Introduction to Principles of Referencing, Citation and Bibliographies
This guide provides advice on the **principles of referencing** to ensure correct practices when you refer to scholarly sources such as books, journal articles or reports when writing your own academic assignments, dissertations or thesis.

You will also need to familiarise yourself with **referencing styles** or formats recommended for your academic programme.

You should consult with your tutor if you are unsure which referencing style you are required to use, detailed guides, tutorials and other resources for referencing are shown in the Referencing web pages provided by the Library.

See our **Referencing Library Guide** [http://libguides.liverpool.ac.uk/referencing](http://libguides.liverpool.ac.uk/referencing), online students can also see referencing guides in the **Library for Online Programmes** [https://libguides.liverpool.ac.uk/online/referencing](https://libguides.liverpool.ac.uk/online/referencing)

We also provide access to the **Cite them Right** online textbook to support referencing, this is available in print format from the physical University Library or online version the above URLs.
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
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).

• 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.
Types of reference

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.
Types of reference

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
Referencing examples

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)**
Example with a page number
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 summarised referencing:
Glaser describes several key elements required for Grounded Theory including descriptive variables, theoretical variables, theoretical sensitivity and the core category (Glaser, 1998).

When you paraphrase another author, you are typically describing their theory, concept or view concisely.

An example of paraphrased referencing
Grounded Theory provides a methodology for developing original theory (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, as shown in previous examples will usually follow the same/standard format used for your required referencing style (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 (with no author), 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

These examples are mainly shown using the Harvard referencing style, you may be required to use another referencing style.

In the example below we have cited a general work by an author to support general statements in the paragraph, in this case we have not quoted from the text, but simply referred to an author’s work, ideas or concepts:

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

In the example below a quotation has been cited, this is followed by author details and page number from the referring text:

“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 refers to 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.
Advice to avoid plagiarism

You must write all contributions/ assignments yourself, and should include quotation marks around any cited text used within your writing (if you do cite quotations, the Turnitin system will detect your work as plagiarism).

You should discuss and analyse 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. 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 the Turnitin plagiarism detection system (in your online learning environment), 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 guidance on Plagiarism and how to avoid it: https://libguides.liverpool.ac.uk/online/referencing, also see the University Code of Practice on Assessment: https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/
Referencing Styles

Referencing styles refer to schemes or rule sets for referencing, these can sometimes refer to specific disciplines or academic areas, you should check your programme handbook or consult your academic tutor if you are unsure which style you are required to use for your programme.

Referencing styles include:

- **Harvard (Cite them Right)** - based on the textbook ‘Cite them Right’, this version of Harvard is supported globally by a wide range of educational organisations, commercial Library platforms/ databases and reference management software. Unlike APA, OSCOLA etc. no definitive version of Harvard is maintained by any single major organisation. Harvard is a multi-disciplinary style but mainly used for Management, Public Health and Computing academic areas (see your programme handbook to confirm if you are required to use Harvard or another specialist style)

- **APA (American Psychological Association)** - the official style of the American Psychological Association, used for areas such as Education and Psychology. APA is very similar to Harvard styles, however this style also provides some advice for issues such as layout and footnoting.

- **OSCOLA (Oxford Standard for Citation of Legal Authorities)** - maintained by the University of Oxford, this is used for law programmes and in law practice/ legal documents, case law and other legal materials.

- **Chicago** - used by some history related programmes.

- **Vancouver** - used by some medicine related programmes.

For guides, video and tutorials providing introductions, examples and detailed advice for the above styles, or any styles not discussed here (such as footnoting styles, MHRA etc.) please see the Library Referencing Guide online students can also see the Referencing page at the Library for Online Programmes: [https://libguides.liverpool.ac.uk/online/referencing](https://libguides.liverpool.ac.uk/online/referencing)
Cite them Right (textbook and Online)

You can visit Cite them Right Online from the Library’s Referencing Library Guide [http://libguides.Liverpool.ac.uk/referencing](http://libguides.Liverpool.ac.uk/referencing) or the Library for Online Programmes [http://libguides.Liverpool.ac.uk/online](http://libguides.Liverpool.ac.uk/online)
Navigating Cite them Right

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 further choices, alternatively you can search for referencing advice by keyword using the search box shown in the top-right area or from centre of the Cite them Right homepage:
In the following example we have selected BOOKS, then 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 showing how to use an in-text citation. In addition to these examples, you can use an interactive text box to create a 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. 88) ...

Reference list
You may see citations shown in databases such as DISCOVER or Scholar when viewing the records for the article or resource being viewed, e.g.:

You are advised to avoid copying and pasting these kind of citations as shown in platforms, as they will often contain non-standard content related to the database, such as internal IDs, in some third party systems, such as Google Scholar, the information shown may be incomplete. You are advised to refer to these citations only to assist in identifying item publication/citation details or for developing a full citation, e.g. for entry into a citation platform such as RefWorks.
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.
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.

Full guidance on referencing software is shown on the Library Referencing Guide [http://libguides.Liverpool.ac.uk/referencing](http://libguides.Liverpool.ac.uk/referencing) Our recommended platform for online programmes is EndNote Online, online students are advised to see advice shown on the Library for Online Programmes [http://libguides](http://libguides).
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.
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.
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

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

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 guidance on adding direct links to electronic resources: https://libguides.liverpool.ac.uk/online/linkbuilder

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.
Personal E-Books (e.g. Kindle)

Some electronic documents such as Kindle books or articles downloaded as HTML pages may not contain page numbers shown directly within the document. There may be several options available:

Cite the chapter, section or location (if shown), e.g. (Jones, 2010, Ch 2, Location 345-349) or (Smith, 2011, Location 263).

If a percentage (%) is shown for the location, use loc,%, for example (Richards, 2012, 67%).

You may be able to save the HTML document as a PDF, then refer to the page number shown within the PDF application, you may be able to use your Web browser’s ‘Print’ option, then instead of printing to your printer, change the destination to ‘PDF’, when you print, the document will be saved as a PDF file, also see guidance for major browsers such as Chrome, Safari, Firefox: https://www.google.co.uk/search?hl=en&ei=KP_JW83PKsm2a8utrcqE&q=print+to+pdf+web+browser&oq=print+to+pdf+web+browser
Support and Advice

• For training video, guides and tutorials on using the Library please see the Training page shown in the left menu of the Library for Online Programmes http://libguides.liverpool.ac.uk/online/training

• For general enquires using Library resources or login help please see our 24/7 support services at http://libguides.liverpool.ac.uk/online/support

• If you have any further questions, to schedule a consultation or to report ongoing problems please contact the Librarian at the first opportunity http://libguides.liverpool.ac.uk/online/support