Introduction to Principles of Referencing, Citation and Bibliographies

This guide provides general advice on the principles of referencing, you are also advised to consult guides, tutorials and other support resources for the specific reference style you are required to use for academic purposes, for example, if you are studying a programme in psychology you will likely to be required to use the APA (American Psychological Association) style, a student of law will likely need to use the OSCOLA (Oxford Standard for the Citation of Legal Authorities) style, these styles are briefly described in this guideline.

You should consult with your tutor if you are unsure which referencing style you are required to use, detailed guides, tutorials and other support resources for your required referencing style are shown in the Referencing web pages provided by the Library, see our Referencing LibGuide http://libguides.liv.ac.uk/referencing

If you use the Library for Online Programmes, you can see referencing support materials at http://libguides.liv.ac.uk/onlineprogrammes/referencing

In addition to guides and tutorials provided or recommended by the Library, we also provide access to the Cite them Right textbook to support referencing, this is available in print format from the physical University Library, or see the online version using the above URLs.

What is referencing?

It is very important that whenever you find a scholarly reading resource you immediately make a note of all the relevant details. It can be very difficult to retrace the details later and you will need the information to cite the references at the end of your assignment or dissertation.

When you write your assignment or dissertation you are required to refer to the work of other authors. Each time you do so, it is necessary to identify their work by making reference to it – either in the text of your assignment (called an 'in-text' citation) and (depending on the reference style you are required to use) you may need to show all citations in a list at the end of your assignment (this may be either a 'Reference List' or 'Bibliography' depending on referencing style used). The practice of acknowledging authors by indicating citations used is known as 'referencing'.

References must be provided whenever you use someone else's opinions, theories, data or organisation of material. You need to reference information from books,
articles, videos, web sites, images, computers and any other print or electronic sources.

You do not have to cite some things because they are common knowledge and are not considered the work of any particular person. Examples of common knowledge include “There are four seasons in the year”, “There are 365 days in a year”, “The Battle of Waterloo was in 1815”. Common knowledge is information that the majority of people either know or can find in a number of sources. Common knowledge is factual information that is beyond dispute. If you are not sure whether something is common knowledge or not, provide a reference for it.

Why should you reference?

Referencing your source material gives authority to your work, strengthens your argument and demonstrates the breadth of your research. A complete bibliography will enable the reader to find your sources of information themselves and allow them to verify your data. Failure to correctly cite and credit sources of information used within your work constitutes plagiarism and is a serious offence of academic misconduct. To avoid accusations of plagiarism always remember to state within your own work when you are using someone else’s examples.

References enhance your writing and assist your reader by:

- showing the breadth of your research
- strengthening your academic argument
- showing the reader the source of your information
- allowing the reader to consult your sources independently
- allowing the reader to verify your data

There are several types of reference or citation, namely in-text citation, bibliographic citation and footnotes (note - if you use a footnote based referencing style such as OSCOLA you may not be required to submit a bibliography):

- In-text citation, i.e. where you refer to the works or ideas of another individual and indicate this source at the relevant point in the body of your writing. An in-text citation will require a brief summary of the source used, including the name of the author, year of publication and page number of the work. Fuller details should be provided in your full bibliography later in your paper or dissertation.

- Bibliographic citation, i.e. the full publication details for sources used, arranged alphabetically by author name shown as a consecutive list provided toward the end of your paper or dissertation (i.e. listed in your ’Bibliography’)

- Footnotes, these are used in some referencing styles such as OSCOLA and are not typically required for other referencing styles such as Harvard or APA.
Note – Harvard referencing style is used in examples below, you may be required to use a slightly different referencing style depending on your subject area, please see your programme information for advice on the style of referencing you need to use.

Example of an in-text citation:

Grounded Theory provides a methodology for developing original theory (Glaser, 1998).

Example of a bibliographic reference included in a Reference List (Bibliography):


Referencing may take several additional forms:

- When you paraphrase (use someone else’s ideas in your own words)
- When you summarise (use a brief account of someone else’s ideas)
- When you quote (use someone else’s exact words)
- When you copy (use someone else’s figures, tables or structure)

You must include the page number when you:

- Use a direct quotation from an original source
- Summarise an idea from a particular page
- Copy tables or figures
- Provide particular details, such as a date

For example:

It can be seen that "Korean companies have been traditionally characterized by long-term contracts" (Chang, 2003, p.77), which has affected...

However, when your sentence summarises the main view expressed in an article/book etc. and this does not come from a particular page you are not required to use page numbers, for example:

Artificial intelligence (AI) may be defined as the branch of computer science that is concerned with the automation of intelligent behaviour (Lugar, 2001).

An example of paraphrased referencing:

Grounded Theory provides a methodology for developing original theory (Glaser, 1998).

