

# Referencing, Sourcing and Plagiarism:

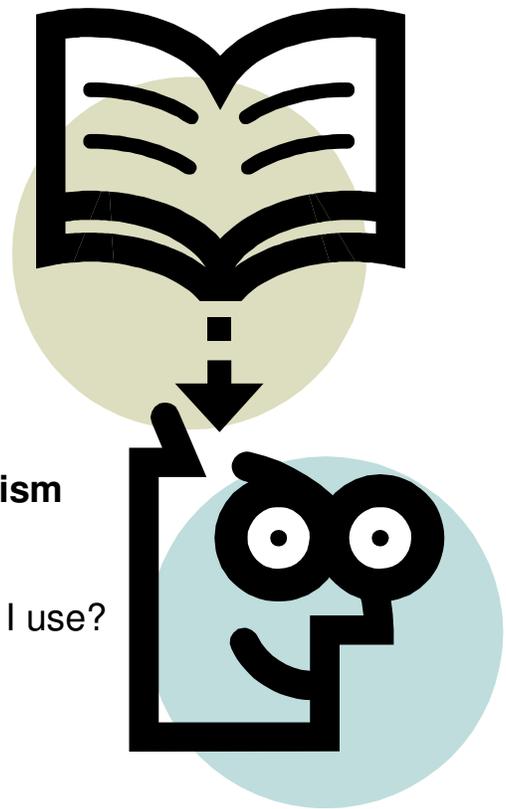
A short guide for students in the Department of  
Politics and International Relations  
Royal Holloway, University of London

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## Part I: Referencing, Sourcing and Plagiarism

### I. What is referencing?

Referencing may seem like a scary or even a pointless exercise to new students, but mastering it is incredibly important for the development of your academic training and research skills. Apart from this, it serves several purposes:

- 1) To let the reader/marker know where you got your information from.
- 2) To acknowledge that a fact or idea is not your own and has been taken from someone else's work.
- 3) To indicate to your course tutor which sources you have been reading on the course which will let him or her know that you are on the right track.

It will be useful to keep these purposes in mind as you think about how you are going to reference your essays.

Failure to acknowledge where you have taken your information from is indicative of a sloppy or poorly organized writing style for which you will lose marks at best and at worst may lead to accusations of plagiarism (see the section below!) Taking or claiming someone else's idea as your own is stealing.



### II. When should I reference?

When you are writing an essay you will need to use referencing when you are:

- 1) Using someone else's idea.
- 2) To show where you got factual information from. (ie: statistics, etc).
- 3) When you are quoting from a source.

Again, this demonstrates that you understand the sources that you have been using and that you can back up claims in your paper with authoritative sources. (More on "authoritative sources" below). It is very important that the reference must always be the source that you actually used.



### III. Harvard? Chicago? Footnotes – what do I use?

One of the most confusing things about referencing is that there are many different ways to do so. The most important rule is that you are consistent with your referencing and do not switch styles back and forth throughout the paper.

The Department of Politics and International Relations typically uses the "Harvard Style." A quick explanation of the style is indicated below. If you have any questions, there are plenty of sources for you to look at online. In addition, be sure to contact your tutor – it's better to be safe than sorry!

#### Harvard Style

The basic rule of thumb is that the author's name, the year of publication and the page number is must be presented. This can be done in two ways.

1) When you quote from an author:

'Marx believed that democratic government was essentially unviable in a capitalist society' (Held, 1996: 129).

Please note that the quote about Marx comes from the book by Held.

2) When you draw on an author's ideas:

According to Held (1996: 129), Marx did not believe that democratic government was viable under capitalism.

Here we have not quoted from Held's book, but we have used his ideas so the reference is made in the same way. These references should be made in the text and not as footnotes. Footnotes serve to clarify points, as well as informing the reader on any primary material, such as a newspaper article, which are not suitable for Harvard referencing.



## IV. So how do I put it all together?

There are generally three ways which you can approach referencing.

1) To re-write the phrase or argument in your own words, informing the reader that this is what you have done: so, for example:

Despite his emphasis upon the effect of self-interest in the development of modern society, even Adam Smith (Smith, 1989:1) recognised that we are naturally concerned with other people's welfare.

In the above example the words are all your own but you need to inform the reader of the text which Adam Smith set out his views on our concern with other people's welfare. This is done, as shown, by citing the author's name, date of the publication of text and the page number(s).

2) Alternatively, in this next example:

In any analysis of the growth of modern society, there must be a recognition of the productive power of an increase in the division of labour (Smith, 1987:1).

The words are once again all your own but the idea (that an increase in the division of labour leads to an increase in productivity) comes from a book written by Adam Smith. You need to acknowledge the source of this idea and this is done by citing the author's name, date of the publication of the book and the relevant page number(s), as shown, within parentheses. In these first two examples you have used your own words.

