10   Referencing and plagiarism

Why is referencing important?

Every time you refer to somebody else's thoughts and arguments you need to both identify clearly whom you are referring to and from where you found this material.

You need to do this whenever you:

- quote somebody else's work directly;
- closely summarize a passage from another writer; or
- draw directly upon somebody else's writing and ideas.

It is important that you indicate the source of the information that you use in your written work for at least three reasons.

- Information in one sense 'belongs' to the person who discovered it or formulated it: to take it from someone else and claim it as your own is like stealing. This is known as plagiarism (see below).

- Readers of your work who wish to find out more about the subject will often want to locate your sources to learn more about the background. For this reason, referencing must be comprehensive and accurate.

- If there is an error in the work that you quote, referencing enables you to pass on the blame to the original author!

Please refer to this section frequently during the preparation and writing of your coursework assignments (and your research dissertation if you one enrolled on the MSc), so that you develop good referencing habits.

Plagiarism

In your written work it is most important that you show clearly where you are using information or ideas that have been obtained from other sources. You must make sure that all the work that you submit for assessment is written in your own words and that it is properly referenced. Except for short, fully referenced quotations, you must under no circumstances reproduce passages borrowed wholesale from books, articles or other sources written by another person. Similarly, you must not summarize an author's ideas or arguments without providing a citation at that point, and also list the full detail of the reference at the end of your work. If you do so, you are wrongly indicating that you have thought of the points yourself. This is known as plagiarism. Plagiarism is grounds for a charge of academic misconduct, which, if proven, would seriously affect your performance in a module and possibly in any degree to which you expect that module to contribute. To check for plagiarism we use an electronic checking system called Turnitin (http://Turnitin .com/en_us/home).

The most important lesson to learn about plagiarism is not that you can get caught, but that you should take steps to avoid it. Avoid it by carrying out sufficient new analysis in your work and by applying enough original, critical thought so that you can write up a reasonable amount of material that reflects your own thoughts and discoveries. You can also avoid plagiarism by ensuring that you use correct referencing in your text wherever you have obtained material from others. When you submit a coursework assignment to WEDC you sign a certificate (or statement) of authorship. By doing so you are confirming that, except where you have shown otherwise, all the material you present in your work is your own.

How to reference well

There is no excuse for poor referencing! When you read information relevant to a coursework or your research dissertation, record all details of references and page numbers carefully. Write details of the source on any materials that you photocopy. Do not rely on memory, or plan to find the sources again later. You may well forget, and you may not be able to find the document or exact page again when you need it. Keep a clear and complete list with correct spellings. Some documents may not state the publication date; these should be referenced as undated documents using 'no date' as described in 'Citing information' earlier.

Also, you should make sure that you understand how books, papers, personal communications, electronic sources and lecture notes should be referenced. The remainder of this section offers you appropriate guidance.

Referencing should provide sufficient information to enable the reader to trace the source. Providing them with the relevant page number in the original document makes this task much easier and this practice should be followed wherever possible.

British Standard Harvard and RefWorks

Since September 2011 WEDC has asked students to use the 'Harvard British Standard' system of referencing in their coursework assignments and research dissertation to indicate the original sources of information used.

Formerly WEDC recommended, and used, a variation of the Harvard system, so you will see a few minor differences in some of the material produced before that date. The differences relate mainly to the presentation style of the list of references where we no longer use parentheses around the dates; we use only capital letters for surnames; and we put the country before the publisher.

British Standard BS5605:1990, entitled *Citing and referencing published material*, gives advice on referencing for three systems, one of which is the Harvard style. BS ISO 690:2010 entitled, *Information and documentation – Guidelines for bibliographic references and citations to information resources*, also provides advice on referencing, and gives examples of the same three systems. You should not need to look at either of these references because the following text should give you all the advice that you need. If it does not cover a particular case, then ask for additional guidance. The University Library also provides an advice sheet.

