

Good Referencing Improves Your Grade



Presentation by **Duncan Bunce**
Extended Project Qualification

Welcome

- Ensure mobile phones are off
- No eating in the classroom
- You may take notes



Guidelines for Referencing

- Generally speaking, it **doesn't** matter which reference system you use as long as it's clear, accurate and consistent.
- However...there are three types I recommend:
 - (1) Citations in Text
 - (2) Footnotes
 - (3) Bibliography*

** Must be completed by candidate*

Guidelines for Referencing

Why should I use referencing?

- Acknowledge your sources
 - Avoid issues of plagiarism
- Allow readers to locate your sources
- Gives your work authority
- Demonstrate depth of research/knowledge

But the real truth...? It will improve your overall grade!

Guidelines for Referencing Cont.

How should I reference in my work?

My **recommended** model for referencing and bibliographies, which is accepted by academic organisations, is known as the "Harvard" or "Author/Date" system.

Citations in the Text

All works you refer to in your written work must be correctly and accurately identified, by using the author's surname and the date of publication, e.g.

Martin (2008) states that judges are...

Citations in the Text Cont.

Where there are **two co-authors**, both names must be given, e.g.

Elliot & Quinn (2004) suggest that judges' decisions may not be neutral...

Where there are **more** than two co-authors, the first is given followed by "*et al*", e.g.

Andrews *et al* (1997) devotes attention to...

Citations in the Text Cont.

If you use a "secondary" reference, do not pretend that you have read the original. You must cite where you found it, e.g.

The concept of "parliamentary sovereignty" has been explored by Dicey (in Garnett & Lynch, 2005)

Citations in Text Cont.

For longer quotations, the text should be indented without quotation marks, e.g.

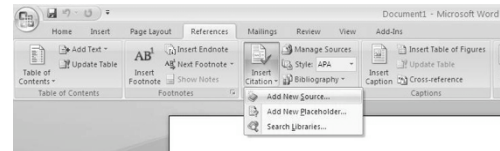
Provocation was rejected by the Court of Appeal. The judge accepts provocative acts that take place over a long period of time can result in a 'slow burn' effect. The defence of provocation fails however, due to the loss of self-control resulting from the provocation not being 'sudden'.

(Bunce 2009:34)

Citations in Text Cont.

Microsoft Word 2007 has a feature which allows citations to be easily inserted. Go to:

References > Insert Citation > Add New Source



Citations in Text Cont.

You can then choose your source (e.g. book, article, website etc) and begin to enter its details...

 A screenshot of the 'Create Source' dialog box in Microsoft Word. The 'Type of Source' is set to 'Book'. The 'Bibliography Fields for APA' section contains the following fields: Author (Bryan Greetham), Corporate Author (unchecked), Title (How To Write Better Essays), Year (2008), City, and Publisher (Palgrave macmillan). There is also a 'Show Bibliography Fields' section with a 'Log name' field containing 'Bry08'.

Footnotes

- Footnote - A short piece of text, often numbered, placed at the bottom of a printed page, that adds a comment, citation, reference etc, to a designated part of the main text

(<http://en.wiktionary.org/wiki/footnote>)

- You can adopt the "Harvard" style for your footnotes

Footnotes

- Using footnotes to give additional comments from your main text...

is an excellent way of exploring small additional points of research **without breaking the flow** of your main research.

It also makes your written work **more interesting** to read and **adds more depth**.

Bibliography

All references should be listed in a bibliography, which should be the final page of your EPQ project.

Books

Greetham B (2008) *How To Write Better Essays* (2nd Ed.) Palgrave macmillan

Articles

Bunce D (2009) *Provoked: A True Story* in A-Level Law Review

Bibliography Cont.

What about internet sources?

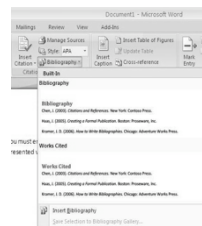
E.g. Law Commission (Online) www.lawcom.gov.uk

Should you rely on Wikipedia as a resource?

No – any user can edit its contents. It is factually unreliable, largely full of biased opinion.

E.g. Most edited pages – “George W. Bush” (Total Edits: 40,723) or “Adolf Hitler” (Total Edits: 18,061)

Bibliography Cont.



To automatically insert your bibliography in Microsoft Word 2007

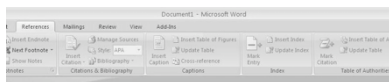
Note: You must have used the insert citation feature beforehand.

Go to:

References > Bibliography > Bibliography

Bibliography Cont.

Your finished document should look something like this...



You must ensure that your essay has a neat and professional appearance upon completion; a poorly presented written piece of work will not carry favour with assessors (Greetham, 2008)

Bibliography
Greetham, B. (2008). *How To Write Better Essays*. Palgrave macmillan.

Bibliography Cont.

Key Tips:

- Keep a record of the sources you use so that your bibliography **doesn't** become guesswork
- Create your citations and bibliography as you go along?
- Include **everything** that you used (even if you didn't make a direct reference to it in your written work)