REFERENCING

LEARNING OUTCOMES:
- Aware of what referencing is and why we do it
- Recognises the importance of acknowledging sources of information
- Able to provide and in-text citation and build a reference list

LEVEL: 4/1st year

The importance of *how* you use information
In many of our other guides we've looked at approaches, techniques and tools for you to find information for your assignments, but how you use the information you've found is equally as important in terms of the successful outcome of your submission. This is where referencing plays a key part

Why do we need to reference the sources that we use?
There are a number of reasons, including…

- It is your way of acknowledging the information sources you have used and giving credit to those who originally came up with the thoughts, ideas and research you are discussing
- It's also your way of demonstrating the depth and quality of research you have carried out
- Referencing ensures you aren't accused of plagiarism, where you are passing off other's work as your own
- And crucially it enables a reader of your work to find and explore the original resources that you have discussed

Acknowledging your sources within the text of your assignment
There are two elements to referencing to indicate when you have used other's information and where to find it. The first of these is an **in-text citation**. This is usually placed within the body of your writing, alongside the information you have used from that source. In Harvard Solent, the referencing style most commonly used at the university, this is usually in the form of the author's surname and the year of publication. If it is from a print resource, you should also include the page number(s) that it is taken from. Placed at the end of the information, the citation will be fully within brackets. If you are using the author's name in your sentence, then just the year and page numbers would go in brackets

> …which is why academic skills are so important (Ajiboye *et al.* 2022).
>
> According to Ajiboye *et al.* (2022, p.98), the importance of academic skills…

Acknowledging your sources at the end of your assignment
The second part of referencing is the **reference list**. This usually goes at the end of your assignment and is a list of all resources cited within your text, presented in alphabetical order by author's surname. The information given and how it is presented will differ

depending on what type of information source you have used but here's some general rules to follow:

- The **author(s)** is always listed first followed by the **publication year** so as to make the connection between the reference and the in-text citation
- If there isn't an individual named as being responsible for the information you are using, use the **corporate author** – the name of the company/organisation/institution who has produced it
- The main title of the resource is always presented in *italics*
- For web-based resources always record the full URL from the browser address bar and the date of the first time you accessed it
- Referencing begins the moment you start your research, it is not something you tack on at the end. Get into the habit of recording where information has come from as you access it – you don't want to be in a situation where you have a great quote but can't use it because you don't have a reference to the original source

Referencing hacks

To aid you with managing your citations and ease in building a reference list in the correct style, we would recommend using a citation management tool such as RefWorks. Guidance on using RefWorks can be found on your Subject LibGuide and our Referencing Support Team offer Guided Learning sessions on it multiple times during the academic year.

Putting it into practice

So here we have a reference list with a number of issues that we need to correct in order for it to match the Harvard Solent style:

SANTILLÁN-IÑIGUEZ, J.J. and F.D. RODAS-PACHECO, 2022. Developing Academic Writing Skills in EFL University Students Through Haiku Composition. *Revista educare*, 26(1), 1–17

LEACH, M., 2023. *The WonkHE Show: Skills, research culture, industrial strategy* [podcast]. 29 June [accessed 24 August 2023]. Available from: https://wonkhe.com

FRAWLEY, J., G. RUSSELL and J. SHERWOOD, 2020. Cultural Competence and the Higher Education Sector: Australian Perspectives, Policies and Practice. Singapore: Springer Singapore

AJIBOYE, B. et al. Information Literacy and Research Skills Programme for Postgraduate Students: The First-Hand Experience of a Federal University of Agriculture in Nigeria. *African journal of library, archives & information science*, 32(1), 97–

SOLENT UNIVERSITY, 2023. *Systematic reviews: search strategies*. Available from: https://libguides.solent.ac.uk/c.php?g=679956&p=4847142

The first issue is that the references are not presented in alphabetical order by author's surname so let's fix that:

AJIBOYE, B. *et al*. Information Literacy and Research Skills Programme for Postgraduate Students: The First-Hand Experience of a Federal University of Agriculture in Nigeria. *African journal of library, archives & information science*, 32(1), 97–

FRAWLEY, J., G. RUSSELL and J. SHERWOOD, 2020. Cultural Competence and the Higher Education Sector: Australian Perspectives, Policies and Practice. Singapore: Springer Singapore

