Edinburgh Napier
UNIVERSITY

Guidelines for
referencing practice
and the use of
Turnitin®UK

School of Arts &
Creative Industries
Harvard guidance

Please address any comments to the document author.

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The production of standardised guidelines is an outcome from the working group, University Guidelines for Referencing, Paraphrasing and the Use of Turnitin®UK, set up by the Learning, Teaching and Assessment Committee in 2010. If you have any general comments on University referencing guidelines then please address these to:

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INVESTORS IN PEOPLE

Contents

Referencing

Referencing is the way that you can credit all the sources of information and ideas that you have used in any piece of academic work. In producing your assignments you should refer to published works (books, articles in journals, etc.) to increase your breadth of knowledge of the topic, and to help you develop lines of argument within the essay or assignment. It is important to refer to these sources within your written work to make clear that you have researched the subject thoroughly and that your arguments have substance/support.

1. Introduction to Citations and References

- *Why do I need to reference?*
  In any assignment you have to complete, you will use information and ideas from a range of other sources to support points and arguments you want to make. Whenever you want to use someone else's ideas in your work to support points and arguments you want to make, either by using your own words or making a direct quotation, you must reference the source, in order to:
  • show you are aware of other people's ideas and are including them
  • acknowledge other people's ideas
  • allow the reader to find the original material you have used.

- *When do I need to reference?*
  You must reference whenever you use or directly quote from someone's work, including diagrams, illustrations and tables. You must also reference when you summarise ideas and information from someone's work, or when you paraphrase by putting someone else's ideas in your own words. Failure to do any of the above is considered to be plagiarism.

- *What are citations and references?*
  There are two key aspects to the Harvard system of referencing:
  • adding a reference in the text of your assignment to any use you have made of the work of others.
  • creating a reference list

- *What is the end reference list?*
  A reference list is a list of the full details of all the sources you have cited in your text. It is an alphabetical list by author (surname), which you provide at the end of your work. If you cite something in the text and do not include it in the reference list this is considered to be plagiarism. It is important that the references you cite within your writing link accurately to the reference list at the end of your work, via the name of the author. You will always be required to provide a reference list of all sources cited in your text.

- *What is the bibliography?*
  A bibliography is presented in the same format as a reference list but it also includes all the materials that you consulted during the preparation of your

assignment. So it includes the same items which are in your reference list but it also includes all other sources which you read or consulted but did not cite.

- *Where can I find help and support?*
  There is a range of support available to you. You are encouraged to use the existing university resources as listed below:

The guide to Referencing and Study Skills:

https://studentportal.napier.ac.uk/Library

Academic referencing should follow the Harvard system:

http://staff.napier.ac.uk/services/library/Documents/Helpsheets/Harvard%20referencing.pdf

More information on referencing via the university library:

http://staff.napier.ac.uk/services/library/study/skills/Pages/bib.aspx

Also Kendall Richards is the Academic Support staff member for the Faculty of Engineering, Computing and Creative Industries. He can offer one to one support sessions or group tutorials and can be contacted by email at:

k.richards@napier.ac.uk

2. Citing sources within the text

In the Harvard system, when you mention (or quote from) other published works in the text of your assignment, you should insert a reference citation. Reference citations consist of the author's surname, date of publication, and page reference if appropriate (in brackets). The same author/date principle applies to all citations including books, journal articles, films or websites in the text.

(To find publication details for a reference, the reader uses the author–date citation to direct them to the appropriate reference in the reference list and bibliography, where full publication details are given.)

- *Do I include the author's name inside the brackets or not?*
When you put an author's ideas in your own words, or refer to their work to support your argument, you put the author's name and date in brackets within your text if the author's name does not form part of the sentence in your assignment:

e.g. The description of networks in the creative industries (Scott 2007) includes some observations about the short term nature of many groupings.

If you include the author's name in your sentence, only the year needs to go in brackets:

e.g. Specific measurements taken by Butler and Carrick (2005) show that there is a direct correlation between design and balance.

- *Do I include the page number in the brackets?*

When you are giving a direct quotation you must also include the page number in the brackets. For example:

e.g. "These resting times provide periods for reflection and permit time for new things to be
learned, mastered and brought to fruition" (Jones 1995, pp.122-3).

