



### Referencing - Level 1

#### What is Referencing?

When writing an assignment you will use information from textbooks, academic journals, websites and other sources.

You will need to review and analyse this information.

You will form your own ideas backed up with evidence to develop your own informed argument.

It is essential that you acknowledge all the sources that you have used to write your answer – this is **referencing**.

#### What is a reference?

There are two parts to creating a reference:

1. **The citation** in the text

This is the author's details every time you quote or paraphrase their ideas. You need the authors name(s), date. Quotes and images need the page number as well.

The public believes that financial audits are primarily used for identifying fraud (Cosserat and Rodda, 2009 ).

2. **The full reference**

The citation points to the full detailed reference given in an alphabetical list at the end of the assignment.

Cosserat, G. and Rodda, N. (2009) *Modern auditing*. 3<sup>rd</sup> ed. Chichester: Wiley.

Example:

This is an example of paraphrasing with the in-text citations:

Simon and Judith should have drawn up their own individual short-list of candidates to avoid bias (Torrington and Hall, 1998). The cost of recruiting an unsuitable person can be considerable in the long-term. Taylor (2002) states that the average cost of recruiting a post is £500.

And how the full reference is given in the Reference List in Harvard style:

Taylor, S. (2002) *People resourcing*. 2nd ed. Trowbridge: Chartered Institute of Personnel and Development.

Torrington, D. and Hall, L. (1998) *Human resource management*. 4th ed. London: Prentice Hall Europe.

### **Why reference?**

- It's an assessed part of your assignment, usually 5-10% of total marks
- To avoid failing your assignment due to plagiarism - passing off other people's work as your own
- It acknowledges the copyrighted work of the authors whose material you are using
- It's an opportunity to showcase the depth and breadth of your research
- To support and give academic credibility to your arguments
- To enable your sources to be traced and verified if necessary

### **When and what do you need to reference?**

- Source of inspiration, ideas, theories or arguments
- Direct quotes, including definitions
- Paraphrasing – when you have used your own words to summarise points from other authors work.
- Facts and figures - statistical information or examples
- Images from websites and printed material
- Multi-media sources such as videos, podcasts, radio programmes
- Any other source you use to write your assignments!

### **What do you need to include for a full reference?**

This varies according to the type of source you are using, but the basics are:

- Name - who has written or produced the material

- Date - the year it was published
- Title - title of the book, journal article, newspaper article, report etc.
- If you are using journals you will need the title of the journal and volume and issue numbers
- Location - where a book was published or the web address of an online source

### **How do you put all this information together?**

How you do it varies with the referencing system you will be directed to use.

The main systems in use at University of Bolton are:

- Harvard – mainly used by Art & Design; Engineering; Science; and Social Science
- Numeric – mainly used by Humanities
- APA – Psychology
- OSCOLA - Law

Level 2 of this referencing section shows you how to use them in detail

### **Do I need to include a bibliography or reference list? What's the difference?**

Sometimes the terms 'reference list' and 'bibliography' are used interchangeably but there is a difference.

#### **Reference List**

The list gives full details of the sources that you have cited in the main body of your assignment.

It is located at the end of your assignment after you have concluded the main body of text.

#### **Bibliography**

A list of sources which have influenced your thinking, but you have not paraphrased or quoted from them. So you haven't cited them or included them on a reference list. The bibliography is located after the reference list.

Only produce a bibliography as well as reference list if you have been instructed to.