

## **Research and Referencing Practice**

Use this exercise sheet to practice using the LRC research tools - Heritage, Discovery and OpenAthens - and use the examples you find to practice [referencing](#) the different sources.

### **1. Choose your Keyword**

This is the word or words that you are going to search with. Try to make it relevant to you: do you have an assignment you're currently working on? What course are you doing?

Keyword/s: .....

Tip 1: are there any other terms you could use for this word?

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Tip 2: Remember you can use \*, "", **AND**, **OR** and **NOT** in your search terms to widen or narrow down your results!

### **2. Search for a book**

Use the Library Catalogue, [Heritage](#), to search for your keyword and find a book relating to the topic. You can find the catalogue link through the Library Services tile on MyDay or with the QR codes on the end of the bookshelves in the LRC. Make notes of the following:

Author(s):

.....

Publication date: .....

Book title in italics:

.....

Edition (if there is one): .....

Place of Publication (except APA 7<sup>th</sup>):

.....

Publisher: .....

Use your course's preferred referencing style e.g. APA 6<sup>th</sup>, APA 7<sup>th</sup>, Harvard etc. to write the reference for this book:

Referencing layout example:

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

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### **Search for a journal**

Go to [Discovery](#) or select a relevant database on [OpenAthens](#) and search for your keyword to find an academic journal or magazine. Again, links for these can be found on MyDay or on the LRC webpage. Take note of the following:

Author(s):

.....

Publication date: .....

Article title: .....

Name of Journal (in italics):

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Volume (number (in italics) or season):

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Issue or part number.....

DOI or URL: .....

Use your course's preferred referencing style e.g. APA 6<sup>th</sup>, APA 7<sup>th</sup>, Harvard etc. to write the reference for this journal:

Referencing layout example:

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

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### **3. Referencing websites**

There may be several reliable websites suitable for your course and if you use these in your work, you will need to be able to reference them! To practice, find an article on an online newspaper website e.g. BBC etc. and take note of the following:

Author(s) of article:

.....

Publication date: .....

Article title (in italics):

.....

Name of Organisation: .....

URL: .....

Use your course's preferred referencing style e.g. APA 6<sup>th</sup>, APA 7<sup>th</sup>, Harvard etc. to write the reference for this website article:

Referencing layout example (in APA 6<sup>th</sup>):

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

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**NB:** if there is no named author (e.g. Jane Smith) for a webpage, use the organisation as the author, e.g. BBC

#### 4. **In-text referencing**

Whenever you refer to someone else's work or opinion in the body of your work, you need to cite the author surname(s), year of publication and page number(s) of the work you are referring to.

For example:

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

or:

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

**NB:** Always put punctuation *after* the brackets where applicable, *not* before.

For example:

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

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

Find an extract from one of the resources you've found above and write a brief sentence that refers to it. Don't forget to include the citation!

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That's it, you're a pro! Remember: When you write your reference list at the end of your work, this should be in alphabetical order of author surname.