

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>
- **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 the each source. **You will find many other examples** in the guides available via <https://library.bath.ac.uk/referencing>

Book

APA 6th

Wells, A.F. (1975). *Structural inorganic chemistry* (4th ed.). Oxford: Clarendon Press.

Harvard (Bath)

Wells, A.F., 1975. *Structural inorganic chemistry*. 4th ed. Oxford: Clarendon Press.

RSC Style

1. A.F. Wells, *Structural inorganic chemistry*, Clarendon Press, Oxford, 4th edn., 1975.

Journal article

APA 6th

Brunner, F.H. (1949). Synthetic gasoline from natural gas. *Industrial and engineering chemistry*, 41(11), 2511-2515.

Harvard (Bath)

Brunner, F.H., 1949. Synthetic gasoline from natural gas. *Industrial and engineering chemistry*, 41(11), pp.2511-2515.

IEEE

[1] F. H. Brunner, "Synthetic gasoline from natural gas," *Ind. Eng. Chem.*, vol. 41, no. 11, pp. 2511-2515, Nov. 1949.

Web pages

APA 6th Style

Holland, M., (2002). *Guide to citing internet sources*. Retrieved November 2, 2002, from:
<http://www.bournemouth.ac.uk/library/using/guidetocitinginternetsourc.html>

Harvard (Bath) Style:

Holland, M., 2002. *Guide to citing Internet sources* [Online]. Poole: Bournemouth University. Available from:
<http://www.bournemouth.ac.uk/library/using/guidetocitinginternetsourc.html> [Accessed 4 November 2002].

IEEE Style:

[1] M. Holland. (2002, November 2). *Guide to citing internet sources* [Online]. Available:
<http://www.bournemouth.ac.uk/library/using/guidetocitinginternetsourc.html>

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**:

Barratt, A. (1987). *Between two worlds: a critical introduction to 'The Master and Margarita'*. Oxford: Clarendon.

Ericson, E.E. (1991). *The apocalyptic vision of Mikhail Bulgakov's 'The Master and Margarita'*. New York: Edwin Mellen.

Milne, L. (1977). *'The Master and Margarita': a comedy of victory*. Birmingham: University of Birmingham.

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).

[1] E. E. Ericson, *The apocalyptic vision of Mikhail Bulgakov's 'The Master and Margarita'*. New York: Edward Mellen, 1991.

[2] L. Milne, *'The Master and Margarita': a comedy of victory*. Birmingham: University of Birmingham, 1977.

[3] A. Barratt, *Between two worlds: a critical introduction to 'The Master and Margarita'*. Oxford: Clarendon Press, 1987.

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

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