

Eton College Referencing Guide

WHAT IS REFERENCING?

Referencing is the acknowledgment of all your sources when you have

- directly quoted
- paraphrased
- used other people's ideas or theories
- copied diagrams/images.

It allows the reader to trace the origin of the information that has been used to support your ideas and arguments.

Referencing consists of two parts:

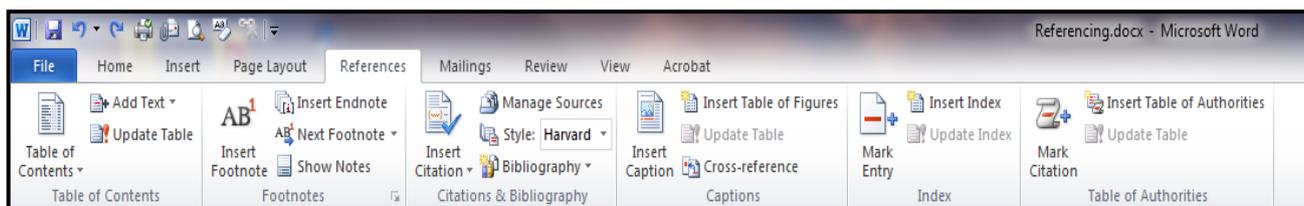
1. Including resources in a **bibliography** at the end of your work.
2. Citing sources in written work through **in-text citations or footnotes**.

If you fail to acknowledge sources or ideas it can be considered to be plagiarism. To maintain academic integrity you must acknowledge others' work 'truthfully, showing how your own work builds on theirs' (Williams & Carroll, 2009 p.51).

There are a number of referencing systems available. We recommend that you use the 'Harvard Anglia' system.

Microsoft Word has a useful referencing tool built in.

1. Select the Reference tab
2. Choose between Insert Footnote and Insert Citation
3. Remember to set the style as Harvard



WRITING A BIBLIOGRAPHY

- A bibliography should always appear at the end of your work.
- List in alphabetical order the author's surname for every book, article, or website you have read or referred to in your writing.
- If there are two or more works by the same author, they should be listed in date order (starting with the earliest).

**RECORD DETAILS OF ANY SOURCES THAT YOU CONSULT AS YOU USE THEM,
AND MAKE NOTE OF PAGE NUMBERS – THIS MAKES LIFE EASIER!**

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EACH RESOURCE SHOULD BE REFERENCED USING THE FOLLOWING STRUCTURES:

BOOK

Author/Editor., publication date. *Title*. (Edition)[if not first edition]. Place of publication: Publisher.

For one or two authors:

- Parsons, P., 2012. *How to destroy the universe: and 34 other really interesting uses of physics*. London: Quercus.
- Williams, K., and Carroll, J., 2009. *Referencing & understanding plagiarism*. Basingstoke: Palgrave Macmillan.

For three or more authors; in the reference list you must include all authors (however many there are):

- Anderson, D.E., Goudie, A.S. and Parker, A.G., 2013. *Global environments through the Quaternary: exploring environmental change, 2nd edition*. Oxford: Oxford University Press.
- Hewstone, M. (ed.), Stroebe, W. (ed.) and Jonas, K. (ed.), 2012. *An introduction to social psychology* (5th edition). Glasgow: BPS Blackwell.

E-BOOK

Author/Editor., publication date. *Title*. Name of e-book collection. [Online]. Available from: URL [Accessed: date].

- Bower, J.E. (ed.) and Guilfooy, K. (ed.), 2004. *The Cambridge companion to Abelard*. Cambridge Collection Online. [Online]. Available from:
http://cco.cambridge.org/uid=14884/extract?id=ccol0521772478_CCOL_0521772478_root
[Accessed: 22 November 2012].

ARTICLE

Author/Editor., publication date. 'Title of article', *Journal Title*, Volume (part number), page reference.

- Krishnamurthy, K.P., Fisher, J.B. and Johnson, C., 2011. 'Mainstreaming local perceptions of hurricane risk into policymaking: A case study of community GIS in Mexico', *Global Environmental Change*, 21(1), pp. 143-153.

WEBPAGE

Author/Editor/Organisation., publication date/last updated. Title URL [Date accessed]

If there is no date put (n.d.)

- NASA (n.d.), Uncertainties: unresolved questions about earth's climate
<http://climate.nasa.gov/uncertainties/> [Accessed 27 November 2012]
- Marsden, J. Dr., 2012. Alcohol addiction
http://www.bbc.co.uk/health/emotional_health/addictions/typesaddiction_alcohol.shtml [Accessed 27 November 2012]

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ACKNOWLEDGING SOURCES IN WRITTEN WORK

There are two way of doing this: **Harvard author date in-text citation** or **numerical footnoting**.

WHICHEVER FORMAT YOU USE, YOU MUST BE CONSISTENT THROUGHOUT YOUR WORK
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IN-TEXT CITATIONS: these give abbreviated details of the work you are referring to or directly quoting. Your bibliography provides the full details of the sources. There are several ways of including in-text citations in your work.

Initial reference: give Author/Editor, publication date, page reference

Subsequent references: give Author/Editor, page reference

For one, two or three authors:

- Long argues that others nations had commands and therefore the 'Ten Commandments are not unique'(2010, p.30) ...
- ... 'There is much more to food, of course, than feeding the poor. It is central to consumer lifestyles' (Moynagh & Worsley, 2008. p.71)...

For more than three authors:

- Daniels et. al (2012, p. 203) suggests that trying to define the urban world is difficult...
- ... 'though not scientifically proven'(Perman et al. 2009, p.11)...

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NUMERICAL FOOTNOTING: within the text, each source is referred to, and is assigned a number starting at 1 and continuing sequentially. Each number directs the reader to corresponding references at the bottom of each page.

BOOK

Initial reference: give Author/Editor, *Title*, edition, place of publication, (date), page reference.

Subsequent references: give Surname, *abbreviated title*, page reference.

- Long argues that others nations had commands and therefore the 'Ten Commandments are not unique'¹ ...
- 'There is much more to food, of course, than feeding the poor. It is central to consumer lifestyles'²...

ARTICLE

Author/Editor. 'Title of article', *Journal Title*, Volume, (publication date), page reference.

If there are more than three authors, list the first three followed by *et al.* (a Latin abbreviation meaning 'and others').

- It has been argued by Winch that it is 'vacuous if taken to mean that we need to acquire'³ ...
- ...thus the benefit of mainstreaming local perceptions is invaluable⁴ ...

If the work to be cited in the footnote is the same as the work cited in the footnote immediately before it (with no intervening footnotes), you may use *Ibid.* or *Ibid.* with a page number where required.

- Whilst Krishnamurthy, Fisher and Johnston argue the benefits of collaboration, they make the following points⁵...

¹ Long, D.S., *Christian Ethics: a very short introduction*, Oxford, (2010), p.30

² Moynagh, M. and Worsley, R. *Going global: key questions for the 21st century*, London, (2008), p.71

³ Winch, C. 'Learning how to learn: A critique', *Journal of Philosophy of Education*, 42, (2008), p.1

⁴ Krishnamurthy, K.P., Fisher, J.B. and Johnson, C. 'Mainstreaming local perceptions of hurricane risk into policymaking: A case study of community GIS in Mexico', *Global Environmental Change*, 21, (2011), p.155

⁵ *Ibid.*, p.156