Aquaculture – Referencing Style Guide

Referencing Style for Harvard – British Standard

Contents

Referencing

A crucial part of your academic studies is to read extensively around your discipline area and integrate other people's ideas and research into your learning. You will 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. Acknowledging other people's work is also a way of demonstrating the reading you have done.

Acknowledging resources usually takes place both within the text of an assignment and in a reference list at the end. Each School has a standard format for doing this which all students must adhere to, Biological and Environmental Sciences use the **Journal of Ecology** style.

RefWorks

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 referencing software such as RefWorks. RefWorks supports the referencing systems used by Schools at the University of Stirling.

RefWorks is software that helps manage your references:
- Collects, stores and lists your references
- Can import references from many library databases
- Write-N-Cite (plug-in for Word) helps you create your in-text citations and produce a bibliography
- Help and online training is available: http://www.stir.ac.uk/is/student/it/software/refworks/

Harvard – British Standard Style

Always confirm with your tutor that this is the style they are expecting. Also always check the information you are given in the Undergraduate handbook.

Citing References within your Essay: In-text citations

- Do not use numbered referencing, use in-text citations and at the end of your essay (or document) include a reference list in alphabetical order of the first authors' names.
- When referencing within the text of the essay only use the surnames and date. The author's first name initials only appear in the full reference at the end of the essay. For example in the text of the essay you would write:
    - as demonstrated by Brown and Jones (2012)
    - A number of studies have investigated these issues (Patel, Jung 1992; Smith 2010; Aron, Aron et al. 2012)
- Within your essay text, citations to work with three or more authors should be abbreviated to only the first two authors followed by et al. (this is Latin for "and others"). For example in the text of the essay you would write:
    - As shown in the model by Krishna, Allan et al. (2013)
    - A more recent model (Krishna, Allan et al. 2013) highlights the issues involved.
- When listing more than one citation in the text these should be listed in chronological order (oldest first) and separated by a comma. For example in the text of the essay you would write:
    - as demonstrated by a number of other studies (Zimmerman, Little et al. 1986, Able, Fisher et al. 1997, Smith 2010).
- Works with the same first author and date should be coded by letters, e.g. Thompson 2011a,b.

Quotations and Page numbers

When using direct quotations (remember to enclose direct quotations in inverted commas or quotation marks) or referring to particular sections of a document you must give the page numbers. Include the page numbers after the date within the brackets, use a comma to separate the date and page numbers. Abbreviations include: page (p.) pages (pp.) section (s.) and sections (ss.). If no page number is available (for example it has been taken from a web page use (n.p.)

For example:
Härdtlein, Deary et al. argue that 'many C++-programmers still hesitate to implement the ET technique' (2010, p.59). OR Härdtlein, Deary et al. (2010, p.59) argue that 'many C++-programmers still hesitate to implement the ET technique'.

Example of a Reference List that appears at end of the document

Note the reference list is in alphabetical order of the first authors' names.

BARTON, B.H. and MORAN, E., 2013. Measuring diversity on the Supreme Court with biodiversity statistics. *Journal of Empirical Legal Studies,* **10**(1), pp. 1-34.

BHATTARAI, B.P., 2012. Conservation of biodiversity: an outline of the challenge. In: P. KINDLMANN, ed, *Himalayan biodiversity in the changing world.* Dordrecht: Springer, pp. 41-70.

BOYLE, P. and HALFACREE, K., eds, 1999. *Migration and gender in the developed world.* London: Routledge.

CHERNICOFF, S. and VENKATAKRISHNAN, R., 1995. *Geology: an introduction to physical geology.* New York: Worth Publishers.

COMREY, A.L. and LEE, H.B., 1992. *A first course in factor analysis.* 2nd edn. Hillside, New Jersey: Lawrence Erlbaum.

DAME, R.F., ed, 2012. *Ecology of marine bivalves: an ecosystem approach.* 2nd edn. London: Taylor & Francis.

