What about the reference list at the end?

It’s a full list of materials cited and appears on a separate page at the end of your assignment.

I know I have to use outside sources but how?

I have been told there is more than one referencing system?

Yes that’s true.

If you use the author’s surname as part of your sentence don’t repeat it in the in text brackets.

You need to choose the phrase carefully to reflect your meaning.

Why can’t I just write my essay using my own ideas?

My lecturer says I need to reference in the text and at the end. Why?

Well you know - referencing is important.

To show how your ideas compare with the experts in the field.

My lecturer handed back my essay unmarked. The essay my referencing is incorrect. Ugh man. This is difficult! What’s the need for it anyway?

I submitted my essay and was told it’s plagiarised!
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“The great thing about the internet is that you can quote anyone and no one will bother to check the source.”

- Aristotle

Referencing is an essential part of academic writing at University, but as a new student it is sometimes difficult to understand why it is so important to reference or how you should reference sources. If you follow the guidelines in this booklet you will avoid plagiarism which is using someone else’s ideas or words without acknowledging the source. Departments have slightly different policies when it comes to dealing with plagiarism, but it is generally seen as a serious offence and you stand to lose marks for a plagiarised assignment.

What are the basics of referencing at University?

- A general rule-of-thumb is that you must reference information that is not common knowledge. In other words, if you had to look it up or if you did not know something before reading it, for example, in a journal article or on a website, then you must reference it.

- All referencing systems require two kinds of references: the in-text reference in the body of your assignment and a separate reference list at the end. If you leave one of these out then your reference for that particular source is incomplete.
Why should I reference a source both in-text and in my reference list?

- The in-text reference, placed as close as possible to the material you sourced, is there to help your reader differentiate between your ideas and the information you got from other sources.
- The reference list entries for all the sources you use in-text provide more details of the source which enables your reader to find them to verify the information or data if necessary.
- Referencing shows that you researched your topic by finding appropriate and reliable sources.

What referencing system should I use?

- Not all departments use the same referencing system, but the two main ones used in the Arts Faculty are Harvard and MLA, and this booklet features conventions of the latest versions of both styles. Before you start an assignment, double-check with your lecturer to make sure that you use the correct one. Whichever one you are instructed to use, you should use consistently and not mix two or more referencing styles.
- This booklet cannot address all the different issues you will encounter when using outside sources, especially because there are situations specific to certain disciplines so it is important that you still consult with your lecturer or tutor if you encounter something not covered here.

Quotes, Paraphrases and Summaries

When you use quotes, paraphrases or summaries in an assignment it is very important that you do not over-rely on outside sources. You do not want your essay to be a collection of other people’s ideas and it is never acceptable to have a whole paragraph that is made up of information from other sources with none of your own ideas. When you use ideas from another source in your assignment you should do so to support or provide evidence for the points you make and not to make your points for you. Your lecturers do not want you to show that you can collect information, but rather that you are able to engage with other people’s ideas.

What is the difference between quoting, paraphrasing and summarising?

- A quote is the exact words of an outside source and must be placed in quotation marks to identify it as such. You must use double quotation marks for MLA and you can choose between single and double quotation marks for Harvard, but you must use them consistently.
Paraphrasing means that you express information from an outside source in your own words. Even though you do not have to use quotation marks for a paraphrase you must still reference it.

To summarise certain information from a source means that you only detail the most important points, leaving out examples or unnecessary details.

Why is it necessary to use information from outside sources?

- To provide evidence for points that you make in your assignment.
- To provide support for the points you make in your assignment.
- To provide background or context to the topic you discuss in your assignment.
- To provide different points of view of the topic at hand or even to show how particular key authors differ from one another about a specific topic.
- To respond to someone’s argument. In other words, to state the original author’s point so that you can explain why you agree or disagree with them.

A key skill you need in order to be able to choose appropriate material to use from other sources is to be an attentive reader. When you read the original source you should read it more than once and make notes that help explain complex ideas and highlight the most important points. After careful reading you must be very selective in what you want to use as you do not want to quote or paraphrase unnecessary points, but you must also make sure that you do not use only fragments of a bigger idea or point. To make sure that you do not use a fragment from an original source you should ask yourself if your reader will be able to understand the quote or paraphrase without the original in front of them. Once you have selected only the most essential information, you must decide whether you are going to quote, paraphrase or summarise the original source.

