Referencing and citing online resources

By University of Southampton Libraries

#### What is citing and referencing?

When you use ideas or information from sources such as ebooks, journal articles, webpages, images, films or other source materials in your writing you need to show in your document where the information came from.

#### Why do I need to do it?

Citing and referencing your work correctly is essential. If you acknowledge the work of others you are acting with **academic integrity** and taking steps to **avoid plagiarising** someone else's work. You are also allowing someone else to trace your line of research.

The main aim of referencing is to provide enough bibliographic information (such as author, title, date, etc.) for the source (such as an ebook, journal article etc.) to be located by someone reading your document.

#### Tell me more about academic Integrity

Academic Integrity is at the centre of all the work you do at university**.** There is more detailed information about academic integrity on our webpage [http://library.soton.ac.uk/sash/what-is-academic-integrity](about:blank)

#### Is there a specific way for citing and referencing in my assignments?

At the University of Southampton schools or departments recommend which referencing style you should use in your work. Check the information on our website to find which referencing style you should use. [http://library.soton.ac.uk/sash/referencing](about:blank)

#### Is there a style guide that has examples of how to doing referencing in that I can follow?

Yes there are style guides for all of the referencing styles that are used by schools and departments at the University of Southampton (to the best of our knowledge). Find the style guide for your subject on our webpage [http://library.soton.ac.uk/sash/referencing](about:blank)

#### Ok I will have a look at that webpage later. Can you give me quick examples of what citing and referencing information I need to include in this assignment I am in the middle of writing, my school uses the Harvard style?

Yes ok …

I will show you some examples using the **Harvard** style from **Cite Them Right Online** – see a link to it on our webpage http://library.soton.ac.uk/sash/referencing

Remember – if your school or department uses a different referencing style check our webpage for alternative styles guides! [http://library.soton.ac.uk/sash/referencing](about:blank)

# **eBook**

**In the Harvard style when an ebook looks like a printed book, with publication details and page numbers, you should cite and reference it just like a printed book. Have a good look around the publisher’s website and you should find all the information that you need to include in the reference.**

**In-text citation examples for an ebook with page numbers**

**According to Bell(2014), the most important part of the research process is…**

**Goddard and Barrett (2016, p. 17) noted that…**

**Reference list example for an ebook with page numbers**

**Bell, J. (2014) Doing your research project. Maidenhead: Open University Press.**

**Order of the information you should include in the ebook with page numbers reference at the end of your document:**

* **Author/editor**
* **(Year of publication) - in round brackets**
* ***Title of book* - in italics**
* **Place of publication: Publisher**
* **Series and volume number (where relevant)**

#### What if there is no page number information when I look at the ebook on my device?

On some personal electronic devices, specific ebook page number details or pagination may not be available, use the information you do have, such as loc, %, chapter/paragraph

**In-text example ebook with no page numbers**

(Adams, 1979, loc 876).

**Reference list example ebook with no page numbers**

Adams, D. (1979) *The hitchhiker's guide to the galaxy*. Available at: http://www.amazon.co.uk/kindle-ebooks (Accessed: 29 January 2018).

**Order of the information you should include in the ebook with no page numbers reference at the end of your document:**

* **Author/editor**
* **(Year of publication) - in round brackets**
* ***Title of book* - in italics**
* DOI or Available at: URL (Accessed: date)

# Journal article

Have a good look around the publishers website and you should find all the information that you need to include in the online journal reference

**Reference list example: journal article with URL**

Barke, M. and Mowl, G. (2016) 'Málaga – a failed resort of the early twentieth century?', *Journal of Tourism History*, 2(3), pp. 187–212. Available at: http://www.tanfonline.com/full/1755182.2016 (Accessed: 23 April 2018).

**Reference list example: journal article with DOI**

Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks'*, European Journal of Teacher Education*, 33(3), pp. 323–326. doi:10.1080/02619761003602246.

**Order of the information you should include for any journal reference at the end of your document in the Harvard style:**

* Author surname, followed by initials
* (Year of publication) - in round brackets
* ‘Title of article’- in single quotation marks
* *Title of journal* - in italics, capitalise first letter of each word in title, except for linking words such as and, of, the, for
* Issue information - that is, volume (unbracketed) and, where applicable, part number, month or season (all in round brackets))
* Pages reference - if available
* DOI: or Available at: URL (Accessed: date)

# About referencing information from the internet

When referencing information you have found on the internet, you need to distinguish what type of information source you are referring to. The internet is made up of many types of information source for example:

* organisation websites
* personal websites
* government publications
* images
* videos
* company data
* clinical guidelines
* Social media
* Learning environments such as Blackboard (including recorded lectures, PowerPoint presentations)

Etc, etc, etc

There isn’t time to go into how to reference each and every one of these individual types of source -otherwise this video is going to be longer than watching all the Star Wars films back-to-back (and you’ll run out of popcorn before the end!)

Instead, look in Cite Them Right Online for examples in Harvard style – see the link to it on our webpage [http://library.soton.ac.uk/sash/referencing](about:blank) - (Information for other referencing styles is on the same webpage!)

**But here is one quick example…**

# How to cite and reference information from an organisation’s website with no identifiable author **in the Harvard style**

**In-text citation**

Treatments for a broken finger or thumb (National Health Service, 2019) ...

**Reference list example**

National Health Service (2019) *Broken finger or thumb*. Available at: [https://www.nhs.uk/conditions/broken-finger/](about:blank) (Accessed: 10 April 2020)

**Order of the information you should include for the organisation’s webpage reference at the end of your document in the Harvard style:**

* Organisation
* (Year that the site was published/last updated) - in round brackets
* *Title of web page* - in italics
* Available at: URL (Accessed: date)

**Remember** - the nature of what you are referring will guide how you cite and reference it. Your aim is to provide enough information for someone else to be able to locate your information source.

**Don’t forget** - material on the internet can be removed or changed, so always note the date when you accessed/viewed the information (with the exception of ebooks or online journal article from a reputable publisher) – it might not be there in a few month’s time.

**Always** critically evaluate all internet information as anyone can publish information on the internet. See our Critical thinking webpage for further advice [http://library.soton.ac.uk/sash/critical-thinking](about:blank)

# Still need help with citing and referencing?

Full guidance for Harvard Style in Cite Them Right Online link is on our website – and it does include examples for other reference styles too! [http://library.soton.ac.uk/sash/referencing](about:blank)

Plus there are reference styles for all of the most commonly used referencing styles –it’s on our webpage [http://library.soton.ac.uk/sash/referencing](about:blank)

If you can’t find the answers there or you are still confused with how to reference a particular piece of information contact us:

Library Chat - look for the button on our Library webpages [http://library.soton.ac.uk/](about:blank)

Email us at [libenqs@soton.ac.uk](about:blank)

# Build and develop essential skills for studying online

See our online training webpage <http://library.soton.ac.uk/sash/workshops/online-training>