DRESCHER, M. and BUSE, L.J., 2012. Eliciting expert knowledge of forest succession using an innovative software tool. In: A.H. PERERA and C.A. DREW, eds, *Expert knowledge and its application in landscape ecology.* New York, NY: Springer, pp. 69-85.

JARMAN, D. and LUKAS, S., 2007. Ben Hee, Highland. In: R.G. COOPER, ed, *Mass movements in Great Britain.* Peterborough: Joint Nature Conservation Committee, pp. 99-107.

KRISHNA, V.V., DRUCKER, A.G., PASCUAL, U., RAGHU, P.T. and KING, E.D.I.O., 2013. Estimating compensation payments for on-farm conservation of agricultural biodiversity in developing countries. *Ecological Economics,* **87**, pp. 110-123.

MARTELLOS, S., ATTORRE, F., DE FELICI, S., CESARONI, D., SBORDONI, V., BLASI, C. and NIMIS, P.L., 2011. Plant sciences and the Italian national biodiversity network. *Plant Biosystems,* **145**(4), pp. 758-761.

R DEVELOPMENT CORE TEAM, 21st February, 2008-last update, R: a language and environment for statistical computing [Homepage of R Foundation for Statistical Computing], [Online]. Available: http://www.R-project.org.

READER, W., 2008. *Literature review of the history of grassland management in Scotland.* Edinburgh: Scottish Natural Heritage.

REYNOLDS, J.D. and SOUTY-GROSSET, C., 2012. *Management of freshwater biodiversity: crayfish as bioindicators.* Cambridge: Cambridge University Press.

SCHOBEL, S.A., 2005-last update, Scottish Health Board [Homepage of NHS], [Online]. Available: http://www.hebs.org.uk.

TAYLOR, R.S., WATSON, S.J., BENNETT, A.F. and CLARKE, M.F., 2013. Which fire management strategies benefit biodiversity? A landscape-perspective case study using birds in mallee ecosystems of south-eastern Australia. *Biological Conservation,* **159**, pp. 248-256.

THORPE, S. and ANDERSON, A.S., 2005-last update, Iceland lecture [Homepage of Iceland Publishing], [Online]. Available: http://www.snh.org.uk/pubs/detail.asp?id=1456.

Formatting Rules for the Reference List for Each Publication Type

Book
AUTHOR SURNAME, INITIALS., {repeat for all authors} Publication Year. *Book title.* Edition edn. Place of Publication: Publisher.
MARSH, B., 2007. *Georgia's frontier women: female fortunes in a southern colony.* Georgia: University of Georgia Press.

Book, Section in Edited Book
AUTHOR SURNAME, INITIALS., {repeat for all authors} Publication Year. Chapter title. In: INITIALS. EDITOR SURNAME {repeat for all editors}, eds, *Book title.* Edition edn. PlaceofPub: Publisher, pp. start page-end page.
HENDRICKS, V.F., SYMONS, J., HINTIKKA, J., VAN DALEN, D., KUIPERS, T.A.F., SEIDENFELD, T., SUPPES, P. and WOLENSKI, J., 2005. The notion of the truth bearer. In: J. WOLENSKI, ed, *From the act of judging to the sentence.* Dordrecht: Springer, pp. 23-31.

Book, Section
AUTHOR SURNAME, INITIALS., {repeat for all authors} Publication Year. Chapter title. *Book title.* Edition edn. Place of Publication: Publisher, pp. start page-end page.
MARSH, B., 2007. Economy. *Georgia's frontier women: female fortunes in a southern colony.* Georgia: University of Georgia Press, pp. 36-66.

Edited Book
EDITOR SURNAME, INITIALS., {repeat for all editors} eds, Publication Year. *Book title.* Edition edn. Place of Publication: Publisher.
GRECO, J. and SOSA, E., eds, 1998. *Blackwell guide to epistemology.* Oxford: Wiley-Blackwell.

