

## HOW TO WRITE REFERENCE:

### Guideline by Multidimensional Publications

#### What is referencing?

When you are writing a piece of work and use someone else's words or ideas **you must reference them**. This means that you need to include detailed information on all sources consulted, both within your text (in-text citations) and at the end of your work (reference list).

#### Why is it important?

Referencing...

- ✓ Is crucial to successful research.
- ✓ Helps the reader to find the original source if they wish.
- ✓ Improves your writing skills
- ✓ Adds authenticity to your argument.
- ✓ Shows that you have read widely.
- ✓ Can help you get better marks.

#### Which system should I use?

There are several different referencing styles used within Queen's therefore you must check your module/School handbook to clarify which system to use. It is important to use the referencing style consistently throughout your piece of work.

#### What is plagiarism?

Plagiarism involves deliberately or inadvertently presenting someone else's ideas as your own. It is cheating. It doesn't just apply to direct quotations but summarised and paraphrased argument too. Plagiarism is treated very seriously and usually results in disciplinary action.

#### How to avoid plagiarism

- ✓ Plan your work in advance and manage your time effectively.
- ✓ Read a passage and then make notes afterwards. This makes it easier to use your own words.
- ✓ Note down all the details for each source as you work. This will help you to compile a reference list or bibliography.
- ✓ Save your notes and work until you receive your final mark.

#### Introduction to Harvard

Known as the author-date system two main elements

- i. citing within the text of an assignment
- ii. listing references at the end of an assignment



**Each reference number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket.**

#### Examples;

“ . . .end of the line for my research [13].”

“The theory was first put forward in 2014 [1].”

“Scholtz [2] has argued.....”

“For example, see [7].”

“Several recent studies [3, 4, 15, 22] have suggested that.....”

Note: Authors and dates do not have to be written out after the first reference; use the bracketed number. Also, it is not necessary to write “in reference [2].” Just write “in [2].”

The preferred method to cite more than one source at a time is to list each reference in its own brackets, then separate with a comma or dash:

[1], [3], [5]

[1] – [5]

### Reference Lists

To finish citing sources, a numbered list of references must be provided at the end of the paper. The list is comprised of the sequential enumerated citations, with details, beginning with [1], and is not alphabetical.

### Page Format

- Place references flush left
- Single-space entries, double-space between.
- Place number of entry at left margin, enclose in brackets.
- Indent text of entries.

The following examples demonstrate the format for a variety of electronic and print sources. These citations are ones in widest use. Not everything is listed.

### Analysis of reference list examples

When you write your reference list, you need to analyse the patterns of each reference type. Some basic details that you need to look for are authors/no authors, dates/no dates, titles, editions and publishers, pages, DOIs or /URLs, depending on the type of reference you need.

### Examples

#### ➤ Book (print)

Amish, K. M, Azeem, A. (2018). *Coordination Chemistry*. (Uttar Pradesh, India): Multidimensional Publications.  
*Analysis:* Author/s. > (Year). > *Title* (in italics). > Place of publication (city, country): Publisher.

#### ➤ Journal article (print)

Amish, K. (2018). Synthesis of Carbon Nanotube. *Journal of Nanotechnology*, 15, 170–176.  
*Analysis:* Author/s. > (Year). > Title of the article. > *Title of Journal*, > *volume* (in italics), > pages.

#### ➤ Journal article (online with a DOI)

Amish, K. M. (2018). The role of Chemistry in Environment . *Indian Journal of Environmental Science*, 14(1), 13–21. doi:10.1037/0278-6133.24.6.884  
*Analysis:* Author/s. > (Year). > Title of the article. > *Title of Journal*, > *volume*(issue number), > pages. > doi:

#### ➤ Authored document from a Website/web page (online)

Amish, K .M. (2018). The Synthesis of Nanoparticules Characterization and its Applications . Retrieved from Multidimensional Publisher website: <http://www.multidpublication.in>  
*Analysis:* Author/s. > (Year). > Title of article/section. > Retrieved from Name of Website: > URL

### Capitalisation styles in reference entries:

**1. Minimal** (Sentence style) is used for the titles of ALL reference list information sources EXCEPT for the titles of journal articles. Capitalise ~~ONLY~~ the first word, the first word after a question mark (?), a colon (:), or em dash (—), and proper nouns that normally require capitalisation (e.g. names of people, cultural groups, places etc.).  
Wong, D. S. (2007). *New horizons in critical thinking: Engaging the modern Australian student*. London, UK: Hodges & Stones.

