5.1 Harvard referencing

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5.3 Plagiarism
5.1 Harvard referencing

Conventions in the Main Body of the Writing

Referring to another’s argument, viewpoint or ideas:

Present these in your own words, summarising the main points and indicating that it is your interpretation but giving the name and date of publication of your source.

e.g. Robins (2003) indicates that the main problems may be...

Or Robins (2003) states that...however, other research by Tit (2005) reported that...

Or Some fowl have displayed selective behaviour when feeding in coops (Bantam and Buzzard, 2002) but become more indiscriminate when given access to woodlands; it has even been suggested (Mallard, 2006) that...

Referring to research:

Briefly describe research and demonstrate its relevance to your argument, again giving the name of the main researcher and the date of publication.

e.g. Wren & Crow’s (2002) study of worm-eating behaviour supports this theory in that they discovered that the early bird got the worm at a probability level greater than expected by chance.

If there are only two authors you should cite both as in the example above.

If a book or article has three or more authors, give the first author and add the words ‘et al’.

e.g. As Falcon et al (2006) have shown...

Sometimes you may wish to quote an author directly, if you feel that this quotation is particularly apt and will add something useful to your writing. If you do so, do not leave the quotation standing on its own but refer to it and explain its relevance to your discussion.

If the quotation consists of less than a line you may include it ‘in the body’ of your writing but if it is longer than this, start a new line and indent it.

“Whichever of these is appropriate, always surround the quotation by quotation marks i.e. inverted commas”.

The quotation should always be followed by the author’s name and date of publication and by the page number of the quotation. If it spans two pages, this can be indicated like this: pp 1-2.
Reference List

Your reference list should be placed at the end of the body of text before the appendix and should contain the full reference of all those referred to in the main body of the writing. The reader should be able to refer to them themselves for interest. The list of references should be presented in alphabetical order of surname, NOT in the order they occur in the writing. If there is more than one entry for an author, list these entries in chronological order of publication. If you have cited the same reference more than once it should still only be listed once.

Do not number your references in the reference list.

1. The sequence for a standard journal is:

   Author’s Surname INITIALS (year). Title. *Journal Volume* (issue), first and last page numbers.


   If there are up to five authors you should list them all. If there are more than five, list the first three and use ‘*et al*’.

   For an article with up to 5 authors:


   For an article with more than five authors:

   Hawk S, Owl B, Falcon P *et al* (2002)...

   Journal names should be presented in full, not abbreviated and should be written in italics or underlined.

   The sequence for books is:

2. Author’s Surname INITIALS (year) Title. Town (county/state and country if necessary) of publication, Publisher. Include relevant pages if necessary.


   The title of the book is presented in italics or underlined.

3. If you are referring to work by an author in a book edited by somebody else the sequence is:

   Author’s Surname INITIALS (Year) Title of Chapter. *In:* Editor’s surname INITIALS. ed. *Book Title* edition number if relevant. Place of publication, Publisher [see above] page numbers.

4. Papers that have not yet been published but have been accepted should be referenced as:

   Bird P. Fowl Magazine (in press) or (unpublished observations) if not yet accepted.

5. Government publications, both Green and White papers:


6. Electronic citations

   The standard copyright law applies equally to electronic sources of information and any reference to other people’s work should be acknowledged with citations in your text and inclusion in your reference list.

   Sometimes the database instructs you how to cite references:

   Gagnier JJ, vanTulder M, Berman B, Bombardier C. Herbal medicine for low back pain. The Cochrane Database of Systematic Reviews 2006, Issue 2. Art.No.: CD004504. DOI: 10.1002/14651858.CD004504.pub3. (Citation as instructed)

A useful resource for details of Harvard referencing is:

Bibliography

In addition to listing those books and articles specifically referred to in your writing you may also like to list those books and articles which you have read and which you feel may have added to your understanding of the area of discussion. Reference as above.

The following resource may be of help when formatting references within a bibliography:
http://dagda.shef.ac.uk/study/citation.html
5.2. Vancouver system

The Vancouver system is commonly used in biomedical publications, and the details of the system were drawn together by the International Committee of Medical Journal Editors (http://www.icmje.org).

Conventions in the Main Body of the Writing

In the main body of the text, number each reference consecutively in the order in which they appear. Place the number in brackets, or use superscript, e.g:

“The theory that the early bird is more likely to catch the worm (1) has more merit. However, later theories (2,3) suggest that the size of the bird is more important.”

“You can also use the author’s name, but the number must also be used, e.g:

“Wren and Crow (1) suggest that the early bird…”

If you use the same reference later on in the text, use the same number. Do not give it another number.

If you wish to quote, use the same format as Harvard system (see previous instructions), but use a number as well. List your references as described on the next page.

