Institute of Technology Tralee Library:

Brief guide to citations, referencing and avoiding plagiarism

using the Anglia Ruskin Harvard Referencing Style, 6.1 version Sep 2017

Citing and Referencing sources

It is expected as a matter of normal academic practice that students will refer to (or cite) the sources they use in their work. "Referencing is the practice of acknowledging in your own writing the intellectual work of others; work that has been presented in some way in the public domain" (Neville, 2010, p.1).

The sources that you cite or refer to could be a book in print format, an e-book, journal article, film, piece of music, newspaper article, computer program, etc. Citing and referencing your sources shows the amount of research you've done and can strengthen your work by giving your ideas support from writers or researchers in the subject area (iParadigms, 2014).

Definition of plagiarism

As outlined in the *Institute of Technology Tralee* Quality *Assurance Procedures* section A 5.2.

Plagiarism, as that term is understood and applied by the Institute, is the presentation of the work of another (or of others) as one's own work, without acknowledgement, in order to gain academic credit. Plagiarism also includes the recycled presentation of one's own work previously submitted for academic credit and/or award. It applies to text, graphics, tables, formulae, code or any representation of ideas in print, electronic or any other media. Plagiarism can of course result from a deliberate decision to cheat, but it can also occur through carelessness, without any fraudulent intent. It is crucially important for students to familiarise themselves with correct referencing

Avoiding Plagiarism

It is important to understand that plagiarism can take on several different forms. It may involve the whole or part of your work (essay, project etc.). Part plagiarism may vary from copying passages from other sources without citation to situations where you do cite your sources, don't copy the wording directly but rely too heavily on the way the original sources are written when writing your own work. Plagiarism may also involve the use of false or misleading citations. While citations and references, which are poorly or improperly written, may not necessarily imply plagiarism, if the reader is unable to locate the sources as a result, then the possibility of plagiarism occurs. It is the duty of the student to avoid such suspicions by observing agreed citation and referencing conventions. The different forms in which plagiarism occurs are described below. It is essential to avoid such practices when presenting your academic work for assessment or publication.

- **Verbatim copying without citations**

At the most dishonest end of the spectrum this involves presenting a complete work (essay, project, software code etc.) written by another party as your own work. Otherwise, it may involve partial copying, the inclusion of passages or elements copied directly from other sources without any indication that this has been done. This partial copying may vary in its level of dishonesty from one sentence being copied from another source to large parts of the work being copied from one or more sources.

- **Verbatim copying with citations**

Even if the appropriate citations are included to show the sources of the ideas or

information presented, verbatim copying is dishonest unless it is made clear which sentences or passages have been quoted and from where. While excessive use of quotations properly indicated is not dishonest, it is likely to be poor academic practice in that it amounts to having others write your work to a large extent.

- **Excessive reliance on wording and structure of sources with citations**

Even if all sources are appropriately cited, it is dishonest to rely too heavily on the way sources are written when writing your own work. Taking sentences and passages from cited sources and then slightly altering the wording is not academically honest in that it is assumed that in your work the ideas you have taken from elsewhere have been filtered through your understanding and then expressed in your words. Such heavy reliance on the way sources are written still amounts to stealing the writing style of others and stealing the way they expressed their ideas. To avoid being guilty of this kind of plagiarism, one should not begin by copying and pasting sentences and passages from other sources into one's own work but by summarising in your own words the ideas you want to derive from those sources. A low match score on turnitin does not necessarily indicate that the work is free of this kind of plagiarism.

- **Excessive reliance on wording and structure of sources without citations**

This involves greater dishonesty than doing so with citations, as above. Not only are you presenting the way the work is written as your own when it is largely the writing of others but you are also presenting the ideas or information taken from other sources as your own without giving any credit to the original authors

- **False or misleading citations**

It is obviously dishonest to include citations which are not real (i.e. they are made up) and it is also dishonest to cite sources which are not the actual source from which the ideas or information was drawn. A variation on this involves including citations which are only very loosely connected with what you have written. This may be done to lend a false sense of academic authority to your writing. Normally sources cited should have focused specifically on the topic being discussed and not simply made some passing comment or allusion to the matter in the context of a work which has a different focus. It is also crucial that citations and references are properly written so that the reader can access the original sources. In particular, it is not acceptable to cite a book or lengthy report without including the page number or numbers if the relevant idea or information is only in a specific passage or section of the book. If the contents of the book or report as a whole is being drawn on or referred to, then page numbers will not be necessary. The same applies to the citation of websites; the specific page or pages within the website from which the idea or information was drawn must be shown unless the whole site is relevant.

