



# **Student Referencing Guide 2010-11**

By Natasha Chubbuck  
Senior Lecturer, School of Social Sciences,  
Nottingham Trent University.

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## **Why Referencing Matters**

Undergraduate students are ALL expected to fully reference the materials they use in their work – this guide will show you how to reference using the Harvard System as accepted by the Criminology team. Students who do not reference correctly are at risk of committing academic misconduct or ‘plagiarism’, and as such, may be subject to the school’s policy on such matters.

There are essentially three types of academic misconduct:

1. Plagiarism – where you include information/research/ideas in your work that come from another source and (often, through poor referencing) you do not specify that this information is not your own.
2. Collusion – where you copy the work of another student, either with or without their knowledge.
3. Cheating in examinations – taking in notes when they are not allowed, or communicating with another student.

If you are found guilty of academic misconduct, there are a number of potential implications:

- Your mark may be capped at the minimum pass stage (40%)
- Your mark may be capped at 0
- You may be deemed to have failed the work
- Your overall year’s average may be capped

- Your academic record may reflect that you have a case of academic misconduct against you (thus references may also reflect this)
- In the most serious cases, your studies at the university may be terminated.

**In order to avoid any of the above, you MUST learn to reference.**

## **What Do I Need To Reference?**

There are two scenarios when you are writing a piece of work in which you need to reference:

1. When you directly quote verbatim (word for word) the words of another author,
2. When you use the ideas of another, but put them into your own words.

It does not matter if the source you are using is a book, journal article, newspaper, documentary or web site – you still need to reference the information.

The one thing you should NEVER use as a source or refer to in your work is lecture slides – you should not quote a lecturer, or reference a particular lecture or seminar – **you must locate the original source of the data for yourself.**

### **1. What information should I include when referencing within the work itself?**

- For a quote:

Author's surname (or organisation's name) + year + page number (unless from a website)

For example: Jones (1996: 2) or Home Office (1996)

- For information summarised in your own words:

Author's surname (or organisation's name) + year - NO PAGE NUMBER NEEDED

## **2. What information should I include in the reference list?**

Every source that you refer to in a piece of work should be listed in a reference list. It does not matter if you have quoted from a source; or whether you have taken information/ ideas from it and put them into your own words – it must be included in your reference list. If you have not directly used a source in the work (i.e. you've read it but not used it or referred to it) it should NOT be included as that is a bibliography, NOT, a reference list.

## **General Tips and How To Use Them**

- **et al** – This literally means ‘and others’ – i.e. there is more than one author. For example, Jones et al (1996). This saves you having to write all the author surnames every time you refer to them.

**When to use et al** – You can use et al within a piece of work where there are more than 2 authors;

For example:

For a book with 3 authors or more (e.g. Jones, Smith and Roberts), simply state the surname of the first author, in this instance, Jones, then put et al instead of the next 2 authors; Jones et al (1996).

Do not use et al in your reference list – your reference list must include all names of authors. Only use et al in the actual work itself.

- **Eds** – where you see either (ed) or (eds), this means that the source, usually a book, is an edited collection. Each chapter will have been written by a different author, then 1 or more people will have acted as editors or organisers for the overall book.

**What does this mean for referencing** – it means that the editor IS NOT the author. In the main body of your work, you need to state the actual author of the chapter or piece, NOT, the editor(s).

3. **ibid** - this means that the source or reference of the information/quote is EXACTLY the same as the last reference you put. For example:

You refer to a book by Jones (1996) in a paragraph. If the next piece of information you reference is also from this same book, instead of putting Jones (1996) you can put (ibid). It does not matter how many times you use ibid - so if you use 6 pieces of information, one after another, and all from the same source, put the source the 1<sup>st</sup> time then ibid each time thereafter. BUT remember, it must be exactly the same info you have used - quotes from the same article/book but on different pages - you cannot use ibid - because the page number has changed.

