

Referencing and plagiarism handbook

A guide for undergraduate and postgraduate students



Compiled by HYMS academic and library staff

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Introduction

This handbook gives an introduction to referencing, including why, when and how you should use it. This handbook also explains plagiarism. If you are still unsure about the correct use of referencing to avoid plagiarism, you should consult your tutor. In brief, references should be provided at the end of the submitted work with appropriate markers in the text, not in footnotes.

Undergraduate and Postgraduate students at HYMS should use either the Vancouver or the Harvard style of referencing as laid out in this handbook. Individual staff members will indicate if there is a style they prefer.

Golden rules

- Read through this handbook thoroughly.
- Credit everything that has influenced you. If it is a direct influence then it should be referenced, if not it should still appear in the bibliography if you use one.
- Use sources of information appropriate to university study, such as academic journals. Your tutor or supervisor will be able to advise you more on this.
- Give yourself enough time to reference properly. At the start of your university life it may take a lot longer than you think to get used to referencing. Even if you are an experienced user of referencing and citation, do not underestimate the time it takes to compile a long reference list and cross-check against in-text citations. It may be helpful to use a computer program such as EndNote or Reference Manager to do this.
- Be consistent – use only the guidelines provided and stick to them for all your work, unless your tutor or supervisor tells you otherwise.

- Follow the detail for punctuation, capitals, italics and underlining in these guidelines absolutely. If you do not do this, you may lose marks for your work or have to make significant corrections to your dissertation or thesis. Referencing is all about attention to detail!
- Gather all the details you need for your references whilst you have the sources of information in your possession. If you forget to do this and cannot find the sources of information again (they may have been borrowed from the Library, for example, by another reader), you cannot legitimately use them in your essay or thesis. If you do so without referencing them, you could be accused of plagiarism.
- Keep the referencing details you have gathered in a safe place. You can use small index cards for this or an electronic database such as the Reference Manager or End Note program, so that you can sort your references into the order laid down in your guidelines.
- If the source of information you are referencing does not fit any of the examples in your referencing guidelines choose the nearest example and include enough information for your reader to find and check that source.
- Your references must be placed at the end of your essay and subheaded 'References'.
- Your references must be complete before you hand in your work so if you are having a problem, ask! There are a number of sources listed at the end of this handbook that you can consult, or email ssc@hyms.ac.uk (Phase I undergraduate) or postgraduate@hyms.ac.uk (Postgraduate). Your SSC tutor or supervisor should also be able to help, and they should normally be your first port of call for such enquiries.

What is referencing?

Referencing is acknowledging the sources of information (originated by another person) that you have used to help you write your essay, report or other piece of work. In your academic work, you should use the existing knowledge of others to back up and provide evidence for your arguments. The sources of information you use may include books, journal articles (paper or electronic), newspapers, government publications, videos, websites, computer programmes, interviews and so on.

A list of references includes all the sources of information which have actually been quoted from, paraphrased or referred to in the text of a piece of work. A **bibliography** includes all references, plus all the other sources of information which have been used to assist with the writing of a piece of work, but which are not actually quoted from, paraphrased or referred to in the text of a piece of work. All sources in your bibliography are referenced in the chosen style in alphabetical order at the end of your work. A bibliography shows better than a list of references how widely a student has read around his/her subject. However, in most work it is unusual to include a bibliography. Your tutor or supervisor will give you guidance on this.

WHY YOU MUST REFERENCE YOUR SOURCES OF INFORMATION

There are several reasons why you must reference your work. In no order, these are:

- As courtesy to the originator of the material.
- To provide evidence of the depth and breadth of your reading.
- To enable your reader to find and read in more detail, a source of information to which you refer in your work.
- To allow your lecturer/marker to check that what you claim is true; or to understand why you have made a particular mistake, and teach you how to avoid it in future.

- To enable you to find the source of information if you need to use it again.
- To avoid accusations of **plagiarism**.

WHEN YOU MUST USE A REFERENCE IN YOUR WORK

You must use a reference whenever you:

- Use a direct quotation from a source of information.
- Paraphrase (put into your own words), someone else's ideas that you have read or heard. This is an alternative to using a direct quotation.
- Use statistics or other pieces of specific information, that are drawn from a recognisable source.