3a) If you need to actually cite a direct quotation from another author, place the copied material within inverted commas. So, for example:

Whilst Adam Smith argued that an increase in the division of labour led to a materially improved standard of living, he was also acutely aware that this would lead to mental and moral

impoverishment for the workers. It would lead the worker to 'become as stupid and ignorant as it is possible for a human creature to become.' (Smith, 1987:471).

In this example you have included a direct quotation, copying Smith's own words. This direct quotation has to be placed within inverted commas along with the date of the publication of the book and the page number(s) from which the quotation was taken. **Note that all copied material must be placed within inverted commas. If you have not completely re-worded the material, then you must use inverted commas – only fully re-worded material can be referenced without inverted commas. To claim words as your own may lead to accusations of plagiarism.**

3b) Where you are direct-quoting more than three lines of text from a source, the quote should be pulled out separately from the text and indented on both sides.

Boot describes a pattern in these meetings between 19<sup>th</sup> century Americans and their frequently unfriendly hosts:

Yankees arrive with the best of intentions, but soon find themselves sucked into the vortex of war. During the nineteenth century this pattern would repeat itself from the Falklands to Formosa, from Sumatra to Samoa, from China to Chile. After killing some natives, the Americans seldom stayed long;... (Boot, 2002:38)

These skirmishes were undeclared wars where neither combatants (for the majority of the 19<sup>th</sup> Century) would be a party to any sort of international convention.

Only use direct quotations when you genuinely cannot re-phrase the quotation, when the quotation is very well known or very little known, or when you feel the author's own choice of words is particularly apposite or beautiful (a rare occurrence!).



## V: Bibliography

It is very important with these kinds of reference that you include a full **bibliography** at the end of your essay. Each work that is used in your paper should be listed in alphabetical order by the last name of the author.

Unfortunately, each type of publication has its own style but a brief summary is presented below

### *Books:*

In addition to restating the information about the author and year, you also must include publication details of the works to which you refer. This includes the place of publication and the company which did it. The rule here is Author, (Date) *Title in Italics or underlined* Place of publication: Publisher.

Held, D. (1996) *Models of Democracy* Cambridge: Polity Press.

### *Journal Articles:*

Rather than providing information about the place of publication, the volume and issue number of the journal is presented along with the pages where the article appears. So the rule here is Author, (Date) "Title in Quotations," *Journal title in Italics*, Volume Number(Issue Number): Pages in journal.

Whiteley, P. F. (2000) 'Economic Growth and Social Capital', *Political Studies* 48(3): 443-66.

In this case, the volume number is 48, the issue number is 3 and the pages where the article appears is 443-66 in the Journal of Political Studies.

**\*Please note: When using articles from journals from online sources like JSTOR, you must provide all publication information and NOT the JSTOR hyperlink.**

*Chapters in books/edited collections:*

Quite often different *authors* will contribute to an *edited* collection in a large book. In this case, it is important to cite the author and not the editor of the book.

Storing, H. J. (1991) 'The Case against Civil Disobedience' in H. A. Bedau (ed) *Civil Disobedience: in focus* London: Routledge.

The author of the chapter is H. J. Storing, the title is 'The Case against Civil Disobedience', in a volume edited by H. A. Bedau, entitled *Civil Disobedience: in focus*, published by Routledge in London. Book and journal titles are always in italics, article and chapter titles are always in single quotation marks, as above.

*Newspaper/Magazine articles:*

Here the rule is author, (date), "title in quotations," publication.

Lague, D. (2007, 6 September). "Hacking reports raise concerns about cyberthreat from China," The International Herald Tribune.

## Online sources

Today there is a limitless amount of material available to you online. Some are in journals, others in online news sites and some are even in online books. Therefore, chances are you will probably be using online sources to write at least one of your papers.

The first thing to remember is that you are going to have to be able to tell the difference between an 'authoritative' or 'academic' source of information from one that isn't. Please see the section on this below. For now, these are the ways to cite online sources

Secondly, as mentioned above, **when using articles from journals from online sources like JSTOR, you must provide all publication information and NOT the JSTOR hyperlink. When using articles from journals from online sources like JSTOR, you must provide all publication information and NOT the JSTOR hyperlink.** In other words, if you are citing an article you found using JSTOR, the citation should look like this:

Radley, V. L. and D. C. Redding. (1961). "Shakespeare: Sonnet 110, A New Look," *Shakespeare Quarterly*, 12(4): 462-463.