**2. Maximal** (Headline style) is used ONLY for italicised titles of journals. The first letter of every MAJOR word in the journal title should be capitalised—conjunctions, articles and short prepositions are not considered major words. The first word after a colon is **always** capitalised.  
Suzuki, T., & Dillon, P. (2001). Working patterns in Australia: A new approach, *Australian Journal of Applied Economics*, 23(5), 34-40.

### Formatting the reference list

- i. The reference list goes **on a new page** at the end of your assignment.
- ii. Head your page with **References (upper and lower case letters) and centre**. (DO NOT use all capitals, underline or use italics).
- iii. Use the same spacing as your essay for the reference list (1.5 or double spaced).
- iv. Start each reference on a new line without a space between each reference item.
- v. Use **hanging indent format** for all items in the reference list.

### Let the computer do the work for you:

1. Highlight your entire reference list
2. Paragraph (use the little arrow) ! (2007-2010+ Word version)
3. ! *Indentation* ! open *Special* (menu) ! select *Hanging*

There are many types of reference list resources that will have differences in format from the examples.

#### 1. Book:

##### Information needed:

Author's Surname, Initials., year published. *Book title*. ed. (if not the first) Place of Publication: Publisher.

##### Example:

Dummett, M., 1994. *Electoral reform*. 2nd ed. Oxford: Oxford University Press.

#### 2. Book with two or three authors:

##### Information needed:

Author's Surname, Initials. and Surname, Initials., year published. *Book title*. ed. (if not the first) Place of Publication: Publisher.

##### Example:

Bennett, C.L. and Workman, B., 2002. *Key nursing skills*. London: Whurr Publishers Ltd.

#### 3. Book with four or more authors:

**Information needed:**

Author's Surname, Initials. et al., year published. *Book title*. ed. (if not the first) Place of Publication: Publisher.

**Example:**

Bradley, J.M. et al., 2000. *The history of design*. 3rd ed. Oxford: Oxford University Press.

**4. Edited book where no individual authors are identified:****Information needed:**

Editor's Surname, Initials., ed., year published. *Book title*. ed. (if not the first) Place of Publication: Publisher.

When referencing an editor include **ed.** (which stands for editor) after their initials.

**Example:**

Smith, J.T., ed., 1997. *Scottish cuisine*. 2nd ed. Edinburgh: Blackwell Press.

**5. Text within a book by a different author:****Information needed:**

Text Author's Surname, Initials., year published. Article/chapter title. In: Book

Author/ Editor's Surname, Initials., year published. *Book title*. ed. (if not the first) Place of Publication:

Publisher. Pages.

**Example:**

Marshall, C., 2005. Walking in central Scotland. In: Brown, A. and Jones, F., 2005. *Scottish hills*. Glasgow: Blacks. p. 60.

**7.E-book:****Information needed:**

Author's Surname, Initials., year published. *Ebook title*. ed. (if not the first) [online]. Place of Publication:

Publisher. Available at: web address [Accessed Date].

**Example:**

Lorio, M.G., 2001. *Grammar cracker*. [online]. USA: Voralis Limited. Available at: <http://site.ebrary.com/lib/dundeecollege/docDetail.action?docID=10141077&p00=jumping> [Accessed 05 February 2010].

**8. Journal article:****Information needed:**

Author's Surname, Initials., year published. Article title. *Journal Title*, volume number (issue number), page numbers.

**Example:**

Brown, A., 1998. Asymmetrical devolution. *Political Monthly*, 6 (12), pp.215-216.

**9. Journal with no volume or issue numbers:****Information needed:**

Author's Surname, Initials., year published. Article title. *Journal Title*, Date Published, page numbers.

**Example:**

Parston, G., 2008. Britain in 2008. *New Statesman*, 28 August 2008, pp.31-35.

## **10. Electronic journal article:**

### **Information needed:**

Author's Surname, Initials., year published. Article title. *Journal Title*, volume number (issue number), page numbers. Available at: web address [Accessed Date].

### **Example:**

Smith, L., 2009. Study skills. *Writing in Further Education*, 5(1), p.22. Available at: [www.studyskillsjournal/12i](http://www.studyskillsjournal/12i) [Accessed 21 June 2012].

## **11. Newspaper article:**

### **Information needed:**

Author's Surname, Initials., year published. Article title. *Newspaper Title*, Date published, page numbers.

### **Example:**

Parker, A., 2010. Salmond' plans to speed up Scottish devolution. *The Financial Times*, 07 May, p.10.

## **12. Unpublished work:**

### **Information needed:**

Author's Surname, Initial., year of production. *Title*. Unpublished.

### **Example:**

Dundee College, 2012. *Study skills*. Unpublished.

## **13. Essay, thesis or dissertation (academic submission):**

### **Information needed:**

Author's Surname, Initials., year degree awarded or submission made. *Title*. \*Type of submission+. Name of College or University.

