

Referencing

A crucial part of your academic studies will often include reading extensively around your discipline area and integrating other people's ideas and research into your learning. You may also have to use 'evidence' from the literature to support the conclusions you want to make. When you do this as part of an assignment, you need to make sure the reader knows where you are getting your information or evidence from, and how this fits with your own ideas and conclusions. When using somebody else's ideas, research data, evidence and conclusions, these need to be clearly acknowledged so that they can be distinguished from your own work. The reader is then able to see how you have integrated your reading with your writing and can track down the original resources if they so wish. Using and acknowledging other people's work in your assignments is also a way of demonstrating the reading you have been doing. Acknowledging resources usually takes place both within the text of an assignment and in a reference list. Each Faculty has a standard format for doing this which all students are requested to adhere to. The Division of Communications, Media and Culture and the Division of Psychology use APA 6th edition as their referencing format.

So that you can accurately acknowledge the resources you are using it is helpful to keep a note of these as you go along. You can keep this record up-to-date by using bibliographic software such as RefWorks. RefWorks supports the referencing systems used at the University of Stirling and is available to all students.

Important points to remember (unless the style your Faculty or Division uses, tells you otherwise!):

- Check that you are clear which referencing style you need to use for each module. Each Division has adopted a standard referencing system and students are requested to adhere to this. If you are taking modules within different faculties, you may have to adopt different referencing styles for the different modules.
- Be consistent with styles
 - Do not start using APA and then switch to MLA, for example.
- Be clear and comprehensive
 - You must add as much information as is required, be consistent, and make sure it is correct, so that someone else can find your sources.
- Different types of material are presented differently
 - Online references often need the URL and date accessed; Journal articles need Volume and often Issue number and sometimes the month of publication.

APA System: Citing References within Your Essay

When using direct quotations you must provide the author, year and page number in the text. If no page numbers are given (e.g. on a website) use a paragraph number (abbreviated to para.) You must also give a full reference in the reference list.

For example:

Tindall and Shi (2004) suggest that "more by accident than design Massachusetts became the staging area for the rest of New England as the colonies grew out of religious quarrels" (p. 39).

or

"More by accident than design Massachusetts became the staging area for the rest of New England as the colonies grew out of religious quarrels" (Tindall & Shi, 2004, p. 39).

Here are some examples of in-text citation using the APA style:

To acknowledge a paraphrased idea put the reference information in brackets next to the idea used. You must include the full reference in the reference list.

For example:

There is some evidence that these figures are incorrect (Smith, 1995).

or

Smith (1995) has provided evidence that these figures are incorrect.

RefWorks' APA Examples: What Information Do You Need For A Reference List?

Book

Author Surname, Initial. (Year). *Title*, Publisher: Place of publication.

NB If more than one item by the same author from the same year is included in a reference list you should use distinguish between them by using a and b etc. after the date, e.g. 2007a, 2007b etc.

Marsh, B. (2007b). *Georgia's frontier women: Female fortunes in a southern colony*. Georgia: University of Georgia Press.

Book, section/chapter in edited book

Author Surname, Initial., {repeat for all authors} (date). Section Title. In . Initial. Editor Surname (Ed.), *Book Title* (pp. start page – end page of section). Place of publication: Publisher.

Hendricks, V. F., Symons, J., Hintikka, J., van Dalen, D., Kuipers, T. A. F., Seidenfeld, T., . . . Wolenski, J. (2005). The notion of the truth bearer. In J. Wolenski (Ed.), *From the act of judging to the sentence* (pp. 23-31). Dordrecht: Springer.

Book, section/chapter

Author Surname, Initial. (Year). Section title. In *Book Title* (pp. start page – end page of section). Place of publication: Publisher.

Marsh, B. (2007a). Economy. In *Georgia's frontier women: Female fortunes in a southern colony* (pp. 36-66). Georgia: University of Georgia Press.

Edited Book

Editor Surname, Initial. & Editor Surname, Initial2 (Eds.). (Year). *Title*. Place of publication: Publisher.

Greco, J., & Sosa, E. (Eds.). (1998). *Blackwell guide to epistemology*. Oxford: Wiley-Blackwell.

Journal Article with a DOI

A DOI (Digital Object Identifier) is usually assigned to a journal article. It should be clearly visible on the article. DOIs are available for printed and electronic journal articles.

Author Surname, Initial. {repeat for all authors} (Year). Article title. *Journal Title*, vol.#(no#), start page – end page. Doi:{enter doi}.

Easterlin, R. A. (1995). Will raising the incomes of all increase the happiness of all? *Journal of Economic Behavior & Organization*, 27(1), 35-47. Doi: [10.1016/0167-2681\(95\)00003-B](https://doi.org/10.1016/0167-2681(95)00003-B).

Journal Article without a DOI

Author Surname, Initial., {repeat for all authors} (date). Article title. *Journal name*, vol. #(no. #), start page-end page.

Brickman, P., Coates, D., & Janoff-Bulman, R. (1978). Lottery winners and accident victims: Is happiness relative? *Journal of Personality and Social Psychology*, 36(8), 917-927.

Motion picture i.e. DVD

Producer, A. A. (Producer) & Director, B. B. (Director). (Year). *Title of film* [Motion picture]. Country of origin: Studio.

Fonda, P. (Producer) & Hopper, D. (Director). (1969). *Easy rider*. [Motion picture]. USA: Columbia Pictures.