An example of summarised referencing:
Glaser describes several key elements required for Grounded Theory including descriptive variables, theoretical variables, theoretical sensitivity and the core category (Glaser, 1998).

An example of a short quotation:

Glaser and Straus stated “We would all agree that in social research generating theory goes hand in hand with verifying it” (Strauss & Glaser, 1967, p.2).

Another example using a longer quotation is shown below. Note – if you do not include quotation marks your work will likely be recorded as an occurrence of plagiarism i.e. the improper use of external academic material (when you submit the assignment in your learning system or Turnitin). You should include quotation marks for all quotations, including quotations of your own work:

“We would all agree that in social research generating theory goes hand in hand with verifying it; but many sociologists have been diverted from this truism in their zeal to test either existing theories or a theory that they have barely started to generate.”

(Strauss & Glaser, 1967, p.2)

In-text citations will usually follow the standard format as shown above (regardless of the source type – such as e-books, e-journals, news sources, interviews etc.) however, some variations may be required, e.g. for anonymous sources, secondary sources (where original works were cited in another source) or where more than one source is being cited at the same time. Please see the following pages for instructions on handling various forms of in-text citation.

Footnotes

Footnotes may be used in your required referencing style, please see the list of supported styles later in this guideline. For example, in the OSCOLA style, the following footnote format is used:

‘British courts must only consider Strasbourg jurisprudence; they are not bound by it’ 4


Further Examples

What follows are a few general examples to provide an overview of how referencing can be used in the body of your work, in an assignment, dissertation or an online discussion question. These examples are mainly shown using the Harvard referencing style, you may be required to use another referencing style in your own studies, such as the APA or OSCOLA style (see later sections of this guideline for examples):
Artificial intelligence (AI) may be defined as the branch of computer science that is concerned with the automation of intelligent behavior (Lugar, 2001).

“Despite the fact that advanced computer technology, including Client/Server and distributed-object computing, and Internet/WEB technology, provides reliable and relevant mechanisms and tools for Product Data Management in the large, companies still deal with intricate and non flexible corporate information systems.” (Zarli & Richaud, 1999: 2)

Law students are required to use the OSCOLA referencing method (Oxford Standard for Citation of Legal Authorities), for example:

“However, a different approach was taken by Butler-Sloss LJ in Re MB (Medical Treatment), who referred to previous case law and found...”.

In footnote based referencing styles, such as OSCOLA, the full publication details can be added as a footnote at the bottom of the page, e.g.

1[1997] 2 FLR 426 at 432

The Bibliography

For the Harvard and related systems such as APA you should also provide an alphabetically ordered list of sources cited at the end of your work (the Bibliography). Other students using non-Harvard methods should consult their tutor to confirm if a bibliography is required.

An example bibliography using the Harvard Method:


Plagiarism – using the work of others without declaring this in your work

Always remember to use referencing because if you use someone else's work and don't reference it correctly, this represents plagiarism, which is a serious offence of academic misconduct. You will typically be expected to submit your written work through a plagiarism detection system in the Blackboard learning environment; you can be penalized for submitting plagiarized work.

The University’s Code of Practice on Assessment provides the following definition of plagiarism:

Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- The verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- The close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement;
- Unacknowledged quotation of phrases from another’s work;
- The deliberate and detailed presentation of another’s concept as one’s own.

All types of work submitted by students are covered by this definition, including, for example, written work, diagrams, designs, charts, musical compositions and pictures.

You will likely be required to agree to the University Academic Honest Declaration at some point in your studies, the declaration is summarized as follows:

- You must have read and understood our full guidelines on referencing available via Library Web pages.
- You must write all contributions/ assignments yourself, and should include quotation marks around any cited text used within your writing.
- You should discuss and analyze any quotations or cited works, this will add value to your written projects, you should also ensure you do not use too many quotations in proportion to your own writing.
- You should avoid re-using your own work within new assignments, if you do so you should cite the previous work using a formal referencing method and provide further commentary on these sources. You can see instructions for self-referencing in our full referencing guides. If you do self-reference you should enclose any cited text in quotation marks, you should also consult your tutor to confirm the circumstances under which you are self-referencing.
- You should note that any submitted work will normally require submission via a plagiarism detection system (usually in a virtual learning environment such
as Blackboard), this will provide a report on any possible instances of plagiarism for tutors.

- You may be asked to explain close similarities between work submitted by yourself and work created by others, or to explain considerable changes in writing style. You should understand that failure to provide a convincing explanation will be taken as evidence that the work was not created by yourself.

- You should understand that plagiarism and unauthorized collusion are punishable acts of academic fraud. They may result in disciplinary action, possibly including the immediate dismissal from your programme of study.

For further advice on avoiding plagiarism, see our guide Plagiarism and how to avoid it, also see the University Code of Practice on Assessment.

**Referencing Styles**

The Library supports a range of referencing styles, you should confirm with your tutor if you are unsure which style is required for your studies.

