

GEOGRAPHY within Biological and Environmental Sciences – Referencing Style Guide

Referencing Style for Scottish Geographical Journal

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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, Geography students within Biological and Environmental Sciences use the **Scottish Geographical Journal** 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/>

Scottish Geographical Journal 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.

The information below is taken from the Scottish Geographical Journal guide at webpage:

http://www.tandf.co.uk/journals/authors/style/layout/style_rsgj.pdf

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 & Smollan 2012)
- Within your essay text, citations to work with more than two authors should be abbreviated to only the first author 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 Eberhardt *et al.* (2004).
 - A more recent model (Eberhardt *et al.* 2004) 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 semi-colon. For example in the text of the essay you would write:
 - as demonstrated by a number of other studies (Zimmerman *et al.* 1986; Able *et al.* 1997; Smith 2010).
- Works with the same first author and date should be coded by letters, e.g. Thompson *et al.* 2011a,b.

Reference List

- The references in the Reference list should be in alphabetical order (by the first authors' surnames) with the journal name in full (unabbreviated).
- All lines after the first line of each entry in your reference list should be indented from the left margin. This is called hanging indentation, for example:

Eberhardt, E., Stead, D. & Coggan, J. S. (2004) Numerical analysis of initiation and progressive failure in natural rock slopes – the 1991 Randa rockslide, *International Journal of Rock Mechanics and Mining Sciences*, vol. 41, pp. 69–87.

- Capitalise all major words in journal titles and book titles, for example:

Bures, R. M. (1997) Migration and the life course: is there a retirement transition? *International Journal of Population Geography*, vol. 3 (2), pp. 109–120.

Champion, A. & Shepherd, J. (2006) Demographic change in rural England, in: P. Lowe & L. Speakman (eds.), *The Ageing Countryside: The Growing Older Population of Rural England* (London: Age Concern England), pp. 29–50.

- Avoid using "et al" in the reference list. List all authors.

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

Note the reference list is in alphabetical order of the first authors' surnames and the format uses hanging indentations.

- Barton, B. H. & Moran, E. (2013) Measuring diversity on the Supreme Court with biodiversity statistics, *Journal of Empirical Legal Studies*, vol. 10, pp. 1-34.
- Bhattarai, B. P. (2012) Conservation of biodiversity: an outline of the challenge. In: Kindlmann, P. (ed.), *Himalayan Biodiversity in the Changing World* (Dordrecht: Springer), pp. 41-70.
- Bohrer, S., Zielke, T. & Freiburg, V. (1995) 'Integrated obstacle detection framework for intelligent cruise control on motorways', Smith, J. (ed.), *IEEE Intelligent Vehicles Symposium*, vol. 123, Detroit, 1994, Piscataway: Cambridge University Press, pp. 276-281.
- Boyle, P. & Halfacree, K. (eds.) (1999) *Migration and Gender in the Developed World* (London: Routledge).
- Chernicoff, S. & Venkatakrisnan, R. (1995) *Geology: An Introduction to Physical Geology*, Geological Sciences Series (New York: Worth Publishers).
- Comrey, A. L. & 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. & Buse, L. J. (2012) Eliciting expert knowledge of forest succession using an innovative software tool. In: Perera, A. H. & Drew, C. A. (eds.), *Expert Knowledge and Its Application in Landscape Ecology* (New York, NY: Springer), pp. 69-85.
- Fleming, S., Charter, D. & Phangalos, P. (2011) 'Greece may quit the euro to escape debts', *The Times*, 7 Sept., p. 3.
- Information Services. (2013) *How to write references* (Stirling: University of Stirling), [Online] Available at: <http://www.stir.ac.uk/is/student/writing/referencing/howto/>.
- Jarman, D. & Lukas, S. (2007) Ben Hee, Highland. In: Cooper, R. G. (ed.), *Mass Movements in Great Britain*, Geological Conservation Review Series, 33 (Peterborough: Joint Nature Conservation Committee), pp. 99-107.
- Krishna, V. V., Drucker, A. G., Pascual, U., Raghu, P. T. & King, E. D. I. O. (2013) Estimating compensation payments for on-farm conservation of agricultural biodiversity in developing countries, *Ecological Economics*, vol. 87, pp. 110-123.
- Martellos, S., Attorre, F., De Felici, S., Cesaroni, D., Sbordoni, V., Blasi, C. & Nimis, P. L. (2011) Plant sciences and the Italian national biodiversity network, *Plant Biosystems*, vol. 145, pp. 758-761.
- Osgathorpe, L. M. (2010) *Reconciling Ecology and Economics to Conserve Bumblebees*, Dissertation Thesis PhD, University of Stirling.
- R Development Core Team. (2008) *R: a language and environment for statistical computing* (Vienna, Austria: R Foundation for Statistical Computing), [Online] Available at: <http://www.R-project.org>.
- Reed, R. (2007) Working in groups. In: *Practical Skills in Biology*, 4th edn, The Skills Series (London: Pearson Benjamin Cummings), pp. 1-25.
- Reynolds, J. D. & Souty-Grosset, C. (2012) *Management of Freshwater Biodiversity: Crayfish as Bioindicators* (Cambridge: Cambridge University Press).
- Selinus, O., Finkelman, R. B. & Centeno, J. A. (eds.) (2010) *Medical Geology: A Regional Synthesis*, Medical World Series (Dordrecht: Springer).
- Smith, D. M., Jones, H. G., Brown, A. & Tang, Y. X. (2012) *Report on Scientific Information*, Scientific Notation Series, 15 (Stirling: Institute of Reports).
- Taylor, R. S., Watson, S. J., Bennett, A. F. & 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*, vol. 159, pp. 248-256.

