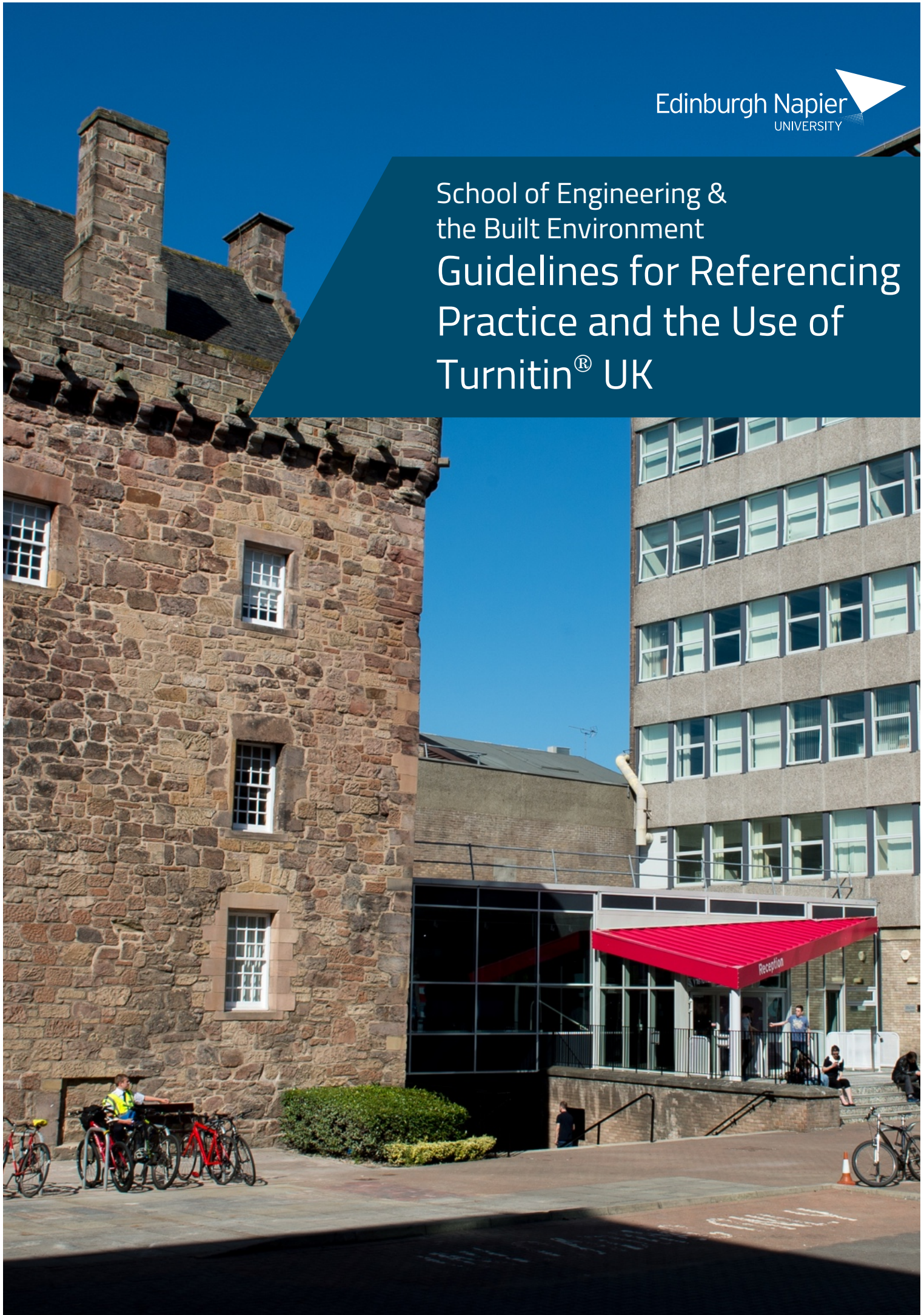


School of Engineering &  
the Built Environment  
Guidelines for Referencing  
Practice and the Use of  
Turnitin® UK



Please address any comments to the document author or Dean of School.

