A very quick guide to referencing

Books and ebooks

Author (Year) *Title***. Edition. Place & publisher.**

Cottrell, S. (2019) *The study skills handbook.* 5th edn. London: Red Globe Press.

Chapter of an edited book

Author (Year) 'Title of the chapter', in Author/editor of the book (NB initials go first for editor) *Title of the book***. Edition. Place & publisher, Page Numbers.**

Gordon, R. A. and Druckman, D. (2019) 'Non-verbal behaviour as communication', in O. Hargie (ed.) *The handbook of communication skills*. 4th edn. London: Routledge, pp.81-134.

Journal article (Online)

Author (Year) 'Title of article', *Title of Journal***, Issue details, Page number(s) or Article number. Available at: DOI** (if available) OR **Available at: URL (Accessed: date).** (If no Doi)

Thaker, J., Smith, N. and Leiserowitz, A. (2020) 'Global warming risk perceptions in India', *Risk Analysis,* 40(12), pp**.** 2481-2497. Available at: https://doi.org/10.1111/risa.13574.

Online resources

You can find different types of information on the internet such as government papers, reports, images and webpages. You should always reference according to the **type of information** first and then the fact that you have found it online Give the URL and date accessed instead of the publisher details.

Author or organisation (Year last updated) *Title of site or page or pdf***. Available at: URL (Accessed: date).**

Department for Education (2022) *Working together to safeguard children*. Available at: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2 (Accessed: 18 July 2022).

NB. If there is no author put the title first. Only if there is no title, use the URL. But if details like this are missing, is this likely to be a good quality source?

This leaflet is a very quick guide to *Cite them right* referencing style. For more information and examples see:

Pears, R. and Shields, G. (2022) *Cite them right***:** *the essential referencing guide***. 12th edn. London: Bloomsbury Academic.**

An electronic version of ***Cite them right,*** along with other referencing help, can be found via **skills@cumbria** at https://my.cumbria.ac.uk/Student-Life/Learning/Resources/referencing-and-avoiding-plagiarism/

There is an additional quick guide to Referencing legal sources found on the Referencing page.

Most subjects at UoC use this referencing style based on Harvard. Some subjects use other styles also covered in *Cite them right* book/website: eg, psychologists use **APA** and law students use **OSCOLA**. Check your Subject pages and the skills@cumbria Referencing webpages for more details and guides to these styles.

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What is referencing?

You need to acknowledge other people's ideas and reference the sources that you have used in your assignments. This is done in two parts:

- a brief **citation** which appears within the text and which signposts to the full **reference** listed at the end of your work.

Citation

Always includes the author's **surname** /or organisation plus the **year** of publication. Include relevant page number(s) only where you refer to a specific quote or content.

- Cottrell (2019) argues that….

- Recent practice (Rix, 2019) suggests ...

- Use *et al.* for four or more authors.
  Ahmed *et al*. (2017) argue that ...

Short quotes are included in the text in speech marks and with the page number, eg Jenkins (2016, p. 325) states that "quotation…"

Longer quotes are included as a separate, indented paragraph, **without** quotation marks, with the citation at the end.

NB: It is better to paraphrase rather than quote, as it demonstrates your understanding; you still need a citation.

Reference list

References of everything cited in the text are listed at the end in alphabetical order, by author's surname (or title if no author). Don't separate out by format.

NB A bibliography includes additional works read, but not cited. Generally you are required to provide a reference list.

How to compile your references

	Format	Comment
Author	Surname, initial**.**	Always first. List authors in the order they appear in the source. Can be an editor (ed.) or editors (eds.) or an organisation. Some departments allow the use of *et al.* in the full reference for 4 or more authors - CHECK. To be on the safe side list them all.
Year of publication	(Year)	In brackets, eg (2022)
Title of article/ chapter	'in single quotation marks'**,**	Used for a chapter in a book or journal article. First letter of the first word is capitalised, the rest is lowercase.
Title of publication	*Italics* BOOK JOURNAL	Capitalise the 1st letter of first word and any proper nouns. Capitalise first letter of every word, except for linking words.
Edition	edn.	Only used if more than 1 edition eg 2nd edn.
Issue details	Volume no. **(part or issue),**	Numbers as figures e.g.13(4),
Place of publication & publisher	Place: Publisher.	Separated by a colon. Town/city rather than country/county/state. eg London: Elsevier.
Page number or article number	pp. 84-95 OR article number 18	One p. for a single page. pp. for a page range.
URL or DOI	Available at: ….	Available at: the web address of the resource OR DOI. DOI is a unique identifier for an article.
Date accessed	(Accessed: full date)	Used with a URL link—in brackets with the date you viewed