Journal Article
AUTHOR SURNAME, INITIALS., {repeat for all authors} Publication Year. Article title. *Journal Title,* **Volume**(Issue), pp. start page-end page.
MITCHELL, S.O. and RODGER, H.D., 2011. A review of infectious gill disease in marine salmonid fish. *Journal of Fish Diseases,* **34**(6), 411-432.

Video/DVD
DIRECTOR SURNAME, INITIAL. Year, *Title*, Distributor/Studio.
GRANIK, D., 2010. *Winter's bone.* Artificial Eye.

Web Page
AUTHOR SURNAME, INITIALS., {repeat for all authors} Last Updated day, month, Year-last update, Web page title [Homepage of Publisher], [Online]. Available: URL.
BBC, 23rd May, 2011-last update, BBC news UK [Homepage of British Broadcasting Corporation], [Online]. Available: http://www.bbc.co.uk/news/uk/.

Personal Communication
AUTHOR SURNAME, INITIALS., {repeat for all authors} Year. *Title of communication.*
RUFFELL, R., 2011. *ECN313: Data Sources lecture*.

Citing personal communications is generally discouraged. But if you wish to cite informal personal communications such as tutor comments or emails, letters, meetings with your supervisor, etc. These should be cited within the text of your essay/coursework including as much information as possible, first name/initials and surname of the source and an exact date, for example:
There is some evidence, as suggested by Joe Smith (Personal Communication, January 1, 1995), that these figures are incorrect.

In the case of these very informal personal communications you would treat these differently from other references: they are only cited in the text of your essay, not in the reference list at the end.

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 assignments, 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 your sources of information is crucial, otherwise you could be accused of plagiarism for which there are severe penaltie, see: http://www.quality.stir.ac.uk/ac-policy/assessment.php.

For more help on avoiding plagiarism see the IS web pages: http://www.stir.ac.uk/is/student/writing/referencing/howto/#avoid and the University's "The Little Book of Plagiarism": http://www.quality.stir.ac.uk/documents/BookofPlagiarism.pdf

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 to register – use your Stirling address: username@students.stir.ac.uk

Create a Folder

RefWorks can create a bibliography from a folder of references. So create a folder for each essay or project.
- Click on the **New Folder** button.
- Type in a logical **name** for the folder, e.g. SCI1LS, essay 1.
- Click **Create**.

Move a Reference to a Folder

- Select the reference by checking the small square next to it.
- Click on the grey bar at the top of the reference list and drag the reference to the relevant folder in the **Folders** list on the right hand side.

Type in a Reference

- Go to **References** at the top menu and click on **Add New**.
- Select your Subject's style (e.g. **Harvard**) 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.

Set up Google Scholar to Import Directly

- In the Portal (http://portal.stir.ac.uk) from the Resources tab, choose **A-Z list of online resources**.
- Choose **Google Scholar** from the list. Select the **Settings** option in the top right hand corner.
- Under the Bibliography Manager heading select: **Show links to import citations into** and choose **RefWorks** from the dropdown menu. Click on **Save**.

Get Reference from Stirling's Library Catalogue

- Search for the book in the library catalogue.
- View the full details of the book and on the right hand side click on **Search Other Resources** button.
- A new window will open, from the top of the window, select the **Export reference to RefWorks** link.
- 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, see above.

Get Reference from a Library Database, Direct Export

- In the Library database, click to view the full record. Then click the link **Download to citation manager** or **Export Citation** (these might have different names, but look for 'citation' or 'reference').
- 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, see above.

Create a Bibliography

- Select the folder you want from the right hand list of folders (then, if appropriate select individual records)
- Click the **Create Bibliography** button immediately below the top menu
- Make sure the folder (or records) you want are selected in the References to Include
- Choose **Output Style**, for example **Journal of Ecology**. Select a file type for the bibliography
- Click on **Create Bibliography**.
- Then copy from the new window (allow pop-ups), and paste to your essay or download it
- For the Journal of Ecology style - format your bibliography so that it is double line spaced
- **ALWAYS CHECK THE BIBLIOGRAPHY FOR ERRORS AND CHECK DEPARTMENT GUIDELINES**