**Author**

Alan Edgar  
SAL (Learning and Teaching)  
School of Engineering & the Built Environment  
Edinburgh Napier University  
Merchiston Campus,  
Edinburgh  
EH10 5DT

[email: a.edgar@napier.ac.uk](mailto:a.edgar@napier.ac.uk)

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:

Anastasia Dragona  
Information and Project Officer  
Department of Learning and Teaching  
Edinburgh Napier University  
Sighthill Campus  
Sighthill Court  
Edinburgh EH11 4BN  
[email: a.dragona@napier.ac.uk](mailto:a.dragona@napier.ac.uk)



First published by Edinburgh Napier University, Edinburgh, Scotland © 2016. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means – electronic, electrostatic, magnetic tape, mechanical, photocopying, recording or otherwise – without permission in writing from Edinburgh Napier University, Sighthill Campus, Sighthill Court, Edinburgh EH11 4BN, Scotland.



## Contents

Referencing Guidelines for Students .....	5
1. Introduction to Citations and References .....	5
Why do I need to reference? .....	5
When do I need to reference? .....	5
What are citations and references? .....	5
What is the end reference list? .....	5
What is the bibliography? .....	6
Basic principles for creating references .....	6
Referencing Checklist .....	6
Where can I find help and support? .....	7
2. Harvard Referencing System .....	7
2.1 Citing sources within the text .....	7
Where in the sentence does the citation bracket appear? .....	7
Do I include the author's name inside the brackets or not? .....	7
Do I include the page number in the brackets? .....	7
What information do I include in the brackets? .....	8
What if I am citing more than one author in the same brackets? .....	8
What if I have more than one source with the same name and year? .....	8
How do I cite more than one author in a sentence or paragraph? .....	8
What if I don't know the author's name? .....	8
2.2 End References lists .....	9
Purpose of End References .....	9
How would I reference a book? .....	9
How would I reference a journal? .....	9
How would I reference an e-journal? .....	9
How would I reference a thesis or dissertation? .....	9
How would I reference a resource I found online? .....	10
Things to Remember About Reference Lists .....	10
Sample Reference List .....	10
3. Numeric Referencing System .....	11
3.1 Citing References in Text .....	12
Book with one author .....	12
Quotations .....	12

Tables and Diagrams .....	12
Books .....	13
Material on the Internet .....	13
British Standards Reference .....	13
4. Avoiding Plagiarism.....	14
What is plagiarism? .....	14
Why is plagiarism a serious offence? .....	14
How would I avoid plagiarism by using my own notes? .....	14
When can I use quotations? .....	14
If reporting something that is common knowledge but don't provide a citation plagiarism? .....	14
What is collusion? .....	14
What happens if I am suspected of plagiarism? .....	15
Where can I find out more about how the University handles cases of suspected plagiarism?.....	15
5. Using TurnItIn .....	15
What is an Acceptable percentage of matching text? .....	15
Why does my text match sources that I have not used? .....	15
What if my text matches my classmates' work?.....	16
What if my reference list/bibliography is matching other sources? .....	16
How can I use quotations without matching other sources? .....	16
How significant are matches that are just a few common words? .....	16
What should I do if I have sentences or paragraphs of matching text? .....	16
Helpful Websites.....	17
Harvard Referencing .....	17
Standard Numeric Referencing .....	17
Avoiding Plagiarism.....	17
APPENDIX .....	18
REFERENCING GROUND RULES: MARKING INFORMATION FOR STUDENTS .....	18

## Referencing Guidelines for Students

Learning depends not only on the sharing of knowledge but also on the questioning of knowledge. It relies on both the acknowledgement and critique of the work of other scholars.

### 1. Introduction to Citations and References

#### Why do I need to reference?

Referencing helps create the background to your knowledge, the ways in which existing knowledge ties together. It means that we don't have to find out everything for ourselves all over again, previous work forms the foundation of our research.

