



Referencing Books

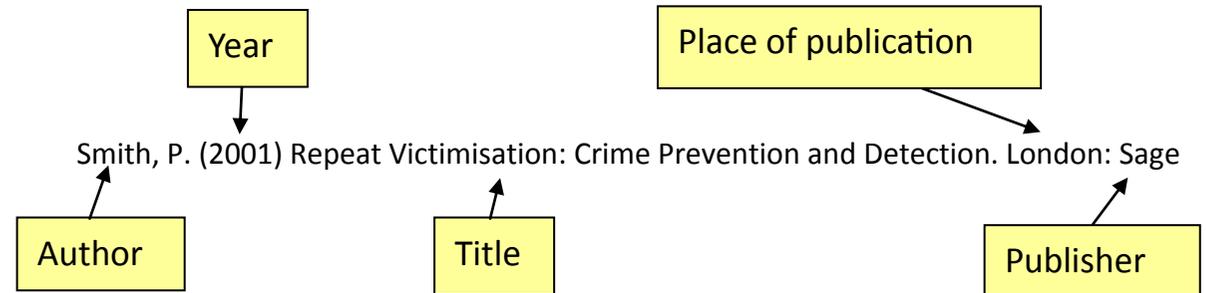
When writing an essay, thesis, dissertation or any other piece of academic writing, it is essential to **reference** or **cite** (list) any material i.e. book, journal, magazine, website or any other work or source used.

In addition if you copy what someone else has written, even if you change the words round, you must still reference it and add it to your bibliography.

To reference a book you must include:-

- The author (the person who wrote the book)
- The date
- The title of the book
- The edition number of the book
- The place of publication (see below)
- The publisher (this is usually found on the title page of the book, if doubt ask at the issue desk)

Example of referencing a book that has one author:



Example of a book that has more than one author:

Smith, P, James, K. and Keith, J., 2002. Repeat Victimisation: Crime Prevention and Detection. London: Sage

Example with edition details:

Smith, P, James, K. and Keith, J., 2002. Repeat Victimisation: Crime Prevention and Detection. 2nd ed. London: Sage

MORE



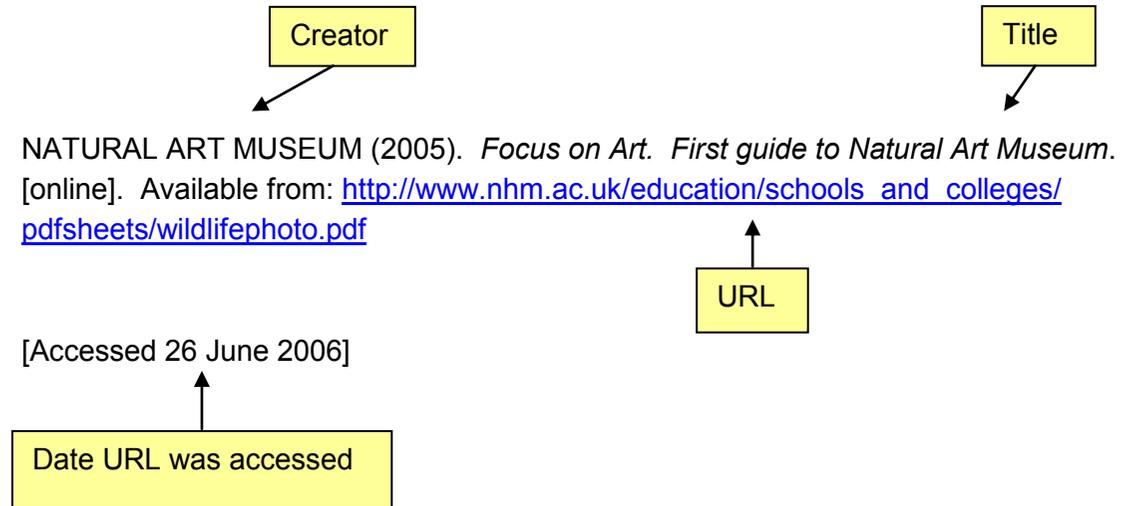
Referencing Websites

To reference a website you must include:-

- Who created the resource (if possible)
- The year it was created (if possible) (normally found at the bottom of the page)
- What the page is called, it may have a title page. Followed by "[online]" so your tutor knows you accessed it online
- Place of publication (if possible)
- The URL (website address) Available from: website address
- The date you accessed it.



