledgements

Reference type	When to reference	How to reference	example
In-text Acknowledgment	When quoting the work of another person. Identifying the ideas, text, diagrams, tables and images of another person.	Use quotation marks or indentation of text and a brief reference for direct quotes. Include a brief reference immediately following the text for identifying the work of another person.	<p>Quote sentences from another source (You should keep this to a minimum to ensure the work you submit is your own. The quotation should be set out separately from the rest of your text by: indenting from the margin; using a smaller font size or italics)</p> <p>Quote a few words from another source (These should be kept within your text but identified using quotation marks)</p> <p>Acknowledge the ideas of another person (When you put another person's ideas into your own words you must still acknowledge the source as you are using their ideas.)</p>
Footnotes and Endnotes	Usually used in literature, history and the arts. Can be used along with or as an alternative to in-text acknowledgment	Numbers are placed in the relevant part of the text and have corresponding footnotes or endnotes at the bottom of the page.	<p>Referencing a source for the first time (Include the author's initial, surname, name of the book or article, publisher name and location, year published Exact page numbers (for a direct quote, an idea or any graphic or image used).</p>
Bibliography	Reference list is a complete list of all the publications you refer to within your work. Bibliography is the same as the reference list but also includes publications not directly referred to in your work.	Comprehensive list placed at the end of your work.	<p>Each citation in a reference list includes various pieces of information including the:</p> <ul style="list-style-type: none"> Name of the author(s) Year published Title City published Publisher Pages used <p>Harvard Reference List citations follow this format: Last name, First Initial. (Year published). Title. City: Publisher, Page(s). Citations are listed in alphabetical order by the author's last name. If there are multiple sources by the same author, then citations are listed in order by the date of publication</p>
Internet sources	It is important that you reference all Internet sources, including acknowledgment of websites, wikis, blogs, twitter and emails, and that you do so in the same way as your other sources to ensure consistency	Comprehensive list placed at the end of your work	<p>In text: The New York Times website (2019)</p> <p>In the reference list or bibliography: The New York Times website (2019), accessed 21 December 2019, < https://www.nytimes.com/ ></p>

What is Harvard British Standard?

When we quote from an author in our writing we correctly refer to this as not our own work or idea by placing the name of the author and the year of publication along with the page number of where the quote was found. Usually this is done after the citation in parenthesis, but it can also be done within the text – see Citing within your essay for examples. In your bibliography the author’s name is in capitals (although it isn’t when referencing within your text!) and book and journal titles are in italics.

Do I put everything I have read in my bibliography?

Yes, you should if asked to compile a bibliography. However, be careful as you may be asked to compile a bibliography but only include the items you have referenced – this should really be referred to as a reference list not a bibliography

How do I lay out the bibliography/reference list?

Place everything A to Z by author surname . Regardless of whether it is a book, article, report or website (and if you have websites with no authors, you reference them within the text by title and put them in your bibliography alphabetically by title but with author as Anon.)

Do I reference word count?

Yes. The word count includes headings, direct quotations and footnotes which are used for explanation. It does not include the title/question page, the contents page, reference list / bibliography, footnotes or in-text references (which list authors), and appendices.