#### When do I need to reference?

You should provide references to both ideas and information, e.g.:

- data
- results
- theorems
- tables
- opinions and ideas of others working in the field

There are two common instances where you *do not need to reference*.

1. You do not have to reference what is known as 'common knowledge'. Common knowledge is what most researchers in your area would be expected to know, and is treated as established fact.
2. You also don't need to reference an idea or words (phrases or sentences) which are totally your own. But if you haven't referenced a particular point, the implication is that you are claiming the idea as your own

#### What are citations and references?

A reference can be described as a note in a publication referring the Reader to work of another person. It is usually relevant to and supports the work you have carried out.

A citation is a marker you put in your text to show that you are referring to another person's work, e.g., you may have given a direct quotation or summarised the ideas from another work source. The marker you use links to the reference of that work.

#### What is the end reference list?

References should appear at the end of your work in the reference list. This provides the data necessary for a Reader to locate and retrieve any source you

cite in the paper. Each source cited in the paper must appear in the reference list; likewise, each entry in the reference list must be cited in your text.

### What is the bibliography?

Your work may also need the inclusion of a bibliography. A bibliography typically refers to the list of books or electronic sources you used to research a topic. Bibliography can also refer to a list of books that your reader can refer to for further background information on the topic you wrote about.

### Basic principles for creating references

- The information included in a reference should be sufficient to clearly identify the material being cited.
- The creator of the reference should determine the appropriate level of specificity at which the reference is made (e.g. to an entire document or to a specific part of a document) based on the purposes of the citation and the use that was made of the material being cited.
- The data included in a reference should, whenever possible, be taken from the information resource being cited.
- The data recorded in the reference should reflect the specific copy or instance of the document that was used. For online documents that are subject to change, such data include the network location of the particular version that was used and the date on which the document was accessed.
- A uniform style, format and punctuation scheme shall be used for all references in a document, regardless of the particular style guide being used.

### Referencing Checklist

The list below is a good guide to checking that your referencing is appropriate.

1. Have you made it as easy as possible for the reader to locate your source?
2. Have you supplied all the necessary details?
3. Is your referencing **consistent** and **accurate**?
4. Does the referencing style you are using conform to the standards of the chosen referencing system?
5. Have you acknowledged all **words** and **ideas** that you have drawn on thus avoiding Plagiarism?
6. Have you compiled a bibliography or list of references?

7. Does every in-text citation correspond to a specific reference in the bibliography/list of reference?

### Where can I find help and support?

There are many questions which can arise and you are recommended to use one of the detailed sites available. These can be easily found on the Internet. Details of some of these are given at the end of this Guide for more help on applying to more complex situations.

The School of Engineering and the Built Environment has standardised on two different referencing styles; the Harvard Referencing system and the Numeric (BS ISO 690:2010) British standard style. The Assessment Brief for your work will clearly explain which referencing style the Module Leader will be expecting.

## 2. Harvard Referencing System

This system was developed in the USA and it is popular, in the physical and natural sciences. It has become the most common system used internationally and is frequently the standard house style for academic journals.

### 2.1 Citing sources within the text

The Harvard system of citation is a straightforward method of acknowledging other people's work. There are various 'rules' which should be followed. Some of these are listed below.

#### Where in the sentence does the citation bracket appear?

So, at each point in the text which refers to a particular document, insert the author's surname and publication year.

#### Do I include the author's name inside the brackets or not?

If the author's name occurs naturally in the text, the year follows in parentheses.

**e.g. Thus Rowley (1996) asserts that the student environment does have an impact on student achievement.**

Otherwise the surname and year are in parenthesis, brackets.

**e.g. Customer management emphasises the customer to customer interaction in the higher education environment (Rowley, 1996).**

#### Do I include the page number in the brackets?

The page numbers of the reference should be included when using a direct quotation from the reference. When quoting directly from a source, use quotation marks and a sequence of three dots to mark any omissions.

e.g. It has been proven that "...These resting times enable the correct mixing of the components under stress conditions" (Smith, 2010 pp.121-122)

What information do I include in the brackets?