Using quotations and paraphrasing

Quotations should be used sparingly, for example as primary source material or as evidence to support your own arguments. They should be fairly brief if possible, so that there is room in your work for plenty of your own arguments, not just those of others. The reference within the text should be at the start or the end of the quote, not the end of the paragraph. The full reference should then appear at the end in the reference list. When using quotations in your work:

- Copy the words and punctuation of the original, exactly, **except** when you wish to omit some words from the quotation. In this case, use three dots ... to indicate where the missing words were in the original.
- If the original has an error, quote it as written but add [sic] in square brackets to tell your reader that you know it is an error but that this is what the original says.
- Make minor amendments to grammar if necessary, so that your writing and the quotation flow naturally. Put your amendments in square brackets, for example: "In his autobiography, Churchill says that [he] was born at an early age..." The original says "I was born at an early age..."

- If the quotation is longer than 10 words, you must include a **page number** to indicate where in the original document the quotation can be found.

You must also format and present quotations properly within the text of your work:

- If the quotation is a line long or less, incorporate it into your text and enclose it in quotation (speech) marks.
- If the quotation is longer than a line, put it in an indented paragraph (start it on a new line, indent it at either side, single space it, and do not use quotation (speech) marks).

Paraphrasing is an alternative to using a direct quotation. It is where you put someone else's ideas into your own words, usually condensing their information and making it more appropriate to your argument. This is where most **plagiarising by accident occurs**. It does not require the use of quotation marks though a reference to the original source is still needed in the text and in the reference list. When paraphrasing sources for use in your work:

- Reread the original passage until you understand its full meaning.
- Set the original aside, and write your paraphrase. Jot down a few words below your paraphrase to remind you later how you envision using this material.
- Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
- Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source. The reference within the text should be at the start or the end of the paraphrased text, not the end of the paragraph. The full reference should then appear at the end in the reference list.
- Record the source (including the page) somewhere safe so that you can credit it easily if you decide to incorporate the material into your paper.

Referencing styles

Undergraduate and Postgraduate students at HYMS should use either the Vancouver or the Harvard style of referencing. If after reading this handbook you are still unsure about the correct use of referencing, you should consult your tutor or supervisor.

In the text of your work you are expected to reference your sources of information in an abbreviated (short) format, which signposts your reader to the full details of the sources in your list of references/bibliography at the end of your work. You do not use full references in the middle of your work because they are bulky, break up the flow of your writing, and are included in your word count.

The references at the end of your work must give the full details of your sources of information, which are signposted from the short references in the text of your work. These full references enable your reader to find and check your sources of information if they wish to.

VANCOUVER

In brief, if using Vancouver you should sequentially number references in the text. For example, your first reference should be numbered ¹, your second ², and so on. The number for each reference should be indicated in the text in superscript at the end of the word or phrase being referenced, thus:

Smith²⁷ argued that...

Since the Vancouver system simply gives a number in the text, the number of authors is immaterial. However, you still need to list all the authors in the reference list at the end of your work. At the end of your written piece of work you should then include a list of all the references in **numeric order** according to the **position** in which they first appear in the text using the following formats as shown in the example references in your reference list, thus:

27. Smith RD. Trade and public health: facing the challenges of globalisation. *Journal of Epidemiology and Community Health* 2006; 60(8): 650-651.

HARVARD

If using the Harvard style, include the surname of the author (if a single-authored work) and the year of publication, or the names of the authors (if authored by two people) and the date, or the name of the first author followed by et al. and the date (if authored by three or more people). Author surnames and dates should be given in parentheses. Never put your citation after a full stop: the citation is part of the same sentence as the idea, argument or quotation. Page numbers should be given only to identify a specific quote, or to identify a specific idea or point of argument within a book. When you have multiple in text citations, list them in chronological order. For example:

The theory was first propounded in 1993 (Wilson *et al.*, 1994; Wilson, 1999; Smith & Bloggs, 2004, p. 58).

