10   Referencing and plagiarism

I   ec   :

- accurately reference printed and electronic materials
- use our recommended method of citing and referencing to show the original source of all information
- ensure that you do not plagarize the work of others
- understand that the university considers plagiarism to

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British Standard Harvard and RefWorks

Since September 2011 WEDC has asked students to use the 'Harvard British Standard' system of referencing in their coursework assignments and research dissertation to indicate the original sources of information used.

Formerly WEDC recommended, and used, a variation of the Harvard system, so you will see a few minor differences in some of the material produced before that date. The differences relate mainly to the presentation style of the list of references where we no longer use parentheses around the dates; we use only capital letters for surnames; and we put the country before the publisher.

British Standard BS5605:1990, entitled gives advice on referencing for three systems, one of which is the Harvard style. BS ISO 690:2010 entitled, also provides advice on referencing, and gives examples of the same three systems. You should not need to look at either of these references because the following text should give you all the advice that you need. If it does not cover a particular case, then ask for additional guidance. The University Library also provides an advice sheet.

The Library also provides comprehensive guidance and training on the use of various types of bibliographic management software, such as Mendeley, that can help students manage long lists of references.

Since 2007, the word processing software Microsoft Word has provided a 'Citations and bibliography' menu, that allows you to set up a list of references from which you can subsequently cite, with an abbreviated reference, in any document you produce. Select the 'ISO 690 1st element & date' system which corresponds to Harvard. (Note the difference here is that the date also appears at the end of the reference which is not necessary). At the end of the document, an automatic list of references can be produced.

The following two main sections give you the necessary guidance on how to reference properly. The first shows you the abbreviated version of the reference, called the 'citation', which you need to show in the text you write.

If a reference is written by up to three authors, write all surnames in the citation. Where there are four or more authors write 'et al.' after the first author's name. 'et al.' is the Latin phrase meaning 'and others'.

> Earlier work in the field (Thorne, 1988; Payne et al., 1990, pp. 24-37; Sharpe and Tingle, 1992) had indicated that ....

However, all of the authors' names for any joint publication should be written out in full in the list of references at the end of your work.

If an author has more than one relevant publication in one year, then label them with a letter in alphabetic order, as in the following example:

> Other investigations (Kershaw, 1981a, p. 14 and 1981b, p. 27) showed that ...

Each of these publications should be referenced individually in the full list of references at the end of your work.

If there is no identifiable author, then the name, or acronym, of the organization that produced the publication should be cited. For anonymous editorial articles, the journal title, or an abbreviated form, may be used as the author.

Acronyms (for example, WEDC rather than 'Water, Engineering and Development Centre') are usually preferable for citations in the text, since they are short. In the full list of references, the same acronym and date should be used at the start of the line, but the full name of the organization should be shown at the end of the details as the publisher (or just before the publisher) if that organization did not publish the document.

As you will see in 'Showing full referencing information in the list of references' you need to ensure that for a particular reference the author's surname and the date that are used in the citation are shown at the start of the appropriate line in the reference list.

Citing electronic sources

Where you need to show in the text a reference to an electronic source such as a website, use only the author's surname, or name of the website, in the text and not the full website address. For the examples shown this section you would show only WELL (no date) and VSO (1998) in the text. The full reference, including the Internet address, will be shown in the list of references

Citing diagrams, figures and tables

You also need to show the source of all diagrams, photographs, tables, etc. that are based on material from published sources. You can do this by using the word 'Source:'

followed by the author's surname and date. This can appear just after the title, for example:

> Figure 8.1. Photograph of a well being lined
> _Source:_ _(2002)_

A full reference to the source of the figure should also be given in the list of references, as you would for other information from a published source.

Secondary referencing

Secondary referencing means that the secondary author (the one you are reading) is quoting from a primary source. Secondary referencing should be avoided where possible.

Before referring to a secondary source it is always best practice to try to locate the original reference, because in a secondary reference the original author's work is being seen from a second person's perspective. If you cannot trace a reference used by someone else to support an important fact, then mention both the original reference and the person who quoted that reference like this:

> Early indications of water quality problems were provided by Martin (1984), as quoted by Peters (1993, p. 127) .....

Give full reference only to the publication that you have read, that is Peters (1993) in the list of references. In this case, Peters refers to Martin (1984) on page 127 of his book.

Repeated citations

In some circumstances, one or more citations may be used several times within a particular section of your work.

To avoid listing the same citation several times within a short section, it is recommended that, at the start of the section, you write a short sentence of explanation. No further citation of the major source of information is then needed, but the source document(s) must be listed in the references.

For example, you can start a section with:

> Material in this section is based on studies made by Desai (1993, pp. 68-102) and Chapman (1995).

...or

> Except where other sources have been indicated, meteorological material in this chapter has been obtained from the following publications: Hale and Snow (1989, pp. 20-32), Tempest et al. (1996, pp. 57-80) and Fogg (1994, pp. 17-23).

The above approach assumes that you are not quoting directly from the source, but are summarizing the ideas in your own words, or using data from the source quoted, but presenting it in your own way, otherwise you should make use of quotation marks as described in the section about citing quotations.

Some authors choose to use Latin abbreviations in the text instead of keeping on repeating the reference, but for clarity, we suggest that you repeat the author's name, each time showing the relevant page number(s) in the author's book.