All you need to do is mention the surname of the author(s) and date of publication in the text of your work unless a direct quotation as above.

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

In the case of three or fewer Authors to a source, list all the names (from the title page)

e.g. Cutler, T., Williams, K. & Williams, J. (2008).

In the case of four or more Authors to a source, use the name of the first author (from the title page) followed by „et al, or „and others.

e.g. Matlock, J. et al. (1996).

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

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

e.g. Earlier analysis by Smythe (1993a) found that...but later work suggested again by Smythe (1993b) that ...

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above):

e.g. Took (1993a, b) has proved on more than one occasion that ...

How do I cite more than one author in a sentence or paragraph?

When more than one reference is given at the same point in the text, they should be listed chronologically.

e.g. Smith (1958), Brown (1964) and Jones (1992).

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

If the author cannot be identified use '**Anonymous**' or '**Anon**' and the title of the work and date of publication. The title should be written in italics. Every effort should be made to establish the authorship:

e.g. *Energy Saving Strategy* (Anon., 1999)



## 2.2 End References lists

On a more positive note, referencing is important for reasons other than avoiding plagiarism. When you reference correctly you are demonstrating that you have read widely on a topic.

### Purpose of End References

You are also supporting your hypothesis with comments from experts. Credibility is added to your own work. Also, by correctly referencing, you allow the marker or reader to follow-up your references and to check the validity of your arguments for themselves. This is an important part of the academic process as it leads to accountability.

### How would I reference a book?

For books, record:

- The author's or editor's name (or names)
- The year the book was published
- The title of the book
- If it is an edition other than the first
- The city the book was published in
- The name of the publisher

### How would I reference a journal?

For journal articles record:

- The author's name or names
- The year in which the journal was published
- The title of the article
- The title of the journal
- The page number/s of the article in the journal

As much other information as you can find about the journal, for example the volume and issue numbers

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

For electronic resources, try to collect the information above if available, also record:

- The date you accessed the source
- The electronic address or email
- The type of electronic resource (email, discussion forum, WWW page, etc)

### How would I reference a thesis or dissertation?

For thesis or dissertation record:

- The author's name or names
- The year in which the thesis/dissertation was published
- The title of the thesis/dissertation
- The degree award submitted for
- The name and location of the degree awarding body

### How would I reference a resource I found online?

For online resources record:

- the name of the author or editor
- the title of the page
- the title of the site
- the date the page was last updated, or the copyright date
- the name of database) or type of medium (e.g. CD-ROM)
- the date you accessed the page
- the full internet address (URL) of the page (ie <http://etc.>) or the distributor (for CD-ROMS and networked databases)

In addition to these details, when you are taking notes, if you copy direct quotations or if you put the author's ideas in your own words, write down the page numbers you got the information from.

### Things to Remember About Reference Lists

All of the sources you refer to in the main body of your assignment need to be listed at the end of the assignment in a reference list. In a reference list, you only need to list those sources from which you have either quoted or paraphrased. For example, you do not have to list books you used for background reading purposes.

When creating a reference list, the sources should be listed alphabetically by author's surname; references should never be preceded by a bullet-point or number. Where the author is anonymous or unknown, insert that source in the alphabetical list using the title of the source instead of the author's name. All sources should be listed together; there should not be separate lists for books versus journal articles versus electronic sources.

In a bibliography, you must list *all* sources you have consulted, regardless of whether you cited from them or not. A similar method to that used for references should be followed.

### Sample Reference List

The following is a guide to how to list references in a reference list.

#### ***Book with one author***

Allen, A. (1988) *Project management: How to save time and be effective*, London: Piper Books.

**Book with two authors**

Brown, B. and Currie, C. (1996) *Selling Ideas: Making the most of your presentations*, Edinburgh: Prentice Hall.

**Book with three or more authors**

Dixon, D., Elder, E. and Francis, F. (2010) *Negotiating a Pay Rise without giving in*, 2<sup>nd</sup> edition, Cambridge: Century Press.

