

## Referencing for beginners – transcript

### Introduction

Hi and welcome to this video on referencing. If you're completely new to referencing or would like a refresher, this video is for you. The specific examples will be in the Cite Them Right Harvard style. You can watch the video through or jump to a specific section.

### What is referencing?

Referencing is about acknowledging where you got your information from. We do this in real life all the time. For example, if you tell someone the weather forecast says it's going to rain, you're showing that you got your information from the forecast. Or if you tag someone in a post on social media, you're linking back to their main profile.

Academic referencing is similar. You need to acknowledge the information you use in your assignments. It's a key component of academic writing and you'll be required to do this throughout your work.

### Why do we reference?

There are lots of reasons why we reference. Firstly, it shows where you got your ideas from and how they fit into a wider academic context. You've spent time reading and researching, and referencing allows you to get credit for that work. Also, anyone reading your work will be able to follow your ideas back to the original source. Finally, it will help you to avoid poor academic practice or plagiarism.

### What is plagiarism?

Plagiarism is probably a term you've already heard from your lecturers. It involves passing off someone else's work as your own. Sometimes this can be deliberate, such as paying someone else to write your assignment, completing an individual assessment as a group, or submitting the same work for two different assignments.

However, sometimes plagiarism can happen accidentally. For example, if you write down a useful quote from an article but don't make it clear in your notes, you might think later that you wrote it yourself and forget to reference it in your final assignment. Although accidental, this is still considered a type of plagiarism and is taken seriously by the university.

The university has a module called Don't Cheat Yourself which you can work through to learn more about academic integrity. Good note-taking and referencing will also help you to avoid plagiarism.

### When do I need to reference?

There are three situations where you need to reference. One: when you use the exact words from a source or a direct quote. Two: when you put a source's idea into your own words. This is called paraphrasing. Three: whenever you're drawing on someone else's ideas.

While short direct quotes can sometimes be helpful, you shouldn't rely on them for your entire assignment. It doesn't prove that you've taken in and understood what you've read. Paraphrasing helps your work to flow and shows that you understand the topics you've read about. It's important to note that you need to reference any type of source you use. References aren't just academic books and journal articles. If you use websites, reports, videos, statistics, or any other source in your work, you need to reference these as well.

### What information do I need for a reference?

No matter what type of source you're referencing, you always need the same pieces of information.

First of all, you need the author. Who created the source you're looking at? This can be an individual or an organisation. If you aren't sure who created the source, you should be very wary about using it.

Next we need the year. When was the source created?

Thirdly, we need the title. What is the name of the source?

Finally, we need the publication details. Where can I find this source?

The first three items are usually the same no matter what type of source you're looking at. However, the publication details will change depending on the source, so this can be a bit trickier.

Once you have this information, you can create your references. We write the information for our references in a specific order known as a style.

#### Which referencing style should I use?

Most courses at Glasgow Caledonian University use the Cite Them Right Harvard referencing style. Always check your module handbook to see which style you are required to use, as some departments such as Law and Social Sciences use different styles.

Also, be aware that Harvard is a general style and there are many versions available online. We specifically use the Cite Them Right Harvard style.

#### What are in-text citations?

References are made up of two parts, the in-text citation and the full reference. In the Cite Them Right Harvard style, the in-text citation includes the author's surname, the publication year, and the page number if it's a direct quote or a paraphrase from a specific section. You don't need to include the author's full name or any additional information.

There are two ways to add in-text citations to your essays. The first one is to start with the information you want to give, then include the citation. Here's an example. The other way is to include the author's name directly in the sentence. In this case, because the author's name is already in the sentence, you don't need to add it again in the brackets.

#### How do I organise my reference list?

Along with your in-text references, you need your full reference list at the end of your assignment. In Cite Them Right Harvard your reference list should be alphabetical by the first author's surname. Each source should only appear once in your reference list, even if you've cited it multiple times.

