Reference List and Bibliography

Extract from

[Doc_069_22 Guidelines for Presentation of Assignment], Section [5]

A reference list is the detailed list of references that are cited directly in your work. A bibliography is a detailed list of references covering the background readings or other material that you may have read, but not actually cited.

Both lists should come at the end of the assignment and should have the heading 'References' and 'Bibliography' and each source should have its own line. The formatting of the citations themselves should adhere to the Harvard British System Referencing Style as indicated below.

All assignments need to include a reference list. A bibliography is optional.

All your citations/references should come from **_academic sources_**. Sources such as Wikipedia, Investopedia, UK Essays, Course Hero, and so on are not considered academic sources. Use the **ProQuest Library** available on Canvas, which has a wealth of academic publications. You can also use Google Scholar - https://scholar.google.com/

Academic sources used should also be as recent as possible, preferably from the last 5 years and not later than 10 years. Exceptions are only acceptable in case of seminal texts (key theories. Theorists specific to fields of study as indicated by lecturers).

5.1.What is referencing?

Writing a discussion/assignment requires research, which means finding out what other academics/experts/researchers have said on the topic being discussed. All your work should be substantiated by academic evidence. Therefore, you will need to provide detailed information on all the sources you have included in your work e.g. from articles/journals/books/dissertations and so on. You are to provide both in text citations and the full reference in your reference list at the end of your assignment.

5.2. Why should I reference?

Referencing demonstrates that you have indeed done your research. It also adds weight to your argument as your ideas are supported by relevant literature. A discussion/assignment is not an opinion piece, it is an academic piece of work and research is required. It is your job to combine your views and experiences with academic literature.

Using other authors' ideas without in text citations and referencing results in plagiarism, which is considered an academic offence (refer to Doc_017_22 Recognising and Avoiding Plagiarism). The original author deserves to have their work acknowledged in your work. Unless what you are writing is your own original idea, you must add an in-text citation and a reference in your reference list.

Remember that if you are quoting, paraphrasing, or summarising another author's work you must always acknowledge the original source.

Referencing also allows others to trace the works you have read and use it in their own research.

5.3. The British Standard Harvard Referencing System

The reference system used at IDEA Academy is the **British Standard Harvard Style**. This style is an author-date citation style where sources are cited in the text and in the list of references which is presented in alphabetical order by the author's surname.

5.4. In-text citations

5.4.1. Primary Sources

There are two ways of using in text citations:

- introduce a discussion of an author's idea into your work using the author's surname within the sentence and the year of publication in brackets e.g. Kotler (2017), states that… however Smith (2018) challenges this…

- ending your paragraph with the citation e.g. The introduction of change may cause conflict in any organisation (Milner, 2015).

Vary the styles used and the words used to introduce ideas. Think about the point of view of the author and whether it agrees with your views.
e.g. Bartlett (2014) *argues / claims / observes / proposes* etc.

Citations may change depending on the number of authors and other factors. Follow the below guidelines:

One author – Surname and year of publication
According to Kotler (2018)…..
….(Kotler, 2018).

Two or three Authors – All surnames and year of publication
Kotler and Smith (2019) found that….
…(Kotler & Smith, 2019)

More than 3 authors – take the first surname and add 'et al.' (meaning and others)
Kotler et al., (2019) observed that…
…(Kotler et al., 2019)

Organisation as author – if the author is an organisation use the organisation's name:
According to the World Health Organisation (2020) the population…
Single citation only: The pandemic has created serious… (World Health Organization, 2020)
Multiple citations: The population… (World Health Organisation [WHO], 2020) … (when citing for the first time)
The spread of the pandemic is described as… (WHO, 2020) (only abbreviate when quoting for the second time and after).

Unknown date – write n.d.
Xuereb (n.d.) states….
…(Xuereb, n.d.)

Multiple works of the same author in the same year – add lowercase letters next to year
Grima (2009a)…..Grima (2009b)….

