

Referencing at West Cheshire College

Introduction

When writing assignments, it is important to provide details of all the sources of information (books, journal articles, e-resources, etc.) that you have used to prepare your work. This is because **you must always acknowledge the work of the other people whose publications you have used.** Providing good references also helps anyone reading your own work to understand how you have come to your conclusions. Failure to do so is **plagiarism** and is considered cheating. You will be marked up for referencing and could fail your assignment if you do not reference fully.

There are two things that you have to do when referencing material used when preparing a piece of written work:

- **make a brief reference to the work in the body of your own text**
- **create a much fuller list of references at the end of the assignment.**

The key point to remember is that the reference in your text must link accurately and unambiguously to the one in the fuller list of references at the end. This guide refers to APA referencing but can also be applied to the Harvard referencing system.

It is always a good idea to **note all the main details of every reference that you plan to use as soon as you have read it.** This will save you time in the long run.

Make a brief reference in the body of your own text

Always cite the name of the author (the person who wrote the words) that you read.

Fuller details should be included at the end of your assignment.

The surname of the author and the date of publication will be sufficient in the text.

You may also use quotations from a particular author. If so, material quoted directly from another writer's work should be reproduced word for word *in italics*.

You **must** give the specific page if you quote from a source. Here is an example, using a quote from a single author. If you wish to leave out any of the original text, you will have to include three dots [...] at the relevant point to make it clear that something has been omitted.

“Moseley’s two visits in April and November 1844 supply the fullest [...] account of the early College” (Bradbury, 1975, p. 101).

Using ideas but not verbatim:

This conclusion is supported by research reported by Mackenzie (2002) ...

In 2001, Dickinson demonstrated conclusively that ...

Recent research (Dickinson, 2001) suggests ...

Multiple authors

If the book or article has two authors you should refer to both authors in your text.

The research of Todd and Arbuthnot (1995) shows ...

If the book or article has 3, 4, or 5 authors, you should cite all authors in the text and cite the surname of the first author followed by et al.

(Bentley, Royce, Higgins and Hill, 1998) - first citation

(Bentley et al. 1998) - second and subsequent citations.

For 6 or more authors, cite the surname of the first author followed by et al. **Philips et al. (2005, p. 27) claimed that ...**

Chapter in a book

References to the work of an author that appears as a chapter in a book edited by someone else should be cited within your text using the name of the contributory author.

On the subject of management theory, Lowenstein (2008, p.34) states:

“Critics would argue that in an environment where individual freedom abounds, anarchy prevails”

The date

The date needed for the reference is the year of publication or last update for webpage, whenever this is available. If, however, no date is available anywhere and you still trust the source, use ‘n.d.’, which stands for ‘no date’:

The BBC (n.d.) have also indicated that...

Electronic references

You should cite electronic sources with the same amount of detail and accuracy as printed sources. Whenever possible, cite a specific document that you have found on a website, rather than the website itself. Do not put the URL (http://www....) into the text.

Trotsky (Marxists Internet Archive, 2006) commented ...

General points to note when citing within the text

When you are citing a source that you read in another book or article, you should cite the book or article that you read in the list of references.

It appears from research undertaken by Willis (as cited by Matthews, 2002) ...

If the author is unknown you can refer to it by its title.

The book *Consular services abroad* (2005) comments that ...

COMPILING YOUR LIST OF REFERENCES

The other key aspect of referencing is compiling your list of all the works that you have read for this assignment and referred to in your text. This list should be placed at the end of your assignment.

You should **arrange references as a single alphabetical list** and not sub-divide them into sections. Arrange by surname and initials of the author, followed by the date.

If there is more than one author, arrange by the surname and initials of the first-named author. When your reference is longer than one line, further lines must be indented.

The format of a List of References for books is as follows:
Surname, Initials. (Year). *Title*. (edition). Place of Publication: Publisher.

For journal articles, the format is as follows:

Surname, Initials. (Year). Title of article. Title of periodical.
Volume number: Issue, page numbers.

If you include any anything that you may have read when preparing your work, but not referred to in your text, you should call your list a “Bibliography”, not a “List of References”.

Particular attention should be paid to **referencing websites**.

You should include:

A document title or description; date of publication; date of retrieval and a URL (website address). Retrieval dates are not needed for journal articles or electronic books as they are not updated. If the document is contained within a large website, identify the host organisation and relevant department before the URL.

National Health Service. (n.d.) The future of nursing.

Retrieved September 30, 2005, from the National Health Service Website: <http://www.nhs.gov.uk/future>.

If you cannot find an author or institution, cite the website title, date of publication, retrieval date, and the URL.

The life cycle of the butterfly (2005). Retrieved December 14, 2005, from: <http://www.geocities.com/~fred/butterfly>.

ARRANGING YOUR LIST OF REFERENCES

Here is an example of a list of references, in alphabetical order, (the description of the type of work is not required, it is only used to help you write each reference correctly).

Single author textbook

Adams, T. (1999). A guide to wild flowers in the West of England. Plymouth: Flora and Fauna Press.

Multiple authors textbook

Brown, A. P., & Jarvis, T. W. (1998). Cattle breeding: A basic guide. (2nd ed.). Bristol: Agricultural Press.

DVD

Classroom Video. (2004). E-pirates of the digital age: copyright issues in software and music. [DVD]. Victoria: VEA Video.

Corporate author textbook or report

Council for One-Parent Families. (1999). A guide to benefit law. London: Routledge.

Journal article

Dawson, A. S., Cooper, D. P., Frost, S. S., Henderson, P., & Wilkinson, J. N. M. (1993). Research on the physiology of the bat. *Animal Research Quarterly*, 33, 92-115.

Newspaper article

Gadd, F. (2004, December 2). Changes to corporation tax under discussion in the Treasury. *The Independent*, p. 3.

Electronic journal article

Goldsmith, D. (2007). Dark matter: the matter in the universe is not bound up in stars or planets. [Electronic version]. *Natural History*, 116.7, 18-23.

Electronic newspaper article

Green, R. (2007, September 9). Mosquito Strategies. *The Sunday Times*, Travel p.22. [Electronic version].

Chapter in a book

Johnston, E. (2007). The rise of Barcelona. In N. Turner (Ed.), *Great teams* (pp. 294-298). Norwich: Anglia Sports Press.

Electronic book

Mottram, D. R. (2003). *Drugs in sport* [Electronic version]. New York: Taylor & Francis.

Website

National Health Service. (n.d.) The future of nursing. Retrieved September 30, 2005, from the National Health Service Website: <http://www.nhs.gov.uk/future>.

Book with editors not authors

Samovar, L. A., & Porter, R. E. (Eds.). (1997). *Intercultural communication: A reader* (8th ed.). Belmont, CA: Wadsworth.

Don't forget—we are here to help! Learning Resources have trained professional staff on hand to assist you with any enquiries you may have regarding referencing.

Chester Campus: 01244 670574
Ellesmere Port Campus: 01244 670348
Capenhurst Campus: 01244 670451

We are available for guidance during our opening hours at the issue desk or email us at:

library@west-cheshire.ac.uk

This guide is also available on our library webpages:

<http://library.west-cheshire.ac.uk/referencing.pdf>

and in large print:

<http://library.west-cheshire.ac.uk/referencinglp.pdf>