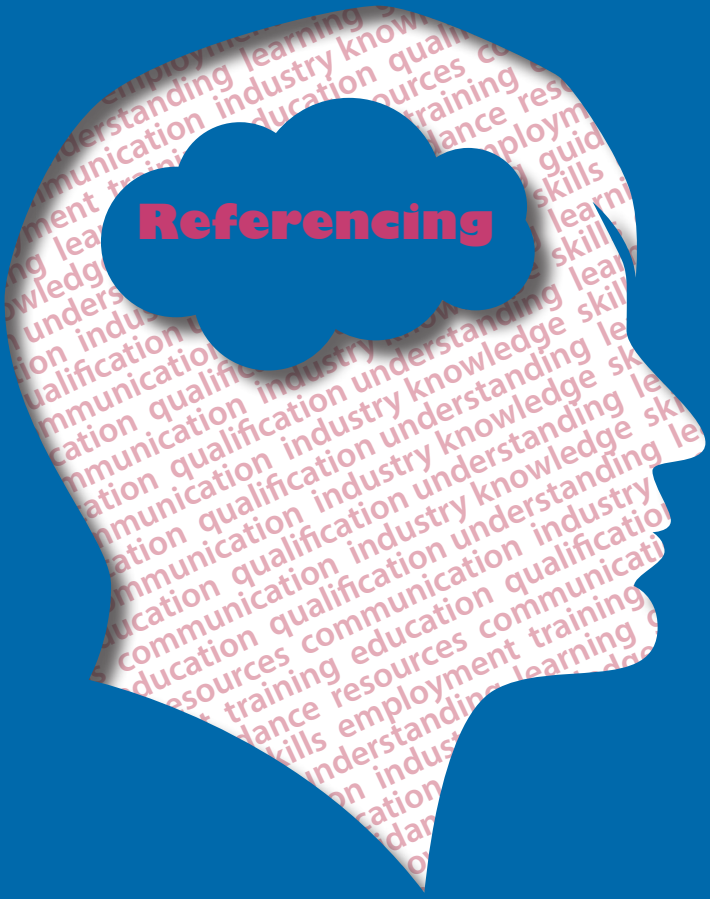

The OCR Guide to **Referencing**

Version 1

OCR

This referencing guide has been produced by OCR to help you to reference assessments in your chosen qualifications accurately. This guide has not been written to accompany a specific qualification but contains general advice on referencing, at a basic and more advanced level. Other skills guides are available at www.ocr.org.uk.

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What is referencing?

Referencing is the process of acknowledging the work of other authors. When you have used the words and ideas of another author in an assignment, referencing is the process of acknowledging that use.

There are a number of different referencing methods. This guide is based on the Harvard system. The most important thing to remember when using a referencing system is to be consistent, so it is straightforward for your reader to follow.

Why is referencing important?

Referencing demonstrates your wider reading and research

By referencing other texts you show that you have read widely and researched your topic in detail. By engaging with, and assimilating, the ideas of professional authors, you are also likely to produce work that has more depth and complexity.