**Same author + same year (and where relevant) same page no = use (ibid).**

# **Referencing Within a Piece of Work**

## **How Do I... Reference Quotes?**

- The entire quote must be placed in **single**, NOT double, speech marks, for example:  
"This is a quote" = INCORRECT      `This is a quote' = CORRECT

- Quotes should NOT be in italics, for example:  
'*This is a quote*' = INCORRECT      `This is a quote' = CORRECT

- There are two places that you can reference the quote within the work itself:

### Example 1:

`This is a quote' (Author, Year: page). – AT THE END OF THE QUOTE

### **OR**

### Example 2:

Author (Year: Page) states that `this is a quote'. – AS PART OF THE SENTENCE

## **How Do I... Reference Information I've Put Into My Own Words?**

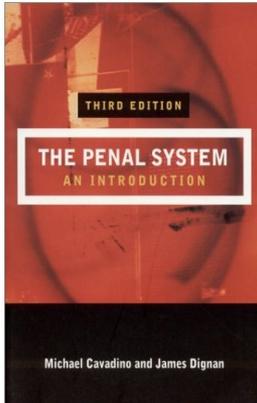
- Unless it is a direct, word-for-word quote, you DO NOT use speech marks
- You simply include the information then at the end of the sentence or paragraph which contains that info, you need to state (Author, Year). No page number is needed because it is not a quote.

The following pages show you how to reference each of the individual types of sources that you will use during the course of your degree:

## How Do I... Reference A Book?

*The Penal System* by Cavadino and Dignan is an example of a commonly used Criminology book. It is not an edited book – Cavadino and Dignan wrote each chapter so in this instance, they ARE the authors.

If you were to refer to their work in an assignment, you would reference it as follows:



Within the work itself, you need to include the author's surnames and the year of the book –

For example:

This is the info from the book (Cavadino and Dignan, 2001)

If you are quoting from the book, you will also need to include the page number from which the quote has been taken:

For example:

'This is the quote' (Cavadino and Dignan, 2001: 21).

**What if I find a quote, or some information in the book, but by a different author?**

Where authors refer to the work of someone else in their book, they will have referenced this information to its original source.

What you need to do is reference the information to where YOU have found it.

Using the Cavadino and Dignan book as an example;

Within the book you find a quote by an author called James Smith from 1969.

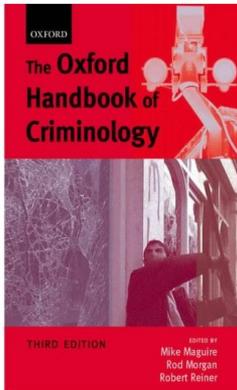
This should be referenced:

'This is the quote' (Smith, 1969 cited in Cavadino and Dignan, 2001: 25).

The page number should refer to the page in Cavadino and Dignan where you found the quote. Your reference list should then simply include the details of Cavadino and Dignan – nothing more (i.e. nothing relating to the original work by Smith 1969).

## How Do I... Reference An Edited Book?

Where a book is edited, each chapter will have been written by a different author thus your reference needs to reflect this. *The Oxford Handbook of Criminology* is an example of an edited book – it contains chapters written by different authors, with the editors of the book being Maguire, Morgan and Reiner.



Within the work itself, you will need to provide the author of the chapter, the year (use the year of the book if no chapter date is indicated), the editors' names and the year:

For example:

(Newburn, 1996 in Maguire et al, 2001)

For quotes, again, include the page number:

'This is the quote' (Newburn, 1996 in Maguire et al, 2001: 352)

**What if I find a quote, or some information by one author, in a chapter of an edited book by a different author?**

Essentially, this is the same scenario as on page 10. Within your work you are using the author of the chapter as your named reference, so where that author refers to the work of another, you reference it the same way.

Using the Oxford Handbook of Criminology as an example:

You are using a chapter from the book which is written by Newburn. Within this chapter, you find a quote by Robbins 1989.

This would be referenced:

'This is the quote' (Robbins, 1989 cited in Newburn, 1996: 76).

In the reference list you will be providing information about the Newburn chapter and the book in which it is contained, so no further information is needed regarding Robbins 1989.

## **How Do I... Reference A Journal Article?**

Journals, like an edited book, contain a selection of articles by various authors, so you need to reference the data in the same way, using the author of the article as your main reference – NOT the title of the journal itself. *It does not matter if you access the journal online or use a paper version of the journal – both must be referenced the same way.*

Using the *British Journal of Criminology* as an example:

You are using an article written by David Wilson which appears in the British Journal of Criminology in 2008, and you wish to quote from this article –

It would be referenced:

'This is the quote' (Wilson, 2008: 25).

You do not include the title of the article, NOR the title of the journal. All of that information goes in the reference list instead.

