Referencing and Plagiarism

Introduction

When you are researching an essay or dissertation, it is easy to forget that you will need to reference all of the resources you use in the finished product. However it is vital that your essay is referenced accurately and consistently, in order to avoid plagiarism (theft of another author's intellectual property). Plagiarism is seen as dishonest, unprofessional and poor scholarship and deemed by the University as cheating.

Writing your bibliography may seem a long way off when you start your essay, but if you keep a note of the resources you use as you go along, then compiling that lengthy bibliography at the end will be a much more manageable task. Various reference management tools are also available to automate the whole process and save you hours of work.

Which style to use?

There are lots of different referencing styles out there. Some of the most common are Harvard, MLA, MHRA and APA. They all do the same thing, but they may look different depending on how the references are laid out. The two books cited at the end of this leaflet explain how to use the most common styles.

Many of the departments and faculties will have a preferred referencing guide, so it is a good idea to check early on in the essay writing process to see whether they have any guidelines. If you are not sure which referencing style you should use, your supervisor should be able to help you or look for information on your departments Moodle site or Libguide.

If you are writing for publication in a journal, the journal will probably provide style guidelines.

Books

This sheet is designed for you to record the information you need to construct your references. It does not demonstrate how this information should be formatted or presented in a bibliography. **Consult your Faculty or Director of Studies about which referencing convention you should use for your subject.**

*Only fill in the shaded columns if appropriate

Main author /editor	Additional author(s)/ editors(s) or author of chapter*	Chapter/essay title*	Full title of the book	Page numbers	Translator*	City published	Publisher	Edition	Year

Journals

Top tip: Photocopy this sheet and use a new copy for each piece of research

Main author	Additional author(s)	Full title of the article	Title of the journal	Volume and/or issue no.	Date of the journal issue (e.g. May 2001)	Page numbers

For websites… author, date of publication, website title, full web address, date accessed.

Reference Management Tools

Reference Management Tool allow you to save your references to database (often directly from a Library catalogue or from websites like Amazon), insert footnotes or endnotes into your essays and create an instant bibliography, all in just a few clicks. You can even change the referencing style in an instant. There are many reference management tools, all with slightly different features, but here are three of the most common:

Zotero: http://www.zotero.org/ - free open source tool, available as a browser add-on or standalone programme. With a Zotero account you can sync your references across multiple computers, share your references with others, and attach notes, links, or files to references.

Mendeley: http://www.mendeley.com/ - Mendeley is another free option, with iPhone and iPad versions. Again you can sync references across computers and share them with others, you can also annotate and highlight PDF articles.

Endnote: http://endnote.com/ - You can access the full version of Endnote on MCS computers. However references are stored on the computer, so if you want to use your references elsewhere you must use the more lightweight EndnoteWeb: http://myendnoteweb.com/

The University Computing Service runs courses on referencing tools. For more details about these course see http://www.training.cam.ac.uk/ucs/

Further information & useful links

Books available to borrow from Homerton

Neville, *The Complete Guide to Referencing and Avoiding Plagiarism* (Maidenhead: Open University, 2007) - **808.027 NEV**
Pears and Shields, *Cite them Right: The Essential Referencing Guide,* 8th ed. (Basingstoke: Palgrave Macmillan, 2010) - **Q REF 808.027 PEA.** Website: http://www.citethemrightonline.com/

Useful links

Guidance on plagiarism: http://www.admin.cam.ac.uk/univ/plagiarism/students/referencing/
Cambridge LibGuides to referencing: http://libguides.cam.ac.uk/referencemanagement
Cambridge Liguides to plagiarism: http://libguides.cam.ac.uk/plagiarism/home
Comparison of reference management tools: http://library.wisc.edu/citation-managers/comparison.html