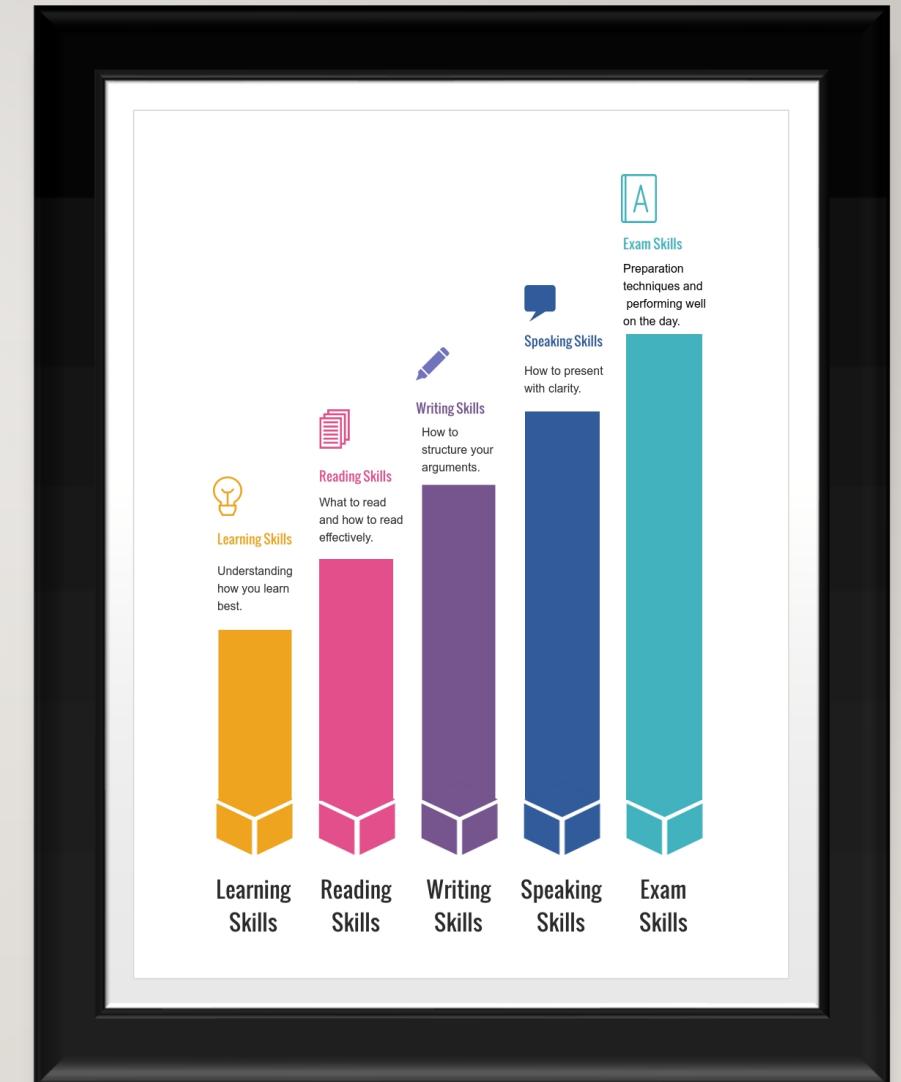




SKILLS FOR SUCCESS

WRITING SKILLS 3: REFERENCING



WORKSHOP OBJECTIVES

1. Understanding the purpose of referencing
2. Learning how to reference in essays
3. What sources to use



Writing Skills

WORKSHOP OVERVIEW

- What is referencing and why do we do it?
- What happens when you don't reference properly?
- Referencing: in-text referencing and bibliography
- What sources and how many references?
- Referencing tools

WHAT IS REFERENCING AND WHY DO WE DO IT?

- We reference to provide the reader with:
 - A clear understanding of how you obtained your information, quote, idea etc
 - A pathway to find the information themselves
- Referencing is about good scholarship:
 - It is part of demonstrating that you are acquiring a body of knowledge
 - It is the way you acknowledge who generated the data or evidence you are using
 - Referencing includes both in-text references **and** a bibliography

WHAT HAPPENS WHEN YOU DON'T REFERENCE PROPERLY?

- Your essay will be marked down: referencing is a vital requirement of a good essay and of good scholarship
- You may accidentally be plagiarising by not properly acknowledging where you found the evidence you are using:
 - "Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another or your own previously assessed original work."
 - (University of Edinburgh guidance: <https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism>)
- **Most plagiarism happens by accident**
 - Avoid over-reliance on one source and diversify references to support your arguments

REFERENCING: GETTING THE BASICS RIGHT

- Check what is and is not included in the word count:
 - Eg: in-text referencing, the bibliography (see your course handbook)
- Check whether lectures slide can be referenced
- Beware of spelling names correctly
- Ask your course tutor/lecturer if you need clarification
- In-text referencing shows that you have acquired **and** understood the material you are referencing
 - Avoid block quotes
 - Don't use direct quotes if they are not necessary - paraphrase in your own words to show that you have understood the material

IN-TEXT REFERENCING: HARVARD STYLE

- When referencing an idea or concept, you should include the author's surname and date of publication
 - *Example:* Nature therefore is constructed through both imagination and physical manipulation (Whatmore, 2005).
- If it is a direct quotation within the essay, you should includes author's surname, date of publication and page number.
 - *Example:* “Quite simply, political theory and political practice are inseparably linked” (Heywood 1998: 3).
- In your bibliography give full details of each source in alphabetical order (surname of author)

HOW TO REFERENCE...