How to use information from outside sources
When to quote

Quoting might seem like the easiest option when it comes to using outside sources, but over-relying on quotes can negatively impact the flow of your assignment especially if you do not integrate the quotes properly with your own sentences. Try not to have more than one or two quotes per paragraph and never put two quotes back-to-back. Evidence is not self-explanatory which means that you must explain why what you quote is important in relation to the purpose of your assignment.

The only exception to limiting your use of quotes is when you are writing an English essay and the topic requires you to perform a close analysis of an extract or poem, but even then the quotes must be smoothly integrated by providing adequate context. A good basic structure to follow for assignments is to state your point, provide evidence and/or support for it by quoting, paraphrasing or summarising points from another source and then explain the significance of the point as it relates to the purpose of your assignment.

Reasons to use quotes instead of paraphrasing or summarising information:

- Sticking to the author's exact words is the most concise way of using the source.
- You are having trouble paraphrasing information from the source because you are afraid that you might change the original meaning.
- The exact words used in the original source are noteworthy or unique and you want to draw attention to it or analyse particular features of the original source.
- You want to introduce a particular position the author of the source takes so that you can respond to it.
- You want the particular authority of the original source to lend credibility to a claim you make.

When to paraphrase

Unlike quoting, both paraphrasing and summarising information from a source means that you are able to show your reader that you understand the original. You still use paraphrases, like quotes, to provide evidence or support for your points or to introduce specific ideas from another source, but you express it in your own words. Do not try to paraphrase too much information from the original because it might muddle the points that you are trying to convey to your reader. Paraphrase only a few sentences or a short paragraph at a time and remember that you must not change the original meaning in the process of putting ideas from another source into your own words.

A paraphrase is not when you just substitute a few word choices or swap ideas around just for the sake of making it a little different from the original. To avoid having your paraphrase resemble the original too closely you should not have the original in front of you while you put it in your own words.
Reasons to use paraphrases instead of quoting or summarising information:

- When a direct quote will be too long, awkward or difficult to integrate with your own sentences.
- When the specific wording used in the original is not as important as the idea the author conveys.
- You want to slightly change how the original author organised points in order to better integrate the material with your own sentences or because you want to emphasise something specific.
- When the idea or point from the original requires additional information to be clear or if it is difficult to understand as is.
- You want simplify the ideas of the original author.

When to summarise

Generally, if you want to include details from an original source it is better to paraphrase while a summary is primarily used to provide a brief overview of for example, an entire argument, a specific chapter, a specific page or any long section from the original.

Reasons to use a summary instead of quoting or paraphrasing information:

- You want to outline only the main points of what the author of the original source conveys without any examples or details.
- You need only a brief account using fewer words than the original.
- You want to concisely provide an overview of the key points of view on a specific topic that you discuss in your assignment.

When you quote you must make sure that you do so accurately by reproducing the original exactly, but sometimes you need to make small changes to properly integrate the quotes like changing a verb form, changing a proper noun to a pronoun, adding a word to connect it to your own sentence or leaving part of the original out because it is not important with regards to the point you want to make.

Whichever method (quoting, paraphrasing or summarising) you choose to use you must make sure that the information you choose from outside sources serve a clear purpose and that they make a meaningful contribution to your assignment. You also need to choose the best possible evidence that clearly supports or provides evidence for your points. This section is chiefly concerned with quoting or combining quoting and paraphrasing and examples from the student assignment at the back of the booklet will be used to illustrate how you can integrate information from other sources into your own assignments.
How to introduce information from outside sources

There are lots of phrases you can use to introduce information from an outside source and many of them require that you use the name of the original source’s author in your sentence. You need to note that these phrases are not interchangeable but play a particular role in constructing your text. There is a difference in claiming, arguing, conceding and so forth and you need to select the phrase that reflects what you are trying to say in your text. Here are some examples:

- According to X…
- As X states…
- X claims that…
- X asserts that…
- X argues that…
- X observes that…
- X proposes that…
- X concedes that…
- X incorrectly argues that…
- X’s main points show that…
- X’s particular focus is…
- X concludes that…

When you use the author’s surname in the sentence itself you do not need to repeat it in the in-text reference. This and other features of in-text referencing will be covered in the next major section of the booklet.

