

Referencing and Academic Integrity

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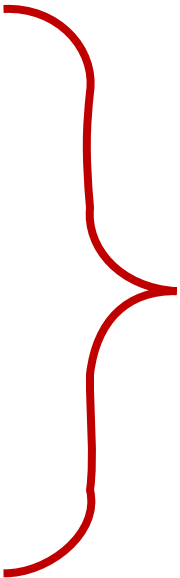
What is referencing?

What are the differences between referencing and citing?

Both terms can be used interchangeably.

In-text **citations** are included in your paragraphs.

References are listed in alphabetical order at the end of the assignment.



Both terms have **two** key things in common: they are used to acknowledge someone else's work and where to find it.

What do they contain?

Author

Date

Title

Edition

Publisher

Where you located it
(online works)

Examples

Harvard

Williams, K. and Davis, M. (2017) *Referencing & understanding plagiarism*. 3rd ed. Palgrave.

APA (7th)

Williams, K. and Davis, M. (2017). *Referencing & understanding plagiarism* (3rd ed.). Palgrave.

Vancouver

Williams K, Davis M. *Referencing & understanding plagiarism*. 3rd ed. London: Palgrave; 2017.

Why does referencing matter?

What is the point of referencing?

Cambridge Definitions

Referencing is a skill that is tested in exams. It is a skill that is tested in exams, or a skill that is tested in exams, or a skill that is tested in exams.

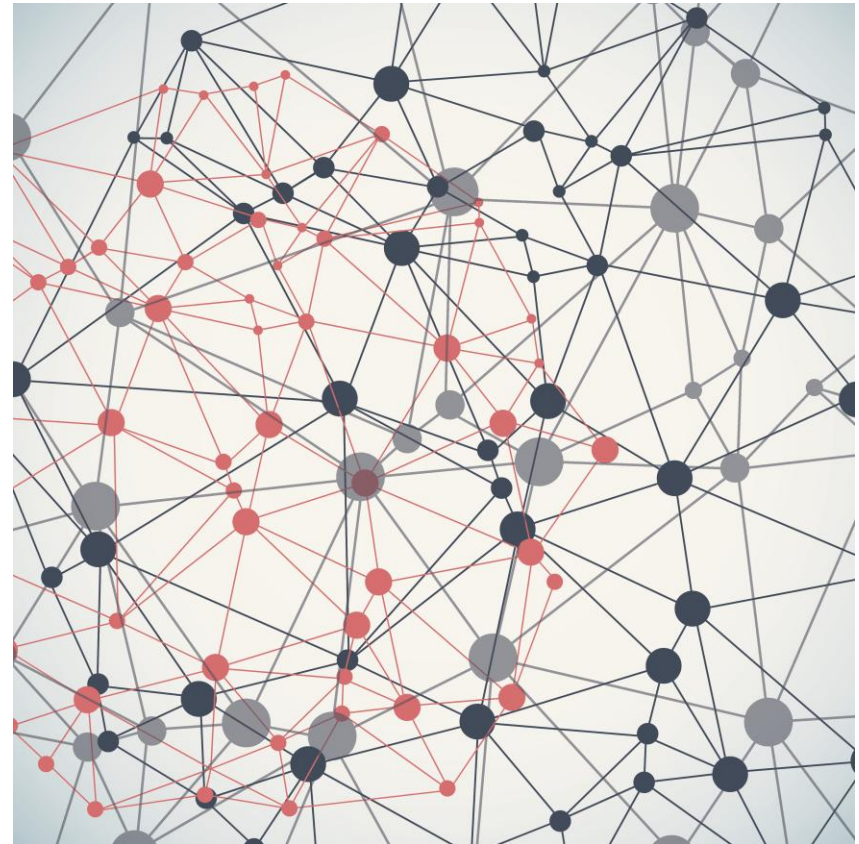
In exams, you might be tested on how well you remember knowledge and information.

In other assessments, you're tested **not** on your memory but rather on your ability to analyse and synthesise information.

What is the point of referencing?

Simply put, you're expected to reference.

Why not learn to master it now?



The Golden Rule of referencing

Always reference your sources of information, including direct quotations, paraphrased quotations, and other people's ideas.



Referencing and Academic Integrity



Integrity means being honest. In assessments, you must clearly show where ideas are your own and where they have come from or been inspired by other authors.



Without references, you will not show your markers where work is yours or others, which is poor academic integrity.

Good Academic Practice and Expectations

Remember, your marker does not want or expect your work to *only* be formed by your knowledge and opinions.

They want to see evidence that you can:

- ☒ Learn through research and reading.
- ☒ Select good sources (e.g. journal articles).
- ☒ Demonstrate where knowledge has come from.

Why does referencing benefit you?

Why should *you* reference?

Referencing is assessed as part of the **Generic Assessment Criteria**.

You'll be expected to reference literature in your assignments.

Keele University – Generic Assessment Criteria (Levels 3, 4, 5, and 6)

Descriptor	Detailed Descriptor*	Position within Band	Mark	UG Degree Classification
	Work that could not be bettered at this level.		100	First Class
Exceptional	As for 'outstanding' but strongly underpinned by independent thought, originality and/or novel ideas in thinking, and a strong critical appreciation of the topic. No improvement could reasonably be expected at this level.	Middle	95	
		Lower	90	
Outstanding	Work that is typically characterised by evidence of the following: <ul style="list-style-type: none">• Outstanding knowledge and understanding at the forefront of the discipline• Evidence of independent thought and/or originality in thinking• Very well structured, robust and persuasive arguments, lucidly written, uses clear and accurate expression• Accurate use of a broad and/or extensive range of sources and evidence to support work• Demonstrates the ability to interpret and/or present concepts and/or data in a critical and constructive way.• Very few, if any, weaknesses. Little improvement could reasonably be expected	Middle	85	
		Lower	80	

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What skills does referencing show?