*Online students can access referencing support materials via the Referencing area of the Library Web site for Online Programmes. Other students can see further help on referencing via Library Web pages or your subject LibGuide.*

- APA (see our APA LibGuide page) - American Psychological Association, an author-date style used by departments including Psychology.

- Chicago (see our Chicago LibGuide page) - a style used by Architecture.

- Footnotes (see our Footnotes LibGuide page) - used by some departments including History.

- Harvard (see our Harvard LibGuide page) - an author-date style used by many departments.

- MHRA (see our MHRA LibGuide page) - Modern Humanities Research Association style used by English.

- OSCOLA (see our OSCOLA LibGuide page) - Oxford Standard for the Citation of Legal Authorities style used by the Law School.

- Vancouver (see our Vancouver LibGuide page) - a numerical style used by some health related departments including Medicine.

**Using the Cite them Right print or online textbook**

In addition to guidelines, tutorials and other resources provided on Library
referencing support pages, you can obtain detailed guidance for your required referencing style using the Cite them Right book in print or online format:

All referencing styles are documented in the Cite them Right online textbook, provided via the University Library’s Referencing LibGuide page http://libguides.liv.ac.uk/referencing

If you use the Library for Online Programmes, you can see a link to Cite them Right in the Referencing page http://libguides.liv.ac.uk/onlineprogrammes/referencing

The Library provides access to printed copies (for loan) and the online version.

When you visit Cite them Right, use the navigation options shown in the top menu, e.g. BOOKS, JOURNALS, DIGITAL & INTERNET.

After you have clicked one of these options you will see a new sub-menu of choices appear, you can then choose one of those options, or use the large search box shown in the centre of the site:
In the following example we have selected ‘Chapters or sections of edited books’, we can see a summary of citation details to be included in the full bibliographic citation and an examples in-text citation. In addition to examples shown, you can use the interactive text box to create your own citation:

Citation order:
- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- ‘in’ plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference

Example

**In-text citation**
The view proposed by Franklin (2012, p. 86)...

**Reference list**

You can switch the referencing style shown in Cite them Right using the pull-down menu option shown on most pages:
Note on use of encyclopaediae (Wikipedia etc.)

Use and referencing of an encyclopaedia (Wikipedia or any other) is accepted as an initial stimulus that serves the student to get acquainted with the subject. But it must be followed with further research from authoritative scholarly sources and cannot be accepted as the sole reference.

All encyclopaedias are "digested content" which has been summed up by contributors and thus, unless in very specific cases, cannot be accepted as original scholarly material, direct use of encyclopaedias and wikis should therefore be avoided.

Software available to manage your references

You may also find it helpful to use software that is designed to help manage your references.

Referencing software can assist you by:

- Helping to store and compile your references.
- Export references from major Library systems/platforms into your reference manager.
- Develop a bibliography from your stored list of references.
- Manage references using folders and categories.
- Use plug-ins to manage references directly from your Web Browser or Word Processor.

We provide access and support for a number of applications to store and manage your references and to create a bibliography when you come to write up your assignment:

- Refworks can be accessed online and is free to use after you have created an account.
- Endnote must be purchased individually and installed on your local PC, however, you can also access Endnote off-campus using Apps Anywhere (Web based applications), note - you must remain online at all times when using this option.
- Other Software: For information on other non-University referencing systems such as Zotero, citeulike and Papers, please see our Referencing LibGuide.
When you use a referencing management application you should select the output style matching the referencing style you are using, e.g. Harvard (Cite them Right), OSCOLA, APA.

See our pages on Refworks and other citation software for managing your references and developing your Bibliography.

*Online students can also access referencing software via the Referencing area of the Library Web site for Online Programmes.*

**Self-Referencing**

You should typically avoid citing your own writing from assignments etc. derived from your programme of study. Citations should be derived from authoritative literature or sources. However, there may be a few special circumstances where you need to cite material from a previous assignment. Examples of self-referencing could include citing data from a research activity you have undertaken as part of your studies or re-submitting an assignment (with the agreement of your tutor). You should consult your librarian if you are thinking of citing your own writing derived from your programme of study.

Note – if you are simply citing your own professional or academic writing drawn from publications outside your programme of study, such as a contribution to a journal, book chapter or online contribution (such as a blog post), then you should reference these sources using the normal methods mentioned elsewhere in this guide.

**Citing your own writing derived from your programme of study**

When citing your own writing (derived from your programme of study) in-text, the normal name/ year method can be used e.g. for Harvard style referencing (Jones, 2011), (Jones, 2011, p.9), however you should also describe the background to the material being cited, e.g.

In an assignment carried out during the HRM module, Week 5, a decline in the recruitment of Occupational Health Officers was noted (Jones, 2011, p.5).

If you need to include quotations, these can be included in the normal way, e.g.