Below you will find a student assignment with incorrect referencing and poor use of quotes and paraphrases. Examples from this assignment will be corrected to help you understand not only how to reference, but also how you should use outside sources in your assignments.

Student Assignment

This assignment was written by a Physiotherapy student doing the CHS EED module. Please note that the paragraphs have been numbered for easy reference to examples and that you should not number paragraphs in your assignments. The assignment question is below:
IS CONFIDENTIALITY AN ABSOLUTE OBLIGATION?

You are a physiotherapist at a prominent hospital in Cape Town. For the past few months you have been treating a patient who was diagnosed with muscular dystrophy. This patient is often in intense pain, is severely depressed and on heavy medication for both his pain and depression. In one of his sessions with you, he swears you to secrecy, and discloses that he is saving up all his medication to commit suicide. You are now faced with the dilemma of whether to tell or not to tell. Write an argumentative essay, of approximately 700 to 950 words in length, in which you discuss the ethical concerns that will help you make an informed decision. In this essay you must consult a textbook, a journal article and an internet source. You are required to cite the sources you use in your essay with both in text referencing and a full list of references at the end of your assignment using the Harvard system of referencing. Your assignment must be put on Turnitin so that your tutor can check for plagiarism.

1. Confidentiality is an important feature of the medical field. When treating patients, health professionals sometimes require confidential information in order for them to deliver the finest medical service. Confidential information is patient information that might be “damaging or shameful if revealed outside of a medical context” (Goldblod and Lees and Humphrey, 2012). “Health professionals must follow a set of rules or standards governing the conduct of a person or the members of a profession, known as ethics” (Free dictionary online source). An example of such a situation is a chronically ill patient with severe pain and depression disclosing that he plans to commit suicide. Some would say that confidentiality should be maintained in such a case. However, in this essay I will argue that confidentiality must be broken when a health professional encounters a patient who might endanger his own life. I will discuss ethics in terms of medical care and the physiotherapist's position with regards to the situation to provide support for my position.

2. “The principle ethics in terms of medical care are: autonomy, beneficence and non-maleficence. The first of these, autonomy, is the patient’s ability to make their own decisions and it allows them to make decisions for themselves. A key requirement of autonomy is that the patient must have the competence to make a conscious and intentional decision for a course of action” (Lawrence, J. 2007). The patient in the scenario does not fully understand the consequences of his actions because he is overwhelmed with pain and depression which means that he cannot make a rational decision. Only the patient truly knows what he is going through and based on that plans to make a conscious decision about what he believes should be the next step. However, this does not necessarily mean that the patient is thinking rationally or fully understands the consequences of his actions. The professional must break confidentiality for the good of the patient based on the principle of autonomy because the patient is not competent to make a rational decision due to severe pain and depression.

3. The second principle of ethics is beneficence. It requires health professionals to do good for patients as it allows professionals to make moral decisions that will benefit their patients (Lawrence, J. 2007). Maintaining confidentiality and allowing a patient to take their life is going against beneficence. In no way does it benefit the patient, and confidentiality must be broken. The health professional must decide to overrule the autonomy of the patient, which would otherwise be seen as unethical (Lawrence, J. 2007), to ensure that the principle of beneficence is maintained by preventing the patient from taking his own life. The patient believes that by taking his own life it will benefit him since he will no longer be in an agonized state. A health professional allowing a patient to make an irrational decision to take their life is not beneficial and in order to do good for the patient, the health professional must make a moral decision to overrule autonomy and break confidentiality.

