

Referencing

This information is supplementary to guidance in the handbook provided by the School of Sport.

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 use.

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. For School of Sport Modules, consult the handbook in Succeed..
- 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.

Harvard – British Standard 2010 System: Citing References within Your Essay

Here are some examples of in-text citation using the Harvard – British Standard style:

To acknowledge a paraphrased idea put the reference information in brackets next to the idea used.

For example:

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

or

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

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 either a comma, or colon: 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 *et al.* argue that 'many C++-programmers still hesitate to implement the ET technique' (2010, p.59).

OR

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

Many students ask how to cite 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.

RefWorks' Harvard British Standard Examples: What Information Do You Need For A Reference List?

Book

AUTHOR SURNAME, INITIALS., {repeat for all authors} PubYear. PrimaryTitle. Edition edn. PlaceofPub: Publisher.

CASHMORE, E., 2000. *Making Sense of Sports*. 3rd ed. London: Routledge.

COAKLEY, J.J., 2001. *Sport in Society: Issues and Controversies*. 7th ed. Boston: Mc-Graw-Hill.

Edited Book

EDITOR SURNAME, INITIALS., {repeat for all editors} eds, PubYear. PrimaryTitle. Edition edn. PlaceofPub: Publisher. (Note: using RefWorks Harvard British Standard 2010 style you need to enter a reference to ed. or editor manually in your bibliography – refworks does not do this automatically)

MOOREN, F. and VÖLKER, K., eds, 2005. *Molecular and Cellular Exercise Physiology*. Champaign, Il.: Human Kinetics.

Book Chapter in Edited Book

AUTHOR SURNAME, INITIALS., {repeat for all authors} PubYear. PrimaryTitle. In: INITIALS. EDITOR SURNAME {repeat for all editors}, eds, SecondaryTitle. Edition edn. PlaceofPub: Publisher, pp. StartPg-OtherPg.

PARRY, J. and PARRY, N., 1991. Sport and the black experience. In: G. JARVIE ed., Sport, racism and ethnicity London: The Falmer Press. *Sport and the Black Experience*.

Journal Article

AUTHOR SURNAME, INITIALS., {repeat for all authors} PubYear. PrimaryTitle. Journal Title, Volume(Issue), pp. Start Pg-Last Pg.

JARVIE, G. and REID, I.A., 1997. Race Relations, Sociology of Sport and the New Politics of Race and Racism. *Leisure Studies*, vol. 16, no. 4, pp. 211-219.

MCCUTCHEON, T.I., CURTIS, J.E. and WHITE, P.G., 1997. The Socioeconomic Distribution of Sports Injuries: Multivariate Analysis using Canadian National Data. *Sociology of Sport Journal*, vol. 14, no. 1, pp. 57.

Journal Article – Exported from SPORTDiscus – More than 4 authors

(Note: If there are more than 4 authors RefWorks Harvard British Standard 2010 output style gives the first author followed by et al.)

TEHRANIFAR, P., et al, 2009. Medical Advances and Racial/Ethnic Disparities in Cancer Survival. *Cancer Epidemiology, Biomarkers & Prevention*, 10, vol. 18, no. 10, pp. 2701-2708 ISSN 10559965.

Newspaper Article

AUTHOR SURNAME, INITIALS., {repeat for all authors} PubYear. PrimaryTitle. Newspaper Title, Issue – freeform date, pp. Start Pg-Last Pg.

(Notes: 1. Currently Refworks Harvard British Standard 2010 omits the Newspaper title and page number – you will need to edit your reference list manually to add this. 2. If there is no author the RefWorks Harvard British Standard 2010 output style requires you to use Anon. or Anonymous.)

Anon., 1997. *Sarfu Will Go to the Top*. *Sunday Times*, 28th September, pp. 4.

Web Page – Entire Web Site

AUTHOR (usually a corporate author e.g. company name or organisation) , PubDate-last updated full date, PubYear-last updated year, Title. [Homepage of Publisher], [Online]. Available: URL. [Accessed month/day, accessed year].

sportscotland., 2011. *Sportscotland : The National Agency for Sport - Putting Sport First*. Glasgow: sportscotland. Available from: <http://www.sportscotland.org.uk/>.

Web Page – Specific Part of a Web Page

AUTHOR SURNAME, INITIALS., {repeat for all authors, PubDate-last updated full date, PubYear-last updated year, Title. [Homepage of Publisher], [Online]. Available: URL. [Accessed month/day, accessed year].

(Note: If there is no author the RefWorks Harvard British Standard 2010 output style requires you to use Anon. or Anonymous).

Anon., 1997. The Continuing Relevance of the Commonwealth Games. *The Sports Factor (Radio National Transcripts)*, 24 October 1997 pp. 28 October 1997. Available from: <http://www.abc.net.au/rn/talks/8.30/sportsf/sstories/sf971024.htm>.

Example Bibliography (Harvard – British Standard 2010)

Anon., 1997a. The Continuing Relevance of the Commonwealth Games. *The Sports Factor (Radio National Transcripts)*, 24 October 1997 pp. 28 October 1997. Available from: <http://www.abc.net.au/rn/talks/8.30/sportsf/sstories/sf971024.htm>.

Anon., 1997b. *Sarfu Will Go to the Top*. *Sunday Times*, 28th September, pp. 4.

CASHMORE, E., 2000. *Making Sense of Sports*. 3rd ed. London: Routledge.

COAKLEY, J.J., 2001. *Sport in Society: Issues and Controversies*. 7th ed. Boston: Mc-Graw-Hill.

JARVIE, G. and REID, I.A., 1997. Race Relations, Sociology of Sport and the New Politics of Race and Racism. *Leisure Studies*, vol. 16, no. 4, pp. 211-219.

MCCUTCHEON, T.I., CURTIS, J.E. and WHITE, P.G., 1997. The Socioeconomic Distribution of Sports Injuries: Multivariate Analysis using Canadian National Data. *Sociology of Sport Journal*, vol. 14, no. 1, pp. 57.

MOOREN, F. and VÖLKER, K., eds, 2005. *Molecular and Cellular Exercise Physiology*. Champaign, IL: Human Kinetics.

PARRY, J. and PARRY, N., 1991. Sport and the black experience. In: G. JARVIE ed., *Sport, racism and ethnicity* London: The Falmer Press. *Sport and the Black Experience*.

sportscotland., 2011. *Sportscotland : The National Agency for Sport - Putting Sport First*. Glasgow: sportscotland. Available from: <http://www.sportscotland.org.uk/>.

TEHRANIFAR, P., et al, 2009. Medical Advances and Racial/Ethnic Disparities in Cancer Survival. *Cancer Epidemiology, Biomarkers & Prevention*, 10, vol. 18, no. 10, pp. 2701-2708 ISSN 10559965.

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.

- Go to the **Folder** tab and click on **Create New Folder**.
- Type in a logical **name** for the folder, e.g. AQUA, essay 1.
- Click **OK**.

Move a Reference to a Folder

- Select the reference by checking the small square next to it.
- From the **Put in Folder...** drop down list select the folder you want.
- A pop up will ask you if you are sure, click **OK**.

Type in a Reference

- Go to the **References** tab and click on **Add New Reference**.
- Select your Department's style (e.g. **Harvard – British Standard**) 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**.
- Choose **Output Style**, e.g. Harvard – British Standard.
- Select **Format a Bibliography from a List of References**.
- In the drop down **Choose a Folder**, select your folder, e.g. AQUA, 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 SUBJECT GUIDELINES.**