For the Harvard reference list each separate citation should be given alphabetically by first author, following the formats as shown in the example references. In the case of multiple publications by the same author, list all single-authored work by the person, in chronological order, followed by works where the person is the first of multiple authors, again in chronological order.

Smith, C. & Bloggs, F. (2004). *Where Did My Surname Come From?* Timbuktu: Genealogy Association.

Wilson, P. (1999). Retrobulbar hemorrhage after retrobulbar blocks. *Anaesthesia and Analgesia* 78(3): 608.

Wilson, P., Jones, A., & Bloggs, J. (1994). *The Magic of Grammar*. Hull: Longbore Press.

WHAT TO DO IF THE SOURCE OF INFORMATION HAS NO DATE

If the source of information has no date use the abbreviation “n.d.” or the phrase “no date” instead.

WHAT TO DO IF THE SOURCE OF INFORMATION HAS NO AUTHOR

Make sure there really is no author – remember that in some cases an author may be an organisation or a government department. If there is no author, begin the reference with the title. Alternatively, with anonymous works it may sometimes be appropriate in the reference and in citation in the text to give the author as “Anon”.

Example references

You should use the following formats appropriate to the style you have chosen when preparing your reference list.

BOOKS

VANCOUVER

Books (not chapters in edited volumes)

I. Bloggs J. *Tomorrow's Doctors*. London: GMC; 2002

HARVARD

Books (not chapters in edited volumes)

Bloggs, J. (2002) *Tomorrow's Doctors*. London: GMC

An edition (usually of a book) means that the book (or part of it) has been rewritten in some way and it is therefore different from the previous edition. In this case, the date in the short reference in the text of your work must be the date of the edition. For example, in the Harvard system it would be (Cottrell, 2003). In the full reference at the end of your work, put an edition statement and the date of that edition, so that it matches the date in your short reference. The format would therefore be:

Cottrell, S. (2003). *The Study Skills Handbook*. 2nd ed. Basingstoke: Palgrave Macmillan.

The edition and its date of publication will be stated on the reverse of the title page.

EDITED VOLUMES

VANCOUVER

Chapters in edited volumes

2. Coles C. How students learn: the process of learning. In B. Jolly & L. Rees (Eds). *Medical Education in the Millenium*. Oxford: Oxford University Press; 1998. pp. 63-82.

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Chapters in edited volumes

Coles, C. (1998). How students learn: the process of learning. In B. Jolly & L. Rees (Eds) *Medical Education in the Millenium*. pp. 63-82. Oxford: Oxford University Press.

In the short reference in the text of your work, using the Harvard system, put the same as normal – (Coles, 1998). If there is no author, therefore just an editor, use their name in the text reference as normal. In the full reference at the end of your work, put “ed.” or “editor” after the surname. If there is more than one editor, follow the advice on what to do if there is more than one author, and use “eds.” or “editors” as above.

PRINTED JOURNAL

VANCOUVER

Journal articles

3. Korszun A, Winterburn PJ, Sweetland H, Tapper-Jones L, Houston H. Assessment of professional attitude and conduct in medical undergraduates. *Medical Teacher* 2005; 27: 704-708.

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Journal articles

Korszun, A., Winterburn, P.J., Sweetland, H., Tapper-Jones, L., Houston, H. (2005). Assessment of professional attitude and conduct in medical undergraduates. *Medical Teacher* 27: 704-708.

Some journal articles, for example the BMJ, never appear in printed volumes, or are released on the internet before they appear in print. In this case, you should give their Digital Object Identifier (DOI). See <http://www.doi.org> for further information.

WEBSITES/OTHER WEB RESOURCES

Note that an article in a printed periodical, which you accessed via a full-text electronic journal service on the World Wide Web, should be referenced as a print journal article (see above).

VANCOUVER

Websites/other web resources

4. Shields G. & Walton G. *Cite them right! How to organise bibliographical references* 2001. Newcastle: University of Northumbria at Newcastle [Online] [Accessed 2010 April]. Available from: <http://www.unn.ac.uk/central/isd/cite>

HARVARD

Websites/other web resources

Shields, G. & Walton, G. (2001). *Cite them right! How to organise bibliographical references* [Online]. Newcastle: University of Northumbria at Newcastle. Available: <http://www.unn.ac.uk/central/isd/cite> [Accessed 25 February 2011].

