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1. Referencing

When writing your essay, report or dissertation, you will refer to books, various types of articles and journal papers for the information used within your work. In academia, this is usually carried out by quoting, paraphrasing and summarising.

When you cite information from external sources, you should refer to the source in your text and provide a references section (bibliography) at the end of your work.

Learning to use referencing in your academic writing is important for a number of reasons:

- To support your arguments and add credibility to them.
- To acknowledge the source of the ideas or information.
- To allow the reader to trace your sources.
- To avoid accusations of plagiarism.
- To gain better marks in essays, reports and exams.

It is highly unlikely that you will learn a referencing system, remember it and never need to check how to do it again—highly unlikely. Like most people, you will have to consult referencing guides throughout your studies. One particularly useful resource is *Cite them Right*, a referencing guide produced by the academic publisher Palgrave MacMillan. This is available as a book, but you can also access it online: <http://www.citethemrightonline.com/>

There are several referencing systems, the most common of which is the Harvard system. But, you should always check what each university and department prefers. In fact, each university has its own specific referencing guidelines; you cannot assume that the same system (e.g. Harvard) is applied in the same way at every university. Always be sure to check that the way you use your preferred referencing system is in line with the requirements of your institution and department. See the links below:

Edinburgh Napier University (with links to specific schools):

<http://my.napier.ac.uk/Academic-Study-Skills/Pages/Referencing-Guidelines.aspx>

University of Edinburgh: <http://www.ed.ac.uk/institute-academic-development/undergraduate/good-practice/referencing>

Heriot-Watt University: <https://www.hw.ac.uk/services/is/skills-development/power-hours/citing-referencing-avoiding-plagiarism-edinburgh.htm>

Queen Margaret University: <http://libguides.qmu.ac.uk/referencing>

University of Stirling: <https://www.stir.ac.uk/is/student/writing/referencing/howto/>

University of Dundee. This university directs its students towards *Cite them Right*. However, there is a guide for nursing students. Other students should check the specific requirements of their departments. Nursing:

<https://my.dundee.ac.uk/bbcswebdav/institution/FMDN/School%20of%20Nursing/Teaching%20Resources/Good%20Referencing%20Guide%20PDF%20version.pdf>

Abertay University: <https://library.abertay.ac.uk/supportingyou/referencinghelp/>

University of Aberdeen: <https://www.abdn.ac.uk/library/learning-and-teaching/for-students/information-skills-toolkit/>

University of the Highlands and Islands/Perth: <https://www.uhi.ac.uk/en/libraries/how-to/>

Scotland's Rural College:

https://www.sruc.ac.uk/info/120301/how_to/244/guidelines_on_how_to_cite_references

Although it is not a SWAP East partner or a popular destination for SWAP East students, the University of Leeds referencing guide is especially good and very easy to use. But, to repeat, make sure you double check that these guidelines are in line with those of the institution you are studying at.

University of Leeds: <https://library.leeds.ac.uk/skills-referencing>

Example [Harvard referencing system]

To be sure, the ethnic/civic dichotomy is not without doubters. Some research refutes it altogether (Diez-Medrano 2005; Haller and Ressler 2006), and Rogers Brubaker himself, who helped popularise the conceptualisation as much as anyone, now questions its usefulness and argues that these terms are ambiguous and their meanings elusive (Brubaker 1999: 59–63). What is more, standard approaches to data reduction assume mutual exclusivity, when in fact ethnic and civic nationalism can be mutually reinforcing (Gellner 1983: 53f; Smith 1986, chapter 6; Helbling 2008: 44–45). Some also disagree over the conceptual status of markers like language and religion, which carry both ethnic and civic content (Jayet 2012: 74).

[Extract from Helbling, M., Resskens, T. and Wright, M. 2016. 'The mobilisation of identities: a study on the relationship between elite rhetoric and public opinion on national identity in developed democracies', *Nations and Nationalism* **22**, 4: 744-767.]

2. Bibliography

Every essay you write will have to include a bibliography. This is essentially a list, showing the reader where you got your ideas and information from. How you write the bibliography depends on the referencing style you use. You must ensure that you are being consistent: if you use Harvard referencing style, make sure your bibliography corresponds correctly with that style. It is never enough to think that what you have written makes your sources obvious—there are rules to follow and you can be marked down for missing something as trivial as a colon or a bracket :(As always, check how your university or your department want your bibliography presented and do it their way. Whatever you do, be consistent.

Example [Harvard referencing system]

Fenton, S. 2011. 'The sociology of ethnicity and national identity', *Ethnicities* **11**, 1: 12–17.

[Surname, Initial. Year. 'Title of journal article', *Journal name* **volume number**, issue number: from page number-to page number.]

Jenkins, R. 2014. *Social Identity*. Abingdon: Routledge.

[Surname, Initial. Year. *Title of book*. Location published: name of publisher.]

Nandi, A. and Platt, L. 2015. 'Patterns of minority and majority identification in a multicultural society', *Ethnic and Racial Studies* **38**, 15: 2615–2634.

[Surname of author 1, Initial of author 1. and Surname of author 2, Initial of author 2. Year. 'Title of journal article', *Journal name* **volume number**, issue number: from page number-to page number.]

Referencing systems, such as Harvard, are not fixed; individuals and institutions use them in slightly different ways. You will notice that if you look at bibliographies in different books and journals. It is worth doing that every time you read a text; it will help you familiarise yourself with referencing styles and make it easier to know what to do yourself.

3. Plagiarism

To plagiarise is to use someone else's work without crediting the source or, to put it another way, to pass someone else's work off as your own. It does not have to be a deliberate act to be considered plagiarism; it may be the result of poor referencing, but it is plagiarism nonetheless. Universities take plagiarism extremely seriously. Therefore, it is incredibly important that you reference accurately and consistently. Failure to do so could cost you dearly: you could have marks deducted, you could be automatically failed or, in an extremely serious case, you could even be expelled from the university. However, by knowing when to include references and taking care with other people's work, you can avoid problems, as the vast majority of students do.

Example [Harvard referencing system]

Original text [Gellner, E. 1983. *Nations and Nationalism*. Ithaca, NY: Cornell University Press.]

Nationalism is primarily a political principal that holds that the national unit and the political unit should be congruent.

Student essay 1

In my view, nationalism is primarily a political principal that holds that the national unit and the political unit should be congruent.

Plagiarism? Yes. This is an unreferenced direct quotation.

Student essay 2

In my view, nationalism is basically a political ideal that believes in the congruence of the national and political units.

Plagiarism? Yes. This is an unreferenced indirect quotation.

Student essay 3

In my view, “nationalism is primarily a political principal that holds that the national unit and the political unit should be congruent” (Gellner 1983, p.2).

Plagiarism? No. This is a referenced direct quotation.

Student essay 4

In my view, nationalism is basically a political ideal that believes in the congruence of the national and political units (Gellner 1983).

Plagiarism? No. This is a referenced indirect quotation.

As you can see, it is easy to avoid plagiarising someone else’s work. Also, it is worth remembering how well your tutors will know the texts you are using—they set the reading lists! If you don’t reference, it will be obvious and they will know immediately. And even if they do miss something, the plagiarism-detecting software that all universities now use will not.

For some useful advice on how to avoid plagiarising, here is a summary written by none other than Harvard University:

<http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342057>