Referencing Electronic Sources

Introduction

Electronic sources are becoming increasingly important in academic work, and it is essential to reference them clearly. As an agreed and fixed standard for electronic references does not yet exist, this guide adapts the Harvard System which is currently used for books and journals.

What is 'referencing', and why do I need to do this for my assignment?

References to the particular source are required if you draw upon another writer's ideas in your assignment, or if you make a direct quote. Important reasons for referencing are:

- to acknowledge other people's ideas
- to enable readers - and markers - of your work to trace (and check) the source material you have used
- to demonstrate that you are not just giving your own opinions but are also including other people's to illustrate a point or offer support for an argument

Failure to give credit to other people's work appropriately could be considered as plagiarism.

What is plagiarism?

Plagiarism is to *"take and use the thoughts, writings, inventions, etc. of another person as one's own"* (Concise Oxford Dictionary 1995).

Plagiarism involves a blatant and deliberate attempt to pass off someone else's ideas as your own, or to copy sections of text from another's work (whether in paper or electronic format) without attempting to put these ideas into your own words or acknowledge sources. **It is a form of theft and is regarded as a serious breach of academic regulations.**

Standards of acknowledging the works of others will be discussed during your course therefore you must keep copies of any guidelines given to you. Full procedures are available from Registry or your School Office. See also the London South Bank University Student Handbook.

What details are required for a reference?

This is the basic style for printed material**:**

Book	Style:	**AUTHOR, INITIALS.** (year) *Title*, Edition [if later then first]. Place of publication [Town]: Name of publisher
	Example:	**HARALAMBOS, M. & HOLBORN, M.** (2000) *Sociology: themes and perspectives.* 5th ed. London: HarperCollins

Journal	Style:	**AUTHOR, INITIALS** (year) Article title. *Journal title*. Volume number (Issue number) Date of issue First and last pages
	Example:	**GENOVESE, D.B. & LOZANO, J.E.** (2000) Effect of cloud particle characteristics on the viscosity of cloudy apple juice *Journal of Food Science* 65(4) May-June p.641-645

Electronic Resources:

Information needed for a complete and accurate reference should normally include:
- Author's name and initials (if more than one, list them). If there is no individual author, as with printed sources, use organisation or the part of an organisation.
- Year of publication (if there is no date listed, then you should state that the reference is undated or has no date). The date should ideally be the last date that the page/item was updated.
- Title of the document being cited, with an edition or version number if later than the first. The title of a web page will normally be the main heading on the page, or in the blue strip at the top of the screen. The title of messages/postings is the subject line.
- Medium or Type of resource - to show that this is not a printed book or article.
- Location - URL, address, etc - wherever the user has to go to in order to locate the document in question.
- Date accessed.

N.B. The **bold** and *italics* used below are for emphasis only, and are optional.

WWW Document	Style:	**AUTHOR, INITIALS** (year) *Document title* [Online] Available at location of document (accessed date)

NOTE: If you need to reference a specific part of a web document the best method is to cite the paragraph/section number eg. para 7/section 3.4.

Examples: Department for Education & Skills (2003) The future of higher education [Online] Available at http://www.dfes.gov.uk/hestrategy/ (accessed 9 June 2003)

CORMACK, A *Web Security,* section 2.1 [Online] Available at http://www.jisc.ac.uk/pub00/nesli_evaluation_report.html (accessed 1 December 2000)

WWW Article in Electronic Journal (1)

Style: **AUTHOR, INITIALS** (year) Document title. J*ournal details* [Online] Available at location of document (accessed date)

NOTE: This is an example of a reference for a journal that is *only* published online and is not available in print.

Example: **JENKINS, R** (1999) Clashing with caching *ARIADNE* issue 21, 23 September [Online] Available at http://www.ariadne.ac.uk/issue21/web-cache/ (accessed 2 December 2000)

WWW Article in Electronic Journal (2)

Style: **AUTHOR, INITIALS** (year) Document title. *Journal details* [Online] Database name. Available at location of document/database (accessed date)

NOTE: This is an example of a reference for a journal that is published online *and* in print and is hosted via a full text service.