The Library also provides comprehensive guidance and training on the use of various types of bibliographic management software, such as Mendeley, that can help students manage long lists of references.

Since 2007, the word processing software Microsoft Word has provided a 'Citations and bibliography' menu, that allows you to set up a list of references from which you can subsequently cite, with an abbreviated reference, in any document you produce. Select the 'ISO 690 1st element & date' system which corresponds to Harvard. (Note the difference here is that the date also appears at the end of the reference which is not necessary). At the end of the document, an automatic list of references can be produced.

The following two main sections give you the necessary guidance on how to reference properly. The first shows you the abbreviated version of the reference, called the 'citation', which you need to show in the text you write.

Then the section 'Showing full referencing information' in the list of references shows you what additional details should be provided'

Do not muddle up the advice given in each of these sections!

Showing citations in the text

In the Harvard system, the author's surname and date are written in the text. Note that this is different from the 'Numeric system' that uses sequential numbers or footnotes. Please ensure you use Harvard.

Citing information from a book

In order to help readers of your work find the exact place in a book or other document where you found specific information, you should, wherever possible, refer to the page number. Alternatively, if you need to refer to a whole chapter or section of a book then show the appropriate range of page numbers. This should appear in the abbreviated form of the reference shown in the text, after the date and separated from it by a comma and the letter 'p.' for a single page or 'pp.' for a series of pages. Only the date will appear in the list of references not the page number(s), except when referencing a paper in a journal.

The following two examples illustrate two correct forms of citations as used in the text of a document:

> Early work on the ergonomics of wooden seats (Schlumdorfer, 1921) made a clear distinction that ....

In the previous example, no page number is shown since the whole of the document is being referred to.

> This supports the recommendations of both Ashe (1952, pp. 23-32) and Beech (no date, p. 16).

Note '(no date)' in the last citation means simply that no date of publication could be found on the document, whereas 'p.16' means the recommendations referred to can be found on page 16 of the document. Ensure that you use only the author's surname in the text. Note that when an academic publisher in the UK shows an author's name on the cover of a book they normally write the first name (or initials) first, and this is followed by the surname (family name).

Do not use the first name(s) or corresponding initials in the citation. Instead, these additional details should be shown in the full version of the reference that presented in the list of references.

Do not use titles such as Prof., Ms or Dr other than in a sentence where you need to specifically refer to people with whom you have had personal communication.

If a reference is written by up to three authors, write all surnames in the citation. Where there are four or more authors write 'et al.' after the first author's name. 'et al.' is the Latin phrase meaning 'and others'.

> Earlier work in the field (Thorne, 1988; Payne et al., 1990, pp. 24-37; Sharpe and Tingle, 1992) had indicated that ....

However, all of the authors' names for any joint publication should be written out in full in the list of references at the end of your work.

If an author has more than one relevant publication in one year, then label them with a letter in alphabetic order, as in the following example:

> Other investigations (Kershaw, 1981a, p. 14 and 1981b, p. 27) showed that ...

Each of these publications should be referenced individually in the full list of references at the end of your work.

If there is no identifiable author, then the name, or acronym, of the organization that produced the publication should be cited. For anonymous editorial articles, the journal title, or an abbreviated form, may be used as the author.

Acronyms (for example, WEDC rather than 'Water, Engineering and Development Centre') are usually preferable for citations in the text, since they are short. In the full list of references, the same acronym and date should be used at the start of the line, but the full name of the organization should be shown at the end of the details as the publisher (or just before the publisher) if that organization did not publish the document.

As you will see in 'Showing full referencing information in the list of references' you need to ensure that for a particular reference the author's surname and the date that are used in the citation are shown at the start of the appropriate line in the reference list.

