Guidelines for referencing practice and the use of Turnitin®UK

School of Computing

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

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INVESTORS
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Contents

1. Introduction to Citations and References

- **Why do I need to reference?**

    When you submit work that is well referenced, you are rewarded because you:

    - o provide clear evidence that you have researched your topic;

    - o demonstrate that you have skills in research, having managed to find sources that are at an appropriate level and relevant to the subject area without missing the key ones;

    - o illuminate, support and justify statements made in your work by citing published experts;

    - o relate previous work to points of particular interest in your own work;

    - o give a meaningful analysis of the range of sources used, revealing the main trends and different approaches to the subject under discussion.

- **When do I need to reference?**

    In all coursework, including essays and reports, where you have been asked to include a review of the literature on a particular topic. Referencing is particularly important when writing up research projects (Orna, 1995, p. 174).

- **What are citations and references?**

    You are expected to use in-text citations to give a short-hand identification of the source of material used in the main body of written work. You provide the full citation in the reference list at the end of the work. The in-text citation is a pointer to the full details of the source as given in the list(s) at the end of your work.

- **What is the end reference list?**

    The purpose of a reference list is to provide readers with full details of retrievable sources of information referred to in the body of your work. It supports a single particular piece of work. A reference list may be given at the end of each chapter of work in progress to support the material presented in that particular section of the work.

- **What is the bibliography?**

    The purpose of a bibliography is to cite work for background information, or to present the reader with other sources of reading. The bibliography lists together all material that was useful in the preparation of the work as a whole, including the references given in the earlier chapters.

- **Where can I find help and support?**

    There is comprehensive information at www.soc.napier.ac.uk/~hazelh/gen_ho/apa.pdf plus you can ask your module leader or project supervisor if your query is specific to a piece of work.

2. Citing sources within the text

You are expected to use in-text citations to give a short-hand identification of the source of material used in the main body of written work. You provide the full citation in the reference list at the end of the work. The in-text citation is a pointer to the full details of the source as given in the list(s) at the end of your work.

If you do not provide in-text citations to the sources that you have used in your work, you can be accused of plagiarising the work of others. At any point in the work where information derives from another writer, you must give the surname of the author (or author equivalent) and date (or date equivalent) of that work. This is known as the "author-date" or "Harvard" system, eg:

- **Where in the sentence does the citation bracket appear?**

  At any point in the sentence or paragraph where information derives from another writer, you must give the name of the author (or author equivalent) and date (or date equivalent) of that work. This is known as the "author-date" or "Harvard" system. For example:

  Read and Hall (1996) provide details of the development of Java.

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

  If you have used the author's name as part of your sentence, then you need only put the date of publication in the brackets. If you are quoting directly from an author, you put the copied text in quotation marks and put the author and date inside brackets.

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

  If you indirectly summarise, paraphrase, or if you directly quote, the work of anyone else you must also include the page number (or the paragraph number in the case of web page material, using the abbreviation "para") of the source, eg:

  Java was developed from another project known as Oak (Read & Hall, 1996, p. 49).

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

  The first time you cite, you put the surnames of all the authors plus the year inside the brackets, eg (Smith & Jones, 2011, p. 27). If there are two authors, you continue to use that form of in-text citation whenever you need to. If there are three authors, you put all the surnames and year inside the brackets for the first citation, eg (Smith, Jones & Bhardwaj, 2011), and (Smith et al., 2011) for subsequent citations.

  If you have used the author's name as part of your sentence, then you need only put the date of publication in the brackets.

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

  You should join the names of multiple authors in the running text with the word "and". When used inside the brackets (and in reference list or bibliography) you should use "&".

- **How do I cite a publication with three or more authors?**

  When you cite a piece of work written by three or more authors you should give all the names the first time that you refer to the work. In subsequent instances you should use the phrase "et al." with the first author surname only. (The phrase "et al." is short for the Latin "et alii". "Et alii" means "and others".)

  Research by Constant, Kiesler and Sproull (1994) refers explicitly to social exchange theory. They advocate support for an expressive theory of information sharing (Constant et al., 1994).

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

  The in-text citation (author, year) will look identical, so label them differently (Smith, 2011a; Smith, 2011b). Make sure that when you list the references in full at the end, you put them in the right alphabetical order, and make sure they match the appropriate in-text citation.

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

  When you need to provide pointers to several references at the same time you organise the citations in alphabetical order by first author surname.