Referencing supports your ideas with reference to expert authors

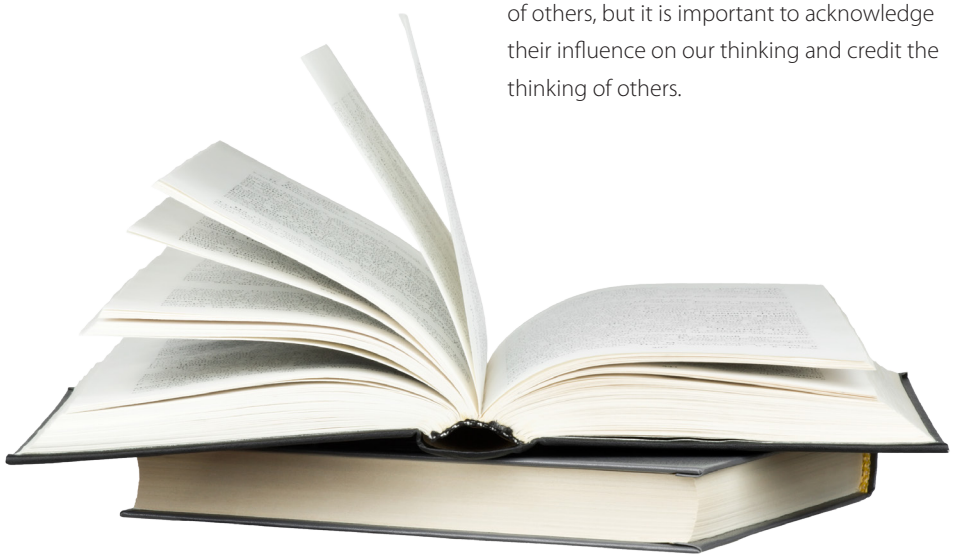
You can use references to demonstrate your engagement with the ideas of others. Using references also lends your own work credibility, and quotations from professional authors can lend authority to your own ideas.

Referencing enables the reader to follow up your reference

If you let your reader know where to find out more, they can expand their own knowledge, clarify a point if necessary and come to an understanding of how you may have developed another author's original idea.

Referencing credits other authors' ideas and thinking

The ideas and thoughts of other authors can be seen as their 'intellectual property'. This intellectual property is not owned or purchased, but freely available to those who study. In the academic world we make intellectual progress by building on the ideas of others, but it is important to acknowledge their influence on our thinking and credit the thinking of others.



Referencing helps to avoid accusations of plagiarism

Plagiarism is the practice of taking someone else's work and passing it off as your own. It is a serious offence because it can breach copyright, but in the academic world it is also seen as theft of intellectual property and morally wrong. The consequences for students can be the failing of an assignment, a whole course or expulsion from a course. Serious offences, such as presenting a whole copied assignment as your own, are clearly plagiarism. However, using the ideas of others without acknowledgement can also be deemed as plagiarism, and this is why referencing is so important.

OCR's Referencing Skills Guide can be used in conjunction with our other skills guides, including Research Skills and Producing Documents, to help you to present your academic study in an appropriate and professional manner.

Keeping a record

As you research and write your assignment, it is important to record the texts you refer to or quote from.

For articles from magazines and newspapers:

Make a note of the author's name(s), the year of publication, the title of the article, the title of the publication, the page number(s).

For electronic sources:

As above, plus - the date you accessed the electronic text, the website or email address and identify the form of the resource (WWW page, email, blog etc).

For books:

Make a note of the author's or editor's name(s), the publication date, the title of the book, the city the book was published in, the publisher's name, the pages you have quoted or paraphrased from.

Basic referencing skills

These basic referencing skills are recommended for Level 2 and GCSE level assignments..

It is important to show when you have used someone else's work or ideas. For examinations you will be asked to sign a declaration that your assignment is all your own work. It is important therefore to acknowledge any ideas which are not your own. If you don't, you put the acceptance of your work at risk, along with the qualification you have worked towards.

When to reference

You need to reference when:

- you are quoting directly from another source
- you are paraphrasing ideas and work from another source

How to reference (within the text of your assessment)

This is when you 'borrow' another author's words and use them in your own work. When you quote directly or 'borrow' the author's words, it is important that you quote accurately and use exactly the same words as the author. This includes exactly the same punctuation, capitalisation etc. Here is a hypothetical example:

Using direct quotations from another source

> Mary Jackson (2002) states that celebrity culture 'has a powerful effect on all our lives'.

The words 'has a powerful effect on all our lives' are exactly the same as in the original text. You can use the whole, or part of, a sentence, or even a single word from a text, but it must be copied exactly. This means that you have to fit your own words around the text you want to borrow, to make it make sense. You must never change the original text to suit you. Notice that the full stop at the end comes after the quotation mark.

Paraphrasing from another source

The date in brackets refers to the date of publication, which can be found on the first few pages of a book, along with the author's name and a copyright symbol ©.

> Mary Jackson (2002) suggests that the cult of celebrity has significantly impacted on society.

