

ISM Referencing Guide
Student Edition



(Fragonard, 1770)

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reference (verb)

— the identification of sources in order to respect intellectual property rights.

Academic Dishonesty and Malpractice

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

- plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
- copying: taking work of another student, with or without his or her knowledge and submitting it as one's own.
- exam cheating: communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.
- duplication: submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
- falsifying data: creating or altering data which have not been collected in an appropriate way.
- collusion: helping another student to be academically dishonest.

Students should recognise that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

The above appears in the ISM Academic Honesty Policy.

Full copies are available from your Coordinator and online at <http://www.ismoshi.org/achonesty.pdf>

In-text Referencing

Step One: Author & Year

When using the Harvard system, the author's name and the year of publication should be given in the text in one of the following forms:

Smith (2005)
or Smith and Jones (2005)
or Smith et al. (2005) if many authors
or (Smith, 2005) if this fits the sentence better

If you are citing an article without a personal author, use the journal name (see example of "News item with no by-line", below) or corporate author and the year of publication e.g.

Economist (2003)
AOL Time Warner (2004)
British Broadcasting Corporation (2004)

Where quotations are given in the text, they must be enclosed in quotation marks. The citation to the reference from which the quotation is taken should also indicate the page number on which the text of the quotation appears:

Jones (2004:29)

Step Two: Blending Source Info & Quotes into Your Writing

Here are examples of how in-text referencing is used to reference the same information, but in different (and still correct) ways:

Simpson (2011:14) states this clearly when he argues that, "by 2025 international conflicts will be over water, not oil."

Rather convincingly, warning has been delivered that, "by 2025 international conflicts will be over water, not oil." (Simpson, 2011:14)

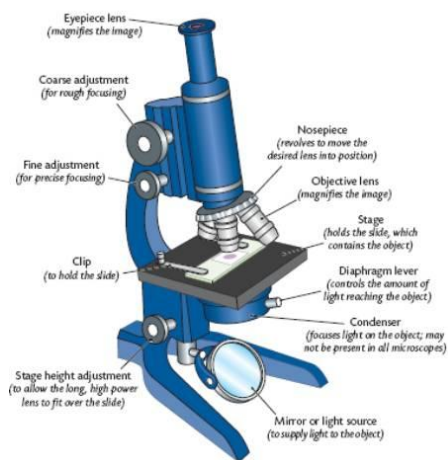
One viewpoint offered by Simpson (2011) is that water, as opposed to oil, will be the basis upon which countries engage in war within the next fifteen years.

How are images from the Internet cited and referenced?

Check out how the image that appears on the cover of this booklet is cited and referenced. It is an example of an image with a known author presented on a website – a likely type of image citation!

Referencing Images from Print Sources...

Referencing images follows the same procedures. When possible, identify the author and the year of the image using a caption under the image. For example, this image appears in the 2007 book *Superbugs Strike Back* by Connie Goldsmith. It is a graphic by Jack M Bostrack with no date identified.



(Bostrack, n.d. cited in Goldsmith, 2007: 34)

To add this image to a References list, simply identify the book in which the image appears. This means the reference begins with Goldsmith, C. (2007) *Superbugs Strike Back*. – remember that the reference list is about the sources used in your work!

**But so many images have NO AUTHOR, NO TITLE, NO DATE ...
Here's an example (check the last page for full reference details!)**



(Frog Eyes, n.d.)

Creating a References List

References are to be arranged in alphabetical order according to author names. If sources from the same author are referenced, organize this author's work in chronological order. Types of sources (print, online, interviews) are not separated in the References list, even though they categorized here:

Print References

Books: One Author

Ford, N.J. (1998) *Developing intelligent web sites with JavaScript*. New York: Wiley.

Books: Two Authors

Burns, N. and Grove, S. (1997) *The practice of nursing research*. 3rd edition. New York: Wiley.

Books: More than Two Authors

Mares, P *et al.* (1995) *Health care in multiracial Britain*. Cambridge: Health Education Council.

Books: By a Corporate Author

World Food Programme. (2010) *Prospects for the future*. New York: United Nations.

Books: Edited

Martin, Y.C. and Willett, P. (eds) (1998) *Designing bioactive molecules: three-dimensional techniques and applications*. Washington: American Chemical Society.

Encyclopedias with Author given

Ford, G. (2006) "Government" *Britannica Student Encyclopedia*. London: Encyclopedia Britannica Ltd.

Encyclopedias and Dictionaries with no Author given

Britannica Student Encyclopedia. (2006) "Government" London: Encyclopedia Britannica Ltd.

Journal Articles

Bath, Philip *et al.* (2004) "The International Observatory on End of Life Care (IOELC): an information resource for palliative care". *Health Informatics Journal*. 10(3), 221-236.

Printed News Item with Author ('by-line') given

Perkin, Julie. (2000) "Switched on PCs will mind your manners". *Financial Times*. Information Technology Survey, Monday September 13, p.8.

