

## 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 Subject or Module has a standard format for doing this which all students are requested to adhere to.

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 by Faculties at the University of Stirling and is available to all students.

Important points to remember:

- Check that you are clear which referencing style you need to use for each module. Each Subject or Module has adopted a standard referencing system and students are requested to adhere to this. If you are taking modules within different subjects, you may have to adopt different referencing styles for the different modules.
- Be consistent with styles
  - Do not start using Harvard 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.

### Chicago 16<sup>th</sup> edition (Notes and Bibliography)

Important points to note if using RefWorks:

- the default setting in RefWorks is for adding printed resources, if you are adding an electronic source you must enter or import the data required, then edit the entry by opening it, scrolling to "additional fields" and switching from print to electronic
- the Chicago style requires hanging indentation formation, as shown below. RefWorks will automatically create this for you
- not all electronic journal articles have a DOI (it will be provided on the first page of the article). If this is not present simply omit it
- not all electronic books have a DOI, if it is not available, simply omit it
- enter as much information about the names of the authors as you have, e.g. Clark, Martin, rather than Clark, M.
- the supplier or provider of the electronic book should be entered into the links field in RefWorks, e.g. ProQuest ebrary, Google Books, Project Gutenberg

- the date which you have accessed a website should be entered in American format, e.g. 06/17 or June 17 for 17<sup>th</sup> June
- For an online report use the website option, for a printed report use report
- you should always check your bibliography for accuracy and typing errors. Some references may require some manual editing.

### **General rules:**

A full reference, as shown below, should be used the first time a work is cited in a footnote or endnote, and also in the bibliography. Italicise book titles and journal titles, but not chapter or article titles, which should be placed in roman type inside double inverted commas. Note that bibliography entries have the author's names reversed.

For advice about referencing different documents using the Chicago 16<sup>th</sup> ed., see the excellent guide in the library: *The Chicago Manual of Style*, 16<sup>th</sup> edition, 2010.

### **Books:**

Give author, *title* (place of publication: publisher, date of publication), page numbers.

#### Footnote:

Martin Clark, *Modern Italy, 1871-1982* (London: Longman, 1984), 91.

#### Short reference:

Clark, *Modern Italy*, 91.

#### Bibliography entry:

Clark, Martin. *Modern Italy, 1871-1982*. London: Longman, 1984.

### **Ebooks:**

Give author, *title* (place of publication: publisher, date of publication), ebook supplier.

#### Footnote:

Hannah Barker and Elaine Chalus, *Gender in Eighteenth-Century England: Roles, Representations and Responsibilities* (Hoboken, NJ: Taylor and Francis, 2014), ProQuest Ebook Central.

#### Short reference:

Barker and Chalus, *Gender*, 32.

#### Bibliography entry:

Barker, Hannah and Elaine Chalus. *Gender in Eighteenth-Century England: Roles, Representations and Responsibilities*. Hoboken, NJ: Taylor and Francis, 2014. ProQuest Ebook Central.

### **Edited collections/multi-authored works:**

Give editors/authors, *book title* (place of publication: publisher, date of publication), page numbers.

#### Footnote:

Keith M. Brown and Roland J. Tanner, eds., *The History of the Scottish Parliament* (Edinburgh: Edinburgh University Press, 2004), 52-53.

#### Short reference:

Brown and Tanner, *Scottish Parliament*, 52-53.

#### Bibliography entry:

Brown, Keith M., and Roland J. Tanner, eds. *The History of the Scottish Parliament*. Edinburgh: Edinburgh University Press, 2004.

**Chapter in a book which is an edited collection of articles by different authors:**

Give chapter author, "chapter title", in *book title*, ed. book editor (place of publication: publisher, date of publication), page numbers.

**Footnote:**

Nancy A. Hewitt, "Re-rooting American Women's Activism: Global Perspectives on 1848," in *Globalizing Feminisms, 1789-1945*, ed. Karen Offen (London: Routledge, 2010), 18-25.

**Short reference:**

Hewitt, "Re-rooting American Women's Activism", 18.

**Bibliography entry:**

Hewitt, Nancy A.. "Re-rooting American Women's Activism: Global Perspectives on 1848." In *Globalizing Feminisms, 1789-1945*, edited by Karen Offen, 18-25. London: Routledge, 2010.