And NOT this:

<http://links.jstor.org/sici?sici=0037-3222%28196123%2912%3A4%3C462%3ASS1ANL%3E2.0.CO%3B2-9>

*Online news websites*

This is pretty much the same as the newspaper/magazine citation with the date you accessed the article and the url of the website.

Eddy, M. (2007, 6 September). "Germany Searching for 10 Terror Suspects," *The Guardian*, <http://www.guardian.co.uk/worldlatest/story/0,,6901110,00.html>. Accessed 6 September 2007.

*Online news websites where there is no author:*

BBC News (2007, 6 September). "Fresh Darfur peace talks agreed," <http://news.bbc.co.uk/1/hi/world/africa/6981929.stm>. Accessed 28 September 2007.

Government online sources:

If there is no author, give the name of the site, (date). "Title in quotations," URL and Date accessed.

Number 10. (2007, 6 September). "PM pays tribute to Pavarotti," <http://www.number-10.gov.uk/output/Page13098.asp>. Accessed 1 October 2007.



## VI. Plagiarism and Academic Dishonesty

Plagiarism an extremely serious offence, both within the College and the Department. **Ignorance of the meaning of plagiarism is no defence** and all students will be deemed to understand and be aware of the University of London Student Regulation as set out below. There are very serious penalties for students who have been found to have plagiarised their work. Please do not be tempted to jeopardise your degree in this irresponsible fashion.

### 1) Definition of plagiarism:

In these regulations, 'plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs, images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet.

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment. Group work would constitute plagiarism where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work.

*Further information on the College's policy towards plagiarism, procedures, appeals and punishments is available through the Royal Holloway website:*

[http://www.rhul.ac.uk/Registry/academic\\_regulations/Examination\\_Assessment\\_Offences.html](http://www.rhul.ac.uk/Registry/academic_regulations/Examination_Assessment_Offences.html)

### 2) Academic Dishonesty:

Beyond plagiarism, students may be accused of academic dishonesty if they do any of the following:

- Handing in the same paper for one or more courses.

- Improper citation to the point of virtual plagiarism. (For example, copying an entire paragraph from another source without indicating that the paragraph has been copied verbatim; Copying a large portion of text verbatim with insufficient citation, etc.)
- Handing in work that has been purchased or written by another (although no copying may have been involved).

These acts are considered to be very grave offences by the Department and will be treated just as seriously as plagiarism.

### 3) Plagiarism detection software

You will submit your essays through the College's anti-plagiarism software, Turnitin. To retain your anonymity, please make sure that the files submitted are labelled with your candidate number only.

All of these dissertations will then be run through the College's plagiarism detection service. This contains hundreds of thousands of essays downloaded from the Internet (including all of the 'pay-per-view' cheat sites) and has sophisticated algorithms that will detect similarities between your work and downloadable essays. In short, don't risk it.



## VII: Using Online Sources

The internet has made researching much more simple in terms of gaining instant access to an unlimited number of sources of information. However, navigating through everything online and determining what is and what is not an authoritative source of information has become much more challenging.

### 1. What do you mean by 'academic' or 'authoritative' sources?

These are sources which are essentially reputable, trust worthy and are known to verify their facts and information to a reasonable extent before publication. Reputable academic journals, for example, normally only publish articles that have been at least twice blind reviewed by experts in the field who agree that the information is essentially correct and that the material is usefully contributing to a body of knowledge. Major news sources, which are liable under libel legislation and have an interest in being trusted by their readership, also attempt to meet a high standard of journalism.

There are, however, millions of publications and websites which are geared towards presenting opinions and rumours rather than research and certifiable facts. These include blogs, "quasi" news and gossip sites. Citing these as authoritative sources is problematic. As developing researchers, it is important that you learn to differentiate between sources of information so that your own work will be taken seriously.

Essentially, the key comes down to verifiable information. Can the source verify the facts given – or can the author prove their case? In the case of blogs and opinion based websites or user content generated sites, probably not.

### 2. Examples of academic or authoritative sources online:

- i) Articles from MAJOR news sources
  - BBC
  - SkyNews
  - CNN
  - AFP
- ii) Government websites

Number 10  
 Ministry of Defence  
 European Union

- ii) Reputable NGOs  
 International Committee of the Red Cross  
 Amnesty International  
 National Union of Journalists  
 Chatham House  
 Royal United Services Institute

### 3. Examples of Non-Academic Sources

- i) Agenda-based blogs: [www.conservativetruth.org](http://www.conservativetruth.org), [www.fightbackuk.blogspot.com](http://www.fightbackuk.blogspot.com)  
 ii) Quasi News Sites: [www.newsmax.com](http://www.newsmax.com)  
 iii) Conspiracy videos on YouTube: (ie: Loose Change)

### 4. Information sources: Wikipedia, About.com, Infoplease.com

These are NOT academic sources. Although the information on them may be legit or that they may be a good place to start thinking about your topic, they should never be cited as an academic source. Wikipedia and other sites like it are essentially truth by popular vote rather than verifiable facts. There are insufficient monitoring of what information goes up on these websites and frequently the information is wrong and misleading. **Do not cite these sources in your papers.**

### 5. Online encyclopaedia articles

Sites such as Encarta and Britannica MAY be okay – but you should have progressed to the point where these are no longer needed!



