

A Quick Guide to Referencing

Why do I need to reference?

Referencing is the way you show the person reading your work where you got your ideas from. You may reference someone else's work because you quoted from them directly, you mentioned or paraphrased their work, or you used images, statistics or tables that they are credited with creating. Referencing is also a way of showing the reader or marker that your own ideas are backed up by reputable sources.

You must always reference any work that is not your own and make sure you do it correctly for the type of resource you have used. Loughborough College uses the **Harvard Referencing** system, and this booklet will remind you how to do it, if you need more information, you should **consult the full guide on the Library website**.

Books

In your **reference list**, they are formatted like this:

Authors surname, Initials., Year., *Title*. Edition (if there is more than one). Place of publication; Publisher.

Your reference list is just one half of your reference. The second half is the in-text citation which sits in your work, immediately after the whichever piece of information that you have used from another source. **In-text citations** are always in brackets and look like this: **(Authors surname, Year, page numbers)**. You may need multiple in-text citations from the same source, but you only need to list each source in the reference list once.

For example:

Reference list: Cottrell, S., 2013. *The Study Skills Handbook*. 4th Edition. Basingstoke: Palgrave Macmillan.

In-text citation: (Cottrell, 2013, p5)

Journals

Journals work a little differently. They are formatted as below.

Authors surname, initials., Year. 'Article title'. *Journal Title*, Volume number (Issue or part number), page numbers.

Example: Moen, M. H., Reurink, G; Weir, A; Tol, J. L; Maas, M.; Goudswaard, G. J., 2014. 'Predicting return to play after hamstring injuries'. *British Journal of Sports Medicine*, 48 (18), pp.1358-1363.

Online Journals

Online journals require more information than their physical counterparts. It is important that the reader can identify exactly where you found your information. They should be able to use your reference to find the source and information themselves.

Authors surname, initials., Year. 'Article Title'. *Journal Title* [Online], Volume (issue or part number), date (if given), page numbers (if given). Available via: (database you used). [Access date]

You can also give the URL (website address) if it is not clear which database hosts the journal or you did not use a database.

Websites

Websites require you to give some information about where the website you used can be found. This means that you have to provide a URL (website address) and the date that you first access the website. It is important that you include the date that you access the website as websites can change and be taken down after you have used it/submitted your work. If that is the case, the date in your references shows that the website was working on the day that you used it.

Author or Editors surname, initials., Year. *Title* [Online]. Place of publication: Publisher **OR** Organisation responsible. Available at: URL. [Accessed: date]

Example: Marshall, C., 2014. *21 Google book scans that bring surprising intimacy to the digital book world* [online]. BuzzFeed. Available at: <http://www.buzzfeed.com/chelseamarshall/google-book-scans-than-bring-surprising-intimacy-to-the-d#guqdt3> [Accessed 30/09/2014]

If there is no obvious author of a website, then you can reference it by the title alone. Similarly, there may be no place of publication, publisher or organisation responsible. If this is the case, the provide as much information as you can and make sure you provide a URL and date. Please see the Full Referencing Guide for more information.

Always ask for help

You should always ask for help if you are struggling to reference. You can speak to your tutors or the Librarian, Anysia Eaton.

You can access the college referencing guide which is available on the Library website. There are also several books that can help you reference properly available in the Library. A particularly good one is *Cite Them Right* by Richard Pears and Graham Shields and it is available in the college library at K 2.5 PEA.

If you need further help, you can contact the Librarian, Anysia by email or by asking at the Library desk.

Anysia.eaton@loucoll.ac.uk



Loughborough College
Library

Phone: 01509 618318
Email: library@loucoll.ac.uk

Library

Radmoor Road
Loughborough
Leicestershire
LE11 3BT