## **How Do I... Reference A Newspaper Article?**

Newspaper articles can be accessed in 2 ways: either by using the actual paper print version, or by accessing the paper online. The format you use will affect how you reference the article – if you access it online, it needs to be referenced as an internet-based source, covered on the next page. For paper copies:

Using, for example, an article by Jane Lee in the Guardian, 2010, on page 6 of the paper;

This would be referenced:

'This is the quote' (Lee, 2010: 6).

Details of the newspaper and the title of the article go in the reference list ONLY.

Unless you are writing an assessment which directly requires you to compare or analyse the presentation of information in tabloids etc, you should only use good quality newspapers such as The Times, The Guardian, The Observer, The Independent or the Telegraph.

## **How Do I... Reference A Research Paper?**

This is much like a book or a journal article in terms of how to reference it – the full details go in your reference list but within your work, you provide the usual information about author, year and page number. Any report/paper which is in a 'pdf' format\* - that you can download in its entirety to your own computer – you should reference this as a paper document, rather than as a web source, like a web page. It will have page numbers thus these should be used when quoting.

Using, for example, a Home Office Online Report by Nick Tilley in 2006;

This would be referenced:

'This is the quote' (Tilley, 2006: 6).

\*(A pdf is a type of document format (like 'word' is another type) which compresses large amounts of data and is used for most Home Office research papers).

## **How Do I... Reference Internet-Based Information?**

There are several different types of internet-based sources which you may utilise:

- a) Information directly from a web page
- b) An online newspaper
- c) A report which is not in pdf format

Data may come from the website of an organisation, like the Home Office; it may be statistics (for example, from the National Statistics website); it may be a person quoted on a website (The Prime Minister quoted on the Ministry of Justice's website, for example); or it may be a news or research article published on the internet (such as a BBC report).

### Tips for Using Internet-Based Information

- Only use good-quality, reliable information sources - this may be from government agencies, professional associations, or established companies such as the BBC.
- Do not cite a search engine such as 'google' as a source - it is a means of FINDING information, rather than a source OF information.
- Many websites contain information which has not or cannot be verified, or which present data in a biased or inaccurate manner. Some examples of problematic websites include:
  - *Wikipedia* - only use the links at the bottom of the page to take you to 'verified' sources. The data in each article can essentially be written by anyone thus may be inaccurate.
  - *Online dictionaries, people's personal websites or blogs, or online 'essay' sites* - again, the data is often not verified.
- If there is not a year stated for the specific piece of information or article you're reading then you should use the year that the web page was last updated - usually stated at the bottom of the webpage.
- Online newspapers do not always cite an individual author of a news article - if this is the case then you should use the Newspaper as the author (e.g. an article in the Guardian with no readily identifiable author - use The Guardian as the author).

For each source you use within your work, you must provide an author and a year. The author may be a person, an organisation or a company, for example:

BBC, Home Office, HM Prison Service, Nottinghamshire County Council etc

This would be referenced:

(Home Office, 2010)

A quote by an individual, for example, David Cameron, on this web page would be referenced:

(Cameron, year cited in Home Office, 2010)

The only difference in referencing information **OR** a quote from a website?

The quote needs to go in single speech marks – the actual reference information you provide will be the same either way as web pages do not have a page number!

## **How Do I... Reference A Documentary or Film?**

With a documentary or a film, your main task is to ascertain who the 'author' is, and this can sometimes be a bit confusing. Usually, a film or documentary will have a director – you can use them as the author. If, however, you cannot find this information, it may be because the documentary is a series, such as 'Panorama'. In which case, the series title can be used as the 'author'. You still need to provide the same information – author surname + year.

For example:

(Panorama, 2009)

Again, if you are quoting an individual who appears in a documentary, it would be:

'This is the quote' (Cameron, 2008 cited in Panorama, 2009)

## **How Do I... Reference 2 Articles, Both By the Same Author and in the Same Year?**

The reader of your work must be able to tell which pieces of information came from each of the articles you have used so you need to distinguish between the 2 pieces, both in the work itself and in the reference list. You do this by using a letter after the year – e.g. 2010a  
You use a different letter for each of the articles so 2010a, 2010b, 2010c etc  
This means that each time a reader sees a reference to 2010a, they know which of the articles you are referring to.