Citing electronic sources

Where you need to show in the text a reference to an electronic source such as a website, use only the author's surname, or name of the website, in the text and not the full website address. For the examples shown this section you would show only WELL (no date) and VSO (1998) in the text. The full reference, including the Internet address, will be shown in the list of references

Citing diagrams, photographs and tables

You also need to show the source of all diagrams, photographs, tables, etc. that are based on material from published sources. You can do this by using the word 'Source:'

followed by the author's surname and date. This can appear just after the title, for example:

> Figure 8.1. Photograph of a well being lined
> *Source: Skinner (2002)*

A full reference to the source of the figure should also be given in the list of references, as you would for other information from a published source.

Secondary referencing

Secondary referencing means that the secondary author (the one you are reading) is quoting from a primary source. Secondary referencing should be avoided where possible.

Before referring to a secondary source it is always best practice to try to locate the original reference, because in a secondary reference the original author's work is being seen from a second person's perspective. If you cannot trace a reference used by someone else to support an important fact, then mention both the original reference and the person who quoted that reference like this:

> Early indications of water quality problems were provided by Martin (1984), as quoted by Peters (1993, p. 127) .....

Give full reference only to the publication that you have read, that is Peters (1993) in the list of references. In this case, Peters refers to Martin (1984) on page 127 of his book.

Repeated citations

In some circumstances, one or more citations may be used several times within a particular section of your work.

To avoid listing the same citation several times within a short section, it is recommended that, at the start of the section, you write a short sentence of explanation. No further citation of the major source of information is then needed, but the source document(s) must be listed in the references.

For example, you can start a section with:

> Material in this section is based on studies made by Desai (1993, pp. 68-102) and Chapman (1995).

...or

> Except where other sources have been indicated, meteorological material in this chapter has been obtained from the following publications: Hale and Snow (1989, pp. 20-32), Tempest et al. (1996, pp. 57-80) and Fogg (1994, pp. 17-23).

The above approach assumes that you are not quoting directly from the source, but are summarizing the ideas in your own words, or using data from the source quoted, but presenting it in your own way, otherwise you should make use of quotation marks as described in the section about citing quotations.

Some authors choose to use Latin abbreviations in the text instead of keeping on repeating the reference, but for clarity, we suggest that you repeat the author's name, each time showing the relevant page number(s) in the author's book.

The abbreviations that you may see used elsewhere are:

- op. cit. This is short for *'opere citato'*, which means 'in the work cited'. It is used in a numeric reference list to mean 'in the publication previously cited' (but not immediately preceding). The author's name (year) will be given again but not the full citation.
- ibid. This is short for *'ibidem'*, which means 'in the same place'. It is used in place of the author's name in repeated citations to mean 'in the previous reference'. This again is normally used in a numeric reference list and refers to the reference immediately preceding it. The word 'ibid.' is used alone.

op. cit. and ibid. are used in numeric referencing systems, where references are indicated by numbers corresponding to a numbered list at the end of a publication.

As described above, WEDC uses a different, alphabetic referencing scheme, based on the 'Harvard system' so op. cit. and ibid. are unlikely to be used in your work.

Note that although Latin words are usually shown in italics the abbreviated forms — et al., op. cit. and ibid. — are normally typeset as standard text.

Citing materials available in several publications

You may wish to refer readers to material that is well-documented in several sources. Material of this nature can be referenced by providing a reference to one (or more) source that is readily available.

For example:

> The proof of the intersecting chord theorem can be found in many standard geometry textbooks, for example, Jacobs (1987, pp. 37-40).

Citing quotations

If you decide to use a direct quotation, because the words are famous or particularly well written, be sure that it is clearly indicated. It should be presented within inverted commas, and indented.

You can also use italics. The page number should be quoted in the text as part of the reference, for example:

> "Written sources often have the insidious effect of appearing more reliable than oral sources, and so displace the latter from their rightful place." (de Waal, 1989, p. 5)

Citing personal knowledge and personal contributions

In general, any unreferenced material in your work is assumed to be your own original material. However, it is good to take credit for materials that you have developed.