You don't need to use quotation marks for this, as you have put the text into your own words. But to acknowledge the idea has come from another author, you still need to indicate clearly the name of the author and date of publication that you are referring to.
Another hypothetical example might be:

> Mary Jackson (2002) suggests that the cult of celebrity is not a modern phenomenon.

This paraphrases or summarises the main idea behind a book, and again needs the author's name and book's publication date.

For **newspaper and magazine articles**, use the same system as above. If an author isn't indicated, format this way:

> The Telegraph reported in its article 'Times are changing' (2011), that the number of prison sentences for fraud have increased.

From a **website**:

> The BBC website (www.bbc.co.uk/news/health/ (accessed 13.3.13)) claims that 'Scientists have identified a group of brain cells which have the power to control appetite and could be a major cause of eating disorders such as obesity'.

How to reference (producing a reference list)

You need to list all your references at the end of your assignment. Your references are the texts from which you have quoted or paraphrased.
Remember:

- References should be on a separate page at the end, entitled 'References
- List all forms of sources together (ie do not separate website sources from books, for example)
- List alphabetically by author's surname
- If the source's author is unknown, use the title of the source instead of the author

The order of information for each reference should be as follows:

- The author's or editor's surname and comma
- Their initial
- The year of publication, in brackets
- Title of text, in italics or quotation marks
- Place of publication
- Name of publisher
- The year, place and name of publisher can be found in the first few pages of the book, usually on the left hand side.

Example:

References

Akbar, J (2002) The Rise of the Criminal, London, Oxford Press

Smith, TD (1999) Criminal Law and Justice: A New Era, New York, Thomas Patton Ltd

The Wyden English Dictionary (1999), London, Wyden Press

Your list of references should be attached to the end of your assignment when you submit it for assessment.

Advanced referencing skills

These advanced referencing skills are recommended for Level 3 and A Level onwards.

It is important to show when you have used someone else's work or ideas. Referencing is the process of acknowledging any ideas which are not your own. If you don't reference, you put the acceptance of your work at risk, along with the qualification you have worked towards.

There are a number of referencing systems and this guide will focus on the Harvard system. You may wish to check with your learning institution for their preferred systems.

When to reference

You need to reference when:

- you are quoting directly from another source
- you are paraphrasing ideas and work from another source

How to reference (within the text of your assessment)

Using direct quotations from another source

This is when you 'borrow' another author's words and use them in your own work. When you quote directly or 'borrow' the author's words, it is important that you quote accurately and use exactly the same words as the author. This includes exactly the same punctuation, capitalisation etc. Here is a hypothetical example:

> Mary Jackson (2002: 4) states that celebrity culture 'has a powerful effect on all our lives'.

The words 'has a powerful effect on all our lives' are exactly the same as in the original text. You can use a whole sentence, or part of it, or even a single word from a text, but it must be copied exactly. This means that you have to fit your own words around the text you want to borrow, to make it make sense.

The date (2002) refers to the date of publication, which can be found on the first few pages of a book, along with the author's name and a copyright symbol ©. The colon and number 4 indicate the page reference where this quotation can be found.

> Mary Jackson (2002: 22-33) suggests that the cult of celebrity has significantly impacted on society.

Paraphrasing from another source

You don't need to use quotation marks for this, as you have put the text into your own words. But to acknowledge the idea has come from another author, you still need to indicate clearly the name of the author and date of publication that you are referring to. Another hypothetical example might be:

> Mary Jackson (2002) suggests that the cult of celebrity is not a modern phenomenon.

This paraphrases or summarises the main idea behind a book, so there is no need to indicate a page reference.

You may also place the name of the author at the end of your sentence:

> It has been suggested that the cult of celebrity has significantly impacted on society (Mary Jackson 2002: 22-33).

More than one author

Morrison and Smith (2008: 44) state that healthy eating is not the only factor in maintaining a good digestive system.

You can add another name if there are three authors. Any more than that, use the following format:

> Simmons et al (2010: 121) claim that social class is an out-dated construct.

