


Referencing FAQs

<p>Does the author's name go inside or outside the brackets in an in-text citation?</p>	<p>There are two ways to cite your authors:</p> <p>As part of the text. E.g. Brown (2020) found that ... The author's name is needed for the sentence to make sense, so it needs to be outside the brackets and part of the sentence.</p> <p>Supporting a point to indicate where you found the idea. E.g. Bodily communication is as important as verbal communication (Smith, 2015). Here the author's name is not part of the sentence and needs to be inside the brackets. N.B. the full stop goes <i>after</i> the citation so we know which sentence the citation belongs to.</p>
<p>How do I reference an online document (usually a pdf) from a website?</p>	<p>Reference it as you would a website: either with an individual author or an organisation. If the pdf displays within a browser use the URL of the pdf webpage. e.g. HCPC (2018) <i>Standards of conduct, performance and ethics</i>. Available at: https://www.hcpc-uk.org/globalassets/resources/standards/standards-of-conduct-performance-and-ethics.pdf (Accessed: 28 June 2021).</p> <p>If it opens up a separate document, then use the URL of the page it is linked <i>from</i>. e.g HCPC (2018) <i>Standards of conduct, performance and ethics</i>. Available at: https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/ (Accessed: 28 June 2021).</p>

<p>If there is more than one organisation on a pdf document which do you choose to reference?</p>	<p>Try to work out if there is a 'main' organisation involved. Is there one more prominent? Who is on the copyright page? Is there a prominent organisation on the summary or introduction?</p>
<p>There is no date on an online article but the webpage has a copyright date, can I use that?</p>	<p>Yes, use the copyright date if no other date is obvious. If there is no copyright date then look into the document. Can you find any clues to the date it was created? You need to consider the validity of a source if a date is not easy to find.</p>
<p>How do I know if there is a print version available of a digital resource, so that I can just reference it as print?</p>	<p>This is not always easy to work out. As a general rule, our advice would be to follow print referencing guidelines for sources where we might reasonably expect there to be a print version available, eg books and journals.</p>
<p>Do I need to write out the full organisation in the citation or can I use the acronym?</p>	<p>You need to write out in full the first time you cite the organisation along with the abbreviation e.g. Department of Health (DoH) (2021). Subsequently you can put DoH (2021) in your in-text citations. You need to use the full name in the reference list. Some organisations such as the NHS, HCPC and the BBC are now well known by their abbreviations so no need to spell out in full.</p>
<p>When do I need to include a page number in my in-text citation?</p>	<p>If you use a direct quote you need to put the words in speechmarks and add a page number. If you paraphrase from a specific page <i>Cite them right</i> says you should include a page number. If you summarise from more than one page (refer to an author's ideas in general) you do not need to include a page number.</p>

<p>How do I reference an author cited in another source I am reading?</p> <p>What is secondary referencing?</p>	<p>In your text you need to include both the original author and the author of the book in which you read it, to make it clear that you have not read the original source. The author you are reading may have used a direct quote or paraphrased/summarised the original.</p> <p>E.g. Smith (2003, quoted in Allan, 2020, p.34) - for a direct quote.</p> <p>E.g. Smith (2003, cited in Allan, 2020) if it is summarised or paraphrased.</p> <p>The item by Allan would go in in your Reference List as this is the source you have actually read.</p> <p>Please note that it is highly recommended you go to the original source where possible rather than use secondary referencing if you can avoid it.</p>
<p>I can't find the volume, issue or page numbers for an article</p>	<p>If you located an article via Onesearch, click through to the full text and you can usually find them there. You sometimes have to open the pdf to see all the details, often located at the start of the article or in the footnotes.</p> <p>If these details are still not available this may be because this article comes from a journal only available online or in preprint - in which case see the next FAQ.</p>
<p>What's a DOI and do I need it in my reference list?</p>	<p>A DOI (Digital Object Identifier) ia a unique code number given to a journal article. If you copy and paste it into a search engine it will give you the full details of the article.</p> <p>They are generally only included in a reference if there are no volume, issue and page number details. This might be because the journal is online only or the article is a pre-print (not yet made it into the fully published journal).</p>
<p>What do I do when two sources written by the same author were published in the same year?</p>	<p>You can add an additional letter after the date for each one, both intext and in the reference list, e.g.</p> <p>Hurst (2020a)</p> <p>Hurst (2020b)</p>

<p>I have referenced something following Harvard guidance but my feedback says I've got it wrong. Why is that?</p>	<p>There are many versions of Harvard and <i>Cite them Right</i> is just one of these versions. Any citation you copy needs to be checked and edited against our Quick Guide to Referencing which is based on Cite them Right. See also the section below on Citation Generators.</p>
<p>How do I reference an Act of Parliament / legislation?</p>	<p>You do not need an author for an Act of Parliament. Instead you use the name of the Act and the year it was created both in text and at the start of the full reference.</p> <p>See our Quick guide to UK legal and government sources</p>
<p>How do I reference an image in a PowerPoint Presentation?</p>	<p>Add your image onto a slide in your Powerpoint presentation. Add (author, date) underneath the image, this could be the photographer or an organisation e.g.</p>  <p>(University of Cumbria, 2021)</p> <p>In List:</p> <p>University of Cumbria (2021) <i>Fusehill street campus</i>. Available at: https://www.cumbria.ac.uk/student-life/locations/ (Accessed: 6th July 2021).</p> <p>For more specific guidance on images from collections see Cite them right.</p>

<p>When can I use <i>et al.</i> for multiple authors?</p>	<p>If you have 4 or more authors you can use the first author followed by <i>et al.</i> within your text</p> <p>e.g. Vernon <i>et al.</i> (2019) claim that ...</p> <p>In the full reference list <i>Cite them right</i> states that you can use <i>et.al</i> or list all authors. This may depend on tutor preference but listing them all is the safest and fairest option as it acknowledges all the authors' work.</p>
<p>If I am using the same citation in the next sentence, do I need to add the citation again?</p>	<p>You can use 'reference reminder phrases' in your next sentence rather than keep adding the citation. But it needs to be absolutely clear to your reader who you are citing in this and any subsequent sentences.</p> <p>E.g. As shown by Smith (2012) it is important to follow the correct guidelines. She also highlights that ethics play a key role in practice.</p>
<p>Should quotations be in single inverted commas or double speech/quote marks?</p>	<p>They can be either but are generally double, as you can set Turnitin to ignore quotation matches if they are in "double" speech marks. It won't do this for singles.</p>