Achieving academic integrity: citing sources & avoiding plagiarism

Referencing style guide

The University of Oxford (2019) defines plagiarism as:

presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.


Accurate, consistent and complete references are the key to avoiding plagiarism.

It is important when referencing within your academic work to:
- be consistent; use the same style throughout
- be clear if you are using or referring to someone else's idea, theory or words, i.e. 'intellectual property'
- ensure you have included enough information to enable your readers to track down what you have read

There are a number of referencing styles. Academic writing in the field of Education tends to use an author-date style such as Harvard or APA. There are many versions of Harvard which all vary slightly in terms of layout and punctuation.

There is software available that can help you keep track of your references. EndNote, RefWorks, Zotero and Mendeley are all supported by the University of Oxford. The Bodleian Education Library particularly supports Mendeley so many students choose to use this tool. https://www.mendeley.com/

If you are using the Mendeley reference manager the default style is APA and this is acceptable for use in your assignments here in the Department of Education. This means you can use Mendeley to automatically insert citations into your assignments and to help you create your reference list.

If you have any questions about how to reference a particular source:
- consult the APA style blog online: http://blog.apastyle.org/apastyle
- ask a librarian: education.library@bodleian.ox.ac.uk
For more general advice about avoiding plagiarism try Cite Them Right Online: https://ox.libguides.com/CTRO

If you wish to cite your sources manually, choose an author-date style and stick to it!
Referencing correctly involves both in-text citations and a corresponding reference list at the end of your paper. 


In-text citation

The author-date referencing styles require that you cite the author and date briefly in the text, e.g. (Williams, 2009) and provide the full reference in one alphabetical list at the end of your work. One strength of an author-date system is that it avoids the necessity for footnotes or endnotes that disrupt the narrative flow. It also avoids abbreviations such as op. cit. (meaning "cited above") and ibid (meaning "the same as above"), which entail searching through previous pages to find the full reference.

Try to avoid footnotes or endnotes, if at all possible. Ask yourself, 'Is this footnote really necessary?' If you cannot include the content of the footnote within the main body of your text, it is sometimes an indication that your writing may lack clarity or may deviate unnecessarily from the main point of your sentence or paragraph.

Authors are referenced in brackets within the text in the following ways, depending on whether the author's name occurs naturally in your sentence or not.

As Robertson (1996) argues, Government policy on this issue has been confused.

Or:

It has been argued (Robertson, 1996) that Government policy on this issue has been confused.

Direct quotation

If you wish to quote the exact words used by another author you must make clear that you are doing so. Use inverted commas, double quotation marks or indented paragraph spacing in order to clearly distinguish the author's words from your own. Different practices exist so ensure you are consistent. More details are available from the APA style blog: https://blog.apastyle.org/apastyle/2010/03/how-to-cite-direct-quotations.html

For example:

It has been argued that, ‘the preliminary findings indicate that there has been great confusion in Government on this issue’ (Robertson, 1996, p. 34).

In this case the words which are quoted verbatim are within inverted commas and the in-text citation includes the page on which the exact words quoted can be found. Sometimes this is written (Robertson, 1996:34). Once you make your choice about how to format page numbers in your references, be consistent.

If you wish to quote more than a line or so of text, you should indent it as a block and, again, show clearly where the quote is from.

For example:

As Blasé (1991, p. 73) indicates:

Micropolitics is about power and how people use it to influence others to protect themselves. It is about conflict and how people compete with each other to get what they want. It is about cooperation and how people build support among themselves to achieve their ends.

If you are making changes to quoted text these must be clearly indicated. Use spaced stops (…) to show omissions, and square brackets [ ] to show where material has been added (by way of commentary, perhaps, or to suit the syntax of your own sentence or paragraph.)

For example, the original text might read:
“A necessary step, therefore, is to draw on the preceding discussion to set appropriate goals for task-based approaches.”

And you could use it in your essay in this way:

In his seminal essay, Skehan (2009, p. 91) argued that, “A necessary step ... [was] to set appropriate goals for task-based approaches.”

Here the ellipsis (...) indicates that you have omitted “therefore, is to draw on the preceding discussion” and [was] is your addition to make the grammar of the quotation fit into your sentence.

Keep the author’s original emphases when quoting: if you underline part of a quotation for emphasis this must be indicated by inserting in square brackets: [present writer’s emphasis]. If you feel the reader needs to be reassured about the existence of an emphasis in the original, add: [original emphasis].

For example:

“As coordinator of the evaluation of tasks, the teacher has the opportunity to propose alternatives [present writer’s emphasis], to seek more precise deductions” (Breen, 2009, p. 355).

“we need to give space [original emphasis] for these things.” (Breen, 2009, p. 354).

Here are some examples of common types of literature as they should appear in the reference list in the APA 6th edition style:

**Book**


**Edited book**


**Book chapter in edited book**


**Journal article**


If there is a DOI available include this but do not worry if you cannot see a DOI to include.
Conference

Or, if it is not in a published proceedings:

Poster

Thesis/Dissertation


Report/Working paper


Webpages

Note: When citing an entire website, it is sufficient to give the address of the site in just the text, not the reference list. Example: Kidspysch is a wonderful interactive website for children (http://www.kidspysch.org).

Advice on citing and avoiding plagiarism available from Cite Them Right Online https://ox.libguides.com/CTRO

Advice on academic good practice including avoiding plagiarism, managing your time, reading, and note taking is available from http://www.ox.ac.uk/students/academic/guidance/skills