

A Quick Guide to Referencing

Why do I need to reference? Referencing is the way you show the person reading your work where you got your ideas from. You may reference someone else's work because you quoted from them directly, you mentioned or paraphrased their work, or you used images, statistics or tables that they are credited with creating. Referencing is also a way of showing the reader or marker that your own ideas are backed up by reputable sources.

You must always reference any work that is not your own and make sure that you do it correctly for the type of resource you used. The College uses the **Harvard Referencing** system, and this booklet will briefly remind you how to do it, but, if you need more information, you should **consult the full guide on the Library Website** –library.loucoll.ac.uk

Books: In your **reference list**, they are done like this:

Author's surname, Initials., Year. *Title*. Edition (if there is more than one). Place of publication: Publisher.

Your reference list is just one half of a reference. The second half is the in-text citation which sits in the middle of your work, straight after whichever piece of information you have used from another source. **In-text citations** are always in brackets and look like this: **(Author's surname, Year, Page numbers)**. Remember, you may need **multiple citations**, but only **one reference**. **Example:**

Reference list: Cottrell, S., 2013. *The Study Skills Handbook*. 4th edition. Basingstoke: Palgrave Macmillan. **In-text citation:** (Cottrell, 2013, p5)

Journals work a little differently to books and look like this in your reference list:

Author's surname, initials., Year. 'Article title'. *Journal title*, volume number (issue or part number), page numbers.

Example: Moen, M. H.; Reurink, G.; Weir, A.; Tol, J. L.; Maas, M.; Goudswaard, G. J., 2014. 'Predicting return to play after hamstring injuries'. *British Journal of Sports Medicine*, 48 (18), pp. 1358-1363.

Online journals are very similar, but require you to give a little more information about where you found it:

Author's surname, initials., Year. 'Article title'. *Journal title* [online], volume (issue or part number), date (if given), page numbers (if given). Available via: (database you used). [Access date]

You can also give a URL (web address) if it is not clear which database hosts the journal, or if you didn't use a database.

Websites require you to give some information about where the website you used can be found. This means that you have to provide a URL (web address) and the date that you first accessed the website:

Author or Editor's surname, initials., Year. Title [online]. Place of publication: Publisher OR Organisation responsible. Available at: URL. [Accessed: date]

It is important that you provide a date for when you first used the website. If (for whatever reason) the website is taken down after you've submitted your work, the date in your references shows that the website was working on the day you used it.

Example: Marshall, C., 2014. *21 Google book scans that bring surprising intimacy to the digital book world* [online]. BuzzFeed. Available at: <http://www.buzzfeed.com/chelseamarshall/google-book-scans-than-bring-surprising-intimacy-to-the-d#guqdt3> [Accessed 30/09/2014]

If there is no obvious author of a website, then it is acceptable to reference it by the title alone. Similarly, there may be no place of publication, publisher or organisation responsible for the website. If this is the case, then provide as much information as you can and make sure to provide a URL and date. Please see the full Referencing Guide for more information.

Always ask for help

You should always ask for help if you are struggling to reference. You can speak to your tutors or the Librarian, Hannah Wood.

You can access the college referencing guide which is available on the Library website. There are also several books that can help you reference properly available in the library. A particularly good one is *Cite Them Right* by Richard Pears and Graham Shields is available in the college library at **K 371.30281PEA** in the study skills section.

You can contact Hannah by email or by asking at the Library desk.

hannah.wood@loucoll.ac.uk