Et al stands for 'and others'.

If you don't know the author

> A knowledge of chemistry is helpful when studying hair colour in hairdressing (Colour Watch 2013: 5).

For newspaper and magazine articles, use the same system as above. If an author isn't indicated, format this way:

> The Telegraph reported in its article 'Times are changing' (2011: 13), that the number of prison sentences for fraud have increased.

From a website:

> The BBC website (www.bbc.co.uk/news/health/ (accessed 13.3.13)) claims that 'Scientists have identified a group of brain cells which have the power to control appetite and could be a major cause of eating disorders such as obesity'.

For electronic sources citation is similar to books and periodicals, but without page numbers.

How to reference (producing a reference list)

You need to list all your references at the end of your assignment. Your references are the texts from which you have quoted or paraphrased in the main body of your assessment.

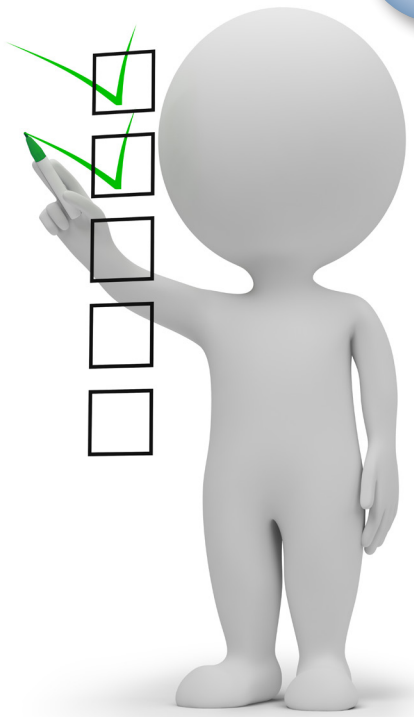
Remember:

- List all forms of sources together (ie do not separate website sources from books, for example)
- List alphabetically by author's or editor's surname
- If the source's author is unknown, use the title of the source instead of the author

Order of information for each entry to be included:

1. The author's or editor's surname and comma
2. Their initial
3. The year of publication, in brackets
4. Title of text, in italics or quotation marks
5. Place of publication
6. Name of publisher

The year, place and name of publisher can be found in the first few pages of the book, usually on the left hand side.



Example:

References

Akbar, J (2002) The Rise of the Criminal, London, Oxford Press

Smith, TD (1999) Criminal Law and Justice: A New Era, New York, Thomas Patton Ltd

Troy F, Smith D, De Vere LD (2012) Everyday Physics, Australia, Outback Publications

The Wyden English Dictionary (1999), London, Wyden Press

If you want to record a book with an editor:

Hussain, S (ed) (2009) *Disability and Work*, London, Hammersmith Press

If you want to record a chapter of an edited book, and the chapter has been written by someone different, record it like this:

Nimmo, J (1999) 'The workplace as enabling', in Hussain S (ed) Disability and Work, London, Hammersmith Press

Other electronic sources

Email:

Jackson, S (2010) Re: Health Issues, email to NMC (nmc@nmc.org.uk), 9 Jun [13 Jun 2010]

Discussion from forums/blogs:

Simpson, H (2012) Nov 21 'MMR Debate' Healthwise Forum [Online], 21 Nov, available email: healthwise@hw.ac.uk [21 Nov 2012]

The access date is in square brackets.

Your list of references should be attached to the end of your assignment when you submit it for assessment.

Bibliography

Some institutions like to have a bibliography as well as a reference page. A bibliography is a list of all the texts or resources you may have referred to, however briefly, during the course of your study.

You may have read some or all of a text, but not found it relevant or useful to refer to, but you can still include it in your bibliography, to show your wider reading. Record your bibliography in alphabetical order by the author's surname on its own page at the very end of your assignment, and after your referencing page.