- *What information do I include in the brackets?*

As noted above, this is dependent on how you are referring to or quoting someone's work. The full citation in brackets would be (Name, year, page number), but follow the guidance given above as to how much information you need to include. The date and any page number details should come immediately after the name.

- *What if I am citing more than one author in the same brackets?*

If a cited work has three or more authors, state the first author listed, followed by 'et al.':

e.g. (Blair et al. 2009)

If there are two authors then you must cite both of them.

e.g. (Russell and Marwick 2010)

- *What if I have more than one source with the same name and year?*

If you need to refer to two or more items by the same author in the same year, use lowercase letters to show the difference:

e.g. Smith 2004a. Smith 2004b

- *What if I don't know the author's name?*

Sometimes, particularly with reports or with organisation documents, it is difficult to see an authors name. You *could* use Anon - however, if you do this, you can end up with a large number of 'Anon's in the reference list. If you do take this approach, then remember to identify them 'a', 'b', 'c' etc, as shown above. However where you can, then give the organisation and year as the citation, and do the same in your reference list.

e.g. (Creative Scotland, 2010)

- *What if I am citing an author from within another source?*

Citing the work of an author you have read within someone else's work is known as secondary referencing. If at all possible, you should read the original work yourself. However, due to lack of availability you may sometimes need to use a secondary reference:

e.g. Berwick also maintains that the use of arts in therapeutic situations can improve some patients mental wellbeing (cited in Perth, 2002, p.69).

- *Which bit of a name is used when citing?*

The surname only is used in citations. There is no need to include the first name of an author.

3. End References lists

- *The Purpose Of End References*

A reference list must be included at the end of your assignment, before any appendices (if you have any). A reference list is an alphabetical list, organised by the surname (family name) of the author. Only those works you have cited in your text should appear in the reference list. If you need to refer to two or more items by the same author, published in different years, it is the year that will distinguish each one so in the reference list, you should list each work in date order (the oldest first).

The first two elements of each reference in your reference list (author and date) will appear in the text of your work as noted earlier. The reader of your work can then easily check the citation in your text against your reference list.

Please note that there are a number of variations to Harvard referencing, particularly to do with reference lists and bibliographies. Of these, you may see dates being put into brackets or you may see book titles being underlined. If you wish to use a variation then that is fine, but the important point is that you must be consistent throughout and stick to the same system.

Referencing Different Types Of Sources

You will find that you use a wide range of sources which you will need to reference.

- *How would I reference a book?*

Details for a book should be set out in the following order and with the punctuation as indicated:
- Author/Editor surname, Initial(s).
- Year.
- Title of the book. (in italics)
- edition. (if later than the first and abbreviated to ed.)
- Place of publication:
- Name of publisher.

These details can be found on the front and reverse of the title page which is usually the first or second unnumbered page inside the book.

e.g. Williams, R. 2003. *Television: technology and cultural form*. London: Routledge.

- *How would I reference a journal?*

Details for a journal article can usually be found on the contents list, front cover or article itself. Details for a journal article should be set out in the following order and with the following punctuation:

- Author/Editor surname, Initial(s).
- Year.
- Title of article.
- Name of journal, (*in italics*)
- Volume (part number) Month or season, (if available)
- page number(s) of article.

e.g. Brandellero, Amanda M. C; Kloosterman, Robert C. 2010. Keeping the market at bay: exploring the loci of innovation in the cultural industries. *Creative Industries Journal*, 3 (1) October, pp.61 - 77.

- *How would I reference an e-journal?*

Most journal articles accessed online are also available in print format, so they may be referenced in the same way as an article in print format.

If an article is only available online, then you need to list the reference as:

Author/Editor.
Year.
Title of article.
Name of journal (*in italics*)
online [in square brackets]
Volume (issue number) Month or season, (if available)
page number(s). (if available)
Available at: followed by the Internet address
Date accessed. [in square brackets]

e.g. Purinton, M.D. 1998. Revising Romanticism by Inscripting Women Playwrights, *Romanticism on the Net,* [online] 12, November. Available at: http://www.erudit.org/revue/ron/1998/v/n12/005822ar.html [Accessed August 18 2011].

- *How would I reference a thesis or dissertation?*

Referencing theses and dissertations follows the same principles as other sources.

- Author.
- Year.
- Title of thesis. *(in italics)*
- Title of award,
- Name of awarding institution.

If the thesis or dissertation is online, then you need to reference as follows:

- Author.