Web Page

Organisation name. (date). *Title of webpage*. Retrieved date {follow format as below}, from URL

BBC. (2011). *BBC news UK*. Retrieved 05/23, 2011, from <http://www.bbc.co.uk/news/uk/>

Other sources

Purdue University Library has a useful online guide to APA 6th edition which you may find helpful: <http://owl.english.purdue.edu/owl/resource/560/01/>.

Alternatively the Stirling Campus Library has handbooks to APA style which can be borrowed: <http://libcat.stir.ac.uk/record=b1681843~S2>

Example Bibliography in APA style – note the hanging indentations.

BBC. (2011). *BBC news UK*. Retrieved 05/23, 2011, from <http://www.bbc.co.uk/news/uk/>

Brickman, P., Coates, D., & Janoff-Bulman, R. (1978). Lottery winners and accident victims: Is happiness relative? *Journal of Personality and Social Psychology*, 36(8), 917-927.

Easterlin, R. A. (1995). Will raising the incomes of all increase the happiness of all? *Journal of Economic Behavior & Organization*, 27(1), 35-47. doi: [10.1016/0167-2681\(95\)00003-B](https://doi.org/10.1016/0167-2681(95)00003-B).

Fonda, P. (Producer) & Hopper, D. (Director). (1969). *Easy rider*. [Motion picture]. USA: Columbia Pictures.

Greco, J., & Sosa, E. (Eds.). (1998). *Blackwell guide to epistemology*. Oxford: Wiley-Blackwell.

Hendricks, V. F., Symons, J., Hintikka, J., van Dalen, D., Kuipers, T. A. F., Seidenfeld, T., . . . Wolenski, J. (2005). The notion of the truth bearer. In J. Wolenski (Ed.), *From the act of judging to the sentence* (pp. 23-31). Dordrecht: Springer.

Marsh, B. (2007a). Economy. In *Georgia's frontier women: Female fortunes in a southern colony* (pp. 36-66). Georgia: University of Georgia Press.

Marsh, B. (2007b). *Georgia's frontier women: Female fortunes in a southern colony*. Georgia: University of Georgia Press.

Information about Plagiarism

Plagiarism is a very serious offence. The rule is that you must not represent the ideas of other people (whether they are published or unpublished works, (e.g., journal articles, reports) or the works of other students, (e.g., your friend's essay) as your own. Even if you work in groups, if you are asked to submit individual reports or essays, make sure you **write them up individually** and do not collaborate on the finished piece of work too closely. Your written work may be scanned by software called Turnitin; this software highlights any passages which match other essays or sources. To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory
- any facts, tables, statistics, graphs, drawings
- any pieces of information that are not common knowledge
- quotations of another person's actual spoken or written words
- paraphrase of another person's spoken or written words

Therefore acknowledging any printed, spoken or electronic sources of information you have used is crucial, otherwise you could be accused of plagiarism, and subject to disciplinary action. There are severe penalties for plagiarism. See: <http://www.quality.stir.ac.uk/ac-policy/assessment.php>

For helpful information about how to recognise plagiarism and avoid it, download the University's "The Little Book of Plagiarism" here:

<http://www.quality.stir.ac.uk/documents/BookofPlagiarism.pdf>

RefWorks or other bibliographic software can help you keep track of the sources you have used, store accurate information about references and using the Write-N-Cite Word add in, can help you cite within your essay and create bibliographies in your Department's style. For more information and help see:

<http://www.stir.ac.uk/is/student/it/software/refworks/>

Student Learning Services run workshops on 'Avoiding Plagiarism and referencing. See the Student Learning Services 'Succeed' site for more information.

RefWorks Mini Guide

Login

- Go to the University **Portal** click on the **Resources tab**. Click on the Link **Login to RefWorks**.
- If asked to **Login through your institution** select **University of Stirling** from the Shibboleth list.
- The first time you login you will be asked for your email address – please use your Stirling University email: username@students.stir.ac.uk.

Create a Folder

RefWorks helps you create lists of references for each essay or project. This helps you organise your references and easily create bibliographies.

- Click on the **New Folder** button.
- Type in a logical **name** for the folder, e.g. Essay 1.
- Click **Create**.

Move a Reference to a Folder

- Select the reference by checking the small square next to it.
- From the **Folders** drop down list select the folder you want.

Type in a Reference

- Go to **References** at the top menu and click on **Add New**.
- Select your Subject's style (e.g. **APA 6th ed**) from the dropdown list at **View fields used by**.
- From the **Specify Folders (if any)** drop down list select your folder.
- Choose the **Ref Type**, e.g. **Journal Article** or **Book, Whole**.
- Fill in the details.

Get Reference from Database, Direct Export

Example using a journal article – more help for other sources and to export using filters is available from the online training page: <http://www.is.stir.ac.uk/help/training/refworks>

- Click to view the full record for the article. Then click the link **Download to citation manager or Export Citation** (these might have different names, but look for 'citation').
- A new page with different options opens. Select **RefWorks** or **RefWorks Direct Export**. If prompted select **Legacy RefWorks**
- You might have to **allow pop-ups** in your web browser.
- RefWorks should open and you might have to log in, see above.
- Move the reference to a folder, if your wish, see above.

Create a Bibliography

- Click on **Bibliography** at the top menu, then **Create**.
- Choose **Output Style**, e.g. APA 6th ed.
- Select **References to Include**.
- In the drop down **Specify Folder (optional)**, select your folder, e.g. Essay 1.
- Click on **Create Bibliography**.
- Then copy and paste from the new window (allow pop-ups), email to yourself or download it.
- **ALWAYS CHECK THE BIBLIOGRAPHY FOR ERRORS AND CHECK DEPARTMENT GUIDELINES**