



Library Helpsheet

Referencing Tips

Reference and Bibliography Lists

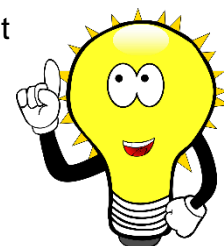
A **reference** list indicates the resources and sources you have used directly in your work. This includes facts and figures, theories from a source which you have cited, work you have paraphrased, or quotations. This should appear at the end of your assignment on a separate page – titled “References”.

A **bibliography** is everything you have read as part of your research whether it was used as a reference or not. This should appear at the end of your assignment on a separate page – titled “Bibliography”.

See the **Bibliography Helpsheet** for which information needs to be recorded for each source in your lists.

General points to note:

- Your in-text references and quotations count towards the **word count**, but your list of references does not
- There is no minimum or maximum number of references you should put in your assignment, but your work should not be all about the references – **balance** is needed between your own thoughts and ideas, and that of others
- All sources used should be **relevant and accurate** to your topic – don't list anything which does not directly relate to what you are writing
- Don't list anything you haven't read
- Avoid referencing your handouts or teacher's notes – you want to show wider reading



What if I can't find an author on an online article?

If no author is listed, use the website producer as the corporate author e.g. an article on the BBC website has no author, so the author should be BBC. BBC would also be the publisher.

e.g. BBC (2020) indicated that....

The publisher may be a different organisation to the website producer, but if there is not a publisher listed, then again use the website owner.

What if I can't find a date of publication?

Often articles on the internet have no clear date of publication:

- If there is no date on the article or page, look at the bottom of the screen where the **copyright date** is usually listed and use it



- If there is an indication that the article was written at a particular time then use that date e.g. an article mentions Hurricane Dorian, then you can guess the date is around 2019
- If this is the case and you are making a best guess of the date, then you should use a **lower-case c** before the date to indicate it is circa (around) the date e.g. (Smith, c2019)
- If there is no way to determine the date of an article, then you can use **n.d.** which stands for **not determined**. However, use an undated article only if important to your report or essay.



Quotes

Direct quotes should only be used when it **enhances** your work. Try to keep it to a couple of sentences at most.

Use double quotation marks “around a quote” and remember to add the **page number**.

e.g. (Smith, 2019, p. 99) for a quote from a single page

(Smith, 2019, pp. 99-100) for a quote across 2 pages



Remember that this is for within your work (in-text quotes) and you don't need to include page numbers in your reference list.

Use double spacing and indent your quote if it is long (more than 40 words) but use as part of a sentence if less than 40 words. See the **Quotations Helpsheet** for more details.

Secondary Sources

Where an author has cited the work of a different author, this is a secondary source you are referencing. As you have not read the primary source (the work of the original author), you need to let your reader know that when you reference it i.e. that you have read and/or are quoting from the secondary source.

e.g. You refer to an idea Smith has used in his work which originally was written by Jones

Jones (2018), cited in Smith (2019), states that.....

Your reference list would include the work by Smith as that is your source – the one you read.

Further help

See the Library Helpsheets: *Harvard Referencing*; *Quotations*; and *Creating a Bibliography*.