LEACH, M., 2023. *The WonkHE Show: Skills, research culture, industrial strategy* [podcast]. 29 June [accessed 24 August 2023]. Available from: https://wonkhe.com

SANTILLÁN-IÑIGUEZ, J.J. and F.D. RODAS-PACHECO, 2022. Developing Academic Writing Skills in EFL University Students Through Haiku Composition. *Revista educare*, 26(1), 1–17

SOLENT UNIVERSITY, 2023. *Systematic reviews: search strategies*. Available from: https://libguides.solent.ac.uk/c.php?g=679956&p=4847142

So now let's go through and check each of the individual references. In the top reference, authored by Ajiobye, the publication date is missing so we would need to go back to this source, find that information and add it in:

AJIBOYE, B. *et al*., 2022. Information Literacy and Research Skills Programme for Postgraduate Students: The First-Hand Experience of a Federal University of Agriculture in Nigeria. *African journal of library, archives & information science*, 32(1), 97–

So there we go, that reference now looks correct! With the next reference by Frawley, Russell and Sherwood all of the information is there and in the correct order, but the title of the book has not been displayed in italics, so let's fix that:

FRAWLEY, J., G. RUSSELL and J. SHERWOOD, 2020. *Cultural Competence and the Higher Education Sector: Australian Perspectives, Policies and Practice*. Singapore: Springer Singapore

That looks better. The next reference, a podcast hosted by Leach looks mostly ok with the exception of the URL. The one listed will only take us to the website's homepage, whereas

we want the URL to take us to the exact page where this podcast can be accessed so let's fix that:

> LEACH, M., 2023. *The WonkHE Show: Skills, research culture, industrial strategy* [podcast]. 29 June [accessed 24 August 2023]. Available from: https://wonkhe.com /blogs/skills-research-culture-industrial-strategy/

Much better. The next reference by Santillan-Iniguez and Rodas-Pacheco is actually spot on already with all of the information in the correct order and format for a journal article. So instead let's have a look at the final reference that's using the Corporate Author of Solent University to cite one of our LibGuides. The author, year, title and URL are all great, but it doesn't include the date that we viewed the site, very important with internet resources as they can change on a daily basis. So let's add that in:

> SOLENT UNIVERSITY, 2023. *Systematic reviews: search strategies* [viewed 24 August 2023]. Available from: https://libguides.solent.ac.uk/c.php?g=679956&p=4847142

There we go, with the viewed date contained within a set of square brackets after the web page title. And now we have a complete and correct reference list formatted in the Harvard Solent style. If you are unsure of how any reference should be formatted you can always check it against our Harvard Solent referencing guide, linked to from your Subject LibGuide.

> AJIBOYE, B. *et al.*, 2022. Information Literacy and Research Skills Programme for Postgraduate Students: The First-Hand Experience of a Federal University of Agriculture in Nigeria. *African journal of library, archives & information science*, 32(1), 97–
>
> FRAWLEY, J., G. RUSSELL and J. SHERWOOD, 2020. *Cultural Competence and the Higher Education Sector: Australian Perspectives, Policies and Practice*. Singapore: Springer Singapore
>
> LEACH, M., 2023. *The WonkHE Show: Skills, research culture, industrial strategy* [podcast]. 29 June [accessed 24 August 2023]. Available from: https://wonkhe.com/blogs/skills-research-culture-industrial-strategy/
>
> SANTILLÁN-IÑIGUEZ, J.J. and F.D. RODAS-PACHECO, 2022. Developing Academic Writing Skills in EFL University Students Through Haiku Composition. *Revista educare*, 26(1), 1–17
>
> SOLENT UNIVERSITY, 2023. *Systematic reviews: search strategies* [viewed 24 August 2023]. Available from: https://libguides.solent.ac.uk/c.php?g=679956&p=4847142

Further support

If you're still not sure where to start with referencing, then why not reach out to our team of Information Librarians. You can contact them via library.support@solent.ac.uk where they can offer advice via email or, if you need a little more in-depth support, can book individual or small group appointments.

Also be sure to follow us across social media for regular updates on resources and services:

@solentlibrary   **@solentlibrary**