Referencing and Citation Skills – Information Studies

This guide aims to give students a starting point in referencing and citation skills and guides them to further resources. The examples of using citations in assignments (like all models) are intended as indicative not restrictive! Feedback or suggestions are welcomed – please e-mail mmt@aber.ac.uk

What is ‘citation practice’?

Standardised means of acknowledging and identifying sources of information and ideas used in academic work. There are many different citation styles particular to certain academic fields/disciplines, or required by specific publications.

Information Studies recommends Harvard Citation style. However, you may use any recognised citation style with which you are familiar, if appropriate to the assignment. Check with the module coordinator if you are not sure. If not using Harvard, state the style on your bibliography page. Use one citation style consistently - don’t mix them.

Why do you need to cite sources?

- To set your work in context and add authority to your own statements and arguments
- To make the searching & reading you have done visible to markers
- To acknowledge the ideas and work of others (avoiding accusations of plagiarism or unacceptable academic practice)
- To allow readers to identify and check the original source of material you refer to or quote

Plagiarism

Plagiarism is a form of unacceptable academic practice and can be described broadly as using someone else’s work without acknowledgement. This includes all sources whether material texts or web-pages, published or not and also covers copying the work of others, citing sources you have not used etc.

Becoming familiar with good citation practice protects students from being in a situation in which, intentional or not, they are found to have copied someone else’s words, ideas, etc. without proper citation and referencing.

For more information and the University’s guidelines – see

https://www.aber.ac.uk/en/agro/staff/quality-assurance/unacceptable-academic-practice/
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A citation: A quotation from, or reference to, any words or written passage from a source consulted in preparing an assignment and linked to appropriate in-text citation and then further linked to a list of references at the end of assignment with full details of each sources consulted and used.

References or Bibliography: a list at the end of assignment of all sources cited in work (In Harvard this is one alphabetical list) and can also include other important texts used but not referred to directly.

A Bibliography can include all sources cited including those not directly cited but consulted

Or can be an additional separate list from the Reference List at the end of the assignment and contain only the material consulted but not directly referred to in the assignment.

Information Studies recommends a List of References which should mainly consist of works cited in the assignment and if necessary, a few additional texts not directly cited.

Bibliography/ List of References links references and citations made within an assignment to an overall alphabetical list at the end of the assignment. It contains detailed information that allows the reader to locate the original source. How this is set out depends on the Citation Style followed.

- Intellectual responsibility - author, editor, compiler, etc.
- Title - of article, book, journal, part, series, website, etc.
- Publisher details - place of publication, publisher
- Date - year (monographs), month (serials), day (newspapers, etc.)
- Internal reference - number of issue, page, paragraph, line, entry, etc.
- Format/medium (if not “traditional” media) - interview, CD-ROM, DVD, website, online document, radio or TV, etc.

Citation Practice – avoiding ‘unintentional’ plagiarism

Learning to use and practice a recognised citation style accurately, avoids any possibility of being accused of plagiarism. The main point of good citation and referencing is that a reader should be able to find the original source from your directions.

- Make clear what is your own discussion ideas and what originates from reading/research by keeping records of your ‘searches’ throughout, noting your own summaries and ideas separately by highlighting or keeping in a separate document, and doing a final citation check before submitting the assignment.
- Direct quotations copied from the original text should be clearly acknowledged and cited in the body of the text – be careful to add quotation marks around the words themselves.
- If you use ideas/arguments that are derived from your reading/research, make this clear in the text by citing the original work/author at the end of your statement, summary or paraphrase.
- All sources that have had a significant influence on your assignment (whether or not they have been specifically cited) should be listed in the alphabetical reference list at the end.
Citation and referencing examples

Citations within your assignment should link to a systematic list of sources at the end of the assignment – List of References/Bibliography

In text citations:

1. **Direct quotation** copied from the original, inserted with quotation marks, and integrated within the sentence.
   
   Example: The need to capture the diversity of interests is recognized by House when he asserts that, ‘*Evaluations should serve the interests not only of the sponsors but also of the larger society*’ (House, 1993, p.128).

