Referencing

Name-date and recurrent number systems
Before you start

Before studying this unit, you should have a good appreciation of what plagiarism is and how to avoid it.

You can find out more about this in the Oxlibris unit on Avoiding Plagiarism.
What is referencing?

Referencing describes the way that you show your readers how to find sources of information you have used in your work.

Good referencing shows that you have read widely, based your work on reliable sources, and analysed a range of arguments. Not acknowledging your sources is a form of plagiarism and may be penalised.
When should I reference?

References should be included any time you have used the work of others. This includes:

- facts
- statistics
- quotations
- arguments
- images
- graphs
- equations
- concepts

You don’t have to reference for accepted ideas or knowledge, such as that Abuja is the capital of Nigeria, or that the chemical formula of sulphuric acid is $\text{H}_2\text{SO}_4$. 
Research and note taking

Record this reference information as you make notes:

- author(s)
- title of the book, chapter, or article
- title of the journal or other work (articles)
- place of publication & publisher (books)
- date of publication
- page numbers
- URL and date accessed (online)
Record the key information

Click on the link to this article: Epstein & Ogden (2005)

Look through the article and record the key reference information.

A qualitative study of GPs’ views of treating obesity

Laura Epstein and Jane Ogden

ABSTRACT

Background
Due to the increased prevalence of obesity GPs now have a key role in managing obese patients.

Aim
To explore GPs’ views about treating patients with obesity.

INTRODUCTION
The increase in obesity has been well documented and can be attributed to a range of factors such as changes in eating behaviour and exercise patterns, shifts in food production, and an increasingly obesogenic environment designed to encourage overeating and a sedentary lifestyle. The management of obesity is problematic with much
Record the key information

Author(s): Laura Epstein and Jane Ogden
Title: A qualitative study of GPs’ views of treating obesity
Title of the journal: British Journal of General Practice
Date of publication: 2005
Page numbers: 750 – 754
URL and date accessed: 
   bjgp.org/content/bjgp/55/519/750.full.pdf
   [Accessed: today’s date]
There are several systems for referencing your sources of information, but they all have two parts:

- Each source is acknowledged using a **citation** in the text of your work.
- All the sources used are listed in a **bibliography** at the end of your work.

If you use a **direct quote** from a source you must make this clear by placing it within “quotation marks”. 

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**Citation & Bibliography**

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**OxLibris**
Which System?

Your school may have a preferred referencing system – check with your teacher.

Otherwise, choose one of the two systems described in the following pages:

• Harvard name-date system
• Recurrent number system
Citation

The ideas of other people, whether paraphrased or quoted directly, should be cited like this in the text of your work:

Neville (2010) argues that...

or “Quotation” (Neville, 2010, p.76)
References are organised alphabetically by author's surname (or by organisation if no author is shown). Online sources should also include the URL and the date you accessed it.


Citation

Sources are acknowledged using a superscript number in the text of your work like this:

Neville [1] argues that...

or In Airey's words, "Quotation..." [2]

or Stonehenge is the largest late Neolithic cemetery in the British Isles. [3]
Bibliography

References are organised **numerically** in the order they were cited in the text. Online sources should also include the URL and the date you accessed it.


Write the bibliography entry for the Epstein & Ogden article.
Your bibliography entry for the Epstein & Ogden article should look like this:

Online resource checklist

- Record key information for **every** source you use.
- Photos or screen shots of the title and contents pages can save time.
- Record page numbers in the margin of your notes, or in brackets if you are typing.
- Use quotation marks or colour for direct quotes.
- Investigate free online referencing tools like Zotero.
Find out More

Use the handy EPQ Study Guides:

• [Referencing (name-date system)](#)
• [Referencing (recurrent number system)](#)

Read The University of Oxford’s advice on referencing:
[www.ox.ac.uk/students/academic/guidance/skills/referencing](http://www.ox.ac.uk/students/academic/guidance/skills/referencing)