4. The third principle of ethics is non-maleficence which is not bringing harm to others (Lawrence, J. 2007). All of the principle ethics are linked in one way or another. By breaking confidentiality you are preventing the patient from harming himself while at the same time respecting the ethic of beneficence. The patient is suffering and maintaining confidentiality could in fact be going against non-maleficence. The health professional must consider the principle of non-maleficence and make a moral decision be-
tween prolonged pain or death. The professional must break confidentiality especially since continued physiotherapy and perhaps improved drug therapy could help the patient with both his depression and pain whereas death is the ultimate form of harm.

5. Confidentiality should be maintained and “the Health Information Privacy Code (HIPC) implies that any life-threatening situation, including when a patient might endanger themselves or others, justifies breaking confidentiality by seeking out the help of other professionals to assist in the case as needed.” It is not in a physiotherapist's scope of practice to counsel a patient with regards to depression and suicide. For the patient's benefit the physiotherapist should break confidentiality and inform a psychologist about the situation and allow the psychologist to intervene and hopefully save the patient’s life. Any mention of suicide should be taken seriously and the professional has a moral obligation to overrule certain ethics and break confidentiality for the patient’s own good.

6. In order to make an informed decision, one has to consider the competence and mindset of the patient in order to respect the three basic principles of ethics in medical care. Health professionals also have to do a grading of benefits versus risks. This incorporates the principle ethics of autonomy, beneficence and non-maleficence where the health professional has to consider what will benefit the patient the most and what will bring the most harm. Finally, the physiotherapist has to ensure that “the intended good of revealing the confidential information outweighs the harm it might bring about” (Smith in Portilo, 1990). The pain and depression the patient experiences is undoubtedly very difficult to deal with, but the health professional must do everything in their power to ensure that the patient’s life is protected. Therefore, in the case of a risk of suicide, confidentiality must be broken so that another health professional can be consulted to help the patient deal with his depression while continuing physiotherapy and drug therapy to help him manage his pain.

References


How to integrate information from other sources

(All the corrected examples in this section use the Harvard style for in-text referencing.)

Introducing a quote, paraphrase or summary is not necessarily the same as providing context for a quote. For example, if you are quoting dialogue from a short story you should first tell your reader who is speaking to whom and under what circumstances. In other cases you must indicate what the relationship between the quote and your point is to show your reader why you are using that specific quote. In all these instances you must integrate the material smoothly with your own sentences.

Sometimes it is easiest to combine paraphrasing and quoting to better integrate information from other sources. In cases like that, you might also use the ellipsis ( . . . ) which is used to show that you leave part
of the original out when quoting from a source. To clarify this, let us look at an example, from paragraph 4 and 5, of the student assignment:

The professional must break confidentiality especially since continued physiotherapy and perhaps improved drug therapy could help the patient with both his depression and pain whereas death is the ultimate form of harm.

Confidentiality should be maintained and “the Health Information Privacy Code (HIPC) implies that any life-threatening situation, including when a patient might endanger themselves or others, justifies breaking confidentiality by seeking out the help of other professionals to assist in the case as needed.”

In this example we can see that the introduction of a quote from an outside source right at the start of the fifth paragraph does not fit very well with the ending of the previous paragraph and actually seems to be contradicting the last sentence of the fourth paragraph. This is because of how the student chose to introduce the quote so that it implies that confidentiality should be maintained while paragraph 4 concludes that confidentiality must sometimes be broken to prevent a patient from harming himself. The student also does not need everything in the quote to make the point and can make it shorter by leaving certain parts out and indicating their omission with the ellipsis. The quote from the original source comes from the start of a sentence which means that the student must indicate the change to a lower case “t” with square brackets (you cannot have a capital letter in the middle of a sentence unless it is a proper noun) and the student is only using the abbreviation HIPC which appears in brackets in the original and this change must also be indicated with the use of square brackets.

Although confidentially should be maintained as far as possible, the Health Information Privacy Code leaves a lot up to the discretion of the health professional. Lees, Goldblod and Humphrey (2012), states that “[t]he…[HIPC] implies that any life-threatening situation…justifies breaking confidentiality” so that the health professional can ask for assistance from other trained professionals (87).

