

A beginner's guide to referencing

This handout will cover:

- Why reference?
- Referencing a book
- Referencing a report
- Referencing an online report
- Referencing a government report
- Referencing a website
- Reference list
- Bibliography
- Reading list
- Website list

Why reference?

It is important to reference within your writing to:

- acknowledge the work of other writers, authors and theorists
- use existing knowledge and theories to support your work (whether as a direct quote or paraphrased into your own words)
- provide evidence of your reading and research
- assist the reader to use the sources for their own reference and to confirm they are correct
- avoid plagiarism (i.e. using the work of others without acknowledging it).

Please note: punctuation has not been used in any of these examples. You will need to check the requirements of your organisation regarding referencing work as other styles may be accepted. Do ensure you are consistent throughout your work.

Referencing a book

When writing, you need to insert the **author, date of publication** and **page number** after any quotation used. The full details of the book can then be included in the **reference list** at the end of the work.

In your text:

Ground rules are boundaries and rules to help create suitable conditions within which learners (and yourself) can safely work and learn (Gravells 2014:100).

If the quote is three lines or less, use italics for the text, or insert speech marks around the words quoted. If the quote is longer than three lines of text, indent the paragraph from both margins. Three dots ... can be used to indicate words you have left out. Always copy the words and punctuation as it is in the original, even if there are spelling mistakes. You can add [sic] after the error to denote you are aware of it. Quotes are always in single line spacing.

If a quote is not used, but the author is referred to, it will look like this:

Gravells (2014) advocates the use of ground rules with learners.

Again, the full book details will go in the reference list.

In your reference list:

Gravells A (2014) *The Award in Education and Training (Revised)* London Learning Matters SAGE

Referencing a report

In your text:

Day et al (2006:603) allude to the personal and professional pressures of the teaching role, saying that 'teaching demands significant personal investment'.

In your reference list:

Day et al (2006) The personal and professional selves of teachers: stable and unstable identities *British Educational Research Journal* 32 (4) pages 601-616

Referencing an online report

In your text:

Teacher educators have traditionally struggled with convincing students to work on their portfolios, competing against more traditional assessment demands and the habit of putting the portfolio together at the last minute (Hopper & Sanford 2010:4).

In your reference list:

Hopper T & Sanford K (2010) Starting a program-wide ePortfolio practice in teacher education: Resistance, support and renewal *Teacher Education Quarterly, Special Online Edition*

http://www.teqjournal.org/onlineissue/PDFFlash/HopperSanfordManuscript/fscommand/Hopper_Sanford.pdf (accessed 29.06.12)

Referencing a Government report

In your text:

At the very least, therefore, the 2007 Regulations must be amended to keep abreast with the dynamic policy environment in all sectors of education (BIS 2012:16).

In your reference list:

Department for Business, Education and Skills (2012) *Professionalism in Further Education: Interim Report of the Independent Review* The Lord Lingfield KT DL London BIS

Referencing a website

In your text:

There is no one single strategy for creating assessments suitable for learners who have difficulty communicating with others, due to the wide range of conditions and impairments that might lead to such a difficulty (LSIS 2012).

In your reference list:

Assessment (2012) Learning and Skills Information Service
<http://www.excellencegateway.org.uk/node/320> (accessed 02.10.14)

Reference list

A reference list includes all the books, journals, reports, websites etc that you have referred to within your text. They should be in alphabetical order.

For example:

Assessment (2012) Learning and Skills Information Service
<http://www.excellencegateway.org.uk/node/320> (accessed 02.10.14)

Day et al (2006) The personal and professional selves of teachers: stable and unstable identities *British Educational Research Journal* 32 (4) pages 601-616

Department for Business, Education and Skills (2012) *Professionalism in Further Education: Interim Report of the Independent Review* The Lord Lingfield KT DL London BIS

Gravells A (2014) *The Award in Education and Training (Revised)* London Learning Matters SAGE

Bibliography

A bibliography is a list of all the books, journals, reports, websites etc that you have used, but not referred to in your text. This helps your assessor see how much research you have undertaken. All items are listed in alphabetical order.

For example:

Fisher et al (2011) *Teaching in Lifelong Learning: A Guide To Theory And Practice* Oxford University Press Oxford

Reece I & Walker S (2007) *Teaching, Training and Learning: A Practical Guide* (6th Edn) Sunderland Business Education Publishers Ltd

Tummons J (2011) *Assessing Learning in the Lifelong Learning Sector* (3rd Edn) Exeter Learning Matters

You can combine a reference list and bibliography to include everything. If so, they will all be in alphabetical order and the heading References and Bibliography should be used.

Reading list

Deane M (2010) *Inside Track to Academic Research, Writing & Referencing* London Longman

Pears R and Shields G (2010) *Cite them right: The essential referencing guide* Basingstoke Palgrave Macmillan

Website list

Oxford Brookes University – Citing references and plagiarism
<http://www.brookes.ac.uk/library/skill/skill1d.html>

Plagiarism – www.plagiarism.org

University of Huddersfield - Harvard referencing guide -
<http://hhs.hud.ac.uk/resources/referencing.pdf>

University of Hull - Study and academic writing guides -
<http://www2.hull.ac.uk/student/studyadvice.aspx>