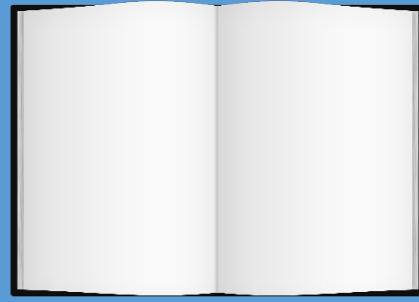


# Harvard Referencing



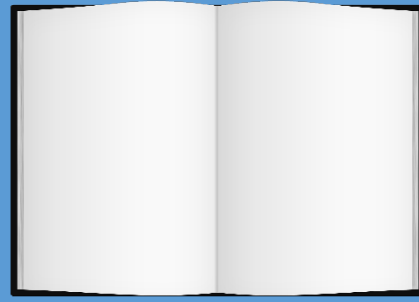
There are many different referencing styles available for students and academics to use, but at SGS College we predominantly use the Harvard style. If you think that you use a different referencing system, clarify this with your lecturer because this guide focuses entirely on the Harvard style.

**Please click on the link at the bottom of this page to go to the Contents Page and choose the item you wish to reference in Harvard style.**

*This PDF guide is best viewed using Full Screen mode.  
Press the 'Ctrl' and 'L' together to enter Full Screen mode on a PC.*

**[Click here for Contents Page](#)**

# Contents Page



Please click on the name of the item you wish to reference in your Bibliography for instructions.

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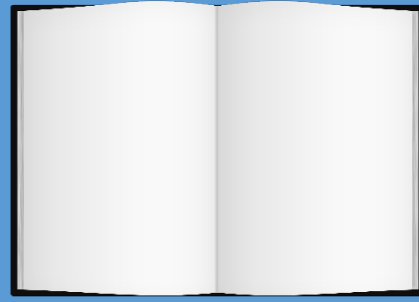
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# How to get one-to-one help with referencing at SGS College

Within the Learning Resource Centre's (LRCs) at each SGS campus you will be able to speak to a member of the LRC team who can set you up with an appointment with a Study Skills Facilitator. You will usually be able to meet with a Study Skills Facilitator within a week, or possibly much sooner, depending on the amount of learners requesting help.

Study Skills Facilitators can support and guide any student at SGS College in their learning so that they achieve success in their studies. Study Skills sessions can be booked for a regular session, or for a one-off meeting.

Whether you need help or advice with referencing or you are finding other elements of your course difficult, such as organising your time, researching, or writing your assignment, please drop-in to your LRC to arrange an appointment or telephone your campus LRC on the relevant number below:

Bristol Zoo Gardens	0117 974 7369 - <i>please ask for the librarian</i>
SGS Filton LRC	0117 909 2224
SGS Stroud LRC	0145 376 1140
SGS Queen's Road LRC	0117 973 6259
SGS WISE LRC	0117 919 2648

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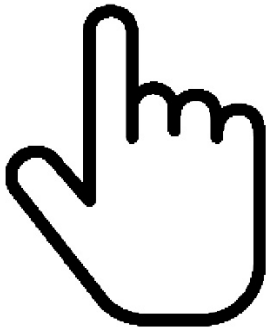
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# How to use this Harvard referencing guide

To select a particular topic, simply place your mouse cursor on the specific text you want to select and click your left mouse button.

Before you click on a topic, please make sure that the cursor looks like the one in **picture 1**.

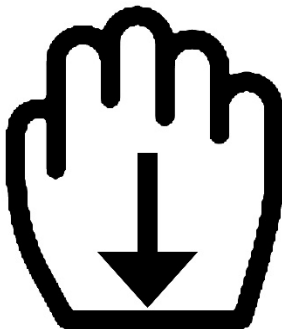
If you click on a topic whilst the cursor looks like **picture 2**, you will be taken to a random page within the document.



**Picture 1**

Please ensure your cursor looks like this before clicking on a topic.

*The icon will not be this large on screen!*



**Picture 2**

If your cursor looks like this, you will need to move it until it looks like the image in picture 1.