With a little more context provided and worded in a way to avoid contradiction the use of the outside source fits better in the assignment. You can see that square brackets are used to indicate that you have made changes to the original, without changing the meaning, in order to smoothly incorporate the quote into your own work. Such changes may include: changing a capital letter to a lower-case one or vice versa, changing the verb form of the original, replacing proper nouns with pronouns or adding words to make sure that your sentence that includes the quote is grammatically correct.

**How and when to use a long quote**

A long quote is when you use more than four lines of prose (like from a novel, journal article or internet source) or three lines of poetry in your assignment. Long quotes must be used very sparingly and only when strictly necessary. An example of this would be if you are closely analysing a poem and you want to comment on a pattern created in one particular stanza then you quote the stanza as a whole so that you can then explain the significance of the pattern. Quoting the lines separately could be confusing to your reader or make it difficult for you to coherently structure your analysis.

Long quotes must be separated from the rest of your text by indenting the whole quote and when using MLA you should use double spacing for long quotes. To justify the use of a long quote you must discuss the quoted material comprehensively; you cannot have a long quote followed by only one or two sentences of discussion from you. Let us look at an example from paragraph 2 of the student assignment:

“The principle ethics in terms of medical care are: autonomy, beneficence and non-maleficence. The first of these, autonomy, is the patient's ability to make their own decisions and it allows them to make decisions for themselves. A key requirement of autonomy is that the patient must have the competence to make a conscious and intentional decision
for a course of action” (Lawrence, J. 2007). The patient in the scenario does not fully understand the consequences of his actions because he is overwhelmed with pain and depression which means that he cannot make a rational decision.

Here the second paragraph starts off with a long quote which should have been formatted in the following way:

The principle ethics in terms of medical care are: autonomy, beneficence and non-maleficence. The first of these, autonomy, is the patient’s ability to make their own decisions and it allows them to make decisions for themselves. A key requirement of autonomy is that the patient must have the competence to make a conscious and intentional decision for a course of action. (Lawrence, 2007: 36)

The patient in the scenario does not fully understand the consequences of his actions because he is overwhelmed with pain and depression which means that he cannot make a rational decision.

Please note that because you separate the long quote from your text by indenting it and changing the spacing, you do not have to use quotation marks and the full stop goes before the in-text reference in brackets. Although it is now correctly formatted, to avoid the unnecessary use of long quotes, the student could have combined a paraphrase and a quote in the following way:

The three basic principles of medical care ethics, autonomy, beneficence and non-maleficence, govern the behaviour of health professionals. The first, autonomy, is “the patient’s ability to make their own decisions” and it requires that “the patient must have the competence to make a conscious and intentional decision...” (Lawrence, 2007: 36). The patient in the scenario does not fully understand the consequences of his actions because he is overwhelmed with pain and depression which means that he cannot make a rational decision.

Please note that the quotation is closed with the second quotation mark after which the in-text reference in brackets appears, followed by the full stop. If you place the full stop before the in-text reference then you exclude it from the unit of the quoted sentence. The placement of the full stop is different for long and short quotes because long quotes do not use quotation marks.

How to avoid using back-to-back quotes or paraphrases

Let us look at this example from paragraph 1 of the student assignment:

Confidential information is patient information that might be “damaging or shameful if revealed outside of a medical context” (Goldblod and Lees and Humphrey, 2012). ‘Health professionals must follow a set of ‘rules or standards governing the conduct of a person or the members of a profession, known as ethics’ (Free dictionary online source).

In this example, the student needs to create a link between the two quotes.

Confidential information is patient information that might be “damaging or shameful if revealed outside of a medical context” (Goldblod, Lees and Humphrey, 2012: 88). When faced with difficult or complex situations regarding issues such as confidentiality and patient safety, “[h]ealth professionals must follow a set of rules or standards governing the conduct of a person or the members of a profession, known as ethics” (The Free Dictionary, 2013).

How to quote from a poem or play

This is not relevant to the example assignment, but when you quote lines from a poem, it is important to separate the different lines of the poem with the slash (/). For example:
In Maya Angelou’s poem “Still I Rise,” the speaker states that “[j]ust like hopes springing high, / [s]till, [she]’ll rise” (11-12).

