

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 School 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 Schools at the University of Stirling and is available to all students.

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

- Check that you are clear which referencing style you need to use for each module. Each School has adopted a standard referencing system and students are requested to adhere to this. If you are taking modules within different schools, 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.

History style: what information do you need for a reference list?

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 italicise or underline journal titles, but not chapter or article titles, which should be placed in roman type inside single inverted commas. Bibliographical entries are identical to foot/endnote references with the author/s reversed. The use of 'p' or 'pp' before page numbers is optional. Publisher is not a requirement.

Books:

Give author, *title* (place of publication, date of publication), p. page number.

e.g. M. Clark, *Modern Italy, 1871-1982* (London, 1984), p.91.

or

Margaret Clark, *Modern Italy, 1871-1982* (London, 1984), p.91.

Short reference: Clark, *Modern Italy*, p.91.

Edited collections/multi-authored works:

Give editors/authors, *book title* (place of publication, date of publication), pp. page numbers. The ampersand is optional for two editors/authors but must be used if more than two appear.

e.g. K.M. Brown and R.J. Tanner (eds.), *The History of the Scottish Parliament* (Edinburgh, 2004)

or

K.M. Brown, R.J. Tanner & A.J. Mann (eds.), *The History of the Scottish Parliament* (Edinburgh, 2004)

Short reference: Brown and Tanner, *Scottish Parliament*

or

Brown et al, *Scottish Parliament*

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

Give chapter author, 'chapter title', in book editor (ed.), *book title* (place of publication, date of publication), pp. page numbers.

e.g. R. Blake, 'Gladstone and Disraeli', in P. Jagger (ed.), *Gladstone* (London, 1998), pp.21-42.

Short reference: Blake, 'Gladstone and Disraeli', p.38.

Article in a periodical/journal:

Give author, 'article title', *periodical title*, volume number (date of publication), pp. page numbers. If the article is you accessed electronically, cite as below, but add '(accessed online)' after the page numbers.

e.g. P. Burroughs, 'Crime and punishment in the British army, 1815-1870', *English Historical Review*, 100 (1985), pp.545-571.

or

P. Burroughs, 'Crime and punishment in the British army, 1815-1870', *English Historical Review*, 100 (1985), pp.545-571.

Short reference: Burroughs, 'Crime and punishment', p.561.

Website:

Give author (whether an individual or an organisation), 'title', date of publication (if provided), name of the website (if different from the author), <the exact web address>, and the date on which you accessed it.

e.g. United Nations, 'UNOCI: United Nations Operations in Côte d'Ivoire', <<http://www.un.org/Depts/dpko/missions/unoci/>>. [Accessed 19 May 2009].

Short reference: United Nations, 'UNOCI'.

or

Richard J. Evans, 'In Defence of History: Reply to Critics 4' (1999), The Institute of Historical Research, Resources: Discourse on Postmodernism, <<http://www.history.ac.uk/discourse/moevans.html>>. [Accessed 6 February 2006].

Short reference: Evans, 'In Defence of History: Reply to Critics 4'.

Edition:

Give author, *book title*, ed. editor (place of publication, date of publication), p. page number.

e.g. N. Machiavelli, *The Prince*, ed. H. Butterfield (London, 1949).

Short reference, Machiavelli, *The Prince*, p.67.

Book review:

Give review author, review of book author, book title (date of book's publication), in *periodical title*, volume number (date of periodical's publication), pp. page numbers.

e.g. C. Dyer, review of John S. Lee, *Cambridge and Its Economic Region* (2005), in *Agricultural History Review*, 54 (2006), pp.163-4.

Short reference: Dyer, review of Lee, p.164.

Newspapers:

Give *title*, date.

e.g. *The Times*, 16 Nov. 1866.

Omit 'the' in all other newspapers, e.g. *Stirling Observer*, 22 May 1900, or *Guardian*, 1 April 2009.

Official papers:

Give specific source (if there is one), *collective source*, date, volume, page.

e.g. Royal Commission on Military Punishments, *Parliamentary Papers*, 1836, XXII, p.555.

Short reference: Royal Commission on Military Punishments, p.555.

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

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

Film:

Give *film title*, director, production company, date

e.g. *Braveheart*, Mel Gibson (director), Icon Productions (1995)

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 Department's style. For more information and help see:

<http://www.is.stir.ac.uk/help/training/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. **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. **Stirling UK History Style**
- 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**