



How to cite references and create a bibliography

Updated March 2016

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1. Introduction

Why do you need to cite references?

- To acknowledge that you have used the work and ideas of other writers.
- Referencing good sources lends weight to your own writing and opinions.
- Tutors want you to use a range of sources to inform your research and arguments.
- Referencing allows your tutors to check your sources for accuracy.
- Most importantly, **you will avoid plagiarism** by referencing your work.

Plagiarism means taking another's ideas or words and using them as your own. It is a serious offence and is regarded as a form of cheating!

The advice in this guide is drawn from a number of sources and is based on the **Harvard referencing system**. There is no single, definitive set of referencing rules, and colleges and universities usually set out their own preferred advice for referencing.

It is very important to check that you are using the correct guidance for your studies. If in doubt, ask your lecturer or a librarian.

When should you cite references in your work?

Citing references means taking words from something you have read, listened to or watched, and putting them in your assignment to support your own discussion and analysis.

Whenever you use or discuss someone's work in your coursework, you **must** reference the source in your assignment text and in your bibliography.

You must put a clear reference in your essay or report each time you:

- use **statistics**
- use **definitions**
- **quote** directly from a source
- **paraphrase** from a source
- **summarise** someone's arguments or ideas in your own words



How to avoid plagiarism

If you do not reference your work, you may be accused of plagiarism. You are plagiarising if you paraphrase someone's work and do not give a reference, or if you quote directly from someone's work, without giving a reference. For further information, see the Library's *Avoiding plagiarism* guide.

Paraphrasing

Even if you summarise someone's writing, ideas, opinions etc. in your own words, it is still plagiarism if you do not **provide a reference to identify the source**.

Only information that is considered "common knowledge" in your field does not need to be referenced (for example: established facts, events and dates). If in doubt, give a source.

Quoting

You are quoting when you take the exact words written or used in someone's work, and place them within your own writing. Always put quoted material in quotation marks: "show quoted material like this" and provide a reference; otherwise, you are plagiarising.

2. How to reference with the Harvard referencing system

Using the Harvard referencing system, you must do two things:

1. **Cite (name) your sources within your text** by giving the author's surname(s) and year of publication (e.g. Brogan, 2004). If you quote directly from a printed source or refer to a specific page of a source, you must also give a page number (e.g. Roberts, 2009, p. 107). This brief **citation** tells the reader that full details of the source are in the bibliography at the end of your text.
2. At the end of your work, you should include a **bibliography** which lists the full details of all the sources you have cited within your essay.

Important note: keep a detailed and accurate record of **every** source of information you consult in the course of writing your assignments: books, journal articles (online and print), reports, websites, databases and even email correspondence.

Highlight any text you type up, write, or copy and paste direct from a source, to make it clear that it is not in your own words.





Do this as you go along! It saves a lot of time and effort in the long term, as it:

- prevents a last minute rush to gather information when writing up your bibliography
- helps you keep track of what is your own work, and makes it clear when you are using ideas from the work of others

3. How to cite your sources using the Harvard referencing system

Paraphrasing: this means writing about someone's ideas or work using your own words and phrasing.

Note: we use **bold** in the examples to help point out the correct content. You will not need to use text in bold for your own referencing!

- a. If the **author's (or editor's) name occurs naturally within your text**, give the year, and page numbers if needed, in brackets.

Example:

Although first prepared by **Benedikt (1879)**, it was not until much later that **Osborn and Jay (1975)** confirmed its structure.

- b. If the **author's (or editor's) name does not occur naturally within your text**, give both surname and year, and page numbers if needed, in brackets. Keep this as close to the paraphrase as you can.

Example 1:

Although it was first prepared in the late nineteenth century (**Benedikt, 1879**), its structure was not confirmed until much later (**Osborn and Jay, 1975**).

Example 2:

Up to 4 in 10 people in the UK have heartburn each year (**BBC website, 2006**).

- c. For up to **three authors or editors**, cite all surnames in the order given in your source.

Example:

Johnson, Smith and Reuband (2005) have argued that...



- d. For **more than three authors or editors**, give just the first surname, followed by '**et al**'. However, remember that all authors should be listed in your bibliography.

Example:

The opposing view has been admirably summarised in a more recent work (**Bilton et al., 2002, pp. 20-30**)

- e. If you want to cite **multiple works by one author published in the same year**, then add lower case letters (a, b, c) after the year.

Example:

Hepburn's initial review of **Glaze's work (2006a)** is extended and examined in much more detail in his later work (**2006b, pp. 225-239**)

- f. If the work has **no named author**, then use the title of the work you are discussing. When referring to a **newspaper article with no named author**, use the name of the newspaper.

Example 1:

In a recent critique (**Art Review, 2005, p. 34**) it was noted that...