There are many internet sites that are frowned upon by the academic establishment – you should check with your tutor before you begin working whether or not they are happy for you to reference from sites such as Wikipedia.

REFERENCES WITHIN REFERENCED TEXTS

VANCOUVER

²² cited in ²³ in the text.

22. Barnett, C. *Kitchen planning for beginners*. Hull: DIY Press; 2005

23. Beckett, B. *DIY in easy steps*. London: Ideal Home Publishers; 2002

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(Barnett, 1996, cited in Beckett, 2002) in the text.

Barnett, C. (2005). *Kitchen planning for beginners*. Hull: DIY Press, cited in Beckett, B. (2002). *DIY in easy steps*. London: Ideal Home Publishers.

To reference a quotation by an author quoted in a book written by someone else you need a double reference. You must always reference first the original source – the author you are citing, followed by where it is cited. You should be able to find the elements of the reference you need in the bibliography of the book in which Barnett is cited. After this reference, you should put the words “cited in”, followed by the reference for the book in which Barnett is cited.

What is plagiarism?

In its *Code of Practice on the Use of Unfair Means* (<http://www2.hull.ac.uk/student/studenthandbook/academic/unfairmeans.aspx>), the University of Hull defines plagiarism as follows:

‘[Plagiarism] is work which purports to be a candidate’s own but which is taken without acknowledgement from the published or unpublished work of others.’ The code also states that *‘the significance of an act of plagiarism is greater the further a student is advanced in his or her career at university... It follows that an offence of plagiarism is most reprehensible at the Honours or Masters stage.’* (University of Hull, 2008)

In other words, plagiarism is using the work of others without acknowledging your source of information; that is, passing off someone else’s work as your own (stealing it). There are severe penalties for plagiarism at HYMS.

The HYMS Code of Practice on academic misconduct defines plagiarism in sections 1.5 and 1.6:

'1.5. plagiarise i.e. submit work which purports to be a candidate's own but which is taken without proper and clear acknowledgement from the published or unpublished work of another. Such acknowledgement, by using appropriate standard referencing systems, must indicate the extent of use of another's material. Any unattributed taking is plagiarism, whether from articles, books, computer programs, data, essays, papers, reports, or any other material originated by another person, whether obtained from written, printed or electronic sources, including via the Internet, the World Wide Web (WWW) or any other computer-based or networked system. It is plagiarism whether the medium is literary (essays and reports), graphical (designs, diagrams, graphics), electronic (computer programs) or mathematical (proofs). Advice on plagiarism and the proper use of sources is provided both in a plenary lecture in term 1 and in the SSC handbook. Students will be considered liable for the use of plagiarised material whether or not they behaved (or intended to behave) dishonestly.

1.6. self-plagiarise i.e. incorporate within their work material previously completed and submitted by themselves for another assessment, without appropriate reference.'

(<http://www.hyms.ac.uk/about/codesofpractice.asp>)

Examples of plagiarism

Below is an extract taken from *Pharmacology* (Rang et al., 1999):

During the last 60 years the development of effective and safe drugs to deal with bacterial infections has revolutionised medical treatment, and the morbidity and mortality from microbial disease have been dramatically reduced.

Seven different extracts from an essay using this information are shown below. It is then explained after each one whether or not this is plagiarism and why this is so.

- 1 During the last 60 years the development of effective and safe drugs to deal with bacterial infections has revolutionised medical treatment, and the morbidity and mortality from microbial disease have been dramatically reduced.

This is plagiarism as it is identical to the original; however this is not acknowledged at all.

- 2 During the last 60 years the development of effective and safe drugs to deal with bacterial infections has revolutionised medical treatment, and the morbidity and mortality from microbial disease have been dramatically reduced (Rang *et al.*, 1999).

This is plagiarism as it is identical to the original and although referenced there are no quotation marks.

- 3 “During the last 60 years the development of effective and safe drugs to deal with bacterial infections has revolutionised medical treatment, and the morbidity and mortality from microbial disease have been dramatically reduced” (Rang *et al.*, 1999).