Text can be referenced by use of phrases such as: 'in the author's experience' or 'from the author's knowledge of the area'.

Diagrams, flow-charts, computer software listings etc. can be referenced by including 'Source: Author (year)' after the material that you developed, showing your surname instead of 'Author' and indicating the year that you produced it. This means that you, as the author, receive credit, and the reader does not think that you have used material from someone else without citing it.

For example, you could write in the text:

> '... in the author's experience, groundwater is usually used for domestic purposes within rural areas of the province, and surface water is used for irrigation of crops.'

Below a drawing, photograph or diagram that the author James Bedlow had produced in his report he would write:

> *Source: Bedlow (2002)*

Showing full referencing information in the list of references

Introduction

In the previous section, advice was given on the type of abbreviated reference (citation) to show in the text of your document. This section shows you how to present the full details of the document in the list of references at the end of your work. This list should contain all the sources of information (including reference to the origin of photographs and diagrams) that you have referred to in the text, so that anybody can find the original source. The inclusion of a reference in the list of references implies that you have read relevant sections from the original. It is not acceptable to copy references from someone else's work and use them in your list as if they were your own!

Where you are unable to look at an original reference used by someone else, you should not show it in your list of references.

For example, in the case mentioned in secondary referencing, where one author quotes another (i.e. Peters quoted Martin),

the original source (Martin) will not appear in your list unless you have looked at that reference yourself.

Consistency of style throughout the list of references is expected. The references should be listed in alphabetical order (not the order in which they appear in the text), based on the family name/surname. They should not be numbered or shown in a bullet pointed list.

Where there are several works from one author quoted in the text, these should be arranged in your list according to the date of publication. As mentioned in 'Citing information from a book' use the letters a, b and c etc. after the date if a number of publications by the same author occur in the same year. Where an author has several publications of different dates it is usual to list them in chronological order in the list of references (i.e. oldest first).

British Standard Harvard recommends that the surnames of authors be shown in capital letters. As mentioned earlier, this is one of the differences from former WEDC recommendations.

If, rather than the author's initials, you want to show their first name, that name should start with a capital letter followed by lower case letters thus:

SMITH, John, 2007. *A study of...*

However, normally it is sufficient to use just initials.

Where there are three or more authors, all but the last name should be separated from the previous ones with a comma, for example:

SMITH, J., BROWN, K.L., GREEN, W. and BLUE, D., 2007. *A guide to ...*

If you use an acronym in the abbreviated reference in the text, then you should use the same acronym and date at the start of the line in your list of references. However, show the full name of the organization at the end of the details, or just before the publisher if these are different (as shown for the AWWA example in the next section). You are required to use the formats as indicated in the following section for the different types of media.

References to books

In addition to details of the authors and the date, book references in the list of references should state the place of publication and the publisher.

You should also state the country of publication if there is any possibility of confusion. If the date is not known then type 'no date'.

The title of the book should be shown in italics.

Note that the place of publication appears before the name of the publisher. This is a change to the system WEDC used to recommend.

Some typical examples are listed below.

HARDOY, J.E., CAIRNCROSS, S. and SATTERTHWAITE, D. (eds.), 1990. *The Poor Die Young.* London: Earthscan Publications Limited.

Note that 'eds.' in the above reference means that all the people listed were editors of the book. If there is just one editor then use 'ed.' after his/her name.

AWWA,1990. *Water Quality and Treatment: A Handbook of Community Water Supplies*. American Water Works Association. New York: McGraw Hill.

DAVIS, Jan and LAMBERT, Robert, 1995. *Engineering in Emergencies: A Practical Guide for Relief Workers.* London: Intermediate Technology Publications.

MORLEY, David, ROHDE, Jon and WILLIAMS, Glen, 1983. *Practising Health for All.* Oxford, UK: Oxford Medical Publications.

WORLD BANK, 1997. *World Development Report 1997: The State in a Changing World.* Oxford, UK: Oxford University Press.