Please note that there is a space on either side of the slash. The same rule applies to quoting verses from a play although there are additional conventions associated with quoting from specific scenes and acts which is covered in the English Department’s student guide. You can tell if the play is in verse form if the first word of every line starts with a capital letter. If the play is in prose, every sentence starts with a capital letter, but not every line. In that case, you will quote from it like you would from an article, novel or website. The information in the brackets at the end of the quote indicates the line numbers of the lines quoted and the following section will cover the basics of in-text referencing.

In-Text Referencing

How to reference in-text

The in-text reference is usually placed at the end of a sentence, but in general it should be as close as possible to the material from outside sources so that you do not wrongly suggest that your original idea also comes from an outside source. For a direct quote or a paraphrase you must provide the specific page number, but you do not use page numbers when summarising information. Please note that you should never use an author’s first name, but always only the surname. If you used the author’s surname as part of your sentence then you do not have to repeat it in the in-text reference in brackets.

Single source with a single author

Basic format for MLA

(Author’s Surname page/s)

The corrected quote from paragraph two would be referenced as follows:

The first, autonomy, is “the patient’s ability to make their own decisions” and it requires that “the patient must have the competence to make a conscious and intentional decision…” (Lawrence 36).

Basic format for Harvard

(Author’s Surname, year: page number/s)

The corrected quote from paragraph two would be referenced as follows:
The first, autonomy, is “the patient’s ability to make their own decisions” and it requires that “the patient must have the competence to make a conscious and intentional decision…” (Lawrence, 2007: 36).

Multiple authors of a single source

If there is more than one author you can use just the first author and add “et al.” meaning “and others.” You can use “et al.” only if there are more than three authors which means that for the Lees, Goldbold and Humphrey source you must still name all authors in-text.

Basic format for MLA

(Author 1, Author 2 and Author 3 page/s)

The reference to the Lees source in the first paragraph would be referenced as follows:

Confidential information is patient information that might be “damaging or shameful if revealed outside of a medical context” (Goldblod, Lees and Humphrey 88).

Basic format for Harvard

(Author 1, Author 2 and Author 3, year: page/s)

The reference to the Lees source in the first paragraph would be referenced as follows:

Confidential information is patient information that might be “damaging or shameful if revealed outside of a medical context” (Goldblod, Lees and Humphrey, 2012: 88).

Information from another source quoted or paraphrased in the one you decide to use

This kind of referencing should be avoided if possible, but sometimes the original source may not be available and therefore you have no choice but to use the citation in the source you have consulted. In such cases you must use both authors’ surnames in the in-text reference either at the end of a sentence or as part of your sentence. You do not have to include the original source in your reference list.

Basic format for MLA

When using MLA you say “quoted in.”

This example comes from the last paragraph of the assignment:

Finally, the physiotherapist has to ensure that “the intended good of revealing the confidential information outweighs the harm it might bring about” (Smith quoted in Portilo 300).

Basic format for Harvard

When using Harvard you say “cited in.”

Finally, the physiotherapist has to ensure that “the intended good of revealing the confidential information outweighs the harm it might bring about” (Smith, 1985 cited in Portilo, 1990: 300).

A source with no author

When you do not have an author you use the title of the source. The example from the assignment is from an online dictionary and also does not include page numbers.
Basic format for MLA

“Health professionals must follow a set of rules or standards governing the conduct of a person or the members of a profession, known as ethics” (The Free Dictionary).

Basic format for Harvard

“Health professionals must follow a set of rules or standards governing the conduct of a person or the members of a profession, known as ethics” (The Free Dictionary, 2013).

If the date was unavailable the reference would have been: (The Free Dictionary, n.d.)

Reference List

A reference list is the full list of citations (material cited) in a written work and it appears on a separate page at the end of your assignment. When looking for sources, always keep in mind that knowledge is always evolving: you need to read constantly in order to keep up with new developments and trends in your area of interest to avoid using dated sources. You should always evaluate a source on its credibility and authority which is why you should avoid untrustworthy internet sources as anyone can post their opinion on a website or blog. The best place to start when looking for sources is the library: librarians are trained to help students find good sources and the library’s online resources, such as the databases, are good tools to use as they ensure that you use peer-reviewed and accredited sources. Another useful place to look for sources is in the reference list of any prescribed articles or chapters or the list of references provided in your textbooks.