Example 2:

Contrary to popular perception, violent crime has been shown to be decreasing (**The Times, 2004, p. 7**).

- g. Where possible, you should supply a date for all sources you use. This is often difficult to find for online sites. Where you **can't find a date** for the source you are citing, use 'no date':

Example:

Despite her humble beginnings (**Frome, no date**) Kate married well and saw her...

- h. To cite **a work that has been quoted in another work**, you should cite both. This is known as **secondary referencing**.

In the example given, Wilkins is the work that has been read, so it would be added to the bibliography. Only if Adams' original material from 1994 was read too, would Adams be referenced in the bibliography.





Example:

An early study (**Adams 1994, cited by Wilkins, 1997, p. 86**) demonstrated that...

4. How to use quotes

To quote from a source you read, remember that you must also give the page number of the quote, if the source itself uses page numbering – including e-books and e-journals.

a. Quoting a **single author or editor**

Example 1: Where the author's, or editor's, name occurs naturally within the text:

With regard to the marketing of Finnish design, **Sparke (1986, p. 73)** states that it “depends upon a highly sophisticated promotion system”.

Example 2: Where the author's name does not occur naturally within the text:

Finnish design “depends upon a highly sophisticated promotion system” (**Sparke, 1986, p. 73**).

b. Quoting a source with **up to three authors or editors**: name all three

Example 1: Where the authors' names occur naturally within the text:

As stated by **Ndekugri, Jones and Rycroft (2009, p. 192)**, the “situation is more difficult when the employer's requirements state what the employer wants in the tender”.

Example 2: Where the authors' names **do not** occur naturally within the text:

In contrast, the “situation is more difficult when the employer's requirements state what the employer wants in the tender” (**Ndekugri, Jones and Rycroft, 2009, p. 192**).

c. Quoting from a work with **more than 3 authors or editors**

Name only the first named author or editor, followed by *et al.* within your report or essay. However, be sure to **list all the authors in your bibliography.**





d. Quoting from a **website where the author of the article or site is named**

Give the author's name and the year when the article was published (if known).

Use "**no date**" if you can't track down the date. Websites rarely provide page numbers on web articles, but if one is used, you should too.

Example 1: Where the author's name occurs naturally within the text:

Bradley (2010) argues that "Google searching requires thought and a bit of planning".

Example 2: Where the author's name does not occur naturally within the text, and a date can't be found:

It has been argued that "Google searching requires thought and a bit of planning" (**Bradley, no date**).

e. Quoting from a **website where the author of the article or site is not named**

Give the title of the page or, if there is no obvious title, use the website's name. Use the web address as a last resort.

If known, supply the year that the article or site page was published. Otherwise, use "**no date**".

Example 1: Where the year the article or website was produced is known:

It has been argued that the "pollens most likely to cause problems in early spring are from trees such as silver birch, ash, oak and London plane" (**BBC, 2009**).

Example 2: Where the title page and publication date is not known:

"Cite means to mention or to quote", according to grammar-monster.com (**no date**).



5. How to use images and diagrams in your work

When using an **image** in your writing, you should include a caption under it to describe the image, and state where you sourced it from.

Example:



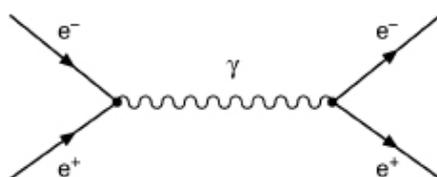
Figure 1. Image of library shelves.

Available from <http://www.morguefile.com/archive/display/638236>

Include the details about the source in your bibliography, too, even if you created the image. You should reference **diagrams, illustrations, statistics** etc., when taken from a published work, just like a quotation, and give the page number.

Example:

.....The diagrams were introduced as an aid to enumerating terms in the detailed calculations of interactions. This one is named after Richard Phillips Feynman, 1918–88 (Clugston, 2009).



Feynman diagram for one mechanism of electron–positron scattering.

Clugston, M. (2009). 'Feynman diagram' in *The Penguin dictionary of science*. London: Penguin, p. 62, illus.

All tables, diagrams and graphs should have **adequate captions** to say where the information came from. Remember to give details in your bibliography, too.





6. The bibliography

A **bibliography** is where you provide full information about **all** of the sources you read while researching for your own writing, whether you quoted from them or not.

It is much easier to create a bibliography if you keep detailed and accurate notes of **every** information source you consult in the course of writing your assignments, **as you go along**.

Note the difference between a bibliography (listing everything you have read as part of your research) and a **reference list** (listing **only** the materials and documents you have **cited** in your text).

List your references alphabetically by author's surname, as in the example bibliography below:

Example of a bibliography

Chalkley, M. (2014). Proscribing and prescribing drugs. *Economic Review*. 15(4), 6-7.