You will notice in the above list that for some books the author's first names have been used and for others simply the initials.

As a guide, use the form in which the names appear in the publication, but normally initials will suffice.

Note that for each author, and not just for the first author, WEDC recommends that the surname is listed before the first name or initials.

As previously mentioned, when a publisher in the UK shows an author's name on the cover of a book they normally write the first name (or initials) first and this is followed by the surname (family name). You may find this confusing if in your country they list them the other way round!

Reference to a contribution in a book

Where different chapters or papers in a book are written by different named authors, you will need to use the author's name rather than the editor's name. Page references are also useful. For example:

BELL, Morag,1991. Reconstructing communities as agents of progress. In: Andrew COTTON, Richard FRANCEYS, Len HUTTON and John PICKFORD (eds.), *WATSAN, 2000: Proceedings of the UNICEF orientation/training workshop for water and sanitation staff, 23–27 July 1990.* Loughborough, UK: Water, Engineering and Development Centre (WEDC), Loughborough University, pp.19–32.

Note that the convention in this instance is that the names of the compilers and/or editor(s) of the book in which the article appears are not listed surname first.

References to journals, serials and periodicals

Periodicals are collections of articles or other material such as reports, proceedings or transactions issued by a society, an organization or an institution.

When referencing articles in periodicals, it is important to use sufficient details so that the reader can find the exact article. Note that the title of the periodical is shown in italics and the volume (in bold), number (in brackets) and page(s) on which the paper/article appears are quoted. No publisher or place of publication is shown:

COTTON, A.P. and FRANCEYS, R.W.A.,1988. Urban Infrastructure: Trends, Needs and the Role of Aid. *Habitat International* **12**(3), 139–147.

The number in bold indicates Volume 12 and the adjoining number in parentheses indicates Number/Part 3.

For anonymous editorial articles, the journal title or an abbreviated form may be used as the author (see also comments on using acronyms). For example:

WWEE, 1998. Libyan GMR military claims ridiculed. *World Water and Environmental Engineering* **21**(2), 6.

The word 'Anon' may also be used for 'Anonymous' where the author is unknown.

In the case of a newspaper article, please use the following as an example:

MARSH, Alec, 1998. Smart pen means writing on the wall for paper and ink. *Daily Telegraph,* UK, 9 October 1998, p.4.

Reference to a conference paper

If you are referring to just one paper from a conference then the details of the proceedings are included in the reference.

For a citation in the text that shows Kjellerup and Asimah (2000) the entry in the list of references would be:

KJELLERUP, Bent and ASIMAH, S.E., 2000. 'Hand pump performance monitoring (HPPM)'. In: John PICKFORD (ed.) *Water, Sanitation and Hygiene: Challenges of the Millennium, proceedings of the 26th WEDC Conference, Dhaka, Bangladesh, 2000.* [online] Loughborough, UK: Water, Engineering and Development Centre (WEDC), Loughborough University. [viewed 29 September 2010] Available from: http://wedc.lboro.ac.uk/resources/conference/26/Kjellerup.pdf

If you are using many references to papers from the proceedings of a particular conference, then you can abbreviate the reference by showing just the author of the proceedings in each reference, and then also list the details of that author and the proceedings separately, as shown in the following two entries.

They would each be shown at the appropriate places in the alphabetical list:

KJELLERUP, Bent and ASIMAH, S.E., 2000. *Hand pump performance monitoring (HPPM)*. In: PICKFORD (2000, pp. 32-34)

PICKFORD, John (ed.), 2000. *Water, Sanitation and Hygiene: Challenges of the Millennium, proceedings of the 26th WEDC Conference, Dhaka, Bangladesh, 2000.* Loughborough, UK: Water, Engineering and Development Centre (WEDC), Loughborough University.