- **Books**

- Author or editor (surname followed by initials)
- Year of publication (in brackets)
- Title of book (in italics)
- Edition (if not first)
- Place of publication (city/town/state)
- Publisher
- If part of an edited book include page numbers

Naidoo J and Wills J (eds) (2015). *Health studies: an introduction* (3rd edn). London: Palgrave

- **1 author** (UNICEF 2014)
- **2 authors** (Wetherly and Otter 2014)
- **3 authors** (Brown, Launder and Ashton 2012)
- **4 or more authors** (Sadava et al. 2013)

Part of an edited book: Ogden J (2015). Health Psychology. In Naidoo J and Wills J (eds) *Health studies: an introduction* (3rd edn). London: Palgrave. Pp 113-50

HOW TO REFERENCE...

- **Journal articles**

- Authors in the order shown (surname followed by initials)
- Year of publication (in brackets)
- Full title of article
- Title of journal (in italics)
- Details: volume/issue/month
- Pages of article

- **1 author** (UNICEF 2014)
- **2 authors** (Wetherly and Otter 2014)
- **3 authors** (Brown, Launder and Ashton 2012)
- **4 or more authors** (Sadava et al. 2013)

Aldred R and Jungnickel K (2014). Why culture matters for transport policy: the case for cycling in the UK. *Journal of Transport Policy*. 34 (Jan) pp78-87.

HOW TO REFERENCE...

- **Internet sources**

- Author of the website (organisation or person)
- Year the website or page was written or updated
- Full title of webpage (in italics)
- Available at www...
- (Accessed + date)

World Health Organisation (WHO) (2017). *Commission on ending childhood obesity*. Available at www.who.int/end-childhood-obesity/en/ (Accessed 2 February 2017)

THE BIBLIOGRAPHY

- Shows the reader where you found the information you have used
- Provides full information about all in-text references
- Be consistent in the way you present references
- All references listed in the bibliography must have been referenced in the body of the essay (via in-text referencing).

If you have not referenced a text in the body of your essay you should not include it in the bibliography.

WHAT SOURCES TO USE

- Be sure to have references to academic sources
- Draw from required and extended readings for the course
- You can bring in additional sources and references that you think are relevant
- Distinguish between academic sources (published in academic journals for instance) and non-academic sources (news outlets, NGOs, international organizations policy briefs), types of data (narratives, statistical evidence, etc.) and opinions (news column, blogpost, tweet).

WHAT TO AVOID...

- Wikipedia is not a source
- Failing to reference course material and only relying on outside sources
- Relying on one source too heavily
- Not referencing academic sources and/or only referencing non-academic sources
- Shoehorn references: unrelated to the argument or point being made
- How many references?
 - No definitive number – depends on the question
 - Aim for a minimum of two per paragraph

EXERCISE

In groups, look at the handout:

- Try and find the 10 mistakes in the bibliography.
- Pay attention to alphabetical order, consistency and incomplete referencing

Aberbach, Joel D., and Bert A. Rockman. 2002. "Conducting and Coding Elite Interviews." *PS: Political Science and Politics* 35 (4): 673–76.

Arksey, Hilary, and Peter T. Knight. 1999. *Interviewing for Social Scientists*. 1 Oliver's Yard, 55 City Road, London England, EC1Y 1SP United Kingdom: Sage Publications.

Bevir, Mark, Rodrick William Rhodes, and Patrick Weller. 2003. "Traditions of Governance: Interpreting the Changing Role of the Public Sector." *Public Administration* 81 (1): 1–17.

Bryman, A., 2015. Social research methods, Fifth edition. Oxford University Press, Oxford.

Dickens, Linda, and Karen Watkins. 1999. "Action Research: Rethinking Lewin." *Management Learning* 30 (2): 127–40.

Finlayson, Alan. 2007. "From Beliefs to Arguments: Interpretive Methodology and Rhetorical Political Analysis."

Cox, Robert Henry, 2001. The Social Construction of an Imperative: Why Welfare Reform Happened in Denmark and the Netherlands but Not in Germany. *World Politics*. 53 (3), 463–498.

Herbert J. Rubin. 2004. *Qualitative Interviewing the Art of Hearing Data*. Second edition. London: SAGE.

Mason, Jennifer. *Qualitative Researching*. Second edition. London: Sage Publications.

McCracken, Grant. 1988. *The Long Interview*. Newbury Park: Sage Publications.

Odmalm, Pontus. 2015. "Presentation on 'Interviewing' -Research Skills in Social Science: Data Collection Lecture."

Prior, Lindsay. 2014. "Content Analysis." In *The Oxford Handbook of Qualitative Research*, Ed. Patricia Leavy. Oxford University Press.

The Guardian, 2008. MEPs attack McCreevy over private equity, by David Gow. The Guardian.

The Guardian, 2005. The day Coe won gold, Dennis Campbell. The Guardian online, 10 July 2005, <https://www.theguardian.com/uk/2005/jul/10/olympics2012.olympicgames6>

REFERENCE MANAGERS

- There are a number of reference managers available such as Endnote, Mendeley or Zotero.
 - Zotero and Mendeley can be downloaded for free; Library can provide Endnote for a small fee
- Why use reference managers?
 - Good tool for filing and classifying sources and readings
 - Saves time when inserting bibliography in essays
 - Worth using these tools from the start of your course
- How do they work?
 - Install desktop software on computer
 - Use plugins/connectors to online search bar to download information about sources directly into your reference manager
 - Insert Word Add-In into Microsoft Office Word to be able to insert references as you type and to insert a reference list

SKILLS FOR SUCCESS

Remember to sign up
for our other skills
sessions!