Citing more than one source – name all authors in alphabetical order and separate with a semi colon
… (Abela, 2016; Philips,2004)

Citing a website – Include the name of the author or of the organisation if the author is unknown and the year it was published (not the year you have accessed it)
…(Harvard Business Review, 2018)

When using a <u>direct quote</u> (using the authors exact words) - state the author's surname(s) without initials, year of publication and the **page number** within brackets. Don't forget to put the text in quotation marks ("x") and not apostrophes ('x').
If a quote is more than two sentences you should indent it:
e.g.
> "'In learner-driven knowledge and skills creation, learners are provided with symbolic tools for the development of active learning methods. The primary objective of the model is to provide a conceptual frame of factors which are related to 21st century skills and interactions for improved student engagement in learning. Digital storytelling is a pedagogical method that triggers such student engagement" (Niemi, 2011, p. 38).

Avoid using many direct quotes in your work. Direct quotes should not be too long either. You cannot have whole paragraphs of direct quotes.

5.4.2. Secondary Referencing

It is always recommended to use primary reference. Secondary referencing should only be used if for some reason you cannot use the original.
Secondary references are cited as follows:
e.g. …18 to 24-year-olds represent 33% of the population but only account for 7% of the voters' (Cregg, 2006 cited in Young, 2015, p.137)
e.g. Cregg (2006) cited in Young (2015) asserts that …
For your reference list give the details of the source you have – in this case Young (2015).

5.5. Reference List

Every citation in your work needs to be added to your reference list which comes at the end of your discussion/assignment. The reference list usually consists of two sections; one for websites and one for all other sources. All sections must be in <u>alphabetical order</u>.

5.5.1. Referencing Books

*Note: All surnames and initials should be in **BLOCK LETTERS**. Pay careful attention to punctuation, italics, bold etc.*

5.5.1.1 Standard Books
All authors need to be included in your reference (do not use et al.). Books are referenced as follows.
AUTHOR SURNAME, FIRST NAME(S) INITIAL(S)., Year of Publication. *Title*. Edition (if not the 1st). Place of Publication: Publisher.
e.g. CHAN, A., 2016. *Management of Change*. 2nd ed. Oxford: OUP.
    CHAN, A. & XUEREB, T., 2020. *Marketing Tools in the digital era*. 4th ed. Cambridge: CUP.

5.5.1.2 Edited book
EDITOR(S), ed.(s) Year. *Title*. Edition – if not the 1st. Place of publication: Publisher.
e.g. MUNCIE, J. and E. McLAUGHLIN, eds., 2001. *Controlling crime*. London: Sage.

5.5.1.3 Chapter from an edited book
AUTHOR(S), Year. Title of chapter. In: AUTHOR(S)/EDITOR(S), ed.(s). *Book title*. Edition. Place. of publication: Publisher, Pages. (use p. or pp.)
e.g. DAVIES, S., 2002. The Professor, Agnes Grey and Wuthering Heights. In: H. GLEN, ed. *The Brontes*. Cambridge: Cambridge University Press, pp. 75-100.

5.5.1.4 Corporate/Organisation Author
ORGANISATION NAME, Year of Publication. *Title*. Edition (if not the 1st). Place: Publisher.
e.g. INSTITUTE FOR CHARTERED ACCOUNTANTS, 2011. *Auditing Financial Institutions*. 2nd ed. London: Sage.

5.5.1.5 Ebooks
AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year of Publication. *Title* [online]. Edition (if not the 1st). Place: Publisher. [Viewed date]. Available from: http://www.....
e.g. BROWN, M., 2007. *Writing guide for university students* [online]. 2nd ed. Bristol: Bristol University Press. [viewed 13th April 2020]. Available from: http://www.bristoluniversity.com/

5.5.1.6 Same Author, Different Year
If you are referencing various works of the same author, start with the latest publication.
e.g. XUEREB, T., 2019. *Title*. Edition (if not the 1st). Place of Publication: Publisher.
XUEREB, T., 2017. *Title*. Edition (if not the 1st). Place of Publication: Publisher.

5.5.1.7 Same Author, Same Year
If you are referencing various works of the same author all published in the same year distinguish among them by adding lower case letters (a,b,c) right after the year of publication. Put them in alphabetical order.
e.g. CHAN, A., 2016a. *Title*. Edition (if not the 1st). Place of Publication: Publisher.
CHAN, A., 2016b. *Title*. Edition (if not the 1st). Place of Publication: Publisher.