*The icon will not be this large on screen!*

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# Audiobooks

You need to include the following information in the same format and style as shown below:

Author(s) of Book. (Year of Publication) *Title of Book*. Narrated by:  
Available at: (Downloaded: Day Month Year).

Example:

Noah Harari, Y. (2015) *Sapiens*. Narrated by: Derek Perkins.  
Available at: [https://www.audible.co.uk/pd/Non-fiction/Sapiens-Audiobook/B00VY24CWU/ref=a\\_search\\_c4\\_1\\_1\\_srlmg?qid=1515414191&sr=1-1](https://www.audible.co.uk/pd/Non-fiction/Sapiens-Audiobook/B00VY24CWU/ref=a_search_c4_1_1_srlmg?qid=1515414191&sr=1-1) (Downloaded: 8 January 2018).

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# Print books with one, and multiple, authors

You need to include the following information in the same format and style as shown below:

Author(s). (Year) *Book title*. Edition. Place: Publisher.

Example:

Orwell, G. (1989) *The Road to Wigan Pier*. 3<sup>rd</sup> edn. London: Penguin Books.

The word 'edition' is abbreviated in referencing to 'edn' to avoid any confusion with the abbreviation 'ed', or 'eds' for editor and editors (this is covered in 'referencing a chapter in an edited book').

You only need to include the books edition number if it is not the first edition.

If a book has more than one author, **all** of the authors must be listed and credited for the work. In this instance you would reference in a similar way as shown below:

Sambell, K. Miller, S. and Gibson, M. (2007) *Studying Childhood and Early Childhood: A Guide for Students*. 2nd edn. London: Paul Chapman Publishing.

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# Edited books

Edited books contain collections of chapters which are written by different authors and collated by an editor or editors. To reference a chapter in an edited book, you need to record the following details as shown below using the same style and format:

Chapter author(s). (Year) 'Title of Chapter', in Author/Editor of book (ed.)/(eds.) *Book title*. Edition. Place: Publisher, Chapter page numbers.

Example:

Pugh, G. (2010) 'The Policy Agenda for Early Childhood Services', in Pugh, G. and Duffy, B. (eds.) *Contemporary Issues in the Early Years*. London: SAGE Publications, pp.21-32.

If referencing a chapter in an edited book within your essay, remember to cite the chapter author's name and not the name of the editor(s).

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# Electronic books (Ebooks)

You need to include the following information in the same format and style as shown below:

Author(s). (Year of Publication) *Title of Book*. Edition. Place of Publication: Publisher.

Example:

Kremer,G and Wadeson,J. (2004) *The Art of Dressing Long Hair*. 2nd edn. Hampshire: Delmar Cengage Learning.

If referencing a chapter in an edited book within your essay, remember to cite the chapter author's name and not the name of the editor(s).

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# Book Illustrations, diagrams, figures, logos and tables

You need to include the following information in the same format and style as shown below:

Author(s) of Book. (Year of Publication) *Title of Book*. Place of Publication: Publisher, p., illus./fig./diagram./logo./table.

Example:

Linsley, T. (1998) *Basic Electrical Installation Work*. London: Elsevier Ltd, p.161, fig.3.60.

## Notes:

- 'pp.' = is short for 'printed page(s)' and is used when the information you are quoting, or using, covers more than one page.
- 'p.' = is short for page and is used when the information you use is on that one particular page.
- 'illus.' = illustration.
- 'fig.' = figure.

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# Web pages / internet and PDFs

For a web page that has an individual author, you should record the following information in the same format and style as shown below.

A PDF is a format rather than a type of resource. You should reference this according to its source type, but if this is not possible, you can reference it as a web page.

Author or Editor (if available). (Year) *Title*. Place: Publisher (if available). Available at: web address of document (Accessed: day Month year).

Example:

Clapp, Susannah. (2017) *The Ferryman Review - Jez Butterworth Pulls Another Rabbit from the Hat*. Theatre: The Observer. Available at: <https://www.theguardian.com/stage/2017/may/07/ferryman-royal-court-jez-butterworth-review-magic> (Accessed: 3 January 2018).

