General Guide to Citing and Referencing

What is citing and referencing?

- When writing a piece of academic work, it is essential that you fully acknowledge all of the books, articles and other sources that you have used so that you can demonstrate the breadth of your research and avoid plagiarism. You must acknowledge any use of a source, regardless of whether or not you are directly quoting from it.

- Plagiarism is using another person’s work or idea without acknowledging that you have done so; thereby, passing off that work or idea as your own. Plagiarism can result in penalties such as lower marks. More information about plagiarism and how to avoid it: [https://library.bath.ac.uk/referencing/plagiarism](https://library.bath.ac.uk/referencing/plagiarism)

- To acknowledge a source: you must write a citation at the point in your writing where you have made use of a specific source of information. A citation normally includes either an author’s surname or a number (depending on the referencing style you are required to use). You also need to write a corresponding reference that includes more detail about the same source, and appears within a list of references at the end of your text.

  Citations and references should allow the reader to identify easily the source that you have used so it is important that you cite and reference with accuracy and consistency. Allow time to check your references!

Which referencing style should I use?

- You must use the referencing style required by your department or school; otherwise, you risk losing marks. If you are allowed to choose from any established referencing style, be thorough and consistent when you apply the style.

- There are two basic systems of citing and referencing; the name/date system and the numeric system. Many different referencing styles are associated with both systems.
  - Name/date styles include Harvard (Bath) and APA 6th.
  - Numeric styles include IEEE and RSC.
Citing your sources

Name/date styles

Name/date styles such as Harvard (Bath) and APA 6th require that you enter a citation for each source that you use, by entering the author surname(s) and the year of publication. You also need to enter a full reference for each source in your list of references at the end.

1. If the author/editor name(s) occur naturally within your text, enter the year of publication in parentheses.

   Harvard (Bath) and APA 6th

   Although first prepared by Benedikt (1879), it was not until much later that Osborn and Jay (1975) confirmed its structure.

2. If the author/editor name(s) do not occur naturally within your text, enter the surname(s) and year of publication in parentheses.

   Harvard (Bath)

   Although it was first prepared in the nineteenth century (Benedikt, 1879), its structure was not confirmed until much later (Osborn and Jay, 1975).

   APA 6th

   Although it was first prepared in the nineteenth century (Benedikt, 1879), its structure was not confirmed until much later (Osborn & Jay 1975).

You will need to refer to further guidance on citing sources. For example, you may need to find out how to enter page numbers, or how to cite sources written by more than two authors. Detailed guides, each covering a different referencing style, are available via https://library.bath.ac.uk/referencing

Numeric styles

Numeric styles such as IEEE and RSC require that you enter a citation for each source that you use by entering a number at the relevant point. These numbers should run sequentially through your text. Numbers are commonly entered in parentheses (or as superscript text), for example:

   Although first prepared by Benedikt (1), its structure was not confirmed until much later (2). It has recently been shown that it is a good chlorinating agent (3).

Each time you cite an individual reference, use the number that you first assigned to it in your text, e.g. each time you cite the work by Benedikt from the example above, you would use (1) to point the reader to the first entry in your list of references. List the references at the end of your text in citation number order.
Referencing different types of document

The following are examples of the most common types of document that you might need to reference. Note the subtle but important differences between reference examples for each source. You will find many other examples in the guides available via https://library.bath.ac.uk/referencing

Book

APA 6th

Harvard (Bath)

RSC Style

Journal article

APA 6th

Harvard (Bath)

IEEE

Web pages

APA 6th Style

Harvard (Bath) Style:

IEEE Style:
Listing your references

General advice

Your references should appear in a section headed References that appears after the main body of your text. If you are asked to list other works that you have read, but not cited in your text, list those in a separate section headed Bibliography. For more guidance, refer to the guides available via https://library.bath.ac.uk/referencing/

Name/date styles

List your references alphabetically by author’s surname. If you have more than one work by the same author, list those works in order of year-of-publication (earliest first). The example below is in APA 6th style:


Numeric styles

List your references in numeric order, based on the number you have given each citation within the text. The example below is in IEEE style (this numbers the citations in order of first appearance in your work).


Referencing software

- Referencing software enables you to store references and then insert them (along with corresponding citations) into your writing. At Bath, you can access the referencing software, EndNote Online and EndNote Desktop. Both are compatible with many referencing styles.
- If you use referencing software, you still need to check the accuracy of your referencing and we recommend that you use multiple methods to store your references.
- EndNote training is available as part of the Students Union’s Skills programme, the research postgraduates’ Doctoral Skills programme or from Subject Librarians. Support is also available at: https://library.bath.ac.uk/referencing/reference-management

Any questions?

Please contact the Library: library@bath.ac.uk