For example:



MORE





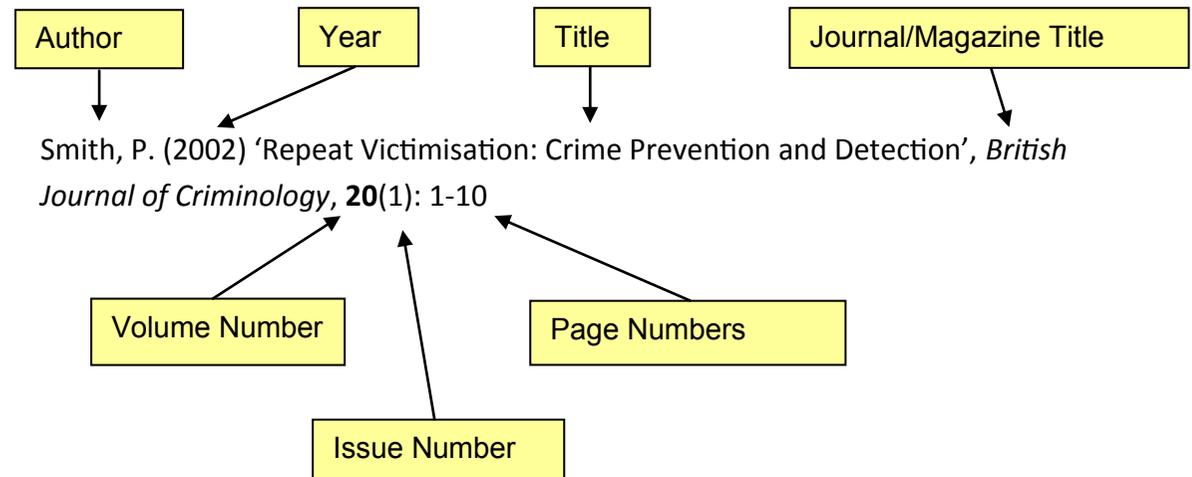
Referencing Journals

To reference a journal or magazine you must include:

- The Author of the article
- The Year
- The article title
- The title of the Journal/Magazine (*in italics*)
- The volume (**in bold**)
- The issue number (in Brackets '()')
- The page number/s



For example:



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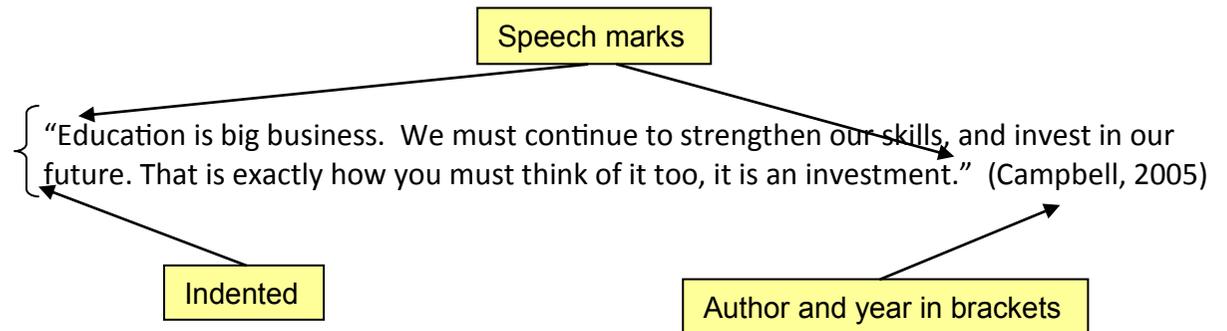


Referencing what someone has written

To reference what someone has written you must include:

- Speech marks
- Author and year in brackets
- If it is a large piece of text you must indent (tab) on the page.

For example:



Why bibliographic referencing is important

If you cite the sources you have used in your work you can:

- gain higher marks; inaccurate, incomplete or inconsistent referencing loses marks
- avoid accidental plagiarism by methodically citing the sources you have used
- give credit to those whose work you have quoted or paraphrased
- allow those who read your work to locate and read the sources you have used
- build on your research skills; good bibliographic referencing is essential to academic writing in higher education

There are websites and apps that can help you reference. All you need to do is type in the books ISBN (or relevant information e.g. website url). The reference will then generated for you to copy/paste or sent to your email.