Chisnall, P. (1995). *Strategic Business Marketing*, 3rd edn. London: Prentice Hall, 44-63.

Glasgow Museums (2008). The early years at Kelvingrove. Available from: <http://www.glasgowmuseums.com/venue/page.cfm?venueid=4&itemid=3> [Accessed: 2 February 2009].

Miles, R. and Snow, C. (1984). Organisational fit. *In*: Pugh, D. ed. *Organization theory: selected readings*. 3rd edn. London: Penguin, pp. 24-45.

Seenan, G., (1998). Hospital suspends consultant after patient's death. *The Guardian*. 4 June, p. 5.

See the last page of this guide for a table to record some of your sources.

If you have **more than one work by the same author**, list them in date order (earliest first); and if you have **more than one work in the same year by the same author**, list them in date and letter order (2002a, 2002b etc).

Place of publication: this should be as specific as a town or city, or a US town or city plus the state. Stating only the country (e.g. UK) is not accurate enough for your bibliography.





7. Referencing different types of documents in your bibliography

Below are examples of the most common types of document. Each gives a format for the reference, followed by an example of how it would look in a bibliography.

For any material you want to reference not covered by this guide, please refer to **Richard Pears & Graham Shields' excellent book, Cite Them Right**, which was used when drafting this guide. You are welcome to ask Library staff for advice, too.

Note: It is important that you apply the punctuation (brackets, commas and full stops) and use *italics* as shown in the examples. Use **edn.** as an abbreviation for edition, and use **ed.** or **eds.** for editor(s).

a. **Book by a single author** (but see also section L for advice on ebooks)

Surname, Initial. (Year) *Title*. Edition (if 2nd edn. or later). Place of publication: Publisher.

Example:

Dignam, M. (2000) *Italian recipes*. 4th edn. Glasgow: Milano Publishers.

b. **Book with up to 3 authors**

Surname, Initial. and Surname, and Initial. and Surname, and Initial. (Year) *Title*. Edition (if 2nd edn. or later). Place of publication: Publisher.

Example:

Richards, K., Jagger, M. and Watts, C. (1999) *The Rolling Stones story*. London: Penguin.

c. **Book with more than 3 authors**

Surname, Initial. for all named authors (Year) *Title*. Edition (if 2nd edn. or later). Place of publication: Publisher.

Example:

Peters, H., Ryall, F., Kelshaw, J. and Brogan, C. (2009) *Public policy in the United States*. 3rd edn. New York, NY: Picador.





d. Book with editor(s) instead of author(s)

Remember to **use (ed.) or (eds.)**

Editor's surname, Initials. (ed.) (Year) *Title*. Edition (if 2nd edn. or later). Place of publication: Publisher.

Example:

Gorman, P. (ed.) (2004) *Complete history of mince*. London: Penguin.

e. Book with corporate author

Corporate author (Year) *Title*. Edition (if 2nd edn. or later). Place of publication: Publisher.

Example:

Open University (1972) *Electricity and magnetism*. Bletchley: Open University Press.

f. Book usually known by its title

Title (Year) Edition (if 2nd edn. or later). Place of publication: Publisher.

Example:

Oxford English dictionary (2000) 2nd edn. Oxford: Clarendon Press.

g. Book chapter by someone other than the main author or editor

Chapter author's surname, Initial. (Year) 'Title of chapter', in: Surname of author/editor of book, Initial. (followed by any ed. or eds.) *Title of book*. Edition (if 2nd edn. or later). Place of publication: Publisher, page numbers of chapter.

Example:

McCully, D. (1990) 'Musical keyboards', in: Mutley, J. (ed.) *Music in Glasgow clubs*. London: Thompson, pp. 140-153.





h. **Journal article (printed)** (see section **O** for advice on e-journal articles)

Author's surname, Initials. (Year) Title of article. *Title of journal*, Volume number (part), page numbers.

Example:

Buddo, N. (1997) Libraries and learning. *Library Review*, 12 (2), pp. 221-235.

i. **Newspaper articles** (see also section **P** for advice on online newspapers)

Use the newspaper name where no author is given:

Surname, Initial., OR newspaper title, if no author credited (Year) Title of article. *Title of newspaper*, Day and Month, page number(s).

Example 1:

Donnelly, T. (2014) The future for Scotland. *The Guardian*, 29 December, p. 10.

Example 2:

Daily Record (2012) Picking up the bills. *The Daily Record*, 4 June, p. 29.

j. **Standard**

Author (Year) Standard number: Year. *Title*. Place of publication: Publisher.

Example:

British Standards Institution (1990) BS 5605:1990. *Recommendations for citing and referencing*. Milton Keynes: BSI.

k. **Video and DVD**

Title (Year) Directed by. [medium] Place of distribution: distribution company.

Example:

Robin Hood: prince of thieves (1991) Directed by Kevin Reynolds [Video cassette].
New York: Warner Bros.



l. E-book

If an e-book is retrieved electronically from a library database in page-image format, e.g. in an Acrobat (PDF) file, and is the same as the printed version, reference it as you would a printed book. Identify the place of publication and the publisher.

Surname, Initial. (Year) *Title*. Edition (if 2nd edn. or later). Place of publication: Publisher.

Example:

Gorman, P. (2009) *Libraries and learning*. 3rd edn. London: Penguin.

m. Webpages with authors

Surname, Initial. (Year) if known *Title*. (Edition, if known). Available from: full URL
[Accessed: date].

Example:

Holland, M. (2002) *Guide to citing Internet sources*. Available from:
http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html
[Accessed: 4 November 2002].

n. Webpages without authors, or without author or page title

Title (Year) if known Available from: URL [Accessed: date].

Example: without an author:

Internet for art and design (2010) Available from: <http://www.vts.intute.ac.uk/tutorial/artanddesign> [Accessed: 9 January 2009].

Example: without author or page title, use the full web address:

<http://www.raspberrypi.org/help/faqs>, no date [Accessed: 6 August 2014]

o. E-journal articles

Where an online journal has a digital object identifier (doi), you should add this, too:

Author's surname, Initial. (Year) Article title. *Journal title*, volume (issue). doi:

Example:

McCluskey, C. (2013) Being an embedded research librarian: supporting research by being a researcher. *Journal of Information Literacy*, 7 (2), pp. 4-14. doi: 10.11645/7.2.1815





p. Online newspaper articles (simplified 2015)

Author's surname, initial, (OR newspaper title, if author unknown). (Year) Title of article. *Title of newspaper*, Day and Month. Page(s) if given on site.

Example:

Wintour, P. (2011). Gove reveals replacements for EMAs. *The Guardian*, 28 March.

q. YouTube clips

Name of person posting clip (Year) *Title of clip (in italics.)* Available from: URL [Accessed: Day Month Year].

Example:

Coaching Manual, The (2010) *Youth football coaching - skills corridor plus*. Available from: <https://www.youtube.com/watch?v=L1rdrS0yIII> [Accessed: 8 October 2013].

r. Twitter: referencing a tweet (updated 2015)

Consider giving the full text of the tweet in your report or appendix for your reader's benefit.

Author of message (or Twitter user name) (Year) Day and month posted. Available from: full URL [Accessed: Day Month Year]

Example:

Jewitt, R. (2012) 14 May. Available from: http://twitter.com/#!/rob_jewitt/ [Accessed: 15 May 2012].

s. Instagram: referencing an image from Instagram, Pinterest, Tumblr etc.

Poster's name if known (or user name) (Year posted) *Title of image in italics*. Available from: URL [Accessed: Day Month Year]

Example:

Athar, S. (ReallyVirtual) (2011). *Helicopter hovering above Abbottabad at 1AM (is a rare event)*. Available from: [instagram.com/p/rJ6wNKhRgn](https://www.instagram.com/p/rJ6wNKhRgn) [Accessed: 6 August 2014]



Bibliographic information table: with examples

Use this table to record all the resources you use, as you carry out your research

Books						
Author (surname, initial)	(Year published)	Title of book (written in <i>italics</i>)	Edition	Place of publication:	Publisher	Pages
e.g. Chisnall, P.	(2005)	<i>Strategic business marketing.</i>	3 rd edn.	London:	Prentice Hall,	pp. 44-63.
Journal and magazines						
Author (surname, initial)	(Year published)	Title of article	Title of journal (in <i>italics</i>)	Vol. no. (issue),	Pages	
e.g. Chalkley, M.	(2010)	Proscribing and prescribing drugs.	<i>Economic Review,</i>	15 (4),	6-7.	
Newspaper articles						
Name of journalist (surname, initial)	(Year published)	Title of article	Name of newspaper (in <i>italics</i>)	Day, month	Pages	
e.g. Seenan, G.	(2013)	Hospital suspends consultant.	<i>The Guardian,</i>	4 June,	p. 5.	
Internet articles						
Article author	(Year published)	Page/article title (<i>in italics</i>)	Available from: (Use full web address)		[Accessed: day month year]	
e.g. Glasgow Museums	(2012)	<i>The early years at Kelvingrove.</i>	Available from: http://www.glasgowmuseums.com/venue/page.cfm?venueid=4&itemid=3		[Accessed: 8 February 2012].	

- **Microsoft Word has a References tab** which can help create your bibliography.
- Try the following free, online citation generators: **www.citethisforme.com** and **www.refme.com**
- **Always check** when using citation generators that it shows an author, publication year and town or city of publication!



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