Example: **BRYD-BREDBENNER, C., WONG, A., & COTTEE, P.** (2000) Consumer understanding of US and EU nutrition labels *British Food Journal* 103 (8) pp. 615-629 [Online] Emerald. Available at http://www.emerald-library.com (accessed 1 December 2000)

WWW Article in Electronic Journal (3)	Style:	**AUTHOR, INITIALS.** (year) Document title. *Journal details* [Online] Available at location of document (accessed date)
NOTE: This is an example of a reference for a journal that is published online *and* in print and is hosted via the publisher's web site.	Example:	**PLONCZYNSKI, D.J.** (2000) Measurement of motivation for exercise *Health Education Research*, 15 (6) p695-705 [Online] Available at http://her.oupjournals.org/ (accessed 15 December 2000)

WWW Article in Electronic Journal from the SBU Full Monty (4)	Style:	**AUTHOR, INITIALS.** (year) Document title. *Journal details* [Online] Database name. Available at location of document (accessed date)
NOTE: This is an exception to the above examples of full text services, as it is a customised service.	Example:	**WEAVER, M.** (2000) Errant portico could still face demolition *Building Design* Nov. 24, p3 [Online] SBU Full Monty. Available at http://www.infotrac.london.galegroup.com/itweb/sbu_uk (accessed 15 December 2000)

Online Images	Style:	**AUTHOR, INITIALS.** (year) *Title of image* [Online image]. Available at location of document (accessed date)
NOTE: You should have permission from the owner to use any image.	Example:	**GREENWICH2000.** (2000) *The World's biggest dome – "Millennium experience"* [Online image] Available at http://www.greenwich2000.com/millennium/dome/ (accessed 1 December 2000)

Email	Style:	**AUTHOR, INITIALS** of sender (email address of sender) (date). *Subject line from posting.* Email list to name of recipient (recipient's email address)
NOTE: you should obtain permission from the sender to reference personal emails.	Example:	**COX, A** (coxam@sbu.ac.uk) (28 November 2000). *Remote access.* Personal email to S. Brock (brocksa@sbu.ac.uk)

Email discussion lists	Style:	**AUTHOR, INITIALS** (date*)* Subject line from posting on *listname*. [Email discussion list]. Available at list address (accessed date)
	Example:	**WILLIAMS, N** (29 November 2000) ISI Web of Science Service for UK Education on *CHEST-WOS*. [Email discussion list]. Available at chest-wos@jiscmail.ac.uk (accessed 29 November 2000)

Online Legal Resources	Style:	**NOTE ON LAW REPORTS**: For cases heard in 2001 onwards a system of "neutral citations" has been adopted to clarify judgements stored electronically.

NOTE: The Harvard and Vancouver systems *do not* apply to legal references and citations. You should refer to the sections on Interpreting Citations and Citing Law reports within the Guide to the Law Collections in the Perry Library (Help Sheet 10).

CASE NAME, DATE IN SQUARE BRACKETS, COURT (and Division), NUMBERED JUDGEMENT. Paragraph numbers are also used instead of page numbers to facilitate specific searching and are added to the end of the citation using "at" and square brackets.

NOTE: Refer to the Law Division for LSBU agreed practice for this revision.

Example: Irving v. Penguin Books Ltd. and Professor Deborah Lipstadt [2001] EWCA Civ 1197 at [42]

For full details see *Practice Direction Neutral Citations* on the Court Service website: http://www.courtservice.gov.uk/cms/7526.htm

Usenet Newsgroups	Style:	**AUTHOR, INITIALS** (date) Subject line from posting in *newsgroup* [Usenet] (accessed date)
	Example:	**HARRIS, R** (13 January 1997) Dried pesto mix in *rec.food.cooking* [Usenet] (accessed 17 January 1997)

NOTES - please read carefully:

- If you cannot identify the author(s), use the journal name, or the company or organisation responsible for the source (eg Guardian, Microsoft, or London South Bank University)
- Many documents may appear in several places on the Internet - only cite those you have actually used, but if there is a choice then choose the one likely to be the most stable and long-lasting.
- If you cite controversial/temporary sources, it is in your interest to print a copy in case you need to prove a source after it has changed/moved. This also applies to Emails, Usenet postings etc.
- Fixed standards for electronic references do not yet exist. It is important to apply a *consistent style* throughout your references. This enables your reader to understand and trace your sources.
- You should get a sender's permission to quote a message (Email, IRC etc) especially if you quote their Email address - or you may break both **Copyright** and **Data Protection** regulations.
- If you only have partial details, attempt to provide as much information as possible - or consider using another better identified source.
- Electronic sources rarely have consistent page numbers, but try to be as specific as possible if quoting from a long resource. If you are unable to cite a page number (which is the usual custom for quotations from books or journals, but not always possible within online sources), then give the paragraph number, or section number of the quotation.
- *Always* check your referencing style complies with guidelines issued by your course tutors.
- Note that in online databases which provide abstracts only, you should find the full version and refer to that.

For a different way of learning about the Harvard system of referencing see also **Information Quest** - an online interactive package on information skills designed for London South Bank University students at http://www.lisa.lsbu.ac.uk/quest/