### **Example:**

Roberts, T., 2009. *The benefits of wind farms to Scotland's economy*. \*Unpublished undergraduate dissertation+. Dundee University.

**For more please connect with Multidimensional Publications**

## HOW TO WRITE A BIBLIOGRAPHY

- A bibliography is a list of all the resources you have used in writing your assignment.
- Bibliographical references need to be cited in two places:
  1. Where a document is referred to in the assignment
  2. In a list at the end of your assignment, arranged alphabetically by author then by date.

### General Information:

1. For each resource listed, begin first line at margin and indent each line that follows.
2. Underline or use italics for titles of books, periodicals and software. Titles of articles are enclosed in quotation marks.
3. Note punctuation and follow exactly.
4. If required information, such as author or place of publication, is not available, just leave it out.
5. Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title.

#### 1. Books with an author:

1. Author's surname, initials. (full stop)
2. Year. (in brackets) (full stop)
3. Title of book. (underlined OR italics) (full stop)
4. Publisher, (comma)
5. Place of publication. (full stop)

#### Example;

**Amish, K. M. (2018). *Nanochemistry*. Multidimensional Publications, Uttar Pradesh India.**

#### 2. Books with two or more authors:

1. Authors (in the order they are given in the book).
2. Title of book.(underlined)
3. City of publication:
4. Publisher, date.

#### Example;

**Amish, Azeem and Rajesh.K. The Impotence of CSIR Laboratories. Uttar Pradesh India: Multidimensional Publications, 2018.**

#### 3. Books with an editor:

1. Editor's surname, initials. (full stop)
2. (ed.) (in brackets)
3. Year. (in brackets) (full stop)
4. Title of book. (underlined OR italics) (full stop)
5. Publisher, (comma)
6. Place of publication. (full stop)

**Example;**

**Amish, K.M. (ed.) (2018). *Stereo Chemistry*. Multidimensional Publications, Uttar Pradesh India.**

**4. Chapter in an Edited Book :**

1. Chapter author's surname, initials. (full stop)
2. Year. (brackets) (full stop)
3. Title of chapter. (full stop)
4. Followed by In: (underlined) (colon)
5. Publisher, (comma)
6. Place of publication. (full stop)

**Example;**

**Amish, K.M. (2018). *Transition Metal*. In: Multidimensional Publications, Uttar Pradesh India.**

**8.E-mail:**

1. Sender's surname, initials. (full stop)
2. (Sender's email address), (brackets) (comma)
3. Day, (comma) month, (comma) year. (full stop)
4. Subject of message. (underlined OR italics) (full stop)
5. Email to (recipient's email address). (brackets) (full stop)

**Example;**

**Amish, K.M. ([khanmohdamish86@gmail.com](mailto:khanmohdamish86@gmail.com)), 30 May 2010. *Conference of Nuclear Magnetic Resonance* . ([cdri123@gmail.com](mailto:cdri123@gmail.com)).**

**9. Journal Articles:**

1. Author's surname, initials (full stop)
2. Year. (in brackets) (full stop)
3. Title of the article. (full stop)
4. Title of the journal. (underlined OR italics) (full stop)
5. Volume, number, month/season, (comma)
6. Page number of article. (full stop)

**Example;**

**Amish, K.M. (2016). *Synthesis of Nanoparticles*. *Indian Journal of Nanoscienced*. No.08, August, pp1-13.**

**10. Newspapers Articles:**

1. Author's surname, initials (full stop)
2. Year. (in brackets) (full stop)
3. Title of the article. (full stop)
4. Title of the newspaper. (underlined OR italics) (full stop)
5. Date of publication, (comma)
6. Page number of article. (full stop)

**Example;**

**Amish, K.M. (2018). Struggle of Amish Life. *Times of India*. 28 February, p3.**

**For more please connect with Multidimensional Publications:-**

- **Book: Second or Later Edition**
- **Book: Corporate Author**
- **Book: Anthology or Compilation**
- **Chapter in Anthology or Compilation**
- **Signed Magazine Article**
- **Unsigned Magazine Article**
- **Journal Article, Continuous Pagination**
- **Journal Article, Noncontinuous Pagination**
- **Signed Newspaper Article**
- **Unsigned Newspaper Article**
- **Signed Newspaper Editorial**
- **Government Publication**
- **Signed Article in Reference Work**
- **Speech or Lecture**
- **Article in Scholarly Journal Reprinted Online**
- **Article in Online Scholarly Journal**
- **Online Government Publication**
- **Document Accessed from Online Service**
- **Online Document from Broadcast News Source**