Referencing & Plagiarism

Who Is This For?
This session is aimed at improving your knowledge of how to reference and how to avoid plagiarism during your assignments at University. You will be able to apply this advice and information directly to any essays/assignments/research projects you will be given during your time at University.

What Are We Going To Cover?
- Why do we reference and why is it important?
- Explaining key terms
- Examples of good practice

Aims and Objectives

Aim of session:
To gain the skills needed to accurately reference your writing as part of your research project.

Objectives:
By the end of the session, you will have:
- Understood the importance of referencing
- Learnt how to use a book/article to create your own reference
- Identified how plagiarism can be spotted – and avoided!

What is Referencing & Plagiarism?
Referencing is acknowledging the contribution that others have made to inform your own work.
Plagiarism is **presenting someone else's writing or ideas as your own**, with or without their permission, by using it in your own writing without full acknowledgement.

**Activity One**

Watch the following video which provides an overview of referencing:

[https://www.youtube.com/watch?v=hP_Xyo8Frcs](https://www.youtube.com/watch?v=hP_Xyo8Frcs)

**Why Do We Reference?**

- Demonstrate breadth of research. This shows your understanding of the topic and demonstrates that you have read widely.
- Reference Evidence. Give supporting evidence for your ideas, arguments and opinions.
- Avoid plagiarism by making it clear which ideas are your own and which are someone else's.
- Keep track of your reading helps you stay organised and can be used as a form of data management.

**Activity Two**

- **a)** The part of a reference you include with the main body of your report whenever you directly quote from, paraphrase or refer to work produced by another author.
- **b)** Copying an author's text word for word using (e.g. '________').
- **c)** A citation outside of the main body of your report, using footnotes or endnotes.
- **d)** Supplementary information, including citations, found at the bottom of each page of your report.
- **e)** Supplementary information, including citations, found at the bottom of each report.
- **f)** A list at the end of your report of all the sources you have used. Sometimes also known as/similar to a 'Reference List'.

**Demystifying Key Terms:** Have a look at the definitions below and see if you can match the key terms with their definitions. Answers are on the next page.
Activity Two Answers

<table>
<thead>
<tr>
<th>#</th>
<th>Key Term</th>
<th>Correct answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Citation</td>
<td>d) The part of a reference you include within the main body of your report whenever you directly quote from, paraphrase or refer to a work produced by another author</td>
</tr>
<tr>
<td>2</td>
<td>Quotation</td>
<td>a) Copying an author’s text word for word using “_____”</td>
</tr>
<tr>
<td>3</td>
<td>Reference</td>
<td>f) A citation outside the main body of your report, using footnotes or endnotes</td>
</tr>
<tr>
<td>4</td>
<td>Footnote</td>
<td>c) supplementary information, including citations found at the bottom of each page of your report</td>
</tr>
<tr>
<td>5</td>
<td>Endnote</td>
<td>e) Supplementary information, including citations, found at the end of your report assignment</td>
</tr>
<tr>
<td>6</td>
<td>Bibliography</td>
<td>b) A list at the end of your report containing all the sources you have used</td>
</tr>
</tbody>
</table>

What is a Citation?

It is the part of a reference you include within the main body of your assignments. They are necessary whenever you directly quote from, paraphrase or refer to work produced by another author. These details then refer the reader to a full reference which is in the bibliography. The format will vary depending on the referencing style used by your academic discipline.

Common Styles

**Harvard**: includes the authors surname and year of publication. A full reference is provided in the bibliography.

“There seems to be a correlation between students’ use of the library and high degree marks (Smith, 2012). In contrast, Grayson (2014) identified...”

**Numeric**: includes numbers which correspond to the footnote/end note.

“Smith identified a statistical correlation between students’ use of the library and high degree marks (1). However, Grayson’s research highlighted [...] (2)”
MHRA: is a numeric style that uses footnotes and only includes the page number in the footnotes, not in the bibliography.

‘Smith identified a statistical correlation between students’ use of the library and high degree marks¹. However, Grayson’s research highlighted [...]²’

In-text citation: Author’s surname and year of publication, full information about the source in the reference list

Page number - shows the exact location of a direct quotation

Reference list: Provides full information for all of the in-text citations, usually at the end of the assignment

---

Cinema has been an important part of Hong Kong culture for several decades. The films of Bruce Lee, Jacky Chan, Chow Yun Fat and many other performers are not only popular in the SAR; as Lu (2002) points out, locally-produced films have "long captured the enthusiasm and love of dedicated fans from all over the world" (p. 68). One of the most well-known forms of Hong Kong cinema is the martial arts film, which has undergone a number of changes in style and content over the past 40 years, ranging from straightforward action to kung fu horror (Riley, 2004).

In order to understand the popularity of such films, it is useful to examine the place of kung fu in Hong Kong’s sporting history.

---

Reference list


What Are They Used For?

