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Referencing and Plagiarism

Introduction

When researching an essay or dissertation, you will need to **reference** all of the resources you use in the finished product. It is vital that your work is referenced accurately and consistently, in order to avoid **plagiarism** (theft of another author's intellectual property). Plagiarism is seen as dishonest, unprofessional and poor scholarship and deemed by the University as cheating.

Keeping a note of the resources you use as you go along will help when compiling that lengthy bibliography at the end. Various reference management tools are also available to automate the whole process and save you hours of work.



Top tip:

Why not photocopy the central double page of this leaflet when you begin each new assignment and use it to keep track of all the information you need for your references?

Further information & useful links

Books available to borrow from Homerton

- ◆ Neville, *The Complete Guide to Referencing and Avoiding Plagiarism* (Maidenhead: Open University, 2007) - **808.027 NEV**
- ◆ Pears and Shields, *Cite them Right: The Essential Referencing Guide*, 8th ed. (Basingstoke: Palgrave Macmillan, 2010) - **808.027 PEA**
Website: <http://www.citethemrightonline.com/>

Useful links

- ◆ **Guidance on plagiarism:**
<https://www.plagiarism.admin.cam.ac.uk/>
- ◆ **Cambridge Libguide to referencing:**
<http://libguides.cam.ac.uk/referencemanagement>
- ◆ **Cambridge Libguide to plagiarism:**
<http://libguides.cam.ac.uk/plagiarism/home>
- ◆ **Comparison of reference management tools:**
<http://library.wisc.edu/citation-managers/comparison.html>
- ◆ **Study skills advice:**
<https://www.plagiarism.admin.cam.ac.uk/resources-and-support>



Reference Management Tools

Reference Management Tools allow you to save your references to a database (often directly from a Library catalogue or from websites like Amazon), insert footnotes or endnotes into your essays and create an instant bibliography, all in just a few clicks. You can even change the referencing style in an instant. There are many reference management tools, all with slightly different features, but here are three of the most common:

Zotero: <http://www.zotero.org/> - free open source tool, available as a browser add-on or standalone programme. With a Zotero account you can sync your references across multiple computers, share your references with others, and attach notes, links, or files to references. See the Zotero LibGuide for more details: <http://libguides.cam.ac.uk/zotero>

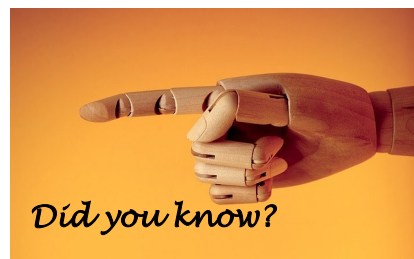
Mendeley: <http://www.mendeley.com/> - Mendeley is another free option, with iPhone and iPad versions. Again you can sync references across computers and share them with others. You can also annotate and highlight PDF articles. See the Mendeley LibGuide for more information: <http://libguides.cam.ac.uk/mendeley>

Endnote: <http://endnote.com/> - You can access the full version of Endnote on MCS computers. However references are stored on the computer, so if you want to use your references elsewhere you must use the more lightweight EndnoteWeb: <http://myendnoteweb.com/>

The University Computing Service runs courses on referencing tools. For more details about these course see <http://www.training.cam.ac.uk/ucs/>

You can also contact the **Library team** who can provide one to one support sessions.

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Referencing Styles

There are lots of different referencing styles out there and some of the most common are **Harvard, MLA, MHRA** and **APA**. They all serve the same purpose, but they may present the references in a different style. Many of the departments and faculties will have a preferred referencing style, so check their guidelines early on in the essay writing process.

If you are not sure which referencing style you should use, your supervisor should be able to help you. Alternatively, look for information on your department's **Moodle** site or **Libguide** (<http://libguides.cam.ac.uk/>) The two books cited at the end of this leaflet explain how to use the most common styles.

If you are writing for publication in a journal, the journal usually provides style guidelines.

Plagiarism

Thorough and careful referencing will go a long way in avoiding plagiarism, but it is still a good idea to understand the principles of what constitutes plagiarism.

Plagiarism refers to the direct quoting of another person's words, or use of their ideas and concepts, without adequate acknowledgement. It can also apply in collaborative situations, where two or more people work together on a project, but only one is credited.

Software can now be used to automatically detect plagiarism, and even if unintentional, plagiarising is taken very seriously. See the University's webpages for more information: <https://www.plagiarism.admin.cam.ac.uk/>

Books

This sheet is designed for you to record the information you need to construct your references. It does not demonstrate how this information should be formatted or presented in a bibliography. **Consult your Faculty or Director of Studies about which referencing convention you should use for your subject.**

*Only fill in the shaded columns if appropriate

Main author /editor	Additional author(s)/ editors(s) or author of chapter*	Chapter/essay title*	Full title of the book	Page numbers	Translator*	City published	Publisher	Edition	Year

Journals

Top tip: Photocopy this sheet and use a new copy for each piece of research

Main author	Additional author(s)	Full title of the article	Title of the journal	Volume and/or issue no.	Date of the journal issue (e.g. May 2001)	Page numbers

For websites... author, date of publication, website title, full web address, date accessed.