Appendix 1: Teacher Guidance

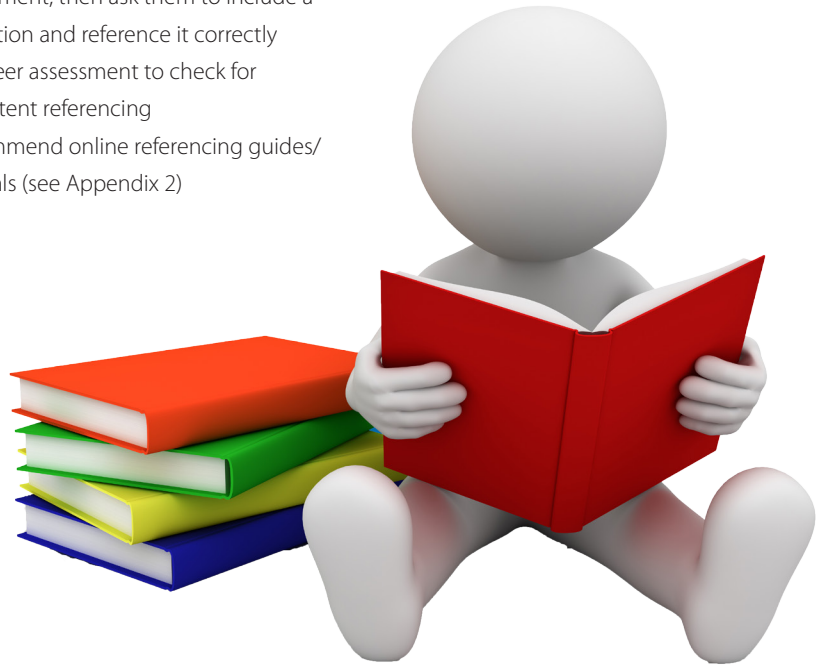
It is very important for teachers to be aware of the requirements of individual awarding bodies. Please see the specifications for specific qualifications. Find out if your school or college has a plagiarism policy and make yourself aware of its recommendations. If your school or college has referencing guidelines, follow these and encourage your students to be consistent in their use across all their subjects.

In the technological world we live in, information and the ideas of others are even more easily discovered through the world wide web, a stimulating and liberating resource when used correctly. This can lead to effective wider reading and a more critical approach, but there is a danger that students can copy and take ideas from texts without acknowledging them, along with using unreliable sources. Controlled assessment has gone some way to tackling this problem, but clearly teachers need to be ever-vigilant.

By explicitly teaching students about plagiarism and giving them the tools to recognise and reference their reading, students are able to understand the value of intellectual property and where their learning and academic study rests within it.

Tips for teaching referencing skills

- Introduce the concept as early as possible in the course
- Seek the help of your librarian to introduce books and their cataloguing/conventions etc
- Get students to keep a reading diary, where they record author, title, publisher, place published and year of publication
- Discuss copyright and 'intellectual property' with students
- Monitor their use of referencing over time
- Model the process of referencing from a text studied by the class
- Ask students to find a piece of writing from a text and write a paragraph explaining how it might be useful for their assessment, then ask them to include a quotation and reference it correctly
- Use peer assessment to check for consistent referencing
- Recommend online referencing guides/ tutorials (see Appendix 2)



Appendix 2: Links to useful resources

Links to useful resources

- http://www.vtstutorials.ac.uk/detective/ - Free online tutorials on using the internet and referencing effectively, aimed at higher and further education
- http://learnhigher.ac.uk/Students/Referencing.html - referencing for students, with tips and activities
- http://learnhigher.ac.uk/Staff/Referencing.html - guidance for teachers, with teaching approaches, activities for students and further recommended sites

To give us feedback on, or ideas about the OCR resources you have used, email resourcesfeedback@ocr.org.uk

OCR Resources: *the small print*

OCR's resources are provided to support the teaching of OCR specifications, but in no way constitute an endorsed teaching method that is required by the Board and the decision to use them lies with the individual teacher. Whilst every effort is made to ensure the accuracy of the content, OCR cannot be held responsible for any errors or omissions within these resources.

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We're always delighted to answer questions and give advice.

Telephone 01223 553998

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