

Referencing Exercises

At university you need to complete coursework which expects you to have some skill in academic writing. To be successful in your studies, it is necessary for you to access and read information as part of your independent learning in order to deepen your knowledge and understanding. It is important for you to demonstrate that you have read appropriate sources of information and it is then equally important that you properly reference these sources as part of your coursework. There are three main reasons to reference:

- referencing your sources acknowledges the work of the original authors;
- proper referencing allows those reading your work to find the original source if they want to learn more;
- referencing also gives you a way to evidence what you say in your own work.

Citations are the full or partial references that you place into the text of your coursework to identify the source of evidence presented. These citations should connect with the full detail of the source contained in a list of references at the end of the coursework. The important point is to make the connection between the statement in your coursework and the source as obvious and clear as possible.

In the Harvard referencing style the citations used are the last names of authors or originators of the source followed by the year of its publication. For example, the following paragraph contains two citations that help the reader to identify the source of the definition used (i.e. Coleman and Chiva 1991) and the hypothesis presented (i.e. Hopson and Scaly 1999).

Life planning is a process to encourage people to review their lives, identify life priorities, consider options and make plans to implement choices (Coleman and Chiva 1991). Hopson and Scally (1999) suggest the process is built on seven life management skills: knowing yourself; learning from experience; research and information retrieval skills; setting objectives and making action plans; making decisions; looking after yourself; and communicating with others.

In the Numerical referencing style, only the number of the reference is embedded in the text. The following paragraph has three citations.

In 1902 Nikola Tesla patented a system [1] which he thought would be able to transfer power through electromagnetic induction far enough that it would replace transmission line distribution systems. The system was built in Long Island, New Jersey but never reached the potential Tesla had proposed [2, 3].

In the three interactive exercises, which are adapted from the work of Colin Neville, you will be able to test your knowledge of referencing.

Exercise 1: Is a reference needed?

When is a reference necessary in an essay or technical report? Decide if a reference to a source is needed in the following situations.

Situation	Yes	No
1. When quoting directly from a published source.		
2. When using statistics or other data that is freely available from a publicly accessible website.		
3. When summarising the cause of undisputed past events and where there is agreement by most commentators on cause and effect.		
4. When paraphrasing a definition found on a website and when no writer, editor or author's name is shown.		
5. When summarising or paraphrasing the ideas of a key commentator or author, but taken from a secondary source, e.g. general		
6. When summarising in a concluding paragraph of your assignment what you discussed and referenced earlier in your text.		
7. When including in your assignment photographs or graphics that are freely available on the Internet and where no named		
8. When emphasising an idea you have read that you feel makes an important contribution to the points made in your assignment.		
9. When summarising undisputed and commonplace facts about the world.		
10. When using aphorisms, such as: "Pennywise, pound foolish".		

Exercise 2: “I didn’t reference the source because...”

Below are six statements that might be made by students for not referencing a particular source in a coursework. They all start with “I didn’t reference the source because...” Six likely lecturer responses are shown. Match the likely lecturer response to the student statement. Choose the most likely response number in the right hand column below.

Student Statements	Response
<p>a. I didn’t reference the source in the text of the assignment because I put the source in the bibliography.</p>	
<p>b. I didn’t reference the source because I found this theory on a Wiki Internet site; anyone can contribute to these, and no particular author is named.</p>	
<p>c. I didn’t reference the source because the statistics were taken from a government website, which are there for the whole world to see and use.</p>	
<p>d. I didn’t reference the source because it just gave me ideas to use in my assignment; I changed most of words in the article to my own.</p>	
<p>e. I didn’t reference the source of the definition because it was from a tutor handout; everyone in class was given a copy.</p>	
<p>f. I didn’t reference the source because no author or writer’s name was shown on the website.</p>	

Lecturer Responses

Match each statement shown above with the appropriate tutor response from the list below.

1. *If no named author or writer is shown, you should cite and reference the name of the originator of the source, which can be a name of an organization, or other source.*
2. *Readers need to match in-text citations with the full details of sources in a list of references. This enables readers to find and use the sources for themselves, if required.*
3. *The source of all data like this must be fully referenced. Readers may, for example, want to learn or examine the methodology for the research and data collection.*
4. *It is advisable, wherever possible, to use primary sources in an assignment, rather than secondary sources. A primary source, in this example, would be the originator of the theory. Secondary sources may not always be reliable. However, if you do use a secondary source, it needs to be properly referenced.*
5. *Any source that has played a significant contribution to your assignment must be fully referenced. By doing this you acknowledge the part another person has played in the development of your own ideas.*
6. *This came from work produced by someone else and not by you. It also contributes to the reader’s understanding of terms you have used in your assignment and so needs to be properly referenced.*

Exercise 3: Referencing errors

The following list of references for sources used in a student's technical report is given below. The student is using the Harvard Style of referencing. Each reference contains one or more errors. Identify and summarise in the right hand column below the nature of any errors that you spot.

References	Error(s)
Blake, R. (2002). <i>Electronic Communication System</i> . 2nd ed. Delhi: Cengage Learning. p1-865.	
Bloggs, W. (2016). <i>Wireless Power Transfer using a Magnetic Resonant Coupling for Subsea Applications</i> . Honours Project.	
BUSINESS STRATEGIES (2000). <i>Tomorrow's Call Centres: a Research Study</i> .	
Daniels, K., Patterson, G. and Dunston, Y. <i>The ultimate student teaching guide</i> . 2nd ed. Los Angeles: SAGE Publications, pp.145-151.	
http://www.electronics-tutorials.ws/amplifier/amp_2.html .	
Storr, W A. (2015). <i>Inductors in Parallel</i> . Available: http://www.elect-tut.ws/ind/parallel-ind.html . Accessed 21/04/2015.	
Storr, W. (2014). <i>Mutual Inductance of Two Coils</i> . Available: http://www.elect-tut.ws/ind/mutual-ind.html . Accessed 21/04/15.	
<p>Polyzakis, A. Koroneos, C. and Xydis, G. 2008, Optimum gas turbine cycle for combined cycle power plant, <i>Energy Conversion and Management</i>, vol. 49, no. 4.</p> <p>- A direct quote in the text taken from this journal article is referenced in the following way. What is missing?</p>	