## Tips

- If no personal author or title is available, you can include the organisation responsible for the webpage instead. If neither are obvious, begin your reference with the websites URL (web address), then insert the date.
- If the title is not on the page, look at the top line of the browser. The title of the document should appear there, above the menu bar.
- If the year that the site was published is not available, write '(no date)' instead.
- If a webpage has no author, title, or date you should consider whether it is suitable for academic work.

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# Printed newspaper articles

Where the author (byline) of a newspaper article is given, use the following citation order using the same format and style:

Author/byline. (Year of publication) 'Title of article', *Title of Newspaper* (edition, if required), Day and Month, Page reference.

Example:

Montgomery, T. (2014) 'Cameron unveils his kitchen sink manifesto', *The Times*, 2 October, p.27.

Regional newspapers should be referenced as follows to differentiate them from others with the same title.

Old, D. (2008) 'House price gloom', *Evening Chronicle* (Bristol edn), 25 June, p.25.

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# Electronic newspaper articles

You need to include the following information in the same format and style as shown below:

Author. (Year of publication) 'Title of article', *Title of newspaper* - capitalise the first letter of each word in the title, Day and Month [Online]. Available at: URL (Accessed: date).

Example:

Clapp, Susannah. (2017) 'The Ferryman review - Jez Butterworth pulls another rabbit from the hat', *The Observer*, 7 May [Online]. Available at: <https://www.theguardian.com/stage/2017/may/07/ferryman-royal-court-jez-butterworth-review-magic> (Accessed: 3 January 2018).

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# Live, and online radio programmes

For each type of radio programme, you need to include the following information in the same format and style as shown below...

Live radio broadcasts and programmes:

*Title of programme* (Year of transmission) Name of channel,  
Date of transmission.

Example:

*You and Yours* (2014) BBC Radio 4, 1 January 2018.

---

Radio Broadcasts and Programmes listened to on the internet:

*Title of programme* (Year of transmission) Name of channel,  
Date of original transmission. Available at: (Accessed: Day Month Year).

Example:

*Free Thinking - Religious Belief* (2017) BBC Radio 3, 23 November.  
Available at:  
<http://www.bbc.co.uk/programmes/p02nrvk3/episodes/downloads>  
(Accessed: 4 January 2018).

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# Digital, terrestrial and online TV programmes

You need to include the following information in the same format and style as shown below:

Live TV Broadcasts and Programmes:

*Title of programme* (Year of transmission) Name of channel,  
Date of transmission.

Example:

*Beyond 100 days* (2018) BBC 4, 4 January 2018.

TV Programmes viewed on the internet:

'Title of episode/programme'. (Year of transmission) *Title of programme*.  
Series (and) episode numbers (if known). Name of channel, Date of  
original transmission. [Online] Available at: URL (Accessed: Day Month  
Year).

Example:

'Bridging the Gap: How the Severn Bridge was Built'. (2016) *Timeshift*.  
Series 16 episode 1. BBC4, 19 October 2016. [Online] Available at:  
<https://www.bbc.co.uk/iplayer/episode/b0803m60/ad/timeshift-series-16-1-bridging-the-gap-how-the-severn-bridge-was-built>  
(Accessed: 3 January 2018).

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# DVD, Film and Video

You need to include the following information in the same format and style as shown below:

*Title of DVD, film or video* (Year of distribution) Director [Format] Place of distribution: Distribution company

Example:

*Lord of the Rings: The Two Towers* (2003) Directed by Peter Jackson [Film]. New York: Newline Products Inc.

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# Magazine articles

You need to include the following information in the same format and style as shown below:

Author(s) of article. (Year of Publication) 'Title of Article', *Title of Journal*, Volume (Where applicable: part number, Month or season), pp.

Example:

Seong-gwang, Kim. (2015) 'The Labourer's Story', *Black and White Photography*. 181 (October), pp. 10-18.

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# Lines within a play

You need to include the following information in the same format and style as shown below:

Author. (Year of Publication) *Title*. Edition. Edited by. Place of Publication: Publisher. Act. Scene: Line.

Example:

Ibsen, H. (1988) *An Enemy of the People, The Wild Duck, Rosmerholm*. 3rd edn. Edited by James McFarlane. Oxford: Oxford University Press. 2.1:145.