Formatting Rules for the Reference List for Each Publication Type

Journal article:

- Author last name, Author initials. (Year of Publication) Article title, *Journal Name*, vol. volume number, pp. start page-end page. For example:

Boutin, C. & Harper, J.L. (1991) A comparative study of the population dynamics of five species of *Veronica* in natural habitats, *Journal of Ecology*, vol. 79, pp. 199-221.

If an issue is required (because each issue within a volume starts at page 1) then include the issue number in brackets after the volume number. For example:

Smith, B.W. (1996) Coping as a predictor of outcomes following the 1993 midwest flood, *Journal of Social Behavior and Personality*, vol. 11 (2), pp. 225-239

Leave out the issue if it is not required (when each issue within a volume continues page numbering from where the previous issue finished, for example: issue 1 covers pages 1-515, issue 2 covers pages 516-1003).

Book (Authored):

- Author last name, Author initials. (Year of Publication) *Book Title* (Place of Publication: Publisher). For example:

Pimm, S.L. (1982) *Food Webs* (London: Chapman and Hall).

If the book is not the first edition:

- Author last name, Author initials. (Year of Publication) *Book Title*, Edition edn (Place of Publication: Publisher). For example:

Davies, N.B, Krebs, J.R. & West, S. A. (2012) *An Introduction to Behavioural Ecology*, 4th edn (Chichester: Wiley-Blackwell).

Edited Book:

- Editor last name, Editor initials. (ed) (Year of Publication) *Book Title* (Place of Publication: Publisher). For example:

Becket, F. & Gifford, T. (eds) (2007) *Culture, Creativity and Environment* (Amsterdam: Rodopi).

If the book is not the first edition:

Editor last name, Editor initials. (ed) (Year of Publication) *Book Title*, Edition edn (Place of Publication: Publisher). For example:

Dame, R. F. (ed.) (2012) *Ecology of Marine Bivalves: An Ecosystem Approach*, 2nd edn (London: Taylor & Francis).

