3rd Edition

Academic Writing and Grammar for Students

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Then the reader can use the citations to look at the *full references*, in the reference list – usually at the end of the essay. Some referencing systems, like footnoting, provide full references at the bottom of each page.

The reference list is where you provide a lot more information about your sources – usually details like the publisher, all the authors' names, editors and so on; this is the information your reader would need to go and find a copy of that same source.

There is a simple reason these two things are done separately. Imagine including all the information I've mentioned in the previous paragraph every time you quote a book, within the sentences of your essay! It would severely disrupt the flow of your writing and make your work very difficult to read. Citations are like quick 'keys' that point the reader to the full reference.

Citing and referencing are both necessary to provide your readers with enough information. There are also two different types of citation you can use – this refers mainly to written text, rather than images or multimedia.

As the previous chapter explained, you can *quote* other authors (also known as citing them *directly*) or *paraphrase* them (citing them *indirectly*).

The different referencing systems/styles

Referencing 'systems' and referencing 'styles' are the same thing. A system or style is the actual *type* of referencing you'll use, which dictates what your references look like, how they are inserted into your text and how you construct a full reference list.

I can't tell you which system you'll be using at university. It depends on the subject you're studying; whether your university has a preferred system/style; whether your department has a preferred style and sometimes on what your tutors themselves prefer or expect. Sometimes, your tutor won't specify a particular style, as long as you use a recognised system and do so correctly.

Each system will have a different format for direct citations, indirect citations and full/long references.

Most of the journals and books you'll read will have reference lists and referenced sources. Remember that your lecturers have to follow the same rules you do when they publish books or articles! Don't worry if the sources you read reference things differently – journals, for example, quite often have their own referencing systems, unique to them. The same thing applies to some publishers.

Key point

In this book, my examples use the Harvard referencing style.

I can give you some examples of the more common systems used at universities in the UK, but be sure to check with your department, course handbook and tutors.

In the 'further reading' list at the end of this chapter, you'll see a book called *Cite Them Right*. This book contains many detailed examples of different kinds of source in the different referencing styles. For more detail on the different systems, I'd highly recommend this text.

These are the most common systems, and I've given some examples of the subjects that most commonly employ them (there are exceptions, however. Some universities in the UK, for example, recommend the Harvard system to all their students):

- Harvard referencing/the author–date system (widely used across a range of subjects)
- Vancouver/numeric referencing (Engineering, Design)
- Footnotes or endnotes (English, History)
- MLA referencing (also used for Humanities)
- APA (Psychology; very similar to Harvard style)
- OSCOLA (Law)

These systems all involve citing (directly and indirectly) and providing full references, but they do so in different ways. I will give a quick summary of each, as well as an example citation and full reference.

Key point

I've mentioned the fact that your university – and perhaps even different modules you're studying – will have certain expectations when it comes to referencing. Referencing in a certain style will likely be expected of you – it is *crucial* that you double-check this and understand these expectations. I've made this point several times, and it is very important! You might even find that one of your module tutors 'doesn't mind' which system you use – that doesn't mean you can make one up. In this particular case, I'd suggest using the same system that you're using in other assignments.

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I'd also emphasise this: do not try to 'memorise' how to cite and reference in a particular style. Being able to instantly write a reference for an online journal article, for example, would certainly be useful – but learning to do this won't be the best use of your time. Your university will provide guides and webpages on referencing, and there are plenty of good books out there that explain how to reference any source – from a photocopy of an old manuscript that has been used in a lecture, to a blog post on the Internet, to a simple book, to a poem in an anthology. Use these resources to write and double-check your references, and you'll naturally find the process getting simpler and quicker the more you do it.

Your lecturers, even the most experienced ones, will sometimes have to remind themselves how to reference a certain type of source, and look up an example. I had to double-check aspects of the references I've included in this book. The more you write, the more you reference, the more quickly it comes naturally. Of course, even when you reach the point of having referenced hundreds of times over several years, you'll still want to double-check each reference to make sure it is correct. This will likely be part of your proofreading process.

Remember that these are intended to be *basic* summaries.

Harvard referencing/the author–date system

The Harvard system is based on putting citation information in parentheses as part of your sentences.

Key point

Harvard referencing is a commonly used system at many British universities. However, although the basic principles of the Harvard style remain the same, Harvard referencing in practice can differ slightly from book to book, or institution to institution. The examples here might not be identical to examples you're given by your tutors. Remember – they're marking your work, so provide the references they ask for!

This is usually the authors' surnames (unless you've used them as part of your sentence), the year of publication and a page number if you are citing directly. The full reference then also provides the place of publication, the publisher and the edition of the book, if necessary. The reference list is arranged alphabetically at the end of the essay.

> ✔ Example citation: One recent critic went as far as calling the film's dialogue 'unnecessarily inflammatory' (Davies, 2020: 36).
>
> ✔ Full reference: Davies, A. (2020) 'Fury and free speech: drawing the line', in Gordon, J. (ed.) *Contemporary Cinema and Relative Realism.* Oxford: Oxford University Press, pp. 30–45.

In the box below are two more sentences from a text discussing the education policy of John Major's government. Both include in-text citations in the Harvard style.

> ✔ Under his 'Citizen's Charter' he was determined to institute a fully independent inspectorate so that eventually organisations would be able to tender for contracts to inspect schools (Major, 1999).
>
> ✔ The Education (Schools) Bill which enabled this system came to Parliament as a result of an internal review of the inspectorate carried out at the behest of Kenneth Clarke, but his plans to allow school governors to choose and then buy in particular inspection teams were thrown out by the House of Lords just prior to the election of 1992 (Balen, 1994).

Below is an excerpt from a Harvard list of full references, with a variety of texts included, ordered alphabetically by the surname of the authors.

References

✔ Abell, J. and Walton, C. (2010) 'Imagine: towards an integrated and applied social psychology', *British Journal of Social Psychology,* 49, 685–690.

✔ Abelson, R.P. (1995) *Statistics as Principled Argument.* Mahwah, NJ: Erlbaum.

✔ Abraham, C. and Hampson, S.E. (1996) 'A social cognition approach to health psychology: philosophical and methodological issues', *Psychology and Health*, 11, 223–241.

✔ Adams, E.W. (1966) 'On the nature and purpose of measurement', *Synthese*, 16, 125–129.

✔ Afkhami, R., Higgins, V. and de Kort, S. (2009) 'Ethnicity: Introductory User Guide. Economic and Social Data Service Government'. Retrieved from: www.esds.ac.uk/government/docs/ethnicityintro.pdf (accessed 02/12/2012).

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