



**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

e.g. Reference within essay:

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

Entry in bibliography:

Bloggs, B. 1998. Frogs and their mating habits. London: Tadpole Press.

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:

1. Bloggs B. Frogs and their mating habits. London: Tadpole Press; 1998.

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.

- Dawkins, R. 1986. The blind watchmaker. 2nd ed. Harlow: Longman.
- Osborne, K. ed. 1995. Stonehenge and neighbouring monuments. London: English Heritage.

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.

- Dawkins R. The blind watchmaker. 2nd ed. Harlow: Longman; 1986.
- Osborne K, editor. Stonehenge and neighbouring monuments. London: English Heritage; 1995.



References, Citations and Avoiding Plagiarism (cont'd)

How to reference chapters/papers

Harvard

Author/s surname/s, initial/s. Year of publication. Title of chapter/paper. In: Editor/s initial/s and surname/s, ed/s. Title of book. Edition (if not first) ed. Place of publication: Publisher, pp. Page numbers.

- Scragg, D. G. 1991. The nature of Old English verse. In: M. Godden and M. Lapidge, eds. The Cambridge companion to Old English literature. Cambridge: Cambridge University Press, pp. 19-28.

Vancouver

Author/s surname/s initial/s. Title of chapter/paper. In: Editor/s surname/s and initial/s, editor/s. Title of book. Edition (if not first) ed. Place of publication: Publisher; Year of publication. p. Page numbers.

- Scragg DG. The nature of Old English verse. In: Godden M. and Lapidge M, editors. The Cambridge companion to Old English literature. Cambridge: Cambridge University Press; 1991. p. 19-28.

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.

- Greenhalgh, T. 1997. How to read a paper: the Medline database. British Medical Journal, 315(7101), pp. 180-183.

Vancouver

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

- Greenhalgh T. How to read a paper : the Medline database. BMJ. 1997;315(7101): 180-183.

How to reference theses

The reference needs to include information in the following arrangements:

Harvard

- Matthews, V.C. 1998. The true self-knower: Central themes in Iris Murdoch's moral philosophy. Thesis (Ph.D.), King's College, University of London.

Vancouver

- Matthews, V.C. The true self-knower : Central themes in Iris Murdoch's moral philosophy. Thesis (Ph.D.), King's College, University of London, 1998

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

Author/s surname/s, first name or initial/s.
Year. Title of article. Title of the Journal. [online].
Volume number(issue number), pp. Page numbers. Available from: URL [Accessed date].

- Enstrom J.E., Kabat G.C. 2003. Environmental tobacco smoke and tobacco related mortality in a prospective study of Californians, 1960-98. *BMJ* [online]. 326, p. 1057. Available from: <http://bmj.bmjournals.com/cgi/content/full/326/7398/1057> [Accessed 23 August 2004].

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Author/s surname/s first name or initial/s.
Title of article. Title of the Journal. [Internet].
Year. [Accessed date]; Volume number(issue number): Page numbers. Available from: URL

- Enstrom JE, Kabat GC. Environmental tobacco smoke and tobacco related mortality in a prospective study of Californians, 1960-98. *BMJ* [Internet]. 2003. [Accessed 2004 Aug 23]; 326: 1057. Available from: <http://bmj.bmjournals.com/cgi/content/full/326/7398/1057>

Website

Harvard

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

- NASA Spacelink System. 29 August 2009. A brief history of rocketry. [online]. Available from: <http://science.ksc.nasa.gov/history/rocket-history.txt> [Accessed 2 September 2009].

Vancouver

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

- NASA Spacelink System. A brief history of rocketry [Internet]. 29 August 2009. [Accessed 2 September 2009]; Available from: <http://science.ksc.nasa.gov/history/rocket-history.txt>.



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:

UCL Libraries "Take care on ice as 19th Century Newspapers reported loss of many lives after it broke in Regent's Park on 15 Jan.1867". 15 Jan 2013, 3:19pm. Tweet.



UCL Library Services, Gower St., London WC1E 6BT

Tel: **020 7679 7792**

E-mail: **library@ucl.ac.uk**

Web: **www.ucl.ac.uk/library/training/guides/webguides/refscitesplag**

Contact