References to reports

Here are some examples of how to reference information obtained from reports:

NRA, 1994. *The Warwickshire Avon catchment management plan: final plan.* Tewkesbury, UK: National Rivers Authority (Severn Trent Region).

MORALES, J.I., 1992. *Privatization of Water Supply.* Unpublished Thesis (MSc). Loughborough, UK: WEDC, Loughborough University.

NARAYAN, Deepa, 1996. *Toward participatory research.* (World Bank Technical Paper Number 307). Washington, D.C.: World Bank.

Reference to information from lecture and module notes

Always try to find the original source if possible, rather than referring to information found in module notes. If you have to give a reference to module notes, please use the following convention.

SKINNER, Brian (ed.), 2009. *Water and Environmental Sanitation.* Unpublished MSc programme module notes. Loughborough, UK: WEDC, Loughborough University.

Reference obtained from conversation or personal letter

Personal communications should indicate the status/position of the person, the nature of the communication (interview, telephone conversation, letter, email, etc.) and, if possible, the actual date. Some examples of what would be shown in the list of references are listed below:

PICKFORD, J.A., 1998. (Emeritus Professor, Loughborough University, UK) Personal communication (Interview).

LANE, Jon, 1997. (Director, WaterAid, London) Personal communication (Email 7 January 1997).

Reference obtained from an electronic source

Procedures for referencing electronic sources are not yet as well-established as they are for printed sources, but try to be consistent and provide sufficient information to allow the reader to find the original source.

At the end of the reference state the date when you viewed the information, because some websites are updated regularly and the material may therefore change. The year shown in the parentheses at the start of the reference is reserved for the date that the material was first published. Try to find this in the electronic document. If the date is unknown use 'no date' as previously explained.

World Wide Web

Here are some example references to material found on the Internet:

> WELL, no date. *Publications and Information Products* page. WELL Resource Centre Network. [online] [viewed 12 October 1998] Available from: http://www.lboro.ac.uk/well/resources/Publications/publications.htm

> VSO, 2011. Voluntary Service Overseas (VSO UK) Home Page. [online] [viewed 15 September 2011] Available from: http://www.vso.org.uk/

Note, if your computer automatically underlines web addresses you can leave them underlined but note that underscores in the link may be obscured if you do this. If you want to remove the underlining you can remove it by applying the 'underline' feature in your word processing package for a second time. Whatever you do, be consistent throughout your work.

When you access a website, its address is usually displayed in the address bar at the top of the browser that you are using (e.g. MS Internet Explorer). It is easy to make mistakes when typing URLs, so it is better to use the copy and paste functions when quoting the web address in the list of references.

Be aware that on some websites, many pages will show the same website address in the address bar. This makes it hard for someone to track down a particular piece of information from the address that you may quote.

This shared webpage address occurs where web pages are made up of frames. You can recognize these websites by looking to see if certain parts of the webpage scroll within the overall page (i.e. the information in some parts of the screen stays in place while you scroll down the text to read information that is off the screen).

If the URL in the address box on a web browser is not the appropriate address for certain parts of the web page displayed then you should find the more specific address. To do this position your cursor on the part of the page you want to know the address of, then click the right-button of the mouse, click on 'Properties', and note the information in the 'Address [URL]' section of the box. This address can be copied and pasted into a document. If you are unsure that you have the right address, try pasting that URL into the address box on the browser, press 'enter' (or click on 'Go') and see what happens!

