

A quick guide to referencing

References allow readers to follow up ideas and opinions and check the authenticity of quotes. They also allow authors to relate their work to others in the field and provide support for the opinions expressed.

Q What are the differences between the various referencing styles?

A A number of referencing styles have been developed over the years, some of which are particular to certain subjects or disciplines. Generally the information required for each style of referencing is similar, the differences lie in the way that the references are structured.

Q What is the difference between in-text referencing and a referencing list?

A There are two elements to referencing, the information provided in the text to signify authorship, and the information provided in the reference list providing full details of the original publication.

Q What is the author-date referencing style?

A The most commonly used style, author-date, provides details of the author and year of publication in the text, and full details of the source of the information listed in author-date order in the reference list.

Q What do I need to construct a reference?

A To construct a full reference the following information is required;

- » Details of the author or authors
 - » The year of publication
 - » The title of the chapter, journal article or partwork
 - » The title of the book, journal, website or work
 - » The name of the publisher
 - » The place of publication
 - » The volume or edition number
 - » The page numbers of the article
 - » The url of the website
 - » The date the information was accessed
- Additional information that might be required depending upon the type of resource used includes;
- » The format of the resource, e.g. DVD, CD-ROM, Film
 - » The number of the paper or report, e.g. Bill numbers, SI numbers, Map sheet number

Q How do I include an exact quotation in my work?

A Word-for-word quotations should be included in quotation marks with an in-text reference provided at the end of the quotation.

Q How do show where I have made slight changes to a quotation?

A Changes to the wording of quotations are highlighted by ... where words have been omitted and [] where words have been inserted.

Q How do I show where I have paraphrased someone else's ideas?

A Where ideas but not the exact words of another author are used, an in-text reference should be included at the end of the sentence or paragraph where the idea is expressed.

Q What is secondary referencing?

A When you want to reference a work that is referred to in your reading you need to include a secondary reference. References to work that is referenced in a second publication and has not been viewed in its original form should include details of both the original work and the second work in the reference e.g. Evans, (2000) in Carroll (2002).

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