- **Recycling own work**

Self-plagiarism is also dishonest. You should treat your own previous work like the work of another and cite it in a similar way. It is academically dishonest to repeatedly present the same research, ideas or arguments in different works without alerting the reader to the fact that you are drawing on your own previous work. Students must treat academic work they have presented for assessment purposes as if it were published work. If a prior presentation (e.g. an essay or project) is drawn on in the course of writing a subsequent work, another essay or project etc., then the prior work must be properly cited in the same way as if it were the work of another.

Referencing

"Giving credit to the original author by citing sources is the only way to use other people's work without plagiarising" (iParadigms, 2014). It is therefore extremely important to always provide references for your work, whether this is a thesis, essay, or report, etc. Referencing helps to show that you have researched your topic in detail and are aware of key sources (Davis and Plaice, 2011, pp.148-149).

According to Cottrell (2008, p.130) there are 5 main reasons for providing references:

1. It is a courtesy to acknowledge the person whose ideas you have used or referred to.

2. It makes it clear that you are not trying to claim someone else's work is your own (which is plagiarism).

3. Referencing your source helps your readers find the original texts if they need to check them.

4. If you need to check something later it will be easy to find it again.

5. People will have more confidence in the points that you make if they know where your information comes from, while thoroughness in referencing suggests that you have checked your facts.

How to cite and reference in your work.

Following a decision by the Academic Council in June 2015, the Institute has now adopted the Harvard Anglia Ruskin Referencing Style for citations and references. There are two main aspects to the Harvard System of Referencing:

Citing: where you refer to the source you are using within the text of your essay.

Reference List: this is the detailed list of sources that you have specifically referred to or cited in the text. It is included at the end of your document. The Reference List is organised in alphabetical order by author surname.

You could also sometimes be asked to produce a **Bibliography** which is a list of everything you have read while researching for your assignment.

The rest of this guide will explain how to insert citations (cite) in your work and how to provide references for the sources that you have cited. A wide range of examples are covered on pages 4-5 of the guide, both in print and online, as well as other media. Please see our website for more details and further examples.