Reference List

In the Vancouver system, the references are numbered and listed in the order they appear in the text, i.e. they appear in numerical order, e.g:


The sequence for a journal is:

Author’s surname INITIAL. Title. Journal Year; volume (issue): pages

Where each issue of a journal is paginated separately (i.e. each issue is numbered from page 1) then the issue number or date should be supplied. Where the volume is numbered consecutively (i.e. the first issue starts with page 1, the second starts with the page number following on from the last page of the first issue) then issue number can be omitted.

If there are up to six authors list them all; when there are seven or more, list the first six and use ‘et al’.
e.g. 7. Eagle G, Robin R-B, Martin H, Thrush M, Tit B, Finch G et al. Declining numbers of summer visitors to the Arctic Circle: global warming or predation? Ornithologist 1999; 69: 1134-1149

2. The sequence for a book is:
   
   Author INITIALS. Title. Edition. Place of publication: Publisher; Year
   
   e.g. 10. Fowler F. Feathered Wildlife. 5th Edition. London. Pelican; 1997
   
   Referring to a chapter in a book:
   
   Chapter author INITIALS. Chapter title. In: Book author INITIALS, editors. Book title. Place of publication, Publishers, Year. pages
   

3. Electronic citations

   The standard copyright law applies equally to electronic sources of information and any reference to other people’s work should be acknowledged with citations in your text and inclusion in your reference list.


   Use the punctuation system illustrated in the above examples.

   Further information on the Vancouver reference system is available on http://www.nlm.nih.gov/bsd/uniform_requirements.html

   This includes a downloadable pdf file.

   Further guidance may be obtained from British Standards documents BS 5605 (1990) and BS 1629 (1989) - available from your local library.

   Other useful websites for referencing are:

   www.lib.monash.edu.au/tutorials/citing/
   
   http://library.open.ac.uk/help/howto/citeref/index.cfm
5.3 Plagiarism

Definition

Plagiarism is misrepresenting other people’s work as your own. It is sometimes known as ‘academic theft’.

The work in question could be written words but also includes ideas, arguments, diagrams, images or other data.

The representation could be a specific overt claim that someone else’s work is your own or, just as seriously, failing to acknowledge adequately the sources you have used.

The other person’s work could have come from a publication, the World Wide Web, another student’s work or any other source – including Education for Health learning materials.

In its most blatant form plagiarism involves copying large parts of someone else’s work and claiming it is your own. Equally serious, however, is using shorter phrases or sentences linked together, possibly with some paraphrasing or other minor amendment and pretending that the work is your own.

Self plagiarism is when you submit work that has already been submitted for another course or module without acknowledging it.

The penalties for plagiarism

Plagiarism amounts to academic misconduct – that is, it is a form of cheating. It is therefore treated very seriously and is subject to our disciplinary procedures.

All allegations of plagiarism are reported in the first instance to the Module Assessment Committee and can be referred to the External Examiners. The plagiarism is assessed as being low level, medium or serious. There is a sliding scale of penalties at the discretion of the assessment committee which range at the lower end from a warning letter through to the mark for that assessment not counting and at the top end the student can be disqualified from the module or programme. In exceptional circumstances it is also possible for them to be reported to their professional body.

How to avoid plagiarism

Make sure that you always acknowledge the source of any information you have included in your written work. This also reinforces the evidence base of your thinking. Make it clear to the person reading or marking it exactly which parts of your work come from the work of someone else.

Specifically do not do any of the following without acknowledging the source:

- Copy word-for-word directly from a text
- Paraphrase words from a text very closely
- Borrow statistics or facts from another person or source
- Copy or download pictures, words or other information
- Copy from another person’s notes.
Here are a few more tips:

- Write notes in your own words about any articles, books or other material you obtain.
- When you do need to copy down a passage from such a source, make sure you mark it out, for example in highlighter, so that you can quite clearly identify it.
- Write the reference next to any quotation immediately so that you are never tempted to save time later by using it without acknowledgement.
- If you quote anything longer than a phrase from someone else’s work you should present it as a quotation, using inverted commas and page number and refer to the source in full in a footnote and/or reference list so that the marker can check it.
- If you are using someone else’s views or ideas, rather than their exact words, you should use a phrase such as ‘Weller claims...’, or ‘Booker argues...’, again referring to the source in a footnote and/or bibliography.
- It is good practice to reference in your bibliography any work you have used or considered, even if you have not quoted from it.
- Do not cut and paste extracts from various works and join them together to form the substance of your work with or without referencing the quotes. The marker wants to know what your views and experience are; this provides a good basis for reflective practice.
- Avoid lengthy quotations altogether.
- Don’t be tempted to change a few words round and pass off something as your own when it is not.

If you are in any doubt at all about whether what you are proposing to do might lead to an accusation of plagiarism, please contact the Education for Health Student Support Service for advice.