5.5.2. Referencing Journals

5.5.2.1 Article from Printed Journal
AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year of Publication. Article Title. *Journal Title*. **Volume Number** (Part or Issue or Month), Page Number(s) (Note p or pp are not used in this case).
e.g. HARJU, V., 2014. Project Management Skills for 21st Century. *Project Management Journal*. 5(7), 57-60.
For works with four or more authors, the standard states that all names should be given if possible. However, for many more than three authors, it is acceptable to just include the name of the first author followed by "et al.".
e.g. WANG, T., et al. 2014. The efficacy of plasma biomarkers in early diagnosis of Alzheimer's disease. *International Journal of Geriatric Psychiatry*. 29(7), 713-719.

5.5.2.2 E-journal
AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year of Publication. Article Title. *Journal Title* [Online]. **Volume Number** (Part or Issue or Month), Page Number(s) (Note p or pp are not used in this case).. [Viewed date]. Available from: http://www....
e.g. WILDING, P.M., 2008. Reflective Practice: a learning tool for student nurses. *British Journal of Nursing* [Online]. **17**(11), 720-724. [Viewed 13th April 2021]. Available from: http://www.magolinelibrary.com

5.5.3. Other Common Sources

5.5.3.1 Conference Proceedings
Editors(s) Surname, First Name Initial(s)., ed. Year of Publication. *Title of Conference Proceedings.* Location of Conference, Date of Conference. Place of Publication: Publisher
e.g. Tristan, K., ed. 2010, *Proceedings of the 1st International Workshop on Nursing Skills.* Valletta, Malta, 2010. Msida: University of Malta Press.

5.5.3.2 Websites
AUTHOR(S) SURNAME, INITIAL(S). or Organisation Name, Year of Page Creation or Last updated. *Title Website* [Online]. Organisation. [Viewed date]. Available from: web address.
e.g. WORLD HEALTH ORGANISATION, 2015. Covid-19 Pandemic [Online]. *World Health Organisation.* [Viewed 13th April 2021]. Available from: http://www.who.int/topics/covic-19/en/

5.5.3.3 Non-Text Material
This refers to images found online, drawings, paintings, sculptures and so on. If no author is available, start with the title and if there is no date, use 'n.d.'.
If you want to reference an image that you found on Google images do **NOT** cite Google images directly. Click through the image and visit the website where it's found.
Reference as follows:
AUTHOR(S)/CREATOR(S) SURNAME, FIRST NAME INITIAL(S)., Year. *Title/description of image.* [Viewed date]. Available from: https://www....
e.g. KOTLER, P., 2005. *The 5Ps of Marketing.* [Viewed on 13th April 2021]. Available from: https://www.marketingpriciples.com

5.5.3.4 Legal Documents:
- Acts of Parliament: TITLE OF ACT, year (chapter number of the act; abbreviated to 'c.'). Place of Publication: Publisher.
- Statutes: TITLE OF THE STATUTORY INSTRUMENT, year (SI year/Number). Place of Publication: Publisher

5.5.3.5 Newspaper Articles
AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year. Article Title. *Name of Newspaper.* Day and Month, Page Number(s)
e.g. KUCHLER, H., 2014. Cyber Security Flaws in Shops and Airports Increase Risk of Attack. *Financial Times.* 08 August, p.13

5.5.3.6 Online Newspaper Articles
AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year. Article Title. *Name of Newspaper* [Online]. Day and Month, Page Number(s). [Viewed date]. Available from: http://www...
e.g. KUCHLER, H., 2014. Cyber Security Flaws in Shops and Airports Increase Risk of Attack. *Financial Times* [Online]. 08 August. [viewed 13th April 2021]. Available from: https://www.ft.com

5.5.3.7 Theses and Dissertations
AUTHOR SURNAME, FIRST NAME INITIAL(s)., Year of Publication. *Title.* Qualification, Place of Publication: Awarding Institution.
e.g. REID, I., 2010. *Design for Community & Regeneration.* PhD thesis, Glasgow: Glasgow University.