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# Facebook and Twitter

You need to include the following information in the same format and style as shown below for Facebook and Twitter:

Author. (Year that the page was published/last updated) *Title of Page unless it is the same as the author.* Day/Month of posted message. Available at: URL. (Accessed: Date).

Example:

SGS College, Stroud. (2018) *Free Bloodhound Engineering Workshop for all Year 9 and Year 11 Students.* 9 January. Available at: <https://www.facebook.com/Stroudcol/> (Accessed: 9 January 2018).

Many social media sites require registration by other members before a non-member can view information, so it is suggested that the main web address is used when referencing or citing information from them. You may also wish to include a copy of any member-to-member discussions you are referring to as a screen print placed in an appendix at the end of your essay or assignment.

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# Photographs from the internet

You need to include the following information in the same format and style as shown below:

Photographer. (Year of Publication) *Title of Photograph*. Available at: URL. (Accessed/Downloaded Date).

Example:

McCullin,D. (1968) *Hue, Vietnam, February 1968: A US Marine Suffering Severe Shell Shock Waits to be Evacuated from the Battle Zone*. Available at: <https://www.theguardian.com/artanddesign/gallery/2010/feb/07/don-mccullin-war-photographs>. (Downloaded: 9 January 2018).

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# What is a Bibliography and Reference List?

## What is a bibliography list?

A bibliography is a detailed list of **all** the resources you have read and accessed in connection with the essay you have written - even if you have not needed to quote, paraphrase, summarise or use the ideas from any of this material for your essay.

## What is a reference list?

A reference list is a detailed list of all the materials you have read **and** subsequently used in your essay by quoting, paraphrasing, summarising or using ideas from those sources.

*If you are unsure what any of the underlined terms mean, please see the 'Bibliography Help page' for their definitions.*

## Where do you put a bibliography and reference list?

Both the bibliography and reference lists are located at the end of your essay on a separate piece, or pieces, of paper. If you are required to submit a bibliography and a reference list, then each list will need to be on a separate piece of paper

When using the Harvard style of referencing, the sources are arranged in alphabetical order by the authors surname, or title of the work if there is no author. For an example of how a bibliography and reference list should be set out, please click the relevant link below

**Please note:** your lecturer may only require you to submit one type of list, so check beforehand if you are unsure.

[Bibliography and Reference List example](#)

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# Hints and tips

Remember: used properly, references strengthen your writing and demonstrate that you have spent time researching and understanding your particular subject, as well as formulating and producing your own valid opinions and arguments.

References give support and weight to your arguments and conclusions.

In summary, there are four good reasons for referencing:

- It allows a reader of your work to find and check the sources you have used.
- It enables you to come back to your own work and know where you found a particular quotation, piece of information or idea.
- To avoid accusations of plagiarism.
- To make you think twice about using outdated and inaccurate books, articles, or websites: as a rule, you should not put your trust in any resource which does not give references.

Be organised: prepare well and keep a record of all the potentially useful sources you use - this will save you a lot of time and unnecessary stress in the long-run.

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# Points to look out for when referencing (Page 1)

## Dates

The year of publication should always be given in rounded brackets after the author or editor's name - Onody,R (2009). If no date is identified, use '(no date)' - Onody, R (no date).

When giving the full date, it is always: day, Month and then the full year; for example: (10 January 2009). No commas are used between the day, Month and year.

## Place of Publication

The place of publication is only required for books, reports and similar sources. The place of publication should be capitalised and unless it is a well-known city (like London, Oxford or New York, etc.) then include the country, and, if printed in the United States, the state. For example:

Cambridge, Mass.: Harvard University Press.

Oxford: Oxford University Press.

The state name, if used, should always be abbreviated.

## Edition

Only include the edition number of a text if it is not the first edition.

Edition is abbreviated to edn.

[Click to go to the next page](#)

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# Referencing works with missing information

## Sources with no author:

Use the title of the source in *italics* in place of the author - DO NOT use 'anonymous' or anything similar.

## Sources with no date:

Use the phrase 'no date' where the date would normally go for that particular source type.

Example:

Onody, R. (no date)

## Sources with no date and no author:

Use the title of the source in *italics* instead of the author's name, and use the phrase 'no date' where the date would normally go for that source type.