- Year.
- Title of thesis. *(in italics)*
- online [in square brackets]
- Title of award,
- Name of awarding institution.
- Available at: followed by the Internet address
- Date accessed. [in square brackets]

- *How would I reference a resource I found online?*

You should reference a website, or section of a website, using the same elements that you would use to reference a book. In addition, you should include the Internet address and date accessed, as laid out below.

- Author/Editor/Organisation (as appropriate).
- Year. (current year if no other available)
- Section title/heading. (*in italics*)
- online [in square brackets]
- Available at: followed by the Internet address
- Date accessed. [in square brackets]

- *Things To Remember About Reference Lists*

Your reference list may include references to materials in different formats, including print and online resources. Generally all references require similar elements and when referencing a resource that is not included in this guide you should try to find a similar example. Consistency is the key – always try to find an author or editor, a date of publication, a title and/or a source title and a publisher.

Correct and consistent punctuation is also important:

- the first word in the title of books, chapters and journal articles starts with a capital letter
- authors' names and initials, journal titles, publishers' names and places should also start with a capital letter.

A Sample Reference List

- Bell, J. 1993. *Doing your research project.* (2nd ed.) Buckingham: Open University Press.
- Blaxter, L. et al. 2001. *How to research.* (2nd ed.). Buckingham: Open University
- Collins, H. 2010. *Creative research: the theory and practice of research for the creative industries.* Worthing: AVA Publishing
- Denscombe, M. 1998. *The good research guide for small-scale research projects.* Buckingham: OU Press
- Hart, C. 1998. *Doing a literature review.* London: Sage
- Hart, C. 2001. *Doing a literature search.* London: Sage
- Polonsky M.J. and Waller, D.S. 2005. *Designing and managing a research project - a business student's guide.* London: SAGE
- Saunders, M., Lewis, P., & Thornhill, A. 2003. *Research methods for business students.* (3rd ed.). New York: Prentice Hall

- Welman, C. 2005. *Research methodology.* Oxford: Oxford University Press

4. Avoiding Plagiarism

Take the time to read thoroughly the guidance in '**Be Wise, Don't Plagiarise'** follow **Don't Plagiarise** on the **Student Portal**.

It is your responsibility not to cheat or plagiarise. If you are found to have cheated or gained an unfair advantage, you may fail part or all of your assessment and you may not be permitted to be re-assessed.

- *What is plagiarism?*
Plagiarism at Napier is defined as the "unacknowledged incorporation in a student's work either in an examination or assessment of material derived from the work (published or unpublished) of another." This means that you may not use work from others and call it your own. Work in this context applies to any form of work, not only written work. It also applies to music, art, audio and drama.

- *Why is plagiarism a serious offence?*
Plagiarism is considered a breach of academic conduct regulations and is considered a serious offence and is dealt with according to the University's Student disciplinary regulations and Academic conduct: Code of practice for staff and students.

Plagiarism can happen through deliberate actions such as copying sections from books or other students work. However, many students fall foul unintentionally through poor academic skills by using others' words, facts, ideas or data without giving proper credit.

- *How would I avoid plagiarism by using my own notes?*
It is good practice to take your own notes when reading for your assignment. However when you take notes from a book or journal, you need to make sure that if you copy out some sections you make this clear in your notes. Many students make the mistake of copying sections of texts and later forget that they are not their own words or ideas. So take notes in your own words. A good strategy is: read, put away your books and think, and then write your notes. Always acknowledge quotations, even in your own notes.

- *When can I use quotations?*
You should use direct quotations when it supports an argument you are putting forward. However do avoid using too many quotations as your assignment will become simply a list of other people's words. It is important that you can present your own arguments in your assignment.

- *Do I always need to put in a citation when I paraphrase other people's work?*

Yes you should put in a citation when you paraphrase someone else's work. This shows that you recognise that they are the source of the ideas you are presenting.

- *Will I be accused of plagiarism if I'm reporting something that is common knowledge but don't provide a citation?*

Information that is common knowledge does not need to be referenced. However do be sure that the information you have is correct.

- *What is collusion?*

Collusion is where two or more students are suspected of working together on assignments and presenting work as their own individual work. Collusion can also be claimed where a student lets another student copy part or all of their work. So if you help a fellow student with their individual assignment, you are committing an offence.

