How to use references
Learning Outcomes

Once you’ve read through this document you should be able to:

• Incorporate references into your writing
• Identify the advantages and disadvantages of different styles of in-text citation
• Identify how to develop your skills at paraphrasing
This document is:

• Not discipline-specific
• Examples given are the Teesside University Harvard style

• Not designed to show you how to create references for your reference list / bibliography:
  • Refer to the online referencing tutorial to learn how to create references http://libguides.tees.ac.uk/referencing
What is Referencing?

Identifying and listing all the sources you have referred to in your assignment. There are 2 parts to this:

1. Citing in the text
   Godwin (2014, p. 15)

2. Creating a list of references at the end of your assignment based on the works you have cited in the text your assignment
What is plagiarism?

“Taking and using another person’s thoughts, writings or inventions as your own without acknowledging or citing the source of the ideas and expressions.”

(Pears and Shields, 2019, p. 246)
How to avoid plagiarism

1. Keep accurate records of the sources you have used.
2. Judge when a reference is needed.
3. Cite and reference properly.
4. Paraphrase - use your own words to explain the ideas of others.
Worksheet Exercise 1

• When are references needed?

• Read the paragraph under Exercise 1 on the How to Use References worksheet.

• Indicate where you think citations should be included.

• Answers on following page
Exercise 1: Answer

A comparative study conducted by Bowman and Jenkins (2011), on properties built within the last twenty years and older houses, clearly illustrated the financial and environmental benefits of investing time and money in improving home insulation. A recent survey (Thermascan, 2012) and video (Norman, 2012) underlined that as much as a third of the heat generated in homes is lost through the walls or the roof as a result of poor insulation.
(Norman, 2012)

- Emphasises the information
- Positive: can help your assignment to flow
- Negative: references can sometimes appear too far away from the point
- Ensure that your reference appears at the end of a sentence not just the end of the paragraph

Norman (2012) argued

- Emphasises the author
- Positive: good for introducing reference early in a paragraph
- Negative: can reduce the impact of your points
- Negative: can become repetitive
- Ensure that you use the correct verb for your viewpoint
Verbs for viewpoints

Agree
- Demonstrate
- Establish
- Confirm
- Show

Neutral
- State
- Recommend
- Describe
- Consider

Disagree
- Claim
- Argue
- Maintain
- Contend
Worksheet Exercise 2

• What went wrong here?

• Read the short pieces of text on the worksheet and highlight where the citations are incorrect.

• Answers on next page.
Exercise 2 - answers

X According to (Smith, 2018), there is no strong evidence ....
✓ According to Smith (2018), there is no strong evidence ....

X According to Smith, 2015, there is little evidence ....
✓ According to Smith (2015), there is little evidence ....

X Fred Smith (2017) argued that there was little evidence ....
✓ Smith (2017) argued that there was little evidence ....

X In her book ‘Writing for University’, Godfrey (2016) advised ...
✓ Godfrey (2016) advised ...
What is Paraphrasing?

“When you paraphrase, you express someone else’s writing in your own words, usually to achieve greater clarity.”

(Pears and Shields, 2019, p. 15)
Quoting and Paraphrasing

Brown (2009, p. 15) believes that “As teachers we recognise the complex nature of plagiarism”

Brown (2009, p. 15) concluded that due to the complexity....

Teachers acknowledge that plagiarism is a difficult issue (Brown, 2009, p. 15)
Why paraphrase?

• Demonstrates to your lecturer that you understand the material
• Allows you to summarise
  • Saves words
• Improves the flow of your assignment
  • Allows you to reword the evidence so that it fits in with the case you’re making
• Preferable to long quotations
Worksheet Exercise 3

• How good is this paraphrasing?

• Read the short extract on the worksheet then compare each of the paraphrases.

• What mistakes have they made?
• Answers on following pages
Exercise 3 – answer to 1

• Students spend a great deal of time, energy and money in their university education, so success is usually very important, but there are many versions of what success looks like.

• Not good at all – plagiarism? - too close to original – only couple of words changed. Note that key phrase ‘great deal of time, energy and money’ which has remained unchanged.
Exercise 3 – answer to 2

Students spend a lot of money on their university courses so they need to do well, which means they are keen to make sure they obtain a good degree.

Not good because it misrepresents the meaning of the original – which doesn’t say they want to get a good degree – says that success is different for different people.
Students want to succeed at university, to justify all the effort and expense that they have spent on their education. But they do not all view what it means to succeed in the same way.

**OK.** Note that first sentence has been swapped round so it starts with students wanting to succeed then talks about effort made. Different versions changed to not all the same. An example of Method 2 of paraphrasing
Exercise 3 – answer to 4

Students advance many hours, vigour and currency in their universities so success is habitually very imperative to them. However, there are many altered styles of what that success would bear a resemblance to.

*Not good.* Heavy reliance on synonym on Word has led to sentences which don’t make sense. Not plagiarised but not easy to understand, so would not get good feedback for academic writing style.
How to paraphrase: method 1

1. Do you understand all the terms in the sentence or paragraph? Use a dictionary to look them up.
2. Hide: put the book or article away so you’re not looking at it.
3. Write a summary from your own understanding.
4. Check against the original to make sure your version uses different words.
How to paraphrase: method 2

Use a combination of techniques
1. Synonyms or similar terms
2. Swapping the order
   Cause/effect
   Reason/consequences
   Lists
3. Opposites
4. Replacing with a related word
   More detail in handout
Worksheet Exercise 4

• How to paraphrase?

• Try paraphrasing the extract in your preferred method

• Our answer is on the next page. This is just one possible answer though.
Original:
As a student, only part of your week and year will be formally timetabled. You are responsible for organising most of your study time for yourself.

Our answer:
Students need to work independently for most of the week, as timetabled classes will take up less than half of the time.
• This is just one possible answer
Turnitin

• Way of checking your work for plagiarism
• Access via eLearning@Tees (Blackboard)
• Guidance on Blackboard is helpful:
  • Can click on filters to change how results view references
  • Look out for blocks of text
Other relevant workshops

Academic Writing
Structuring Your Assignment
Finally

- Practise! The more you reference the easier it gets
- Check on LibGuides and use ‘Cite them right’
- Help is always available so please ask
- Tutorials to support your writing
References