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

  If the publication that you are using does not have an author, you need to give enough information that will allow the reader to make the connection from an in-text citation to the list(s) at the end of your work. Check whether there is an organisation responsible for the source. If there is, you can use this as a corporate author, eg:

  This work is outlined in detail in an official report (Department of Trade and Industry, 2004)

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

Sometimes you may like to cite work that you have not actually seen yourself. If this is the case, you should ensure that it is clear to the reader that you are actually citing someone citing someone else, eg:

Generally individuals are motivated to perform when it is easy to do so, and they can see the benefit of doing so (Snowden, 2000, p. 10 cited by Hall, 2001, p. 140).

A citation to Hall (2001) should appear in your list(s). You should not include a full citation to Snowden (2000) in your list(s). Readers will have to go to Hall (2001) to get the full Snowden (2000) citation. Putting Snowdon in the lists would count as form of plagiarism. This is because you would give the wrong impression that you actually consulted Snowden's work personally.

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

Only the surname is used, no initials or first names.

3. End Reference lists

The work is presented in alphabetical order by author (or author equivalent). Where there is not an author, the alphabetical order is taken from the first *significant* word of the title of the publication. The reason why the material is presented in alphabetical order is to help the reader of the work quickly match up the in-text citations in the main text with the full bibliographic details of each publication that you cite.

Note also that you should not use bullets points, nor numbers, for the references in your list.

- **The purpose of end references**

The purpose of a reference list is to provide readers with full details of retrievable sources of information referred to in the body of your work. It supports a single particular piece of work.

- **How would I reference a book with one author?**
    - Author surname, A. (date). *Title*. Place of publication: Publisher.
    - Barnett, V. (1991). *Sample survey principles and methods*. London: Edward Arnold.

- **How would I reference a book with two authors?**
    - Author 1 surname, A., & author 2 surname, A. (date). *Title*. Place of publication: Publisher.
    - Bawden, D., & Blakeman, K. (1990). *IT strategies for information management.* London: Butterworth.

- **How would I reference a book in a later edition?**
    - Author surname, A. (date). *Title* (Nth ed.). Place of publication: Publisher.
    - Babbie, E. (1991). *The practice of social research* (6th ed.). San Francisco, CA: Wadsworth.

- **How would I reference a journal article?**
    - Author surname, A. (date). Article title. *Periodical title*, *Z*(y), xxx-xxx.
  "Z" represents the volume number and "y" the issue number. Note that the volume number is italicised.
    - Bates, I. (1990). Strategic planning for information technology. *Canadian Library Journal, 47*(5), 315-318.

- **How would I reference a journal article that has no volume and/or issue numbers?**

Where the periodical (journal) does not use volume and/or issue numbers you should use the information given to copy the "official" style as closely as possible. For example, you can use seasons as issue number substitutes.

    - Scott, J.K. (2003). What is information? *Sloan Management Review*, (Winter), 29-38.

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

  - Author surname, A. (date). Title of article. *Title of journal, volume number*(issue number), xxxxxx. Retrieved month date, year from database name.
  - Johansson, B. (2011) ERP system implementation costs and selection factors of an implementation approach. *International Journal of Business Information Systems, 8*(i1), 87. Retrieved July 7, 2011 from the ScienceDirect.

- **How would I reference an unpublished source, such as an interview?**

  The most common non-retrievable sources include any interview data that you collect and personal e-mail communications. Non-retrievable items do not appear in the reference list, nor do they appear in the bibliography. Instead, you should provide citations for them in the main text of your work.

  - This programming language was described as being "extremely unwieldy" (M. Fowler, personal communication, September 20, 2011).
  - Six methods of evaluation have been identified (F. Gardner, interview, October 9, 2011).

- **How would I reference a magazine or newspaper article?**

  - Author surname, A. (year, month, date). Title of article. *Title of newspaper/magazine*, p.x.
  - Rawsthorn, A. (1990, December 24). Conditions tougher for textile industry. *Financial Times*, p.5.

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

  - Author surname, A. (year, month, date as given on web page). Title of web page. Retrieved month date, year from URL.
  - Hall, H. (2004, September 26). Hazel Hall's lecture archive. Retrieved October 14, 2004 from http://www.dcs.napier.ac.uk/~hazelh/lec_archive/lec_list.htm.

- **Things To Remember About Reference Lists**

  - They should be in alphabetical order of surname or company name.
  - They should not have bullet points or numbering.
  - You can have a list at the end of each chapter, and a single global one at the end of your dissertation or report.