Type	Reference	In-text citation
Book with one author	**Where 1st edition** Greetham, B., 2009. *How to write your undergraduate dissertation*. Basingstoke: Palgrave Macmillan	(Greetham, 2009) **or for specific page** (Greetham, 2009, p.21)
	Where later edition e.g. 5th edition Schwalbe, K., 2007. *Information technology project management.* 5th ed. Boston: Thomson.	(Schwalbe, 2007) **or for specific pages** (Schwalbe, 2007, pp.99-101)
Books with multiple authors	Johnson, G., Whittington, W. and Scholes, K., 2011. *Exploring strategy*. 9th ed. Harlow: Pearson. **For four or more authors please see the Main Harvard Anglia Ruskin Guide section 2.5.**	(Johnson, Whittington and Scholes, 2011)
Books which are edited	Braudy, L. and Cohen, M. eds., 2009. *Film theory and criticism: introductory readings.* 7th ed. Oxford: Oxford University Press.	(Braudy and Cohen, 2009)
Chapters of edited books	Charles, G. and Garfat, T., 2013. The practice of child and youth care in North America. In: K. Lalor and P. Share, eds. 2013. *Applied social care.* 3rd ed. Dublin: Gill & Macmillan. Ch.3.	(Charles and Garfat, 2013)
E-books available through the Institute Library	Coon, D. R., 2005. *Look Closer: Suburban Narratives and American Values in Film and Television.* [e-book] New Brunswick, NJ: Rutgers University Press. Available through: Institute of Technology Tralee Library website < http://www.ittralee.ie/en/Library> [Accessed 22 May 2015].	(Coon, 2005)
E-books available through open access source	Organisation for Economic Co-operation and Development, 2014. *OECD Tourism Trends and Policies*. [e-book] Paris: OECD Publishing. Available at: Google Books <http://booksgoogle.com> [Accessed 25 August 2015].	(OECD, 2014)
Websites	Medical Council, 201? *Professional Conduct & Ethics.* [online] Available at: <http://medicalcouncil.ie/Public-Information/Professional-Conduct-Ethics/> [Accessed 25 August 2015]. **201? This means probable decade of publication as there was no publication date detail.**	(Medical Council, 201?)
E-books from specific e-readers, such as Kindle	Flyte, M., 2013. *City of lost dreams*. [Kindle edition] Penguin Books. Available at: Amazon.co.uk <http://www.amazon.co.uk> [Accessed 25 August 2015].	(Flyte, 2013)
Print journal articles	Fox, J., 2015. From "Economic Man" to Behavioral Economics. *Harvard Business Review*, 93(5), pp.78-85.	(Fox, 2015)
Journal articles accessed through a database	Nerozzi, S., 2011. From the Great Depression to Bretton Woods: Jacob Viner and international monetary stabilization (1930-1945). *European Journal of the History of Economic Thought,* [e-journal] 18(1), p55-84. Available through: Institute of Technology Tralee Library website < http://www.ittralee.ie/en/Library> [Accessed 22 May 2015].	(Nerozzi, 2011)
Magazine or journal article available on the internet	Scott, I.S., 2007. 'Either you bring the water to L.A. or you bring L.A. to the water': Politics, Perceptions and the Pursuit of History in Roman Polanski's *Chinatown*. *European Journal of American Studies*, [online] Available at: <http://ejas.revues.org/1203> [Accessed 25 August 2015].	(Scott, 2007)
Journal abstract from a database	Bordo, M.D., 2014. Tales from the Bretton Woods. *Open economies review*, [e-journal] 25(5). Abstract only. Available through: Institute of Technology Tralee Library website < http://www.ittralee.ie/en/Library> [Accessed 25 May 2015].	(Bordo, 2014)
Newspaper articles	Lord, M., 2015. The quiet Yes had been keeping its counsel. They spoke out when it mattered. *The Irish Times*, 25 May. p.3a. **Please note that p.3a refers to page 3 column a**	(Lord, 2015)
Online Newspaper articles	Lucey, A., 2015. Kerry Airport eyeing up new routes. *Irish Examiner*, [online] 26 May. Available at: <http://www.irishexaminer.com/business/kerry-airport-eyeing-up-new-routes-332905.html> [Accessed 26 May 2015].	(Lucey, 2015)