Printed News Item with no Author ('by-line') given

The Herald. (2000) "Nuclear submarines recalled due to fault". *The Herald*, Friday October 15. p.3.

Image by one author presented in a book by another author

Bostrack, J. (n.d.) *Cholera magnified*. *The Herald*, Friday October 15. p.3.

Electronic References

Individual works with Author given

Blakeman, K. (2006) *Search strategies for the internet*. [online]. Berlin: RBA. Available from: <http://www.rba.co.uk/search/index.shtml> [Accessed 6 August 2006].

White, M. (2005) *Communities of practice: sources of information* [online]. Horsham: Intranet Focus Ltd. Available from: <http://www.intranetfocus.com/information/communities.pdf> [Accessed 12 December 2006].

Individual works with no person named as Author

AOL Time Warner (2001) *2000 annual report* [online]. New York: AOL Time Warner. Available from: <http://www.aoltimewarner.com/investors/financials/annualreports/2000ar.pdf> [Accessed 6 September 2001].

Electronic journal and news articles

Baldazo, R. (2001) "Internet Explorer 6: CNET review." *cnet* [online] 27 August. Available from: <http://www.cnet.com> [Accessed 6 September 2001].

Craven, T.C. (1998) "Human creation of abstracts with selected computer assistance tools". *Information research* [online], **3** (4). Available from: <http://informationr.net/ir/3-4/paper47.html> [Accessed 6 August 2006].

Online Encyclopedia article (www.britannica.com)

Encyclopedia Britannica. (2011) "Giovanni da Verrazanno" Encyclopedia Britannica. [online] Available from: <http://www.britannica.com/EBchecked/topic/626406/Giovanni-da-Verrazano> [Accessed 16 September 2011]

Print news and journal from an electronic source (www.newsbank.com)

Agence France-Presse. (2011) "Cell phone use may cause cancer: WHO" Agence France-Presse. [online] Available from: NewsBank Inc. http://docs.newsbank.com/openurl?ctx_ver=z39.88-2004&rft_id=info:sid/iw.newsbank.com:Worldhealth:WAFP&rft_val_format=info:ofi/fmt:kev:mtx:ctx&rft_dat=1379806DA00B9D00&svc_dat=Static:current&req_dat= [Accessed 16 September 2011]

Articles with no personal Author given

Economist. (2001) "Japan rolls out 3G phones." *Economist* [online]. 3 September. Available from: <http://www.economist.co.uk/> [Accessed 3 September 2001].

Statesman (India). (2009). "The future of internet ventures in India". *Statesman (India)* [online], 8 October. Dialog Information Service, File 20 World Reporter. [Accessed 15 November 2009].

Other References

DVD or video; film and broadcasts

Cars 2. (2011) [DVD] Los Angeles: Disney Pixar.

Strategies for winning rugby. (1995) [video] Auckland: Silver Fern Productions.

BBC News. (2011) [TV programme] BBC, 18 October 18.30.

Image: Online

Dean, R. (2008) *Topographic Oceans*. [image online] Available from: <http://rogerdean.com/store> [Accessed 1 January 2009].

Personal Interview

Wood, A. (2011) Personal Interview. 14 October.

Need More Help? Online Support Awaits!

Anglia Ruskin University Library

This website informed much of the Reference Guide you are holding. It has easy to use drop down menus that offer instant feedback on your referencing needs.

<http://libweb.anglia.ac.uk/referencing/harvard.htm>

The University of Sheffield

Maybe a little dated (still using a 2002 version) but still relevant to today – if only to remind us that not even the mighty Harvard system has a single way of doing things. Worth a visit.

<http://dagda.shef.ac.uk/study/citation.html>

www.turnitin.com

Check for yourself to see how well you have worked with your sources and make the necessary corrections. Plagiarism is a thing of the past with this powerful tool!

<http://www.turnitin.com>

References

Anglia Ruskin University. (2010) *Harvard system of referencing guide*. [online] Available from: <http://libweb.anglia.ac.uk/referencing/harvard.htm> Cambridge. Anglia Ruskin University. [Accessed 9 September 2011]

Fragonard, J. (1770) A young girl reading. [image online] Available from: http://www.nga.gov/cgi-bin/tinfo_f?object=46020.0&detail=none [Accessed 15 November 2011].

[Frog Eyes] n.d. [image online] Available from: <http://childrenstorytales.com/> [Accessed 15 November 2011]

Goldsmith, C. (2007) *Superbugs strike back*. Minneapolis: Twenty-First Century Books.

International School Moshi. (2011) ISM academic honesty policy. Moshi: International School Moshi. [online] Available from: <http://www.ismoshi.org/achonesty.pdf> [Accessed 16 September 2011]

University of Sheffield – The Department of Information Studies. (2002) *Method of citation* [online]. <http://dagda.shef.ac.uk/study/citation.html> Sheffield. University of Sheffield. [Accessed 9 September 2011]