**Article in a printed periodical/journal:**

Give author, "article title," *periodical title* volume number, issue number (date of publication): page numbers.

**Footnote:**

Peter Burroughs, "Crime and Punishment in the British Army, 1815-1870," *English Historical Review* 100, no. 396 (1985): 545-571.

**Short reference:**

Burroughs, "Crime and Punishment," 561.

**Bibliography entry:**

Burroughs, Peter. "Crime and Punishment in the British Army, 1815-1870." *English Historical Review* 100, no. 396 (1985): 545-571.

If you accessed the article electronically, cite as below.

**Electronic journal article**

Give author, "article title," *periodical title* volume number, issue number (date of publication): page numbers. doi or stable URL

**Footnote:**

Peter Burroughs, "Crime and Punishment in the British Army, 1815-1870," *English Historical Review* 100, no. 396 (1985): 545-571. <http://dx.doi.org/10.1093/ehr/C.CCCXCVI.545>

**Short reference:**

Burroughs, "Crime and Punishment," 561.

**Bibliography entry:**

Burroughs, Peter. "Crime and Punishment in the British Army, 1815-1870." *English Historical Review* 100, no. 396 (1985): 545-571. <http://dx.doi.org/10.1093/ehr/C.CCCXCVI.545>

**Website:**

Give "title of article," organisation, date published or accessed, web address

**Footnote:**

"UNOCI: United Nations Operations in Côte d'Ivoire," United Nations, accessed June 14, 2016, <http://www.un.org/Depts/dpko/missions/unoci/>

**Short reference:**

United Nations, "UNOCI".

Bibliography entry:

United Nations. "UNOCI: United Nations Operations in Côte d'Ivoire." Accessed June 14, 2016.  
<http://www.un.org/Depts/dpko/missions/unoci/>

**Newspaper article:**

Give author (if known), "article title", *newspaper title*, date. For electronic newspapers include the URL.

Footnote:

Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010.

Short reference:

Mendelsohn, "But Enough about Me."

Bibliography entry:

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.

Omit 'the' in newspaper titles, e.g. *Stirling Observer*, *Guardian*.

**Official papers:**

Give name of country or state, name of committee, department or Royal Commission, *title*, volume details and command number if available, year of publication, URL (if paper is online).

Footnote:

United Kingdom, Parliament, *Report of the Royal Commission on Indian Currency and Finance*, Vol. 2, Appendices, Cmd 2687 (London: The Stationary Office, 1926).

Short reference:

Parliament, *Report Royal Commission*, 1926.

Bibliography entry:

United Kingdom. Parliament. *Report of the Royal Commission on Indian Currency and Finance*. Vol. 2. Appendices. Cmd 2687. London: The Stationary Office, 1926.

**Manuscripts:** Give description of document, date of document, name of collection, location of document, archive. No italics are used.

Footnote:

J. Robertson to Earl of Airlie, 5 April 1844, Airlie MSS, GD 16/38/84, National Archives of Scotland.

Short reference:

J. Robertson to Earl of Airlie, National Archives of Scotland.

Bibliography entry (item):

Robertson, J. to Earl of Airlie, 5 April 1844. Airlie MSS. National Archives of Scotland.

OR

Bibliography entry (collection):

Airlie MSS, National Archives of Scotland.

**Film on DVD:**

Give *film title*, director (date of original film release; place of publication: publisher, year of publication), format

Footnote:

*Braveheart*, directed by Mel Gibson (1995; Los Angeles, CA: Twentieth Century Fox Film Corporation, 2014), DVD.

Short reference:

*Braveheart*, Gibson.

### Bibliography entry:

*Braveheart*. Directed by Mel Gibson. 1995. Los Angeles: Twentieth Century Fox Film Corporation, 2014. DVD

## 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 full details and the University policy regarding plagiarism go to the IS web pages: <http://www.is.stir.ac.uk/research/citing/plagiarism.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 Subject's style. For more information and help see:

<http://www.is.stir.ac.uk/help/training/refworks/>

## 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](mailto: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. **UK Stirling History**) 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**.
- 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. **Chicago 16<sup>th</sup> edition (Notes and Bibliography)**
- 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**