Referencing shows your reader (marker) that you can:

Research your discipline and identify to what you are contributing from your own research. You should be able to identify the specific problem outlined in the research you found the most interesting. You also know what sources you should and shouldn't learn from.

These skills are assessed in the Generic Marking Criteria.

References not only demonstrate your knowledge of your discipline and its conventions, but also signal your entrance into that academic community and ability to engage in scholarly conversations.

How can you reference?

What to reference?

Direct quotes: Anytime you use someone's exact words.

Paraphrased ideas: Even if you reword someone else's thoughts, you still need to credit them.

Data and statistics: Any figures, charts, or survey results from another source.

Images, diagrams, or tables: If they're not your own creation, cite them.

Specialist knowledge: Anything not considered common knowledge in your field.

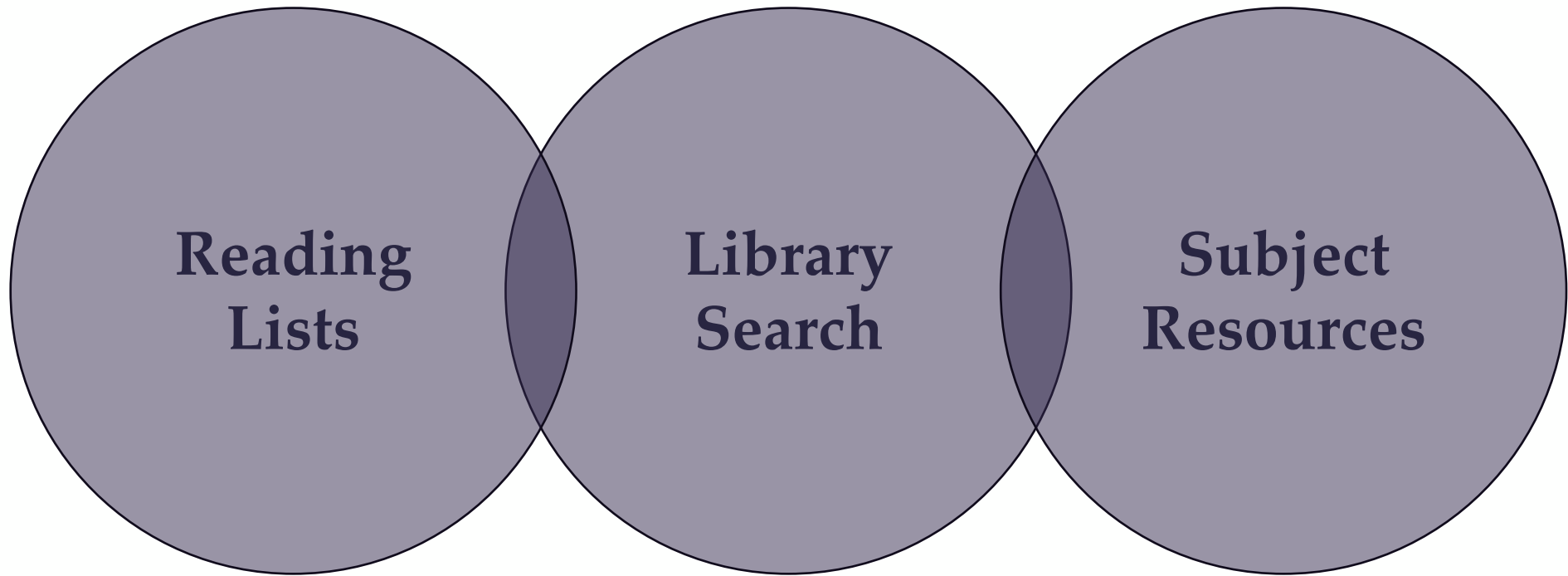
You don't need to reference...

Common knowledge: Widely known facts like “The Earth orbits the Sun”.

Your own original thoughts: Unless you’ve published them before, they’re yours to use freely.

Personal experiences or reflections: These are typically exempt unless you’re citing a personal interview or correspondence.

Where to find your sources



Use your sources to help!

Introduction

Academic integrity and access to information are values that are increasingly important. Concerns about an increase in plagiarism among students, however, have led to the adoption of measures to ensure that their assignments follow the rules. The myriad sources of information easily available to students through emerging technologies, the way they are created and formatted can perplex them when attempting to identify the types of sources they use and their formats (Kennedy et al., 2009). This compounds the usual challenges

profesional del docente: Política, investigación y práctica, 95–118.
Kemmis, K., & McTaggart, R. (1988). *The Action Research planner* (3rd Edition). Geelong, Victoria: Deakin University Press.
Kennedy, G., Dalgarno, B., Bennett, S., Gray, K., Waycott, J., Judd, T., et al. (2009). *Educating the net generation: A handbook of findings for practice and policy*.
Larkham, P.J., & Manns, S. (2002). Plagiarism and its treatment in higher education. *Journal of Further and Higher Education*, 26(4), 339–349.



Referencing Guidance

Always check your School / Module Handbook Referencing Guide.

Library Education Centre:

- Cite Them Right
- Skills Seminars
- Study Guides
- Study Matters Podcast
- One-to-One Appointments

Top Tips

1. Read relevant sources before you start writing your assignment.
2. While reading, make notes on important ideas from the sources with page numbers and full references to keep track of your references.
3. Don't leave reference formatting until the end – record the references as you write and cite.

So, where do you go from here?

Enhance your knowledge and skills through the **Library Education Centre**:

- Study Guides and Subject Resources
- Skills Seminars
- One-to-One Appointments



<https://www.keele.ac.uk/library/libraryeducationcentre/>