### How do I find examples of references?

To find examples of referencing in your style, use the Cite Them Right platform. From the Library homepage, select Support for students, select Referencing, scroll down and click on Cite Them Right. You may need to sign in with your usual GCU details.

Cite Them Right has a tutorial that you can work through for more help on referencing. To access this, select Tutorial from the top menu, then select Launch Tutorial. Choose the style you'd like to use and you'll see a selection of units that you can work through. You can complete as many or as few units as you like.

If you're ready to see examples of referencing, select Choose your referencing style. In the middle of the home page, you'll see lots of examples of referencing styles. For this video, I'll pick Harvard. If you need to use a different style, select the one you need.

The top menu on this page has a list of categories. Each category is broken down into smaller, more specific sources. There are many sources on this list, but you probably won't need to use most of them.

The Setting out citations page on the right hand side has lots of useful information about in-text citations, and I'd recommend bookmarking it to use later.

Each section is set up in the same way. First you have the citation order. This explains exactly what information you need for your reference, the order it should go in, and the formatting. Underneath that you'll find examples of this referencing in practice. You can use the You Try section as a template to copy the formatting for your reference, and you can replace the text with the details of your specific item.

Let's look at how to find the information you need from a source and put it into a reference.

### How do I reference a book?

If you're referencing a book, a lot of the information you need is on the front cover. Here's an example book I found. The title is *Doing a literature review in health and social care: a practical guide*. The author is Helen Aveyard and this is the 4th edition.

If we check the Cite Them Right page, we'll see that for a book reference we also need the publication year, the publisher, and the place of publication. You can find this information

on the copyright page, which is a couple of pages into the book. In this example, we can see that the 4th edition was published in 2019 by the publisher Open University Press. The city is enough detail for the place of publication. If there's more than one location listed, you can use the UK one. So for this example the place of publication is London.

Now we have the information to create our reference. Let's use the You Try box and fill in the details. When we talk about books we usually shorten the word edition to edn. Our in-text citation would be (Aveyard, 2019) in brackets.

Now that we've completed the reference, we can copy and paste it into our Word document.

### [How do I reference a journal article?](#)

All of the information we need should be on the first page of the article, but sometimes you might have to scroll up or down to find it.

The title is always in the largest font on a journal article. In this case, it's *Deliberative framing: opening up discussions for local-level public engagement on climate change*. The author is Rebecca J Romsdahl.

For the date we want to know specifically when the article was published. In this example, it's 2020.

The title of the full journal is usually written in a much smaller font at the top or bottom of the page. This journal is called *Climatic Change*. This section also includes the publication details. This is volume 162, and the article covers pages 145 to 163.

We also have a DOI, or Digital Object Identifier. This is a special permanent link for journal articles, and we can include this in our reference too.

Now let's go to the Journal Articles section of Cite Them Right to see how to create this reference. Again, we can use the You Try section and complete the necessary details. We use the letters pp. to denote multiple pages. The in-text citation for this reference would be (Romsdahl, 2020) in brackets.

### How do I reference other online resources?

Along with books and journal articles, there are a range of online resources you may need to reference. To find out how to reference them, go to Cite Them Right and use the search bar at the top of the screen to look for the source you need. For this example, I'll look for a government report, but you could also search for sources such as guidelines, videos, or individual web pages. On the results page, use the option on the left-hand side to limit your results to Harvard referencing.

Just like with books and journal articles, you need to include the title, publication year, and creator of the resource. Remember, in some cases the author is an organisation rather than an individual. In my example the author is the Scottish Government, the title is Scotland's Carbon Footprint 1998-2019 and the publication year is 2023.

For most online resources you also need to include the URL and the date you accessed the resource. This is because online resources can easily be updated or deleted.

Here's our completed example using the You Try box. In this case, the in-text citation would be (Scottish Government, 2023) in brackets.

### Further help

If you'd like more help with referencing, take a look at our referencing and plagiarism guide or check your subject guide to find contact details of your subject librarian.