## VIII: Quick Dos and Don'ts

*Do* always keep good track of which sources you are using when you are researching your paper. (You don't want to confuse someone else's idea with your own!)

*Do* your referencing as you go along rather than at the end (or an hour before the paper is due!)

*Do* try to rephrase ideas as much as possible rather than using someone else's words.

*Don't* leave your essays until the last minute. Time management problems are probably one of the leading contributors of plagiarism offenses in the department. Leaving lots of time ensures that you will have good referencing

*Don't* copy and paste from the internet! It will lead to problems later on.

*Don't* forget that all work will be checked via the Turnitin software.

***And remember – when in doubt, ASK!***



## Step 1

- i. Log-on to Moodle, go to your course and find the correct assignment.
- ii. Click on the assignment.



## Step 2

 A screenshot of a Moodle Turnitin assignment page. At the top, there are two tabs: 'Summary' (selected) and 'My Submissions'. Below the tabs, there is a table with the following data:
 

Turnitin Assignment Name	Autumn Essay			
Summary	test			
Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 1	31/08/12, 13:48	7/09/12, 13:48	7/09/12, 13:48	100

- i. You will see Assignment instructions and the due date
- ii. Click on the **My Submissions** tab

## Step 3

 A screenshot of the 'Add Submission' form in Moodle. At the top, there are two tabs: 'Summary' and 'My Submissions' (selected). Below the tabs, a message states: 'No submissions have been made [Submitted to Turnitin? Click here to retrieve.]'. The form fields are:
 

- Submission Type**: File Upload
- Submission Title**: Turing's Machine
- Submission Part**: Part 1
- File to Submit**: D:\Martin King\My Documents\Dropbox\PDFs\HEA\Person... (with a 'Browse...' button)
- A checked checkbox with the text: 'By checking this box, I confirm that this submission is all my own work and that I have read and understood the College's Academic Regulations'.
- An 'Add Submission' button at the bottom.

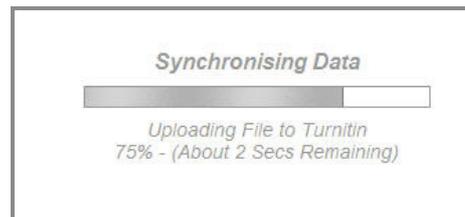
- i. Enter a **title\*** for your assignment – ensuring it is **no larger than 20Mb**
- ii. Click **Browse** to find the file on your computer/network drive/USB stick
- iii. Check the tick-box to confirm that you have read and understood the College's Academic Regulations
- iv. Click **Add Submission** to upload your work.

\* Do not enter your name in the title field – submissions are anonymous

**Step 4**

Moodle will pass your submission to the Turnitin service. This process can take between 2 and 30 seconds, or longer at busy times during the academic year.

Once your submission is accepted, you will receive a digital receipt by e-mail. This is sent to your Royal Holloway account. Make sure you keep this, as you may need it as proof of submission.

**Step 5**

The screenshot shows the 'My Submissions' tab in a Turnitin interface. It features a table with columns for Submission, Submitted, Similarity, Grade, and Comments. A 'Refresh Submissions' button is visible. Below the table, a note states: 'Note: Students are not able to view originality reports for this assignment. You have made the maximum number of allowed submissions.'

Submission	Submitted	Similarity	Grade	Comments
Turing's Machine Status: Submission successfully uploaded to Turnitin.	31/08/12, 14:09	-	-/100	(0)

This screen provides a record of your submission(s) for a given assignment.

Should you be required to submit further documents in support of your assignment then you will be reminded of this and should return repeat **Steps 2 & 3**

Should your department allow Students to view the reports generated by Turnitin then you can access these by clicking the icon in the column marked 'Similarity'. Your department should provide guidance on how to interpret the reports.

**Online troubleshooting & FAQs**

A regularly updated version of this guide, Turnitin Help Pages, and materials in support of student understanding of plagiarism issues are available in Moodle at: <http://tiny.cc/avoidplagiarism>

The direct link to the Help Pages is <http://tiny.cc/rhultiid>

You will be asked to log-in to Moodle to access these materials, use your RHUL username and password. Your RHUL username is 4 letters followed by 3 numbers (e.g. username: zkac999).