- **A Sample Reference List**

Babbie, E. (1991). *The practice of social research* (6ᵗʰ ed.). San Francisco, CA: Wadsworth.

Barnett, V. (1991). *Sample survey principles and methods*. London: Edward Arnold.

Barrington, S. (2002, May). Patterns of summer employment in Edinburgh. Paper presented at *Capital city employment*, University of Edinburgh, Scotland.

Bates, I. (1990). Strategic planning for information technology. *Canadian Library Journal, 47*(5), 315-318.

Bawden, D., & Blakeman, K. (1990). *IT strategies for information management.* London: Butterworth.

Byrne, U. (1989). Information for strategic planning. In C. Oppenheim (Ed.), *Perspectives in information management* (pp. 339-351). London: Butterworth.

Child, J. & Mann, I. (Eds.), (2005). *Handbook of life*. Oxford: Oxford University Press.

Cronin, B. (Ed.), (1995). *Information management: form strategies to action.* London: Aslib.

Davenport, E. & Hall, H. (2001). New knowledge and micro-level online organization: 'communities of practice' as a development framework. *Proceedings of the Annual Hawaii International Conference on System Sciences*, USA, 34, 675-680.

Hall, H. (2001). Input friendly intranets. *Journal of Information Science, 27*(3), 139-146 [Electronic version]. Retrieved March 21, 2004 from http://knowledgeboard.com.

Hall, H.J.R., Davenport, E., & Horton, K. (2005). *How to write an exciting hand-out*. Edinburgh: Napier Press.

Rawsthorn, A. (1990, December 24). Conditions tougher for textile industry. *Financial Times*, p.5

Rosman, G., van der Meer, K., & Sol, H.G. (1996). The design of document information systems. Journal of Information Science, 22(4), 287-297.

4. Avoiding Plagiarism

- **What is plagiarism?**

  - paraphrasing the words of another person without providing a citation to that person's
  - work;
  - passing off someone else's code as your own; if you are using free or open source software, you should state this clearly;
  - including in your work the exact words of another person without placing quotation marks around those words, and failing to provide a citation to that person's work;
  - submitting work under your name when it has actually been written for you by someone else, for example a former student, a current student, a friend or a relative;
  - submitting work that has been acquired from elsewhere, for example an essay writing service;
  - exaggerating a bibliography;
  - giving the impression that you have read an original source, when in fact you are citing someone else who cited the original source.

- **Why is plagiarism a serious offence?**

  Plagiarism is theft of someone else's intellectual property. Passing off others' work as your own is cheating. Theft and cheating seriously undermine the validity of academic work.

- **How would I avoid plagiarism by using my own notes?**

  Using your own notes about a subject is a good idea, but consulting other publications and referencing them properly will actually improve your marks.

- **When can I use quotations?**

  Wherever you want to use the exact phrase an author has used. Keep your quotations as short as possible. For example, you can just include a key phrase, put it in quotation marks, and build your sentence round it.

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

  Yes, and in your citation, include the page number.

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

  No, but be careful. What you think is common knowledge in your specialist area of computing may not be common knowledge outside it. Unless it is a very widely used term, it is safest to provide a reference.

- **What is collusion?**

  Collusion is submitting joint work for an individual assessment or allowing another student to copy your work.

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

  Take care not to leave printouts lying about. Keep your discussions about coursework on a general level: it is common for students to discuss how they might approach a coursework;

however, this should not be in detail, as it is very easy to "borrow" someone else's ideas accidentally or deliberately.

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

Your module leader will refer your work to the Academic Conduct Officer, who will carry out an investigation. You will be called in for a meeting to discuss the suspected plagiarism.

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

Check the university regulations or speak to the Academic Conduct Officer.

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 likely to be interpreted as plagiarism. Therefore you should avoid lengthy quotations. It is possible to reduce the overall percentage by excluding quoted text, small matches and the reference list. Make sure you reference all quoted text.

- **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. Make sure that you have clear in-text citations and long references at the end for all sources you have used.

- **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.

- **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 a 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. Please note that you must still include an in-text citation. If you want to keep the author's original words, then make sure that you have presented the matching text as a quote and cited your source. This may still show up as a match but it is not a problem **if** it is correctly presented and cited.

References
Orna, E. (1995). *Managing information for research*. Buckingham: Open University Press.

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.

<u>Marking Ground Rules for Referencing</u>

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.)