Referencing
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Why reference?

• To prove that substantial research has been done to support your analysis

• To give credit to other people’s work

• To enable others to follow up on your work

To avoid plagiarism!
What is plagiarism?

Plagiarism is the act of presenting the work or ideas of another as your own.

• Penalises honest students
• Degrades academic standards
• Reflects on your academic record

• Persistent or blatant plagiarism could lead to expulsion from the university
Is this plagiarism?

1. You copy and paste a paragraph of text from a website without enclosing it in quotation marks or referencing the source.

   **YES**

   This is definitely plagiarism. When you copy the exact words from another source you must enclose them in quotation marks and provide a reference.
Is this plagiarism?

2. You rewrite the words of another in your essay and don’t include a reference to their work.

YES

Even if you do not directly copy the author's words you must provide a reference when you refer to their work.
Is this plagiarism?

3. You copy and paste an image from a free website into your essay and don’t include a reference.

YES

You must provide references to images, illustrations, diagrams, data tables etc. that you copy from other sources.
Is this plagiarism?

5. You include a fact or saying in your assignment which is generally known without providing a reference.

**NO**

If a fact is generally well known or “common knowledge” then you don't need to reference it.
Is this plagiarism?

6. You incorporate text from another source, changing one or two words and providing a reference.

YES

If you do not intend to quote directly from the source, you must write about it in your own words. Using too many words from the original source is plagiarism, even if you provide a reference.
In-text citation

Format: (Author, year) or (Author, year, page)

Examples:

• For end of sentence
  … other authors have denied this (Hartley, 2019).

• As part of sentence
  Hartley (2019) suggests that …

• As part of direct quote
  “transformation is key to …”  (Hartley, 2019, p.74).
Example

…Virgin Atlantic Airways have decided to update their guidelines for crew attire to make the working environment more comfortable (Topham, 2019). This reflects on the commitment to leadership development plans that the company has created over the years (Holt et al., 2018). This has led to effective tasks and motivations from the company’s leadership structure, as proposed by Mitchell and Bommer (2018). The move by Virgin Atlantic is seen as a significant change, as other airlines have “relatively relaxed rules on crew presentation” (Topham. 2019. para.4) …


Reference List

- Should only contain the details of sources you’ve cited in your work.
- Put all your references in one list under the heading ‘Reference list’.
- Do not list resources by type.
- List references in alphabetical order by the authors’ surnames/names of corporate authors or by the first letter of the reference.
Three or more authors

**All** authors appear in the Reference List

Only **the first named author** appears in the in-text citation

One author (Brown, 2018)
Two authors (Brown and Smith, 2018)
Three or more authors (Brown et al., 2018)

et al. = et alia = and others
Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn’t possible, make it clear in your text where you found the information and only include a reference to the document you’ve read.

Example: Dunn (1988), as cited by Campbell and Muncer (2018), believed …
or
Dunn (1988) revealed that … (cited in Campbell and Muncer, 2018)
Or

Your reference list will include the full details of the Campbell and Muncer work, but no mention of Dunn’s.

What’s wrong with this reference?


In text citation: (Armstrong, G., Kotker, P. & Opresnik, 2017)
Answer


In-text citation: (Armstrong et al., 2017)
The future of leadership - what will it take to succeed?

Authors: Charman, Andrea


Document Type: Article

Subject Terms: *Interpersonal relations  *Learning  *Classroom activities  Leaders  Self-consciousness (Awareness)  Theory of self-knowledge  Leadership  Calmness  Cooperation

Abstract: The article explores the characteristics of leaders which contribute for successful relationships of all kinds. It states that the starting point for successful relationships is self-reflection which leads to self-knowledge and self-awareness. It mentions seven mediative spaces required for effective leadership which includes...
Author’s surname, Initials. (Year of publication) Title of the article, Title of the Journal, volume number (issue number), page range of the article.

What’s wrong with this reference?


In text citation: (Charman, 2011)
Tech Leaders Run Their Companies Differently, And Their Teams Are 40% More Productive As A Result

Chee Tung Leong  Contributor  Asia

This article is more than 2 years old.
What’s wrong with this reference?

Leong, C. T. (2017) *Tech leaders run their companies differently, and their teams are 40% more productive as a result*. Available at: https://www.forbes.com/sites/cheetung/2017/08/15/tech-leaders-run-their-companies-differently-and-their-teams-love-them-for-it/#3798b77e565e [Accessed 2 October 2019].

In text citation: (Leong, 2019)

In-text citation: (Leong, 2017)
Referencing a Company Report

Virgin Atlantic Airways Ltd

Abstract:
Virgin Atlantic Airways Limited (Virgin Atlantic or "the company") is a private airline company, which is 51% owned by Virgin Group and 49% owned by Delta Air Lines. The company operates in the Europe, the US, and Asia Pacific. It is headquartered in Sussex, the UK and employed about 9,000 people in FY2014.
What's wrong with this reference?


In text Citation: (No author, 2019)
Answer


In-text citation: (Marketline, 2019)
Referencing help
https://libguides.lsbu.ac.uk/businessandmanagement/referencing

- Full guide
- Tutorials
- Refworks
- Textbooks
- Plagiarism guidance
1:1 support

Book a 1:1 with an Information Skills Librarian

go.lsbu.ac.uk/askalibrarian
• Database Searching e.g. Journal articles
• Referencing
• Using RefWorks

Email queries: askalibrarian@lsbu.ac.uk

Research Helpdesk
3 Bridge
Mon-Fri 12.00-4pm
Any questions?