- *How do I make sure that I don't get accused of copying other students' work?*

Working with other students on your assessment can lead to claims of collusion. Whilst group work is important in many areas of your study, when doing an individual assignment it is important that you work on it alone. This will avoid the possibility of you submitting a piece of work that is very similar to another student.

- *What happens if I am suspected of plagiarism?*

If a staff member suspects that you have plagiarised, the work will be checked by another lecturer. Then your work and the staff findings are submitted to the School's Academic Conduct Officer who will investigate the alleged offence. Usually you will be invited to an interview to discuss the suspected offence. If you are unable to attend an interview, a decision may be made in your absence.

A decision on your case is made. If it is decided that a plagiarism offence has been committed, the ACO will apply a suitable penalty. They will refer more serious cases to a University Academic Conduct Committee. Penalties often involve reduction of marks, but in extreme cases they can even involve expulsion from the University. The range of penalties is included in the Regulations.

- *Where can I find out more about how the University handles cases of suspected plagiarism?*

If you are unsure about how to reference, and fail to reference correctly in an assignment, it will still be regarded as plagiarism, even though you did not set out with the intention of plagiarising. Good referencing practice is the best way to avoid unintentional plagiarism and you will find help and resources about this on the **Be Wise, Don't Plagiarise** website.

5. Using Turnitin

- *What is an acceptable percentage of matching text?*

The overall percentage is an accumulation of all the individual percentage matches, regardless of whether they are inconsequential or substantial matches. So there is not really an acceptable percentage as such, because this value can be arrived at in different ways. For instance, numerous small matches can result in a large overall percentage which is relatively unimportant, but a small overall percentage may be the result of one or two copied paragraphs and this is more significant. Therefore you should examine all the matches and understand why Turnitin has highlighted them. It is possible to reduce the overall percentage by excluding quoted text, small matches and the reference list.

- *Why does my text match sources that I have not used?*
  Turnitin does not identify the exact source of text that you have used. It simply highlights that there is matching text and lists all the sources using that text. There are usually multiple sources because websites replicate information from other websites, or an author of a piece of work will often use quotations from journals and websites and so these will all be listed as matching sources.

- *What if my text matches my classmates work?*
  It is very likely that for a class assignment, some of your text will match text from other students submitting the same assignment. This will happen if you are including a departmental cover-sheet, repeating the assignment title, or using a similar reference list. Significant matches will occur in assignments using established phrases or terminology, or where assignments require the inclusion of extracts of text being discussed.

- *What if my reference list / bibliography is matching other sources?*
  It is highly likely that other authors writing about the same topic will use similar references to support their work. So your references will normally match other sources, but the manner of the match is important. They will be different matches, so they will be in different colours. If they are all in the same colour, it usually means that you have copied your references too.

- *How can I use quotations without matching other sources?*
  If the quotation has been used elsewhere or the original source is on the Turnitin database, then it will show up as a match. This is not a problem, as long as you have presented it as a quote, and cited it correctly.   Alternatively, you can set Turnitin to exclude quotes from text matching, and this will remove the match.

- *How significant are matches that are just a few common words?*
  If a sentence contains several words in common with a source, then Turnitin will show the match. Often these are coincidence where a source has used the same common words. Sometimes these include commonly used but important words in your subject, so you don't need to reference them. You can set Turnitin to exclude small matches. Turnitin lets you specify how many words can match and still be ignored, up to a limit.

- *What should I do if I have sentences or paragraphs of matching text?*
  The best option is to remove the quote, and write the information in your own words. This is preferable to a quote, because it shows the marker that you understand the point being made. If you want to keep the author's original

words, then ensure that you have presented the matching text as a quote and cited your source. This may still show up as a match (depending on the specific Turnitin settings that are in place) but it is not a problem if it is correctly presented and cited.

Additional guidelines

Television Programmes
If you are citing a television programme, the 'author' is the name of the television programme or series:

e.g.   A recent television series highlighted how the changing relationship to the sea is reflected in the work of British artists (Art of the Sea 2011).

Performances
You apply the same formula to a performance as you would to a book or a journal. The two key elements of the Harvard System are cited in the text and lead to the full details within your reference list:

e.g. In the production of Black Watch (Tiffany, 2007) at the Drill Hall in Edinburgh, the space was utilised effectively to create a visceral, complex and urgent piece of theatre.