As stated in the introduction, you will have to establish which of the referencing styles applies to your particular discipline. Although the two styles applicable to the Arts Faculty have certain things in common, there are differences that separate them. Please note that the student assignment demonstrates the wrong conventions for all entries and the correct ones will be shown below.

Some guidelines applicable to both MLA and Harvard

- The full list of all the sources you used in your assignment must appear on a new page at the end of your text and should be titled “Works Cited” if you are using MLA and if you are using Harvard it should be “List of References.” The title should not be in bold, underlined or in a different font size from the rest of your assignment.

- The “Works Cited” or “List of References” page should be in double spacing (the rest of your assignment should be in 1.5 spacing), the title at the top should be centred and all entries that run over more than one line should have a hanging indent. This will be shown in a later example.
- Entries should be arranged alphabetically by the authors' surnames, or if the author’s details are not provided you simply start your entry with the title of the work for MLA. For Harvard you can use “Anon.” (anonymous) as the author. You should not number entries or use bullets.

- Titles of books, plays, journals and websites are *italicised* while titles published within a larger work, like chapters of books, articles in a newspaper or a short story in an anthology are placed in quotation marks.

- First, last and all principal words in the title should be capitalised, including those that follow hyphens in compound words. You should capitalise: nouns, pronouns, verbs, adjectives, adverbs and subordinating conjunctions. You should not capitalise articles, prepositions, coordinating conjunctions or *to* infinitives if they appear in the middle of a title. If a title has a subheading you should separate it from the main title with a colon. You should follow these rules even if the original title was not capitalised this way.

- You can write “et al.” to indicate *more* than three authors in the body of your assignment, but in the reference list you must write out in full the surnames of all the authors.

- Several sources by the same author with *different* publication years should be arranged according to the date of publication with the first publication first.

- For MLA, if the full first names of authors are provided on the title page of the source you must use their full names, but sometimes only their initials are given in which case you use the initials. For Harvard you use only the initials.

- You should not use the ampersand (&): when referencing instead you must write the word ‘and’ out in full.

- For MLA, each entry must specify the publication medium at the end. For example: Print, Web, DVD, or Television.

The examples given below are in the student assignment’s reference list, and they were all done incorrectly. The correct way of referencing these sources will be shown for both Harvard and MLA. It helps to think of referencing as a formula with distinct formats and orders where you must just put the right information in the right place. Note that this does not cover all the different kinds of sources or variations that you will have to reference in assignments, but only the basic ones that students encounter most.

**A book by a single author**

**Basic format for MLA**

**Author’s Surname, First Name. Title of Book. Place of Publication: Publisher, Year of Publication. Print.**

Please note the punctuation conventions and the hanging indent.

**Example from assignment**


Here you can see that the student had to specify the edition as well because this is not the first and only edition of this title.
Basic format for Harvard

Author’s Surname, Initial. (Year of Publication) *Title of Book*. Place of Publication: Publisher

Example from assignment


A chapter in an edited book or a poem or short story in an anthology

Basic format for MLA

Author’s Surname, Name. “Title of Source.” Ed. Name and Surname of Editor. *Title of Larger Work*. Place of Publication: Publisher, Year of Publication. Pages Print.

Example from assignment


Basic format for Harvard

Author’s Surname, Initial. (Year of Publication) ‘Title of Work.’ in *Title of Larger Work*. Ed. by Surname, Initial. Place of Publication: Publisher, pages

Example from assignment

Lees, A.B., Goldblod, R. and Humphrey, L. ‘Chapter 5: To Tell or Not to Tell?’ in *The Practice of Physiotherapy*. Ed. by Ryan, C. New York: Routledge, 86-100

A journal article

Basic format for MLA


Example from assignment


If the student accessed this article from an online database like Jstor, it should be referenced as follows:


The date at the end specifies the date the student accessed the source.