For example:

You use 2 articles, both by Bryman and both in 2010. In the work itself, label one of the articles 2010a and the other 2010b - e.g. your reference would be (Bryman, 2010a). Do this throughout your work **and** in the reference list too.

# **The Reference List**

## **General Rules**

- You should provide 1 complete list of all sources used – do not divide your list into different sections according to the *type* of source you've used – e.g. Books, Journals, etc
- The list must be in alphabetical order by author – use either the individual's surname or the name of an organisation to list in the correct order.
- You must provide the full information for each source.

### **In the following examples note the following:**

The order of the information;

How the information is presented and the use of punctuation;

The use of italics;

There is no use of capital letters or bold to highlight the author's name.

## **What Information Do I Need To Provide?**

### **For a Book:**

1. Author's surname and initials;
2. Year the book was published;
3. Full title of the book and edition (where applicable);
4. Where the book was published;
5. Who the publisher is.

### **This is how a reference for a book should appear in your reference list:**

- Ainsworth, P.B. (2000) *Psychology and Crime: Myths and Reality*, Harlow: Pearson Education Ltd

### **For a Chapter from an Edited Book:**

1. Author of the chapter's surname and initials;
2. Year of chapter (or if none stated, use year of book);
3. Full title of the chapter (in single speech marks);
4. Names of the book's editors;
5. Year of book;
6. Full title of the book (in italics) and edition (where applicable);
7. Where the book was published;
8. Who the publisher is;
9. Start and end page numbers of the chapter.

**This is how a reference for a chapter from an edited book should appear in your reference list:**

- Jewkes, Y. (2005) 'Policing Cybercrime' in T. Newburn (ed.) *Handbook of Policing*, Collumpton: Willan: pp.501-524

For a Journal Article:

1. Author of the article's surname and initials;
2. Year of article;
3. Full title of the article (in single speech marks);
4. Name of the journal (in italics);
5. Volume and issue number;
6. Start and end page numbers of the article.

**This is how a reference for a journal article should appear in your reference list:**

- Ditton, J. & Chadee, D. (2006) 'People's Perceptions of their Likely Future Risk of Criminal Victimization', *The British Journal of Criminology* 46(3): pp.505-518

For a Newspaper Article (NOT accessed via the internet):

1. Author of the article's surname and initials;
2. Year of article;
3. Full title of the article (in single speech marks);
4. Name of the newspaper (in italics);
5. Full date;

6. Page number of the article.

**This is how a reference for a newspaper article should appear in your reference list:**

- Oakley, R. (1988) 'Swinging Public Opinion: Commons Debate on Capital Punishment', *The Times*: 06/06/88: 6

For a Research Paper:

1. Author of the paper's surname and initials;
2. Year of paper;
3. Full title of the paper (in italics);
4. Name of the research series and paper number (where applicable);
5. Where the paper was published;
6. Who the publisher is.

**This is how a reference for a research paper should appear in your reference list:**

- Sharp, C., Aldridge, J. & Medina, J. (2006) *Delinquent Youth Groups and Offending Behaviour: findings from the 2004 Offending, Crime and Justice Survey*, Home Office On-Line Report 14/06, London: HMSO

### For Internet Based Sources:

1. Author's name and initials **or** name of organisation;
2. Year of item or date the page was last updated;
3. Full title of the article/ page/ item (in single speech marks);
4. 'Available at' followed by the complete website link;
5. 'Accessed' followed by the date you accessed the information:

### **This is how internet-based sources should appear in your reference list:**

- BBC (2007) 'Crime 'stable' but Robbery Rises' (Internet) Available at: <http://news.bbc.co.uk/1/hi/uk/6905769.stm>, Accessed: 10/05/10.
- Home Office (2010) 'Crime' (Internet) Available at: <http://www.homeoffice.gov.uk/crime/>, Accessed: 17/10/10

### For a Film or Documentary:

1. Director's surname and initials **OR** name of series;
2. Year;
3. Full title of the film or documentary (in italics);
4. The fact it is a film/documentary – indicated by (VHS)
5. Where it was produced;
6. Name of the production company.
7. Date it aired (for a documentary)

**This is how references for a film or documentary should appear in your reference list:**

- Love, N. (2004) *The Football Factory* (VHS), London: Vertigo Films
- Panorama (2006) *Dying for Drugs* (VHS), London: BBC, 12th August.