Note:
The author cited will be the choreographer or director of the performance or production rather than the original composer or author of the work.

Citing long quotations
- long quotations of 40 words or more must be indented from the left margin by 1cm to make the quotation clear – this means that it does not need to have quotations marks, bold or italic typeface
- the lead-in statement ends with a colon
- separate the quotation from the lead-in sentence with one blank line
- leave one blank line after the quotation or two blank lines if you are starting a new paragraph
- **note**: when you use a long quotation, the full stop is placed after the last sentence of the quotation and before the author date citation

Citing multiple references

If you want to cite several references together to support a point that you make, they should be listed in chronological order, with the oldest first:

e.g. Innovation and risk are essential elements for driving the creative industries (Caves, 2000; Howkins, 2001; Hartley 2005).

or:
e.g. Caves, 2000; Howkins, 2001; Hartley 2005) all argue that innovation and risk are essential elements for driving the creative industries.

Citing a website within the text
Citing a website in the text follows the same principle as for books. You do not quote the full website address in the text. Whatever makes up the first two elements of the full reference, which you have included in your reference list, is what you will be referring to within the text of your work:

e.g. The BBC College of Journalism web pages (BBC 2011) contain a range of support materials which aim to improve skills in a number of areas such as law and ethics.

Citing personal conversations
Personal conversations or interviews are not normally included in the reference list but these may be cited in the text. Personal conversations and interviews should only be included in the reference list where they have been recorded and/or transcribed and are available in the public domain, for example, in a library or on a website. The purpose of the reference list is to guide future researchers to original material. If there is no record of the personal conversation or interview, it does not appear in the reference list:

Referencing a newspaper article
- Author.
- Year of publication.
- Title of article.
- Title of newspaper, (*in italics*)
- Date of newspaper,
- page number(s).

e.g. Mackie, A. 2011. Body found in search for Scots Elvis fan missing in Memphis. *The Scotsman,* 23 August 2011, p.3.

How to reference an online newspaper
For online newspapers accessed via a newspaper database or from the newspaper's website, follow the same guidance as for an ejournal:
- Author/Editor.
- Year.

- Title of article.
- Name of journal *(in italics)*
- online [in square brackets]
- Volume (issue number) Month or season, (if available)
- page number(s). (if available)
- Available at: followed by the Internet address
- Date accessed. [in square brackets]

Referencing conference proceedings

Your reference should start with the author or editor of the conference proceedings. If these are not available then you begin with the conference name. Where possible you should also include the place and the date of the conference:

- Editor/Organisation.
- Year of publication.
- Conference Name and/or title. *(in italics)*
- Location of conference. (if available)
- Date of conference.
- Place of publication: (if available)
- Publisher. (if available)

Referencing a presentation or lecture

- Presenter(s).
- Year of presentation.
- Conference/event name. (if available)
- Title of presentation/lecture. *(in italics)*
- Type of presentation [in square brackets]
- Date of presentation/lecture.
- Location: Venue. (if available)

APPENDIX

REFERENCING GROUND RULES:
MARKING INFORMATION FOR STUDENTS

The 'ground rules' below explain the approach to marking citations and references within assessed work and seek to reassure students on how minor errors will be treated.

Please always refer to the guidelines applicable to the specific module for detailed advice on requirements, and do speak to the module leader if you are unclear about what you need to do.

Marking Ground Rules for Referencing

Unless specifically stated in the module assessment brief, you would not expect marks to be deducted for:

1. Using quotations. However, if you use too many quotations, the marker may not have the evidence they need to determine that you have sufficiently understood the topic and marks may be deducted as a result of that.

2. Writing about what is 'common knowledge' without including citations. As a general rule, a fact can be said to be 'common knowledge' when:
    o it is widely accessible, e.g. the population of Scotland, which you would be able to find easily from numerous sources;
    o it is likely to be known by a lot of people;
    o it can be found in a general reference resource, such as a dictionary or encyclopedia.

3. Using minor variations in punctuation and formatting in your citations and references.

4. Using 'et al' for two or more authors (rather than for 3 or more authors that it should be used for).

5. Occasional instances of poor spelling and grammar. However, please check the assessment brief for details of assessment requirements as correct spelling and use of grammar is vital in some subjects. Your module leader can also advise. (Note: support for learners in relation to spelling, grammar etc. is available from Faculties and Student and Academic Services.)