Type	Reference	In-text citation
Pictures, images and photographs	Evans, W., 1936. *Penny Picture Display.* [photograph] (Ford Motor Company Collection, New York: Metropolitan Museum of Art).	(Evans, 1936)
Broadcasts	*Love Hate*, 2010. [TV programme] RTE, RTE1, 24 October 2010. 21.30.	(Love Hate, 2010)
Electronic images (found on internet)	Van Vechten, C., 1934. Man Ray. [photograph] Available at: http://en.wikipedia.org/wiki/Man_Ray#/media/File:Man_Ray_1934.jpg [Accessed 26 May 2015].	(Van Vechten, 1934)
YouTube video	City University of New York, 2013. *Paul Krugman & Tony Atkinson in Conversation | Inequality and Economic Growth*. [video online] Available at: <https://www.youtube.com/watch?v=3l6E3mUNW70> [Accessed 25 August 2015].	(City University of New York, 2013)
Podcast and archived TV programme	RTE, 2015. *The Battle for Rural Ireland.* [video] 25 August 2015. Available at: < http://www.rte.ie/player/ie/show/10459688/> [Accessed 26 August 2015].	(RTE, 2015)
CDs	The Beatles, 1987. *Abbey Road.* [CD] London: EMI.	(The Beatles, 1987)
DVD, video or film	*Apocalypse Now Redux*, 2001. [DVD] Directed by Francis Ford Coppola. USA: Zoetrope Studios / United Artists.	(Apocalypse Now Redux, 2001)
Maps	Ordnance Survey of Ireland, 2012. Kerry. *Discovery series*, Sheet 71, 1:50000. Dublin: Ordnance Survey of Ireland.	(Ordnance Survey of Ireland, 2012)
Acts of the Oireachtais / Parliament	*Freedom of Information Act 2014.* Dublin: Stationery Office. **The full title of the document is used as the citation.**	(Freedom of Information Act, 2014)
Statutory Instruments	*Competition and Consumer Protection Act 2014*. 2014 SI No. 29/2014. Dublin: Stationery Office. **The full title of the document is used as the citation.**	(Competition and Consumer Protection Act, 2014)
Official publications or reports	The High Court, 2002. *Report of the inspectors appointed to enquire into the affairs of Ansbacher (Cayman) Limited*. (1999 /163 Cos). Dublin: Stationery Office.	(The High Court, 2002)
Law reports	Carlill v Carbolic Smoke Ball Co [1893] 1 QB 256 Court of Appeal. **Always follow accepted legal citation.**	The first in-text citation should cite the case in full and include parties and case abbreviation.
Annual report print	Irish Film Board, 2008?. *Irish Film Board annual report 2005.* Dublin: Irish Film Board. **2008? This means probable year of publication.**	(Irish Film Board, 2008?)
Annual report online	Kerry Group, 2013. *Annual report 2013: the secret ingredient to success.* [online] Available at: <http://www.kerrygroup.com/docs/annual-report-2013/Annual_Report_2013.pdf> [Accessed 26 May 2015].	(Kerry Group, 2013)
Standards print	British Standards Institution, 1994. *BS 7721:1994 Gas turbines and gas turbine sets - measurement of emitted airborne noise.* Milton Keynes: BSI.	(British Standards Institution, 1994) **or** (BSI, 1994)
Standards online	British Standards Institution, 2014. BS EN 62198:2014 *Managing risk in projects - Application guidelines*. IHS Technical Indexes [online] Available through: Institute of Technology Tralee Library website < http://www.ittralee.ie/en/Library> [Accessed 26 May 2015].	(British Standards Institution, 2014) **or** (BSI, 2014)
Patents	Saw-Wai, H., Abdou, H., Kendal, C., Ohio University. 2013. *Engineering of an ultra-thin molecular superconductor by charge transfer.* European Patent EP2553741 (A1).	(Saw-Wai, Abdou and Kendal, 2013)
Dissertations and theses	Herlihy, M., 2012. *Strategic Planning in Irish Higher Education Institutions.* MA. Institute of Technology Tralee.	(Herlihy, 2012)
Computer program (from the internet)	OGSA-DAI, 2011. OGSA-DAI (4.2). [computer program] OGSA-DAI. Available at: <http://sourceforge.net/projects/ogsa-dai/files/OGSA-DAI-4.2/> [Accessed 27 August 2015].	(OGSA-DAI, 2011)

When do I need to cite?

(SOURCE: http://www.plagiarism.org/citing-sources/whats-a-citation/)

"Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:

- whenever you use quotes

- whenever you paraphrase

- whenever you use an idea that someone else has already expressed

- whenever you make specific reference to the work of another

- whenever someone else's work has been critical in developing your own ideas.

Let's say that you want to introduce information from another source (a book, a journal article, or website, for example) into your paper. You could approach this by quoting the work directly or try to convey the information from the original source in your paper by rephrasing it in your own words.

Quoting: To quote is to include the identical wording from the original source in your paper. Quoted material in your paper is distinguished from your own words by the use of " " or by indenting the quoted text (if quoting a longer passage). In addition to quotation marks or indenting, all quoted material should also be cited, using ... in-text citation.

