

This policy should be read in conjunction with our Plagiarism Policy. This Guidance will explain why referencing is important and will tell you how to reference other people's work.

When you write any assessment piece, whether that is an essay, a presentation or a case study, you must acknowledge any book, article, or source you have used to gather information. This is to acknowledge that while you put your own point of view across, you use the 'experts' to back up your argument or to support a two sided debate.

Remember, if you reference correctly, it is unlikely that you will plagiarise as you acknowledge where you found the information you used to support or refute your point of view.

There are two ways to reference your work **in-text citation** and a **reference list** at the end of your work.

In-text Citation:

When you reference, you are acknowledging that it is someone else's work. Citation is acknowledging where the information has come from. It is included within the text.

To acknowledge another authors work within the text you must include the author and year of publication. IF there is more than one author, all surnames must be included. If you cannot find a date, please write 'no date'.

Reference List:

A reference at the end of your work is a list of all the sources you have used throughout the process of researching and writing your assessment. This will include a full title and place of publication.

Why do I need to reference my work?

Referencing your work means you are clearly saying which parts of the assessment are your own and which parts have originated from other's work.

Referencing allows the tutor to:

- Identify the range of sources you have used.
- Clarify the relevance of your information.

- Identify the date the works you used were published.
- Check the origins of the sources cited.
- Judge the validity of your statements.
- Recognise your contribution to the assessment and ensure you are graded appropriately.

Which referencing system should I use?

There are four widely used ways to reference sources:

- Harvard System
- MHRA (Modern Humanities Research Association)
- MLA (Modern Languages Association)
- APA (American Psychological Association)

We recommend that you use the **Harvard system** when referencing your work in our Access to HE course.

In-text citations:

Citing one author:

A recent study investigated the effectiveness of underground pylons (Castle, 2017).

Or:

Castle (2017) has investigated the effectiveness of underground pylons.

Citing an online article with no author:

A departmental strategy is creating a framework to drive improvements in dementia services (Department of Health, 2009).

Citing a direct quotation

Castle et al state that the development of fungal infections is 'widely known and agreed by many practising podiatrists' (2018:p.9).

Citing long quotations

If quotations are longer than two lines, it should be included as an indented paragraph.

Smith (2004) summarises the importance of mathematics to society and the knowledge economy, stating that:

'Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis. It is the language of science and technology. It enables us to probe the natural universe and to develop new technologies that have helped us control and master our environment, and change societal expectations and standards of living.' (p.11)

What to include in a Reference list:

A printed book:

Author/Editor; year of publication; title; edition (if not 1st edition); place of publication; publisher.

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing.

Online article/Journal:

Author; year of publication; title of article; volume/issue number; URL

Errami, M. & Garner, H. (2008) A tale of two citations. *Nature*. 451 (7177), 397-399.

Available from:

<http://www.nature.com/nature/journal/v451/n7177/full/451397a.html> [Accessed 20th January 2015].

This video explains how to reference your sources using the Harvard system.

<https://www.youtube.com/watch?v=NDggqPvMn0U>

I will use a quota sample for the interviews but scale the numbers right down. This is because being a qualitative data collection tool, there is even less need to aim for any kind of generalization than there was with the questionnaire. The research question aims for rich data, concerning human opinion and feelings (Cohen, Manion and Morrison, 2011).

Also, practically, there would not be the time or resources to interview a lot of people. I've chosen 20 as the number of interviewees, believing this to be a small enough for interview and big enough to provide some spread of the population criteria amongst the participants. Out of the 20, I will again try and choose rough representatives of the three different strata's.

The second book draws together what are considered to be some of the main theories and views of researchers and practitioners, who have carried out detailed studies of the processes and complexities involved in learning (Pritchard, 2008). The book details historic learning theories, such as behaviorism, up to some of the more modern theories such as brain-based learning. It is a summary of ideas, theories and research, so is not

A Guide to Harvard Referencing (Derby University)