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# Abbreviations

## Abbreviations:

Chapter	=	Ch.	or	Chap.
Edition	=	edn.		
Editor	=	Ed.	or	Eds.
And others	=	et al.		
No date	=	n.d.	or	no date
(issue) number	=	no.		
Page	=	p.		
Pages	=	pp.		
Series	=	ser.		
Supplement	=	sup.		
Table	=	tab.		
Volume	=	vol.		
Illustration	=	illus.		

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# How to find the edition number of a book

When referencing ideas, facts and opinions from a book in your essays it is important to include the edition of the book, unless it is a first edition, so that you and your lecturer can easily find that information at a later date.

Sometimes the edition is clearly displayed on the front cover of the book, as shown below...



...more often than not, however, you will usually find the edition number on the publishing page of the book - a couple of pages in from the front cover.

**Number Lines** are commonly used in books to convey the edition number. The line is generally a series of numbers printed in one of the following two ways:

**9 8 7 6 5 4 3**

or

**15 17 19 18 16**

The lowest number printed in the line is the edition number of the book. The first example above would be a '3rd' edition, whilst the second example would be a '15th' edition.

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# How to find the publishing details of a book

All of the publishing and edition details of a book can be found on one of the first few pages of a book.

The place of publication is a required piece of information that all publishers of books need to include - periodicals, however, do not need to include publication details.

The name of the publishing company and the city where the book was published are the two pieces of publishing information needed for your reference and bibliography lists.

The place of publication is the name of the city where the publisher is located. In the example below we can see that this book was published at '36 Soho Square, London W1D 3QY', so we would put 'London' as the place of publication.

We can also see that 'A & C Black Publishers Ltd' is listed as the publishing company, so we would put 'A&C Black Publishers Ltd' in our reference and bibliography details.



To reference the publication details of this particular book we would write the following details:

London: A&C Black Publishers Ltd.

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# Final advice and guidance

## **Be consistent**

Once you have established the referencing style required, use it consistently throughout your work.

## **Be patient**

Make time and take your time to ensure that you are referencing correctly.

## **Be clear**

Clarify the type of source that you are referencing and check that you are doing it right.

## **Be thorough**

Check through your work and references before you submit your assignment, ensuring that your citations all match with full references.

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# Bibliography and Reference List example

## Bibliography

Davis, R. (1998) *Writing Dialogue for Scripts*. London: A&C Black Limited.

McCullin, D. (1968) *Hue, Vietnam, February 1968: A US Marine Suffering Severe Shell Shock Waits to be Evacuated from the Battle Zone*.

Available at:

<https://www.theguardian.com/artanddesign/gallery/2010/feb/07/don-mccullinwar-photographs>. (Downloaded: 9 January 2018).

Orwell, G. (1989) *The Road to Wigan Pier*. 3<sup>rd</sup> edn. London: Penguin Books.

Seong-gwang, Kim. (2015) 'The Labourer's Story', *Black and White Photography*. 181 (October), pp. 10-18.

## Reference List

Davis, R. (1998) *Writing Dialogue for Scripts*. London: A&C Black Limited.

Orwell, G. (1989) *The Road to Wigan Pier*. 3<sup>rd</sup> edn. London: Penguin Books.

*If the above lists were for one essay, you can see that I have only summarised, paraphrased, quoted or taken ideas from two books, although I have looked at four other items for research surrounding the essay question I was set.*

**Please note:** the dotted outline is used here to differentiate between the two lists - you should not include the dotted outline in your list(s).

[Back to 'What is a Bibliography and Reference List'](#)

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# What does 'paraphrasing' mean?

When you paraphrase, you express someone else's writing in your own words, usually to achieve greater clarity. This is the preferred way of using someone else's ideas within your essay because it means that you have taken time to fully understand and comprehend what the author is saying and how it fits in with your particular argument. However, you must ensure that you are not changing the original meaning and you must still cite and reference the source of your information.

[Please click here if you would like to see an example of paraphrasing](#)

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# What does 'summarising' mean?

When you summarise, you take the main idea or ideas from a book, journal, article or programme and provide a brief statement of them - most of the detailed information and more in-depth information will be left out.