This is not plagiarism as there is full acknowledgement with a reference and quotation marks.

- 4 In the 4th edition of their textbook *Pharmacology* (1999), Rang, Dale and Ritter state that: “During the last 60 years the development of effective and safe drugs to deal with bacterial infections has revolutionised medical treatment, and the morbidity and mortality from microbial disease have been dramatically reduced”. Such a bold assertion understates the ongoing threat posed by microbial infection. It is estimated, for example that worldwide there were over 8 million cases of TB in 1998 (WHO, 2000).

This is not plagiarism and shows a good use of another source for the purposes of contrast.

- 5 The development of safe and effective drugs to deal with bacterial infections has dramatically reduced the death rate arising from microbial diseases.

This is plagiarism as there has only been minor cosmetic surgery to the original text and so should have a reference in the text and in the reference list at the end.

- 6 During the post-war years, the development of effective and safe drugs to deal with bacterial infections has transformed medical treatment, and death and illness resulting from microbial disease has been dramatically reduced.

This is plagiarism as there has only been minor synonym substitution to the original text and so should have a reference in the text and in the reference list at the end.

- 7 The availability of antimicrobial compounds has transformed healthcare in the period since the Second World War. People are far less likely to die or even be seriously ill than they had been prior to the introduction of these drugs.

This is not plagiarism as it is not paraphrasing the original text though it could be argued that the thought processes are the same. With this in mind a reference should at least appear in the bibliography.

Rang, H.P., Dale, M. & Ritter J.M. 1999. *Pharmacology*, 4th edn. Churchill Livingstone, Edinburgh.

WHO 2000. Global Tuberculosis Control World Health Organisation report 2000. Geneva, Switzerland. (Available online at www.who.int/gtb/publications/globrep00/PDF/GTBR2000full.pdf)

Willmott, C.J.R. & Harrison, T.M. 2003. An exercise to teach bioscience students about plagiarism. *Journal of Biological Education*, 37, 139-140.

Further information

Your tutor or supervisor should be able to help you with any further questions. Do not be afraid to ask. Alternatively, for individual help with referencing, you can contact the SSC course team (ssc@hyms.ac.uk) or the Postgraduate Centre (postgraduate@hyms.ac.uk) by email, or:

- In Hull, make an appointment by telephoning (01482) 466199 or visiting Study Advice Services in the Brynmor Jones Library. See <http://www2.hull.ac.uk/student/studyadvice/howtousetheservice/appointments.aspx> for opening times and details of how to make an appointment.
- The Study Advice Services website has a comprehensive leaflet on referencing, available at <http://www2.hull.ac.uk/student/studyadvice.aspx> or they can be contacted by email (studyadvice@hull.ac.uk).
- K-Roy on the University of York website also has lots of useful hints, tips and examples to help you gain the skills you need to approach your academic work with confidence. You can find them at <http://www.york.ac.uk/k-roy>

Full details on the two referencing styles are given at

- http://www.hyms.ac.uk/admissions/documents/Example_of_Harvard_Style.pdf
- http://www.hyms.ac.uk/admissions/documents/Example_of_Vancouver_Style.pdf

Essay completion – a brief checklist

DOES YOUR INTRODUCTION

Make clear how you address the issue/question and what your argument/thesis/case will be?

DOES YOUR CONCLUSION

Relate to the issue/question set and follow logically on from the case you make in your essay?

HAVE YOU AVOIDED

The temptation to ‘decorate’ your work with lots of direct quotes?

Very short paragraphs?

Over use of bullet points (unless your task or tutor requires them)?

Too many illustrations/images/pictures that do not add to the case you make (but look nice)?

The temptation to reference books and papers you have seen cited but not actually read (a long list might look impressive but risks that your tutor will know you have not read everything – as they probably have)?

HAVE YOU GOT

A reference section at the end of the essay (that follows this style guide)?

A cover page – with your name, essay title, tutor’s name

HAVE YOU

Proofread your essay – checked spelling, punctuation and grammar?

Do the sentences flow smoothly, or are they choppy, too short or too long?

Checked the word length (remember you are allowed a 10% overrun)?