Where a published text that you consulted in the form of a paper copy is also found on the Internet, it is useful to make the reader aware of this. Then they can easily access the document. You can let them know from where it is available by adding a note at the end of the standard reference, thus:

> HARVEY, P. and SKINNER, B.H., 2002. *Sustainable Handpump Projects in Africa* – Report on fieldwork in Zambia 18 April–4 May 2002. Loughborough, UK: Water Engineering and Development Centre (WEDC), Loughborough University. Also available from: http://wedc.lboro.ac.uk/docs/research/WEJW2/Report_-_Zambia.pdf [viewed 15 September 2011]

Electronic discussion lists

If there is an archive of an electronic discussion available on a website, refer readers to this so they can read the message for themselves. For example:

> CARTER, Richard, 23 November 2001. 'Handpump Sustainability'. Contribution to e-conference on *Handpump Sustainability* [online] [viewed 15 September 2011] Available from: https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind01&L=rwsn-forum&F=&S=&P=54263

If to read the contribution mentioned above someone has to opt into joining the discussion list, then provide the website address where s/he can join the list in the same way as shown above, or provide the email address of the list owner thus:

> SHAW, R.J., 10 October 2002. 'Afridev handpump' Contribution to WEDC Distance Learner's discussion list. Available from email: b.h.skinner@lboro.ac.uk.

Where an archive and membership of a list is not publicly available, you would need to write:

> TRACE, Simon, 2 July 1999. 'DRA conference—a summary from WaterAid's perspective' Contribution to e-conference on Demand Responsive Approach. Not publicly available.

CDs and videos

Occasionally you may need to refer to information obtained from a CD or video. For readers of your work who will not have the CD/video, it will be useful to also refer to any webpage about the item, so they can obtain it or find the information there. For example if in the text you cited a paper on a CD using Dreiseitl (2002) then in the list of references you could write:

> DREISEITL, Herbert, 2002. Water in our cities. In: HARTUNG (2002).

Then you give details of the CD elsewhere in the list as:

> HARTUNG, Hans (ed.), 2002. *The rainwater harvesting CD.* Walkersheim, Germany: Margraf Publishers. Available from: http://www.iees.ch/pdf_files/Flyer_Rain.pdf

Alternatively, and this would be better if there are only a few documents from the CD that you refer to, combine the paper and details of the CD in one reference as illustrated in Reference to a conference paper.

Reference to personal knowledge and personal contributions

If, as shown in 'Reference to personal knowledge and personal contributions', an author has referred to himself as the origin of a photograph, then in the list of references, James Bedlow could provide more details about the way he obtained the photograph(s) such as its location, but this will not usually be necessary. For example:

> BEDLOW, James, 2002. Photographs taken by the author during a visit to Central Province, Zambia, May 2002.

Your bibliography

A bibliography is a list of sources of information that have not been cited, but that may be of interest as background reading. It may be helpful to include a bibliography in addition to a list of references, although this is not usually necessary.

The format for references in the bibliography will be identical to that in the list of references but the list will be entitled 'Bibliography'. It should be separate from, and be positioned after, the list of references.

Checking

Before submitting a coursework assignment or your research dissertation, take time to check that every citation in your text is shown in the same format in the list of references. In addition to the authors' names, check that dates and page numbers (where used) are shown correctly.

Also check that there are no documents in your list of references that are not mentioned in the text. You can do this by reading through the text and putting a mark against each listed reference when you find the text. At the end check for any that are unmarked.

You can use the 'Find' feature of a word processor to search for any particular word (such as an author's surname), or groups of letters, or dates. This is useful for double-checking for references that seem to be missing from the text. If you search a file containing your complete work and do not find the author's name, then you know that you have not used it, or have misspelled the name.

Managing citations and references

Versions of Microsoft Word from 2007 onwards allow you to cite documents from a list of references that you produce.

As mentioned above, Mendeley is a freely available references management software. It is available from https://www.mendeley.com.

However first see the advice on the Library site that tells you how to download the 'plug in' to ensure that the entries in the list of references are in the British Standard Harvard style recommended by the university.

The serious nature of plagiarism

Plagiarism and academic misconduct

Plagiarism is the presentation of the work of others, without acknowledgement, as one's own. This information may be from books, the web or other students. It is a form of cheating.

Plagiarism includes the failure to acknowledge clearly and explicitly the ideas, words or work of another person, whether these are published or unpublished. This includes the work of other students — near-identical submission of parts of coursework assignments will be considered as plagiarism.