**Book – second or later edition**

Gordon, G. (2009) *Get a First!*, 3<sup>rd</sup> edition, Edinburgh: Routledge.

**Book by same author in the same year**

Hurst, H. (1993a) *Fatal shock*, Glasgow: Faber.

Hurst, H. (1993b) *Surviving Shock*, Glasgow: Faber

**Book with an editor**

Inglis, I. (ed.) (1998) *After the wheel*, Aberdeen: ENU Press.

**Chapter in a book written by someone other than the editor**

Jardine, J. (2010) 'Problems in Education', in Kellock, K. and Long, L. (ed.) *Voices of a Lecturer*, Oxford: OU Press.

**Books with an anonymous or unknown author**

*The Universal Encyclopaedia* (2011) London: McGraw Hill.

**Printed Journal Article**

Franke, N. and Stein, N. (1981) 'Monsters of the Deep'. *Ecologist* v.11 (4), pp.256 – 298

**Electronic Journal Article**

Wolf, J. and Mann, G. (2011) 'Connecting Circuits in Electronics' ENU. gates, [online] 85, July Available at: <http://www.napier.ac.uk/issue67/WM/> [Accessed 5th August 2016]

**Thesis/Dissertation**

Hull, R.D. (2010) 'Bird Life for Australia', Ph.D. thesis, East Manchester University.

### 3. Numeric Referencing System

### 3.1 Citing References in Text

In the numeric system, you must place a number in the text at a point where a reference is needed. References are numbered in the order they appear in the text.

If you refer to an item of work more than once, you should use the first number given to that piece of work. Therefore, no matter how many times you may refer to a particular piece of working your text, there will only need to be one entry giving the bibliographic details in your reference list.

Page numbers are only necessary when using a direct quotation.

The following examples demonstrate the general rules for citing sources within text.

#### Book with one author

Examples showing the layout when the name of the author occurs naturally in a sentence and when it does not.

e.g. According to Turner [1], the most important factor is...

e.g. 'Information overload' is creeping into all aspects of life [1].

#### Quotations

When quoting directly from a source, use quotation marks and a sequence of three dots to mark any omissions. The quote should be referenced specifically, indicating the page(s) of the work from which it was taken.

The notion of an invisible college has been explored in the sciences [26]. Its absence among historians is noted by Stieg [13 p. 556]. It may be, as Burchard [8] points out, that they have no assistants, or are reluctant to delegate [27, 28].

#### Tables and Diagrams

When referring to a table or diagram, in the text of your work, a reference must be made to the source – including the page number.

e.g. [8, Table 7.1 p.33]

If a table or diagram is reproduced in its entirety, place a reference directly below the image. The source you read and found the table/diagram within should be listed in your reference/bibliography.

e.g. Figure 4. Phase diagram [12, Figure 3.1 p.33]

## Arrangement of Reference Lists and Bibliographies

The following are examples of how to record the details of works in a reference list or bibliography.

### Books

Details required: Author(s) or editor(s) (Date) of publication Title Edition (if other than first) Place of publication Publisher.

e.g. [2] Lynch, P., *Scottish government and politics: an introduction*. Edinburgh: Edinburgh University Press. (2001)

For books produced by a corporate body or organisation - use the name of the organisation as the author.

e.g. [3] British Medical Association. *Board of Science and Education, Eating disorders, body image and the media*. London: BMA. (2000)

When there is no author, use the word 'Anonymous'.

e.g. Anonymous, *On the four quartets of T.S. Elliot*. London. (1953).

### Material on the Internet

When using information from the Internet it is important to include the full URL (Universal Resource Locator – the Internet address of the document, this is shown in the address bar at the top of the web page) and the date the document was accessed. This is important as websites often move or are updated. If possible, it is also useful to include the date the document was created. However, not all web pages carry this information; try looking at the bottom of pages, or the homepage for extra details.