Paraphrasing: To paraphrase is to include the ideas or information from an original source in your paper by rephrasing those ideas or information in *your own words*. The key to successful paraphrasing is to use as few words as possible from the original text--be mindful not to change the meaning that you are trying to convey as you rephrase--and to cite your paraphrase. Without proper citation, your paraphrase could be construed as plagiarism."

An example of a possible paragraph from an essay is below (using sources cited in the guide)

Greetham (2008, p.257) has described plagiarism as "the attempt to present someone else's ideas as your own". One way to ensure that you avoid plagiarism is to use quotation marks where you have quoted exactly from an author and also to include the citation at this point, with full details in the reference list at the end of your assignment. Both Cottrell (2008) and Neville (2010) highlight the importance of correct referencing for both tracing the source of your ideas and also in supporting and adding validity to your arguments. While Northedge (2005) suggests that ideally quotes should be short and not used excessively, he also stresses the importance of always giving the correct reference, something Davis and Plaice (2011, p.148) describes as "an integral part of writing your essay". The need to be "as concise as possible" when you quote is a point that is also made by iParadigms (2014).

Your reference list for the above paragraph – using the Anglia Ruskin Harvard Referencing Style - would be written as detailed below. Please note that this reference list is also the reference list for this guide, as the same sources have been cited on pages 1 and page 3 of the guide.

Reference List

Cottrell, S., 2008. *The study skills handbook*. 3rd ed. Basingstoke: Palgrave Macmillan.

Davis N. and Plaice, C., 2011. Information literacy: making the library work for you. In: Davis, N. et al., 2011. *Learning skills for nursing students.* Exeter: Learning Matters.

Greetham, B., 2008. *How to write better essays.* 2nd ed. Basingstoke: Palgrave Macmillan.

iParadigms, 2014. *Plagiarism.org - Best Practices for Ensuring Originality in Written Work*. [online] Available at: <http://www.plagiarism.org/> [Accessed 18 Aug 2015].

Neville, C., 2010. *Complete Guide to Referencing and Avoiding Plagiarism*. 2nd ed. [e-book] Maidenhead: Open University Press. Available through: Institute of Technology Tralee Library website < http://www.ittralee.ie/en/Library> [Accessed 18 August 2015].

Northedge, A., 2005. *The good study guide*. Milton Keynes: Open University.

What is Secondary Referencing and when would you use it?

It is always best practice to see for yourself each of the sources that you are referring to in your work. However, sometimes this may not be possible. Some very rare or very old books or journal articles, for example, may be difficult to access.

You may still want to use these sources as you have seen them mentioned elsewhere in one of the books or sources that you have seen. In this situation it is possible to use what is known as Secondary Referencing. This allows you to refer to the source you have read which cites or quotes from another author.

'Cited in': how to cite a secondary reference in your work.

The phrase 'cited in' should be used in your in-text citation. This indicates that you did not read the original, book, journal article or piece of research and it is in fact a Secondary Reference or Secondary Source.

There are two methods of citing a secondary reference.

Directly, where the original author(s) are mentioned directly in the text:

Research by Howell and Frost (1989 cited in Bryman and Bell, 2003, p.44) found that ...

Indirectly: (Howell and Frost, 1989 cited in Bryman and Bell, 2003, p.44)

Reference List.

You should only refer to **the source you have viewed yourself in** the Reference List. In the example above, you should only include Bryman and Bell's book in your Reference List as this is the source that you have read. You should not include Howell and Frost's work in your reference list.

The entry in the Reference List would be as follows:

Bryman, A. & Bell, E., 2003. Business Research Methods. Oxford: Oxford University Press.

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The detailed source guide to Harvard Anglia Ruskin can be found via the library website or directly at:

http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2016.pdf

There is also a useful online guide which identifies the key pieces of information that you will need when referencing six of the most common resources, available at

http://libweb.anglia.ac.uk/referencing/files/QuickHarvardGuide2016.pdf

You will find detailed information here on how to reference sources and the guides cover: Correct punctuation; Italicising titles; Multiple Authors; problems with referencing where e.g. there are no authors or no dates.

Both of these guides can be linked to directly via the Library Lib Guides web page on Referencing and Plagiarism. This web page also incudes a wide range of links to additional information.