   **If the quotation is more than 3 lines:** indent the quotation - very long quotations should be used sparingly.

   The need to capture the diversity of interests is recognized by House when he asserts that:

   ‘*Evaluations should serve the interests not only of the sponsors but also of the larger society and of various groups within society, particularly those most affected by the program under review*’ (House, 1993, p.128).

2. **Paraphrase/summary** of an idea/opinion/knowledge from a source *in your own words*

   Webster (2014) argues that existing definitions of the Information Society are inadequate to describe social change.

3. **Acknowledgement of a range of broad readings** (individual author or more authors) that inform your argument. This format is used in a more formal ‘review of the literature’ i.e. a survey of the main published work and research concerning a particular topic or question, but also often used in an essay/report to support a general point.

   This concept of the Information Society has been critiqued by various commentators (Webster, 2014; Feather, 2013; Smith, 2010).

**These are linked in Reference List as**


Using references to frame and support your argument.

In text direct citation

When you are making a point in an assignment and using a direct quotation to add authority or support your argument, it is often tempting to feel that ‘you have said it all’ especially of the quotation is a satisfying illustration of your point. However, it may not always be as clear to the reader and by commenting further and developing your point, you can ‘take back’ the voice of your piece and build up an argument that is more ‘critical’ or ‘analytical’. In the piece below, you can see how a writer makes a case by taking the discussion further in stages of consideration.

A third reason advanced in favour of a stakeholder-based approach is that it offers an opportunity for a wide range of groups to bring their concerns to the attention of those who have the power to change existing programmes or authorize the development of new policy initiatives. The need to capture the diversity of interests is recognized by House when he asserts that, ‘Evaluations should serve the interests not only of the sponsors but also of the larger society, and of various groups within society, particularly those most affected by the program under review’ (House, 1993, p. 128). Thus, in serving a range of audiences, this approach to evaluation research displays a potential for democratizing the decision-making process. For example, it provides a mechanism through which the least powerful stakeholder groups can make their feelings known. In this sense, stakeholder-based evaluation may be thought of as an enabling, motivating resource; a way of empowering relatively powerless stakeholder groups.


- Introduces the next point and links with the previous section ...
- A third reason...
- supports the point - cites House directly
- summarises, comments further, takes back the conversation...Thus
- extends the point...For example
- summarises, re-states, the paragraph topic

Paraphrase or summary: In this example, the writer summarises an argument from a book and references the particular section.

Fairer-Wessels argues that people need information for their various roles in society e.g. consumer, parent, teacher, pensioner, and in each role certain needs exist, decisions must be made, or actions taken. To achieve this, information is needed (Fairer-Wessels, 1987, p. 55).

Referring to a range of sources

Often used to trace the history of a concept, theory or idea, or to group and contrast different viewpoints, the example below looks at a range of sources in the context of a ‘review of the literature’.

The research on women’s information needs is varied and tends to focus on one type of women, rather than women as a group. For example, there is research on rural women’s needs in Tanzania (Kiondo, 1999), urban black women in Pretoria, South Africa (Fairer-Wessels, 1987), women’s European information needs in the UK (Marcella, 2001) and information needs of women in small businesses in Botswana (Mchombu, 2000). Although each study contributes to the knowledge in general about women’s information needs they are often too specific for generalisations.
Citation Style Book


Other Citation Style Resources - Harvard Style

The Open University have produced a nice style sheet for using the Harvard style. (As always when using resources from other Universities, be careful to note any University specific advice outside of the citation guidance that may be different at Aberystwyth).


Other useful sites.

https://library.leeds.ac.uk/skills-referencing-harvard

http://www.citethisforme.com/guides

Further resources – YouTube.

A guide to Harvard Referencing by a student from Derby University – nice and clear and covers all the basics

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

Harvard Referencing (In-text citation) by Mark Cholij –, more focused, fun, informative, serious, detailed

https://www.youtube.com/watch?v=oW0DdWTx298
List of References

Cholij, Mark (2011), *Harvard Referencing (In-text citation)*: Available at: https://www.youtube.com/watch?v=oW0DdWTx298 (Accessed at 20th October 2016)

Cite this for me Service: Available at http://www.citethisforme.com/guides (Accessed at 20th October 2016)


University of Leeds, *Harvard style reference lists and bibliographies*: Available at: https://library.leeds.ac.uk/skills-referencing-harvard (Accessed 20th October 2016)