[Please click here if you would like to see an example of a summary](#)

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**Original text:**

Visualizing the script

*It is essential ... that you are aware that in approaching a play you are dealing with a work that is very different from, say, a novel and that you will need to employ quite different strategies to handle it. You must be able to visualize the play in your head - be able to bring the play alive in your mind and see and hear the action as if you were at the theatre.*

Croft, S and Cross, H. (1997) *Literature, Criticism and Style*. Oxford: Oxford University Press. p.39.

**Paraphrased text for essay:**

Croft and Cross (1997) argue that it is imperative to employ a different technique when reading a play than that used to read a novel. Whilst reading a novel requires you to focus on the way characters interact with one another and infer a deeper understanding of the themes in the novel from this, plays require you to also visualise the way characters move around on the stage, use the tone of their voice and engage with each other in order to fully appreciate what the playwright is trying to convey.

Paraphrasing, as you can hopefully see from this example, demonstrates that you have taken time to understand a particular idea and are able to expand upon it. Obviously, when paraphrasing in your own essay you will be able to include more ideas associated with your essay question.

[Return to 'What does 'paraphrasing' mean?'](#)

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**Original text:**

Visualizing the script

*It is essential [...] that you are aware that in approaching a play you are dealing with a work that is very different from, say, a novel and that you will need to employ quite different strategies to handle it. You must be able to visualize the play in your head - be able to bring the play alive in your mind and see and hear the action as if you were at the theatre.*

Croft, S and Cross, H. (1997) *Literature, Criticism and Style*. Oxford: Oxford University Press. p.39.

**Summarised text for essay:**

Croft and Cross (1997) have looked at the relationship between reading a novel and reading a play and have highlighted that different techniques need to be employed by a reader in order to appreciate what the author and playwright are presenting us with.

[Return to 'What does 'summarising' mean?'](#)

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# What does it mean to 'quote' something?

Quoting means taking the specific written or verbal words of another person and using them in your essay to enhance a particular point or idea that you are making.

Quotations should be relevant to your arguments and should be used sparingly because excessive use of them can disrupt your flow of writing and thus prevent you from showing your own particular understanding and analysis of an idea or argument.

Short, direct quotations of up to two or three lines should be enclosed in quotation marks - you can use single or double quotation marks, but make sure that you are consistent with their use in the main body of your text.

[Please click here if you would like to see an example of a quotation](#)

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Original text:

Visualizing the script

*It is essential [...] that you are aware that in approaching a play you are dealing with a work that is very different from, say, a novel and that you will need to employ quite different strategies to handle it. You must be able to visualize the play in your head - be able to bring the play alive in your mind and see and hear the action as if you were at the theatre.*

Croft, S and Cross, H. (1997) *Literature, Criticism and Style*. Oxford: Oxford University Press. p.39.

Using quotes within an essay:

Croft and Cross (1997) argued that prior to reading a play, you need 'to employ quite different strategies' from those used when reading a novel. The ability to 'bring the play alive' by using your imagination to 'visualize' what is going on will enable you to develop a greater understanding of the themes and ideas the playwright is attempting to convey (Croft and Cross, 1997, p.39).

Hopefully you can see from this short example that using direct quotes sparingly can enhance your essay - but be careful that the quotes do not disrupt your own flow of writing.

[Return to 'What does it mean to quote something?'](#)

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# What does it mean to use someone else's ideas?

As a student studying at SGS College you will most likely have only just started to study a particular topic, so any information surrounding that topic which you are reading about or being told about is most likely going to be information that is new to you. Therefore most of the information you will be including in your essay will need to be referenced. As a general rule of thumb, apart from your introduction and conclusion, every paragraph of writing should have at least one reference in it.

Not making it obvious where you are getting information from will be regarded as plagiarism. This includes:

- Taking somebody else's ideas and putting them into your own words without saying where you got those ideas from.
- Using a source several times but only citing it once.

# Bibliography

Croft, S and Cross, H. (1997) *Literature, Criticism, and Style: A Practical Guide to Advanced Level English Literature*. Oxford: Oxford University Press. p.39.

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