Reference list/bibliography at end

Your list of references or bibliography is organized alphabetically by surname, and then by date. Include all authors in the order they appear in your source so that each receives credit for their work. References follow the format:

Who. **(When).** **What.** **Where.**

Books

Surname, Initials. (Year). *Title of book: Subtitle* (edition if not 1st ed.). Place of publication: Publisher.

> **Examples:**
>
> Smith, G. (2002). *Journalism law: A brief introduction.* Oxford: Hart.
>
> Horch, E.P. (2008). *The Flemish masters* (3rd ed.). London: Phaidon Press.

Articles

Surname, Initials. (Year). Article title: Subtitle. *Journal Title, volume* (issue number), page number(s).

> **Examples:**
>
> Stadler, J. (2000). Exotic plant species invade diversity hot spots: The alien flora of Kenya. *Ecography, 23*(2), 169-176.
>
> Waters,T. (2017, Summer). A question of benefits. *Society Now*, *28,* 10-11.
>
> Ward, J. (2017, August 4). Boy dies in horrific crash. *Barnsley Chronicle,* p.1.

Articles from magazines may use a *number* in place of *volume* (issue) and/or a date. Newspapers use the day to identify specific issues. Add any date information to the year.

Websites

Surname, Initials. (Year). *Title of website*. Retrieved from URL

NOTE: If the website has no obvious date, you can replace (Year) with the abbreviation (n.d.). If you cannot find a person as author, use the name of the organization responsible for the site.

> **Examples:**
>
> Benn, T. (2002). *Recognition in a democracy*. Retrieved from http://www.tonybenn.com/reco.html
>
> Marks and Spencer. (2013). *Your M&S: Year Result 2012/13.* Retrieved from http://corporate.marksandspencer.com/media/press_releases/full_year_results_201213

Secondary Referencing

> **Example:**
>
> Polit, D.F. & Beck, C.T. (2008). *Nursing research: Generating and assessing evidence for nursing practice.* London: Lippincott, Williams & Wilkins.

In your reference list, give a full reference in the usual way for **only** the source you have read.

For more information go to barnsley-ltu.co.uk/studyskillsbc or follow the link to **Study Skills tile** from MyDay.

Quick Guide to Referencing Using BC-Harvard conforming to APA style

Why do I have to reference in my academic work?

- To enable someone to find the sources you have consulted and referred to

- To demonstrate the breadth of your research, reading and knowledge

- To support your argument with authoritative sources

- To avoid accusations of plagiarism (using somebody else's work without acknowledging the fact).

Harvard referencing is an approach to referencing based on author name and date of publication. Search Google for Harvard referencing and you will find many variations in the details. This is a brief guide to Harvard referencing as used at Barnsley College HE and following the basics of APA style. Further help with referencing is available via the Study Skills tile on MyDay, and from staff in the HE Library and the Curve.

Terminology

You may come across terms such as "citations", "references lists" and "bibliographies". Strictly speaking:

References list: a list, placed at the end of your work and organized alphabetically by author surname and date of publication, of the sources of information **cited by you** in the text.

Bibliography: a full listing of *all* material consulted or found in relation to the research, including sources not used and directly cited by you in your work.

How to cite sources in your work

When you use other people's work you may be:

- Referring to a source - mentioning the work without giving much detail
- Summarising (paraphrasing) - writing a short description of the ideas or opinions **in your own words**
- Quoting - using the actual words of the source.

Whenever you do <u>any</u> of these, cite in the body of your work the author surname(s) and year of publication. Add page number(s) when quoting or referring to part of a longer work. The abbreviation p. or pp. is added before the page number(s). The basic layout to cite in the text is:

(Surname, year, p./pp.)

Examples:
Workers in teams tend to adopt particular roles (Belbin, 1996; Smith and Jones, 2014, pp. 12-15).

In his book on teamwork, Belbin (1996) outlines nine roles which...

Short quotes should be clearly marked by quotation marks.

Example:
It has been found that 'newly qualified teachers are more likely to become involved in extracurricular activities' (Hill, 2010, p.124).

Where a quote is too long to fit within a single sentence, it should be a separate paragraph, and indented from the main text to show the words are not your own. Quotation marks are not required, but remember the citation.

Example:
...or as Darwin (1859, p.490) phrases it:

There is a grandeur in this view of life, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being evolved.

For publications with three or more authors, in your text you can cite the first author followed by et al. All authors' names should be included in the reference list at the end.

Example:
New research on health awareness (Tipton et al., 2009, p.124)...

Sometimes you may read and use someone's ideas or work as described by another author. This is secondary referencing. Give details of the **original** author and cite the **secondary** source, the source you actually read, in your work.

Example:
According to Freud, as described in Polit and Beck (2008, p.142)...

At the end of your work, in your reference list, **only** include details of the source you read.