The abbreviations that you may see used elsewhere are:

- op. cit. This is short for *c   c *, which means 'in the work cited'. It is used in a numeric reference list to mean 'in the publication previously cited' (but not immediately preceding). The author's name (year) will be given again but not the full citation.

- ibid. This is short for *   *, which means 'in the same place'. It is used in place of the author's name in repeated citations to mean 'in the previous reference'. This again is normally used in a numeric reference list and refers to the reference immediately preceding it. The word 'ibid.' is used alone.

op. cit. and ibid. are used in numeric referencing systems, where references are indicated by numbers corresponding to a numbered list at the end of a publication.

As described above, WEDC uses a different, alphabetic referencing scheme, based on the 'Harvard system' so op. cit. and ibid. are unlikely to be used in your work.

Note that although Latin words are usually shown in italics the abbreviated forms — et al., op. cit. and ibid. — are normally typeset as standard text.

C g a é ̄a a a ab e   e é ̄a b ̧ ca

You may wish to refer readers to material that is well-documented in several sources. Material of this nature can be referenced by providing a reference to one (or more) source that is readily available.

For example:

The proof of the intersecting chord theorem can be found

the original source (Martin) will not appear in your list unless you have looked at that reference yourself.

Consistency of style throughout the list of references is expected. The references should be listed in alphabetical order (not the order in which they appear in the text), based on the family name/surname. They should not be numbered or shown in a bullet pointed list.

Where there are several works from one author quoted in the text, these should be arranged in your list according to the date of publication. As mentioned in 'Citing information from a book' use the letters a, b and c etc. after the date if a number of publications by the same author occur in the same year. Where an author has several publications of different dates it is usual to list them in chronological order in the list of references (i.e. oldest first).

British Standard Harvard recommends that the surnames of authors be shown in capital letters. As mentioned earlier, this is one of the differences from former WEDC recommendations.

If, rather than the author's initials, you want to show their first name, that name should start with a capital letter followed by lower case letters thus:

SMITH, John, 2007. *A   c*

However, normally it is sufficient to use just initials.

Where there are three or more authors, all but the last name should be separated from the previous ones with a comma, for example:

SMITH, J., BROWN, K.L., GREEN, W. and BLUE, D., 2007.
A   c

If you use an acronym in the abbreviated reference in the text, then you should use the same acronym and date at the start of the entry in your list of references (the full name should then be shown in brackets), and you should give the full name of the organization at the end of the details, or just before the publisher if these are different (as shown for the AWWA example in the next
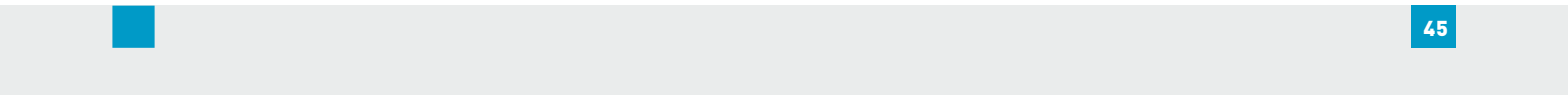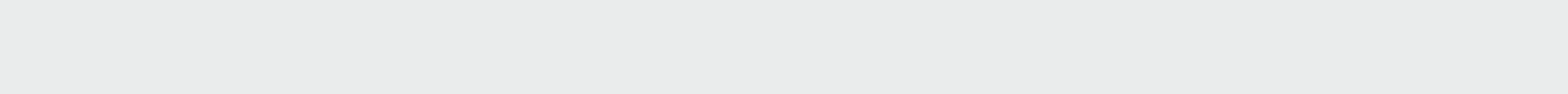
Then you give details of the CD elsewhere in the list as:

HARTUNG, Hans (ed.), 2002.   .
Walkersheim, Germany: Margraf Publishers. Available
from: http://www.iees.ch/pdf_files/Flyer_Rain.pdf

Alternatively, and this would be better if there are only a few documents from the CD that you refer to, combine the paper and details of the CD in one reference as illustrated in Reference to a conference paper.

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If, as shown in 'Reference to personal knowledge and personal contributions', an author has referred to himself as the origin of a photograph, then in the list of references, James Bedlow could provide more details about the way he obtained the photograph(s) such as its location, but this will not usually be necessary. For example:

BEDLOW, James, 2002. Photographs taken by the author during a visit to Central Province, Zambia, May 2002.

Your bibliography

A bibliography is a list of sources of information that have not been cited, but that may be of interest as background reading. It may be helpful to include a bibliography in addition to a list of references, although this is not usually necessary.

The format for references in the bibliography will be identical to that in the list of references but the list will be entitled 'Bibliography'. It should be separate from, and be positioned after, the list of references.

Checking

Before submitting a coursework assignment or your research dissertation, take time to check that every citation in your text is shown in the same format in the list of references. In addition to the authors' names, check that dates and page numbers (where used) are shown correctly.

Also check that there are no documents in your list of references that are not mentioned in the text. You can do this by reading through the text and putting a mark against each listed reference when you find the text. At the end check for any that are unmarked.

You can use the 'Find' feature of a word processor to search for any particular word (such as an author's surname), or groups of letters, or dates. This is useful for double-checking for references that seem to be missing from the text. If you search a file containing your complete work and do not find

We can automatically check electronic copies of coursework against those of students in the same year or in previous years, so even if the member of staff marking the work does not notice similarities, these will be automatically detected.

To check for plagiarism we use an electronic checking system called Turnitin

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