References, Citations and Avoiding Plagiarism
References, Citations and Avoiding Plagiarism

Why should I cite my sources?

• Referring to your source material gives authority to your work and demonstrates the breadth of your research
• Your list of citations will enable readers of your work to find the information sources for themselves
• Failure to credit sources of information used for an essay, report, project, journal article or book constitutes plagiarism, and for this you may be penalised. UCL policy on plagiarism is stated at www.ucl.ac.uk/current-students/guidelines/plagiarism
• UCL uses a sophisticated detection system, Turnitin to scan work for evidence of plagiarism; this system has access to billions of systems worldwide (websites, journals etc.) as well as work previously submitted to UCL and other universities

Referencing styles

The two main standard systems for citing sources correctly are the Harvard or author/date system and the Vancouver or footnotes/endnotes system, otherwise known as the numeric system. There are variations on both types, and you do need to know which system your department requires you to use. You can find out by referring to your departmental student handbook, or by asking your tutor.

For examples of other referencing systems see books shelved in Main Library at REFERENCE DA 6 and our WISE courses at www.ucl.ac.uk/library/training/guides

In journal publishing, versions of both the Harvard and the Vancouver systems are widely used according to the “house style” outlined in the journal’s “Instructions to Authors”.

Harvard System

• Known as the ‘author and date’ system, references made in the text are listed in alphabetical order by the surname of the first author in the bibliography at the end of the text. N.B. if the author is unknown you should use “Anon”
• At every point in the text where a particular item is referred to, include the author’s surname and the year of publication along with page numbers if you are quoting these specifically
• If there is more than one work by a given author from the same year you can differentiate between them by adding “a”, “b” etc. after the year
• For up to three authors include all names; if there are more than three, give the first author’s surname and initials followed by et al.
• Periodical titles are usually spelt out in full

In his survey of the mating habits of frogs, Bloggs (1998) refuted that ...

Entry in bibliography:

Vancouver System

• Known as the “numeric” or the “footnote/endnote” system; references are numbered consecutively in the order in which they are first cited in the text.
• At every point in the text where a particular work is referred to, include the number of the reference in brackets.
• For up to six authors include all names; if there are more than six, give the first six authors’ surnames and initials followed by et al.
• Periodical titles are commonly abbreviated.

e.g. Reference within essay:

In his survey of the mating habits of frogs, Bloggs (1) refuted that ...

Entry in bibliography:


How to reference books

Harvard
Author surname/s, initial/s, ed. or eds. (if editor/s). Year of publication. Title. Edition (if not the first edition) ed. Place of publication: Publisher.


Vancouver
Author surname/s initial/s, editor/s (if editor/s). Title. Edition (if not the first edition) ed. Place of publication: Publisher; Year of publication.

References, Citations and Avoiding Plagiarism (cont’d)

How to reference chapters/papers

**Harvard**


**Vancouver**


How to reference journal articles

**Harvard**
Author/s surname/s, initial/s. Year of publication. Title of article. Full journal title, Volume number(Issue number), pp. Page numbers.


**Vancouver**
Author/s surname/s initial/s. Title of article. Abbreviated journal title. Year;Volume number(Issue number): page numbers.


How to reference theses

The reference needs to include information in the following arrangements:

**Harvard**

**Vancouver**
How to reference electronic resources

Electronic resources are much the same as their hard-copy versions so these should be cited in the same way but with some adjustments such as the URL, date it was accessed or DOI (Digital Object Identifier):

**E-journal**

**Harvard**


**Vancouver**
Author/s surname/s first name or initial/s. Title of article. Title of the Journal. [Internet]. Date of publication/last update or copyright. [Accessed date]; Volume number(issue number): Page numbers. Available from: URL.


**Website**

**Harvard**
Author/s or corporate body. Date of publication/last update or copyright date. Title. [online]. Available from: URL [Accessed date].


**Vancouver**
Author/s or corporate body. Title [Internet]. Date of publication/last update or copyright. [Accessed date]; Available from: URL.

References, Citations and Avoiding Plagiarism (cont’d)

E-mail

Harvard
Author’s name, initial/s. (e-mail address) Date sent. Title of e-mail highlighted, italicised or in quotation marks. E-mail to recipient’s surname, initials or mailing list (e-mail address).

• Goskar, T. (t.goskar@wessexarch.co.uk) 21 Jun 2004. “Wessex Archaeology Press Release: Builders of Stonehenge found.” E-mail to Britarch mailing list (britarch@jiscmail.ac.uk).

Vancouver
Author’s name, initial/s. (e-mail address) Title of e-mail highlighted, italicised or in quotation marks. E-mail to recipient’s surname, initials or mailing list (e-mail address). Date sent.

• Goskar, T. (t.goskar@wessexarch.co.uk) “Wessex Archaeology Press Release: Builders of Stonehenge found.” E-mail to Britarch mailing list (britarch@jiscmail.ac.uk). 21 Jun 2004.

Tweet

Various ways of referencing tweets have been recommended to date but the main thing to note is that as they are so short the whole text can be included:
