

**UNIVERSITY OF  
GREENWICH**

**Welcome**



**UNIVERSITY of  
GREENWICH**

**LONDON | KENT**



# GREat Skills

## Referencing and avoiding plagiarism

### Learning Objectives:

- 1) To be able to explain the importance of referencing when completing academic work
- 2) To be able to evaluate when it is necessary to include references in your work
- 3) To be able to write references and insert appropriately, making use of online tools where available

# What does it all mean?

In-text References/ In-text Citations

When a source is referred to in the body of your work, usually at the end of a sentence.

Plagiarism

Passing somebody else's work off as your own.

Citation

A reference to a source.

Bibliography

A list of all of the sources consulted in the course of completing the project, including both those cited and those purely used for background knowledge.

Reference List

A list of all of the sources that have been cited in a piece of work.

Common Knowledge

Knowledge that anybody with a reasonable level of knowledge and education can be expected to have.

Referencing

Acknowledging the use of sources in your work.

# Why is it so important that your work is properly referenced?

- To avoid plagiarism
- To give your work credibility
- To give others the credit they deserve
- To demonstrate the depth of your research
- To allow others to check your work or carry out further research
- Preparation for university

Did you know that it is possible to plagiarise yourself?

Do you know how?

# Why is it so important that your work is properly referenced?

The screenshot displays a Turnitin interface. On the left, a document titled "Submitted to University of Greenwich" is shown. The document content includes several paragraphs of text, some of which are highlighted in yellow. A yellow arrow points from the match overview on the right to the highlighted text in the document. The match overview on the right shows a total match percentage of 15% and a list of 8 matches, each with its own percentage and a right-pointing arrow.

Match Number	Match Description	Match Percentage
1	Submitted to University... Student Paper	3%
2	Submitted to Edge Hill... Student Paper	2%
3	Submitted to University... Student Paper	2%
4	Submitted to University... Student Paper	1%
5	Submitted to Queen M... Student Paper	1%
6	harrystephenarunda.w... Internet Source	1%
7	Submitted to University... Student Paper	1%
8	Submitted to Glasgow ... Student Paper	1%

University essays are submitted through an online platform, 'Turnitin'. This has very advanced plagiarism software which will quickly find matches between the words in your work and other known works which exist - including other work you have completed.

# Why is it so important that your work is properly referenced?

## Reference list

1. Joseph, J. (2006). *Marxism and Social Theory*. Basingstoke, England: Palgrave Macmillan.
2. Van zoonen, I. (2017). False Consciousness as Media Effect. *The International Encyclopedia of Media Effects*. doi: 10.1002/9781118783764. Retrieved from: [https://www.researchgate.net/publication/313405212\\_False\\_Consciousness\\_as\\_Media\\_Effect](https://www.researchgate.net/publication/313405212_False_Consciousness_as_Media_Effect) (Accessed: 12/12/18)
3. Coakley, J. (2017). *Sports in Society: Issues and Controversies*. (12th Ed). pp.285-289. New York: McGraw-Hill Education
4. Clarke S. (1991). *State, Class Struggle, and the Reproduction of Capital*. The State Debate. Capital and Class. London, England: Palgrave Macmillan
5. Craig, P and Beedie, P. (2010). *Sport Sociology* (2nd Ed). Exeter, England: Learning Matters
6. Bourdieu, P. (1984). *Distinction: A Social Critique of the Judgement of Taste*. London, England: Routledge Classics
7. Cole, N. (2018). *How Sociologists Define Human Agency*. Retrieved from: <https://www.tughtco.com/agency-definition-3026036> (Accessed: 12/12/18)
8. Whitson, D. (1990). *Sport, Men and the Gender Order: Critical Feminist Perspectives*. Leeds, England: Human Kinetics Publishers.
9. McKay, J, Messner, M and Sabo, D. (2000). *Masculinities, Gender Relations, and Sport*. London: Sage Publications.
10. Matheson, H and Biscomb, K (2005) *Is Appearance More Important than Performance?*. Retrieved from: [https://funding4sport.co.uk/downloads/women\\_sport\\_media.pdf](https://funding4sport.co.uk/downloads/women_sport_media.pdf) (Accessed: 12/12/18)
11. Coakley, J. (2017). *Sports in Society: Issues and Controversies*. (12th Ed). (pp. 178-180). New York: McGraw-Hill Education
12. Crosset, T (1990) *Sport, Men and the Gender Order: Critical Feminist Perspectives*. Leeds, England: Human Kinetics Publishers
13. Harris, L, Sandford, R, Hooper, O. (2018). This Girl Can? Exploring the potential impact of This Girl Can in secondary school. *Physical Education Matters*, 13(1), pp. 51-54. Retrieved from: <https://dspace.lboro.ac.uk/dspace-jspui/bitstream/2134/32535/1/PEM%20Article%20-%2013%20%281%29.pdf> (Accessed: 12/12/18)
14. Kent, M. (2007). *The Oxford Dictionary of Sports Science and medicine: A Functional Perspective of Sport*. (3rd Ed). England: Oxford University Press.
15. Mooney, Knox, and Schacht, (2007). *Understanding Social Problems*, (5th Ed). Retrieved from: <https://auilima.hawaii.edu/access/content/user/kfrench/sociology/The%20Three%20Main%20Sociological%20Perspectives.pdf> (Accessed: 12/12/18)
16. Ojenik, L, Matthews, J and Steadward, R. (1995). *Women, Disability and Sport*. Retrieved from: <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.548.4096&rep=rep1&type=pdf> (Accessed: 12/12/18)
17. Williams, T, Sherrill, C. Disability and Sport: Psychosocial perspectives on inclusion, integration, and participation. *Sports Science Review*, 5(1), pp.42-64.

## Match Overview

15%

Match 1 of 4

1	Submitted to University... Student Paper	3%
2	Submitted to Edge Hill ... Student Paper	2%
3	Submitted to University... Student Paper	2%
4	Submitted to University... Student Paper	1%
5	Submitted to Queen M... Student Paper	1%
6	harrystephenarunda.w... Internet Source	1%
8	Submitted to Glasgow ... Student Paper	1%
9	Submitted to IFA Paris Student Paper	1%
10	diginole.lib.fsu.edu Internet Source	1%

You will usually be asked to keep the percentage of matches within your essays below a certain number, to ensure that the majority of the work is written in your own words.

It even checks your reference list, so it's very important your references are correct.

# When should you reference?

You do not need to reference something which is common knowledge

- When you have directly quoted someone else's words or used their images within your work.
- When you have quoted knowledge which is factual and is not commonly known.
- When you have interpreted/summarised someone else's words, even if you have not quoted their words directly

# To cite or not to cite?

Thinking about what you have just learnt in relation to when you need to reference within your work, now have a look at the worksheet, **'To cite or not to cite?'** or the examples on the following slides.

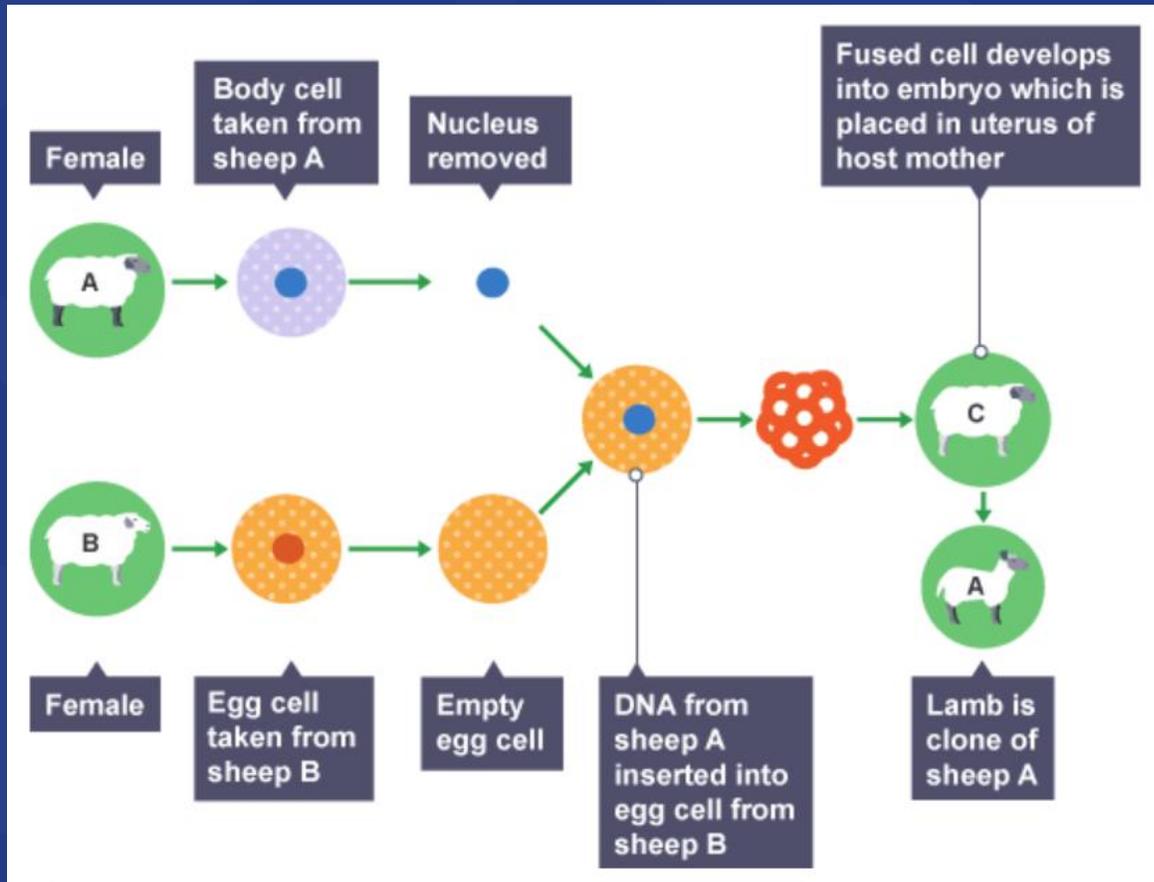
For each of the examples given, decide whether an in-text citation is necessary. Explain your thinking.

# To cite or not to cite?

Cloning of animals has taken place in the UK and includes animals such as sheep, pigs and mice.

**No citation needed.** This is common knowledge. If you use someone else's words, however, you would have to cite them.

# To cite or not to cite?



Source: BBC Bitesize, 2020.

## Citation needed.

This method of presenting the information was designed by somebody else.

# To cite or not to cite?

It has become increasingly common for animals to be cloned, with a recent trend for cloning pets. More than 200 cloned puppies have been produced by South Korean company, Sooam Biotech, since 2005 (Sooam Biotech, 2011).

**Citation needed.** This is factual knowledge, but not common knowledge.

# To cite or not to cite?

Cloning is the process of making an exact genetic copy of an organism.

**No citation needed.** This is common knowledge. However, if you use somebody else's words, you would have to cite them.

# To cite or not to cite?

This practice has been met with widespread criticism, largely as a result of the suffering endured by the surrogate due to late-term miscarriages and high birth weights. (Bok, 2002).

**Citation needed.** This is an interpretation. If you had taken a direct quotation, you would also need to include the page number in the in-text reference e.g. "Cloning causes animals to suffer." (Bok, 2002, p. 233).

# To cite or not to cite?

The Human Fertilisation and Embryology Act prohibits the alteration of the nuclear or mitochondrial DNA of eggs, sperm or embryos, effectively banning genetic selection and human cloning in the United Kingdom. (2008, Ch22, s.3)

**Citation needed.** This is factual information, but not common knowledge. If you are referring to a specific section of an act, the in-text reference should also include the section number.

# To cite or not to cite?

To conclude, while the possession of the scientific knowledge used to clone mammals is valuable in certain instances, such as stem cell research, cloning mammals to create full genetic copies is ethically dangerous.

## **No citation needed.**

This is your opinion and a summing up of the evidence already presented.

# How do you reference?

There are many different referencing systems, but one of the most common is an **author-date system**, commonly known as **Harvard referencing**. This is shown below.

It has become increasingly common for animals to be cloned, with a recent trend for cloning pets. More than 200 cloned puppies have been produced by South Korean company, Sooam Biotech, since 2005 (Sooam Biotech, 2011). This practice has been met with widespread criticism, largely as a result of the suffering endured by the surrogate due to late-term miscarriages and high birth weights (Bok, 2002).

# How do you reference?

In the full reference list or bibliography, in alphabetical order:

## Journal articles

Bok, H., 2002. Cloning Companion Animals Is Wrong. *Journal of Applied Animal Welfare Science*, 5:3, 233-238

## Websites

Sooam Biotech, 2011. *Cloning Technology*, [viewed 01 September 2018]. Available from: <http://en.sooam.com/dogcn/sub03.html>

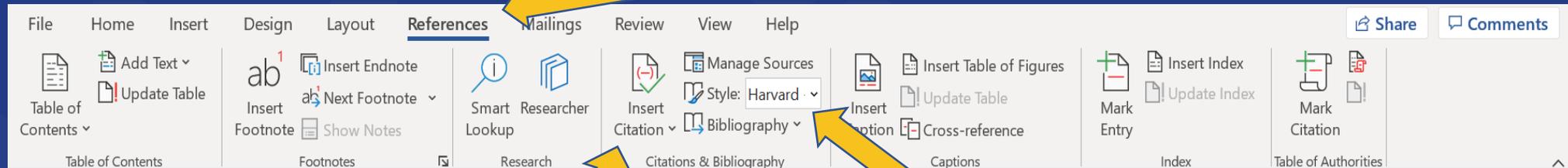
## Don't panic!

Make use of the online guides that many different universities provide. These are just some examples: [Coventry University](#), [University of East Anglia](#) and [Solent University Southampton](#).

# Make use of electronic tools

## Microsoft Word

1. Select 'References' tab



3. Place the cursor where you want to insert the reference, and click 'Insert Citation'

2. Select the referencing system you want to use

Create New Source

Type of Source

Bibliography Fields for Harvard - Anglia (\* Recommended Field)

\* Author:

Author as organization:

\* Title:

\* Journal name:

Publisher:  City:

\* Year:  Month:  Day:

\* Volume:  \* Issue:  \* Pages:

Editor:

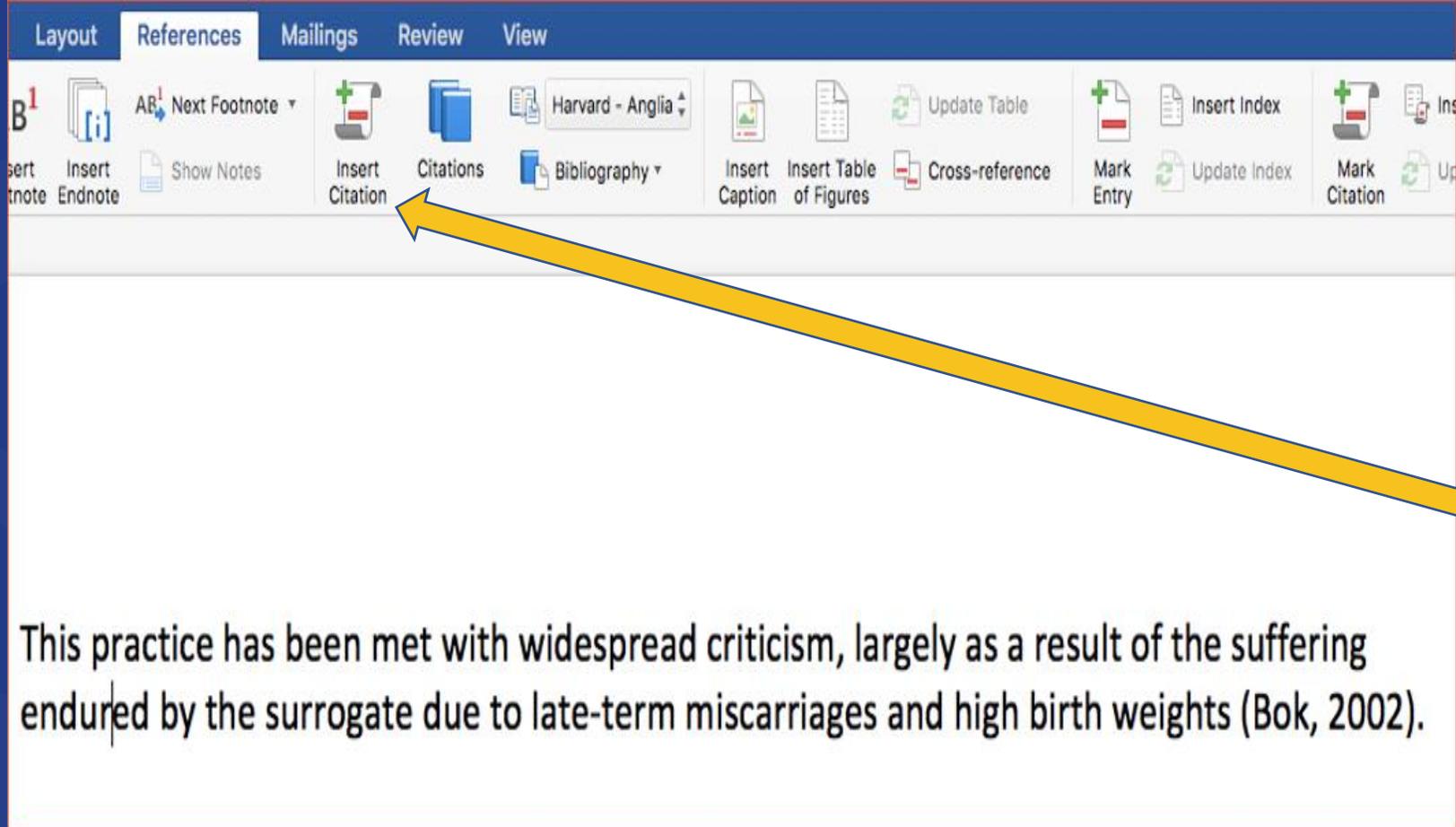
Short title:  Standard number:

Comments:

Example: Dickens, Charles; Hemingway, Ernest

4. Select 'Type of Source' and enter the required information.

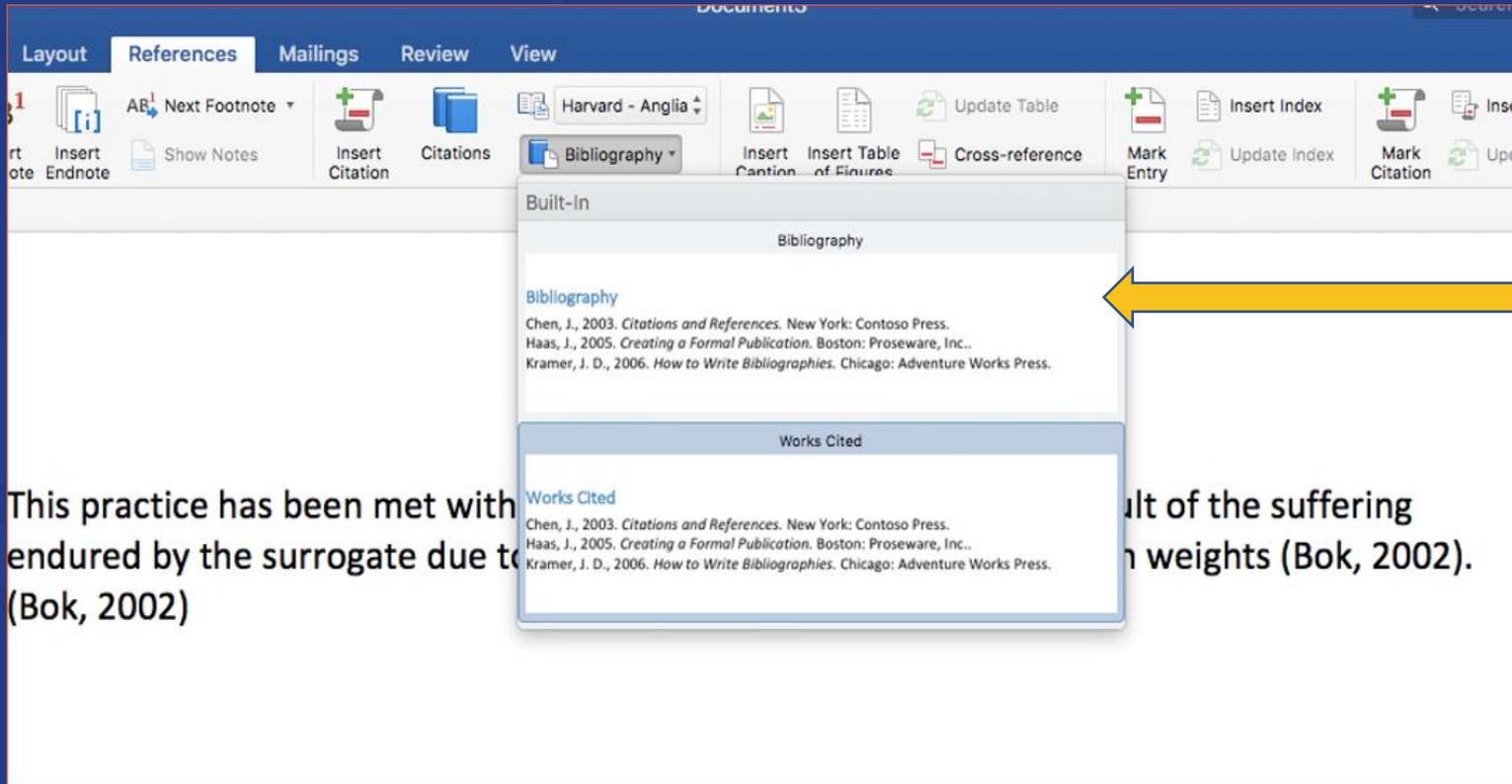
5. Click 'OK'



The screenshot shows the Microsoft Word interface with the 'References' ribbon selected. The 'Citations' group is highlighted, and a yellow arrow points to the 'Citations' button. The ribbon also includes 'Insert Citation', 'Bibliography', 'Update Table', 'Update Index', 'Insert Index', 'Mark Entry', 'Update Index', and 'Mark Citation' buttons. The main text area contains the following paragraph:

This practice has been met with widespread criticism, largely as a result of the suffering endured by the surrogate due to late-term miscarriages and high birth weights (Bok, 2002).

6. Reference inserted. This is saved and can be inserted again simply by clicking 'Citations' and double clicking on the one you want to insert from the list you have created.



This practice has been met with  
endured by the surrogate due to  
(Bok, 2002)

ult of the suffering  
n weights (Bok, 2002).

7. Click  
'Bibliography' and  
choose  
either 'Bibliography'  
or 'Works Cited'  
and Word will  
generate  
a bibliography  
or reference list for  
you in the correct  
format.

## Works Cited

Bok, H., 2002. Cloning Companion Animals Is Wrong. *Journal of Applied Animal Welfare Science*, 5(3), pp. 233-238.

# Make use of electronic tools

## Online tools for referencing

Queen's University Belfast's Reference Generator  
<https://www.qub.ac.uk/cite2write/harvard3l.html>

Cite This For Me  
<http://www.citethisforme.com>

Both sites allow you to enter information and generate in-text citations or references for bibliography/reference list – you will need to copy these into a word document to save them.

# Make Referencing Easier

Don't forget to note page numbers for any quotations you want to use.

**Record full referencing information about each source**

What systems could you use to do this?

**You could:**

- Complete a cover sheet for each source you use and keep it with any notes you take from that source.
- Take photographs of the referencing information needed for each source and keep all of the photos in a folder.

# Referencing Checklist

Create your own checklist to use as you carry out research for your project.

Include the stages you will need to go through to ensure you are able to properly reference your project

Keep a record of all the sources you use, including page numbers for quotations



Choose a referencing system and be consistent throughout your work



Reference any information, ideas, opinions or interpretations taken from elsewhere – always better to reference if you aren't sure



Use online tools effectively



If you're in any doubt, look it up! There are plenty of online guides offered by universities



# Referencing and avoiding plagiarism

After completing this workshop today, you should now be able to:

- 1) Explain the importance of referencing when completing academic work
- 2) Evaluate when it is necessary to include references in your work
- 3) Write references and insert appropriately, making use of online tools where available

# Any Questions?

Please visit the link below to find out when our next events and open days are:

<https://www.gre.ac.uk/events/opendays>

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Resources produced for are for use in 2020/2021 academic year.

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