In an assignment carried out during the HRM module, Week 5, it was observed there was “a significant decline in the appointment of Occupational Health Officers in SMEs” (Jones, 2011, p.5).

If you are re-submitting an assignment (or large sections of a previous assignment) via the Turnitin system and need to quote large areas of text, then you must ensure these quotations are cited within quotation marks.

Please see longer guides on your required referencing style for further guidance on use of normal in-text citation and appropriate formatting for long quotations.
Non-English texts in your Bibliography

For your Bibliography, the publication should be listed using the normal bibliography guidelines using the original language and original characters (e.g. Arabic, Cyrillic).

However you should include a translation of the source (transcribed as closely as possible in English / Latin characters) alongside the original version, including (own translation from the language text), e.g.


Note on electronic information such as URLs, database details, permalinks etc.

It is not generally a formal policy of academic schools within the University to strictly require inclusion of detailed information on digital/online sources used, such as permalinks or DOI codes. Not all referencing styles allow for extensive use of digital information. You are advised to read your programmes induction materials to confirm if this kind of information is required for full references within your programme of study or for individual modules.

Adding links to E-Resources in your Bibliography

The following notes provide some general tips on obtaining a direct link to E-Resources. For more detailed advice, including information on specific collections, please see our guide on Adding direct links to electronic resources.

It is not generally the policy of UoL schools to strictly require inclusion of digital/online information such as URLs, database name or permalinks, however you are advised to check any special requirements during your induction. Some academic tutors (especially for degrees taught entirely online) may require you to include direct links to resources, thus allowing the tutor to visit or review the item you have cited, please consult your tutor to confirm if this is required.

Note on using copy & paste to create a direct link to E-Resources

Links to databases or individual e-resources must be created with care, many of these resources do not support simple linking via copy and paste from the URL address bar. If the Web site you are using is available via public WWW pages then you can probably use the URL of the resource you are viewing. If the site is a subscribed collection then you will probably not be able to copy and paste the URL, since the URL may contain ‘session’ information and may be invalid when used later.

Note on using permalinks via UoL login for your dissertation and research

If you add permalinks to e-resources via UoL subscriptions/login details, then the person reading your bibliography will require a University login to open these UoL links. You should take care when adding links which are passed via University
subscriptions in your dissertation or other writing aimed at a wider (non University of Liverpool) audience.

Create a permalink outside UoL subscriptions/ login

You can create a generic (non University of Liverpool) DOI link to E-Resources, these links will be accessible to non-University of Liverpool users if they access the item on any University campus which has a subscription for the item. They may also be able to access the resource off-campus. This kind of URL does not contain the University of Liverpool login/proxy server, e.g. http://dx.doi.org/10.1108/09600039610150479 It may be desirable to use this kind of URL in your dissertation or other academic writing which could be read by a wider audience (outside the University of Liverpool).

Link Builder Tool

You can use the Link Builder page shown in the Library for Online Programmes to create permalinks to a variety of e-resources via UoL subscriptions/login, these links will typically require a UoL login when followed. You can attempt to create a non-UoL DOI link using the DOI tool (see the checkbox shown under the DOI tool to use this option when creating the link).

Using DOI information for E-Journal Article References

You can usually find the DOI number when you view the article details - either on the summary page after you have done a search or contained in the full-text document of the article itself (alternatively, try the Cross Ref DOI search tool). Also see the later section of this guide Adding links to E-Resources in your Bibliography.

You can show DOI information in either of several formats within your article reference:

By displaying the DOI as a Web link:

The DOI number can be used to create a stable link to E-Journal articles, however not all E-Journal articles can be linked in this way, you must test all such links you create. You can use the Link Builder page to create DOI links. The usual format for direct links to journals in our online subscription systems is as follows:

http://ezproxy.liv.ac.uk/login?url=http://dx.doi.org followed by the DOI (Digital Object Identifier) number, e.g. http://ezproxy.liv.ac.uk/login?url=http://dx.doi.org/10.1108/09600039610150479

For example:

Important: The above type of DOI link via UoL servers can provide direct access to the article, however in order for an individual to access the resource, they must have a University of Liverpool (MWS) login.

For example:


If the DOI is not available you could consider an alternative option (see the later section in this guide *Adding links to E-Resources in your Bibliography*) or display the database/ source of the e-journal article, e.g.:


You can see further suggestions on creating stable links in our guide on *Adding direct links to electronic resources*.

**Further Help**

For help using all referencing styles and support please see our *Referencing Guide*.

*If you use the Library for Online Programmes, you can see referencing support materials at [http://libguides.liv.ac.uk/onlineprogrammes/referencing](http://libguides.liv.ac.uk/onlineprogrammes/referencing)*

If you have any questions please contact your Librarian (*see list of Liaison Librarians and Librarian for Online Programmes*).