

Referencing Guide

Why do I need to reference my work?

Throughout your studies it is important that you read around the course materials – this could be anything from relevant newspaper articles, websites, books or journals. This wider reading will help you to give more detail in your assignments to demonstrate that you understand the topics and wider subject.

When you write your assignments, you may want to make reference to something you have read. To do this, you must clearly acknowledge the source. Failure to do this may constitute as malpractice and you may be penalised; not acknowledging a source is referred to as 'plagiarism'. The Joint Council for Qualifications (JCQ) defines this as:

"Unacknowledged copying from published sources (including the Internet) or incomplete referencing" (JCQ, 2008:28)

HOW DO I REFERENCE MY WORK?

Within my assignment

Book

If you directly quote, or use another author's ideas in your work you must make this clear. Within your assignment you only need to include the author's surname, the date of publication and the page number (where necessary). For example:

Direct Quote:

"Cognitive therapy was developed by Aaron T. Beck at the University of Pennsylvania in the early 1960s as a structured, short-term, present-orientated psychotherapy for depression" (Beck, 1995:1).

Paraphrasing:

Beck (1995:1) discusses how Cognitive therapy was developed in the early 1960's as a short-term treatment for depression.

Website

Similarly, if you quote or paraphrase from a website, you only need to give the author's surname and the date of publication. The website address only needs to be given within your reference list or bibliography at the end of your assignment.

Within a reference list or bibliography

A reference list contains all the sources you have made direct reference to within your assignment; a bibliography is similar to this but also includes any other material you may have read but have not directly made reference to within your work.

A reference list and bibliography are always presented in alphabetical order by the author's surname and does **not** need to be divided into books, websites etc.

Referencing a book

Within your reference list or bibliography, a book should be presented in the following way:

Beck, J. (1995) *Cognitive Therapy Basics and Beyond*. New York: The Guilford Press.

Author (surname, initial), year of publication (in brackets), title (in italics), place of publication, publisher

Referencing a website

Similarly, a website should be presented within your reference list or bibliography as follows:

Blenkiron, P. (2009) *Cognitive Behavioural Therapy (CBT)*. Available at:
<http://www.rcpsych.ac.uk/mentalhealthinfoforall/treatments/cbt.aspx> (Accessed: 2 August 2010).

Author (surname, initial), year of publication, webpage title (in italics), the url (address) of the webpage, the date you went onto the website (in brackets).

Further Guidance

Please remember that your assignments must be your own work. Whilst wider reading is important, any material you cite must be used to **support** rather than **form** your answers. Any assignments received which simply contain large amounts of copied and pasted material will be given a 'refer' mark. Assignments which contain material which has been copied without being referenced will be dealt with via our plagiarism policy, which could ultimately lead to your student status being revoked without refund.