Claiming the work of others to be one's own is a serious offence. Its detection will normally incur a penalty. University procedures for dealing with plagiarism and the range of penalties are included in the 'Plagiarism' section (LU, 2016a) of the University's Student Handbook (LU, 2016b). This includes very useful examples of good and bad referencing, that illustrate how a charge of plagiarism can result from poor referencing. It can be found electronically at http://www.lboro.ac.uk/students/welcome/handbook/examsandassessment/plagiarism/.

Problems in the past at WEDC

Coursework assignments

We often deduct marks from coursework assignments for poor referencing and follow the university procedures to apply severe penalties for plagiarism that can result from poor referencing.

In the past, a WEDC member of staff noticed similarities between the coursework assignments submitted by different students. These students were charged with 'Minor Academic Misconduct' and the Dean of the School of Architecture, Building and Civil Engineering decided that their coursework marks should be considerably reduced.

We can automatically check electronic copies of coursework against those of students in the same year or in previous years, so even if the member of staff marking the work does not notice similarities, these will be automatically detected.

To check for plagiarism we use an electronic checking system called Turnitin (http://Turnitin .com/en_us/home). This automatically highlights passages in a student's work that are identical to, or very similar to, text found anywhere else on the Internet and in work previously submitted to Turnitin . We can then check whether these sections of the text are properly referenced.

Research dissertation

All research dissertations that are submitted by students are put through Turnitin . In a past year, the Turnitin return showed that one student had not referenced information he had taken straight from a literature review that he found on the Internet. He was penalized with a marks reduction. He narrowly escaped major penalties (he could have failed that module and his whole MSc degree).

Another student received zero for his dissertation because of the extent and nature of the plagiarism.

How to avoid plagiarism

There are four simple ways to avoid plagiarism:

- Do not copy from other students' work.

- Do not 'cut and paste' information from the Internet, or another source, without properly referencing it and showing it as a quotation.

- Use the WEDC-recommended method of citing what you write. Use inverted commas,or italics, where you are exactly copying part of another source, so that the extent of the quotation is clear.

It is easy to avoid plagiarism. There is no excuse for students misunderstanding how to reference properly. 'Forgetting' to reference material obtained from elsewhere is not a valid defence when charged with plagiarism! If you are in doubt how to reference then ask the responsible examiner (module tutor).

List of references

LU, 2016a. *Student Handbook.* Loughborough, UK: Loughborough University. [online] [viewed 8th September 2016] Available from: http://www.lboro.ac.uk/students/welcome/handbook/

LU, 2016b. *Exams and Assessment: Plagiarism. Student Handbook.* Loughborough, UK: Loughborough University. [online] [viewed 8th September 2016] Available from: http://www.lboro.ac.uk/students/welcome/handbook/examsandassessment/plagiarism/

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BSI, 1990. *Recommendations for citing and referencing published material.* British Standard BS 5605:1990. London: BSI.

ISO, 2010. *Information and documentation – Guidelines for bibliographic references and citations to information resources.* 3rd edition. International Standard BS ISO 690:2010. Switzerland: ISO.

REED, B. and SKINNER, B. How to use and cite literature effectively. WEDC Guide 10. Loughborough, UK: WEDC, Loughborough University. [online] [viewed 20th May 2015]. Available from: https://wedc-knowledge.lboro.ac.uk//details.html?id=19409

University resources

If you have access to the Internet, you can find advice and further reading relating to referencing on the University Library's website and on the university's LEARN server. The Library offers self-help learning support on referencing and avoiding plagiarism via 'Learning Central Online'.

The Library also provides other useful resources such as guidance on bibliographic management software (such as Mendeley).

These are all available via:http://www.lboro.ac.uk/services/library/skills/topicslist/topic---references-and-citations.html#

If methods for giving references found via these courses differs from these notes, opt for the latter.