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## Referencing and avoiding plagiarism

### The three main referencing styles

## Author/Date System

Harvard, APA, Chicago\* and MLA

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These referencing styles consist of two parts: an in-text citation and a reference list at the end of the assignment. (\*NB: with Chicago referencing, you can also use the footnote style).

### In-text citation (Harvard)

Cite the source you are referring to as follows:

“Sometimes studying efficiently is not about putting in more hours - lots of hard work doesn’t necessarily translate into good grades. It is about spending more time on the *right* things.”

(Williams and Reid, 2011)

### Reference list (Harvard)

Cite your references in alphabetical order of author, as follows:

- |                 |   |
|-----------------|---|
| <b>Books</b>    | Bryman, A. (2016) <i>Social research methods</i> . 5th edn. Oxford: Oxford University Press<br>Williams, K. and Reid, M. (2011) <i>Time Management</i> . New York, NY: Palgrave Macmillan.  |
| <b>Journals</b> | Cordell, S. (2011) ‘Virtuous Persons and Social Roles’, <i>Journal of Social Philosophy</i> , 42(3), pp. 254–272.   |
| <b>Websites</b> | Office for National Statistics (2019) <i>Investments, pensions and trusts</i> . Available at: <a href="https://www.ons.gov.uk/economy/investmentpensionsandtrusts">https://www.ons.gov.uk/economy/investmentpensionsandtrusts</a> (Accessed: 5 Dec 2019). |

## Numerical System

Vancouver and IEEE

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These referencing styles consist of two parts: an in-text citation and a referencing list at the end of the assignment. In a numeric style, you number your citations *consecutively*, so the first reference is numbered (1), the second (2), and so on. If you cite reference number (1) again later, you use the number (1) again.

### In-text citation (Vancouver)

Cite the source you are referring to as follows:

“Sometimes studying efficiently is not about putting in more hours - lots of hard work doesn’t necessarily translate into good grades. It is about spending more time on the *right* things.” (1)

### Reference list (Vancouver)

- |                 |   |
|-----------------|---|
| <b>Books</b>    | (1) Williams K, Reid M. Time management. New York, NY: Palgrave Macmillan; 2011.<br>(2) Bryman A. Social research methods. 5th ed. Oxford: Oxford University Press; 2016.   |
| <b>Journals</b> | (3) Cordell S. Virtuous Persons and Social Roles. <i>Journal of Social Philosophy</i> . (2016); 42(3): 254–272. Available from: DOI 10.1111/j.1467-9833.2011.01535.x.   |
| <b>Websites</b> | (4) Office for National Statistics. Investments, pensions and trusts. Available from: <a href="https://www.ons.gov.uk/economy/investmentpensionsandtrusts">https://www.ons.gov.uk/economy/investmentpensionsandtrusts</a> [Accessed 5th December 2019]. |

## Referencing and avoiding plagiarism

### Footnote System

#### MHRA and OSCOLA

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These referencing styles consist of three parts: in-text numbering, footnotes (placed at the bottom of the page on which the number appears) and a reference list at the end of the assignment.

#### In-text citation (MHRA)

Cite the source you are referring to as follows:

“Sometimes studying efficiently is not about putting in more hours - lots of hard work doesn't necessarily translate into good grades. It is about spending more time on the *right* things.”<sup>1</sup>

#### Footnote (MHRA)

1. Kate Williams and Michelle Reid, *Time Management*. (New York, NY: Palgrave Macmillan, 2011)

#### Reference list (MHRA)

Cite your references in alphabetical order of author as follows:

- |                 |   |
|-----------------|---|
| <b>Books</b>    | Bryman, Alan, <i>Social research methods</i> , 5th ed. (Oxford: Oxford University Press, 2016).<br>Williams, Kate, and Reid, Michelle, <i>Time Management</i> . (New York, NY: Palgrave Macmillan, 2011).   |
| <b>Journals</b> | Cordell, Sean, 'Virtuous Persons and Social Roles', <i>Journal of Social Philosophy</i> , 42 (2016), 254–272.   |
| <b>Websites</b> | Office for National Statistics, <i>Investments, pensions and trusts</i> (2019)<br><a href="https://www.ons.gov.uk/economy/investmentpensionsandtrusts">https://www.ons.gov.uk/economy/investmentpensionsandtrusts</a> [Accessed 5 December 2019]. |

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