Details required: Author (Date of work) Title of Work/website name Available from (give the URL/Internet address of specific item) [Date Accessed]

### British Standards Reference

See the example below:

e.g. British Standards Institution. (2010) 'BS ISO 690:2010 Information and documentation. Guidelines for bibliographic references and citations to information resources'. London: British Standards Institution



## 4. Avoiding Plagiarism

### What is plagiarism?

Plagiarism at Edinburgh 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, whether in written work or in other formats such as music, audio and video.

Remember that plagiarism is not just when you directly copy words from another student’s or expert’s work. Plagiarism also occurs when you re-word someone else’s ideas in your own work and you do not give credit to the original source.

### Why is plagiarism a serious offence?

As a part of an academic community, it is important that you show the Reader where you have used someone else’s ideas or words. Failure to properly reference may make the reader think that you are **cheating by claiming someone else’s work as your own**. In the academic environment, we call this plagiarism and it is seen as a very serious offence.

### How would I avoid plagiarism by using my own notes?

Taking notes in your own words is a good strategy because it helps you understand the information, data and ideas from your sources and ensures that their words do not inadvertently find their way into your assignment.

### When can I use quotations?

Quotations of other’s work can be used but must be referenced properly giving due credit to the originators of the work. Always put in a citation when paraphrasing other people’s work.

### If reporting something that is common knowledge but don’t provide a citation plagiarism?

The only time you do not need to do so is if using common knowledge as mentioned earlier.

### What is collusion?

Another serious academic offence is collusion. Collusion is acting with another person with the intention to deceive. Copying another student’s work with or without their knowledge and submitting it as your own is unacceptable. It is also unacceptable to have someone else write any part of an assignment for you.

### What happens if I am suspected of plagiarism?

When investigating potential plagiarism and collusion (copying from other students), Academic Conduct Officers (ACOs) make use of TurnItIn software to identify sections of text which match external sources and to evaluate these matches for plagiarism. On many modules you will be able to do this in advance of submission to check that you haven't included and forgotten about copied material.

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

Plagiarism is considered a breach of academic conduct regulations which is considered a serious offence that is dealt with according to the University's Academic Conduct Regulations. The Educational Development site - 'Be Wise, Don't Plagiarise' contains lots of relevant and useful information about Plagiarism. The site is available here:

<http://www.napier.ac.uk/ed/plagiarism/>

## 5. Using TurnItIn

Plagiarism most commonly involves copying from the Internet, published works, lecture handouts or private communications. The University has a license for TurnItIn UK originality checking software that students may submit assignments to electronically via WebCT or equivalent. It is available to student's to check their work and for Lecturers to have confidence that the work submitted is the work of the student. TurnItIn reports an 'originality score' for each piece of submitted work. The higher the value the more the work is deemed unoriginal.

### 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. 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 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?

If the report shows sentences or paragraphs of matching text then 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, 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.

## Helpful Websites

### Harvard Referencing

<http://staff.napier.ac.uk/services/library/Documents/HSHarvard2.pdf>

<http://www.staffs.ac.uk/uniservices/infoservices/library/find/references/harvard/index.php>

<http://www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf>

### Standard Numeric Referencing

[www.lboro.ac.uk/students/noticeboard/citation-numeric.pdf](http://www.lboro.ac.uk/students/noticeboard/citation-numeric.pdf)

<https://www.strath.ac.uk/media/ps/isd/libraryinformationresources/startref.pdf>

<http://www.bradford.ac.uk/library/media/library/documents/numeric-referencing-guide.pdf>

### Avoiding Plagiarism

<http://www2.napier.ac.uk/ed/plagiarism/>

<https://ilrb.cf.ac.uk/plagiarism/tutorial/>

[http://www.wadsworth.com/english\\_d/special/features/plagiarism/strategies.html](http://www.wadsworth.com/english_d/special/features/plagiarism/strategies.html)

## 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:
  - it is widely accessible, e.g. the population of Scotland, which you would be able to find easily from numerous sources;
  - it is likely to be known by a lot of people;
  - 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.
3. Using '*et al*' for two or more authors (rather than for 3 or more authors that it should be used for).
4. 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.)