Basic format for Harvard

Author’s Surname, Initial. (Year of Publication) ‘Title of Article.’ *Title of Journal* Volume (Issue), Pages

Example from assignment


If the student accessed this article from an online database like Jstor, it should be referenced as follows:
An online source

The student omitted this source from the reference list. All sources used need to be reflected in both the body of the text as well as in the reference list.

Basic format for MLA

When it comes to using sources on the internet you should try to provide the most complete information possible. If any of the components are unavailable to you then you leave them out or indicate that they are not available. A reference list entry for an internet source will usually contain the following components in this sequence:

- Surname and name of author, corporate author, editor, translator or compiler.
- Title of work, in quotation marks if it is part of a larger work or in italics if it is an independent source.
- Title of overall web site in italics if distinct from the title of the work.
- Version or edition (you can look for the “last updated” date)
- Publisher or sponsor of the site and if it is not available you write “n.p.”
- Date of publication (day, month and year as available), if nothing is supplied use “n.d.”
- Page numbers if available, if not you leave this out.
- Medium of publication which in this case is Web.
- Date you accessed the source: day, month and year.

Example from assignment

The online source the student used in the assignment does not have an author as it is an online dictionary.


Basic format for Harvard

The basic rule when referencing online sources is to give the same information you would for a printed source as much as you can (depending on the information available to you) with the addition of three details:

- Write online in square brackets after the title
- You must give the full web address (URL)
- Provide the date you accessed the source in square brackets

Example from assignment

Turnitin

How does Turnitin work?

- Turnitin is a tool to check the originality of your work and it provides guidelines where necessary regarding how you can make sure that you do not plagiarise.

- Assignments submitted to Turnitin are compared against billions of internet documents, archived internet data that is no longer available on the live web, a local repository of previously submitted assignments and a subscription repository of periodicals, journals and publications.

- Turnitin compiles a comparison document called an originality report. This originality report details the matches between a submission made on Turnitin and any texts online or in its archive.

- A high similarity index (expressed as a percentage) indicates that a large amount of text in your assignment matches information that Turnitin compares it against. There is a function where you can exclude quotes which you should select otherwise Turnitin identifies quotes as copied material even if they are referenced.

- Turnitin also compares your assignment to the assignments of all the students in the class. Thus, the later you submit your assignment, the higher your percentage is likely to be.

Important information to note when using Turnitin

- It is very important that you cite the author/s when using their words and ideas, as well as that you check that your quotation marks are closed and that your full stop does not appear before your in-text reference in brackets as Turnitin will identify it as copied material.

- You must check the originality report and amend where necessary. This means that you may have to submit your assignment on Turnitin more than once. Allow at least twenty four hours for a resubmission. Remember that when you submit your assignment more than once only the most recent submission is valid and all previous submissions are overwritten.

- Resubmitted or overwritten assignments may not generate a new originality report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft. Remember not to change the file name when you resubmit.

- Ensure that you submit your assignment well before the submission deadline. This should allow for enough time in the event of a backlog of originality reports. This also allows you time to correct any errors and to resubmit (where permitted by the lecturer) to Turnitin for your final originality percentage.
Should you experience any technical difficulties with Turnitin, please direct all queries to Centre for Innovative Educational and Communication Technologies (CIECT) at (021) 959-3200, email: eteaching@uwc.ac.za. Alternatively use the ‘just-in-time training’: manuals (student) which can be directly accessed from http://turnitin.uwc.ac.za/student

Sources consulted in compiling this booklet:

MLA handbook


https://owl.english.purdue.edu/owl/resource/563/01/

http://www.uhv.edu/ac/style/quote.aspx


Centre for Innovative Educational and Communication Technologies (CIECT) UWC.

Persons: Mr F Nkunge and Dr Juliet StoltenKamp


This booklet provides general assistance to students in referencing their assignments. Below you will find a link to the UWC library referencing guide for the Faculty of Arts for more specific help. UWC Library Referencing Guide: http://lib.uwc.ac.za/index.php/subject-guide.html; http://libguides.uwc.ac.za/referencing
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