Book chapter or section:

- Author last name, Author initials. (Year of Publication) Chapter title. In: Editor last name, Editor initials (ed.), *Book Title* (Place of Publication: Publisher), pp. start page-end page. For example:

Sibly, R.M. (1981) Strategies of digestion and defecation. In: Townsend, C. R. & Calow, P. (eds.), *Physiological Ecology* (Oxford: Blackwell Scientific Publications), pp. 109-139.

Report:

A report is much like a book in terms of the information that someone needs to see in order to be able to find that item for themselves. So the basic reference for a report is very similar to a book:

- Author last name, Author initials. (Year of Publication) *Report Title*, Edition edn (Place of Publication: Publisher). For example:

Smith, J. (2013) *Reviews and Dissemination*, 2nd edn (Stirling: University of Stirling).

However, reports often have a series title and/or report number, in this case use the format:

- Author Surname, Initials. & Author Surname, Initials. (Year of Publication) *Report Title*, Series Title, Report number (Place of publication: Publisher). For example:

Smith, J. (2013) *Reviews and Dissemination*, Stirling Newsletters, 25 (Stirling: University of Stirling).

Reports may not have individuals as authors, so in this case you would use the organisation name (which may also be the publisher name), for example:

Food and Agriculture Organization of the United States. (2009) *Environmental Impact Assessment and Monitoring in Aquaculture: Requirements, Practices, Effectiveness and Improvements* (Rome: Food and Agriculture Organization of the United States).

Then within the body of your essay you would cite this as: (Organisation Name Year of Publication).

For example: (Food and Agriculture Organization of the United States 2009).

You may also want to add a URL to the reference. The URL comes at the end of the reference with [Online] Available at: then the URL. For example:

Marine Scotland. (2012) *Socio-economic Baseline Review Methodology and Data Gap Analysis for Offshore Renewables in Scottish Waters*, Report R.1904 (Southampton: ABP Marine Environmental Research Ltd), [Online] Available at: <http://www.scotland.gov.uk/Publications/2012/12/4944/0>.

Paper from a conference proceedings:

- Author Surname, Initials. & Author Surname, Initials. (Year of publication) 'Article title', Editor Surname, Initials & Editor Surname, Initials. (eds.), *Proceedings Title*, vol. #, Conference Location, Conference Date, Place of publication: Publisher, pp. start page-end page. For example:

Bohrer, S., Zielke, T. & Freiburg, V. (1995) 'Integrated obstacle detection framework for intelligent cruise control on motorways', Smith, J. (ed.), *IEEE Intelligent Vehicles Symposium*, vol. 123, Detroit, 1994, Piscataway: Cambridge University Press, pp. 276-281.

Newspaper article:

- Author Surname, Initials. & Author Surname, Initials. (Year of publication) 'Article title', *Newspaper Title*, day month, start page-end page. For example:

Fleming, S., Charter, D. & Phangalos, P. (2011) 'Greece may quit the euro to escape debts', *The Times*, 7 Sept., p. 3.

Web page:

- As much of the following as possible: Author Surname, Initials. & Author Surname, Initials. (Year) *Web page title* (Place of publication: Publisher), [Online] Available at: URL. For example:

R Development Core Team. (2008) *R: a language and environment for statistical computing* (Vienna, Austria: R Foundation for Statistical Computing), [Online] Available at: <http://www.R-project.org>.

Personal communication:

- Many students ask how to cite personal communications such as tutor comments or emails, letters, meetings with your supervisor, etc. It is probably best to treat these differently from other references and only cite the communication within the text of your essay, not in the reference list at the end. Include as much information as possible, first name/initials and surname of the source and an exact date. For example:

There has been some controversy surrounding this hypothesis (Joe Smith, Personal Communication, 6 February, 2013).

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 penalties, 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.
- Make any formatting changes that may be necessary.
- **ALWAYS CHECK THE BIBLIOGRAPHY FOR ERRORS AND CHECK DEPARTMENT GUIDELINES**