- Bibliographical information
- Copyright permission
- Supplemental (but related) information
- Sources to explore a topic further
- Expansion on a specific idea or thought
- Background information

Finally, I will consider how the way Yeats reads and rereads himself functions both to authorize and undermine the authority of his poetic voice, and the relation of these dynamics to those romantic tensions I will have outlined. In the end I shall suggest that the myth of himself Yeats took such great pains to manufacture, and which is repeatedly and faithfully taken up in biographical studies of his poetry, is itself the golden bird of his “Byzantium,” that artificial monument in which he figures his own immortality.¹

II. Yeats’s Myth of Himself: The Influence of the Romantics

Yeats intentionally and explicitly leads his readers to interpret his poetry in terms of his imaginative and intellectual development, so as to unify them according to his conception of “unity of being.”² The result is that nearly every major study has attempted to synthesize his life and work, suggesting some kind of unified, comprehensive vision toward which the narrative of his career leads. Elman writes: “We have seen how his life and work had converged...now he wanted to fuse life, work, and country into one indissoluble whole.”³

¹ David Young, in his chapter on “Byzantium,” also emphasizes reads the poem as a working out of the artist’s desire for immortality. He argues that “Sooner or later readers must consider that this poem is about the relation between artist and work of art. The later can be perfect and changeless, while the former is subject to decay and mortality.” (Young, David, in Troubled Mirror: A Study of Yeats’s The Tower. Iowa: University of Iowa Press, 1987), 17.
Reference and Bibliography List

At the end of your report you will need to provide a list of references that provide full details of the sources you used when writing your assignment.

Your references may take one of two forms:

A reference list: a list of the citations that have appeared in the body of your work. How it is arranged will depend on the referencing style you are using.

A bibliography: lists all the sources that you have consulted in your research. May include sources you haven’t cited in your work.

What information goes into a full reference?

- Authors
- Date published
- Publisher
- Accessed

- Book
- Article Title
- Edition
- Journal Volume and Number

- Journal name
- Chapter Number / Title
- Specific pages
- Where it was published

Examples of References

Remember:
There are lots of different ways to write references for in text citations and for a bibliography so always check which is preferred!

If you are not sure how to write your reference google it - lots of universities have cheat sheets for referencing.

**Book - One author**

Family name, INITIAL(S). Year. Title. Edition (if not first edition). Place of publication: Publisher.


**Journal Article - Two authors**

Family name, INITIAL(S) and Family name, INITIAL(S). Year. Title of article. Journal Title. Volume(issue number), page numbers.


**Quoting and Paraphrasing**

When taking notes, clearly mark which words/phrases have been taken directly (word-for-word) from the source and which are others’ ideas that you have put in your own words.

**Quoting:** Copying an author’s text word for word (using quotation marks)

**Paraphrasing:** Putting an author’s idea into your own words

**In scientific writing:**

It is generally the case that you should paraphrase.

**In Arts and Humanities subjects:**

Quoting at length is encouraged when conducting a close-textual analysis. Otherwise, you may find it more useful to paraphrase.

**Editing Quotes**

- **An ellipsis - consists of three dots [...]:** If you omit parts of the quotation, whether from the beginning, middle or end.
- **Square brackets [ ]**: If you want to insert your own words, or different words, into a quotation.

- **[sic] In square brackets**: If you want to draw attention to an error in a quotation, for example a spelling mistake or wrong date, do not correct it.

**Activity Three**

Turn to your activity sheet and have a look at activity three; read the statements and then indicate whether you think they are true or false. Answers are at the end of the activity sheet.

**Reading and Note-Taking**

Effective note taking helps avoid plagiarism and will make your life much easier!

- Keep accurate records of source details
- Keep notes from one source in one place
- Clearly mark quotations in your notes
- Use online tools to help you

**Activity Four**

Turn to your activity sheet and have a look at activity four. Read the references and identify whether the reference is a GOOD or BAD reference; try to justify your answers. Answers are at the end of the activity sheet.

**Summary**

All information you use from the work of others must be **acknowledged**.

All the information you need for a reference can be found **within the source** itself.
Remember the importance of ‘**Academic Integrity**’.

Whichever referencing style you use, ensure it is **consistent**.

**Further Resources**

1. University of Leeds: [https://library.leeds.ac.uk/info/1402/referencing](https://library.leeds.ac.uk/info/1402/referencing)
2. University of Leeds: Harvard Crib Sheet
   [https://library.leeds.ac.uk/downloads/download/61/harvard_referencing_quick_crib_sheet](https://library.leeds.ac.uk/downloads/download/61/harvard_referencing_quick_crib_sheet)
3. University of Leeds: Referencing Made Easy
   [https://www.youtube.com/watch?v=cUHHpFPQeGk](https://www.youtube.com/watch?v=cUHHpFPQeGk)
4. Open University: Guide to Harvard Referencing
5. University of Leeds: MHRA referencing guide
   [https://library.leeds.ac.uk/info/1402/referencing/131/mhra_style](https://library.leeds.ac.uk/info/1402/referencing/131/mhra_style)