

Referencing

Each time you quote directly from an author, or paraphrase an author's ideas, you should include a reference, using the Harvard system (author and date).

Example:

High achievers and high affiliates need to be managed differently (James, 1999).

Or

James (1999) advises that high achievers and high affiliates should be managed differently.

If you quote a writer's exact words, these should be placed inside quotation marks. You should also provide the page number as well as the date and author of the text.

Example:

James (1999, p107) writes, 'What is clear, however, is that a manager or team leader needs to treat a high achiever very differently from a high affiliate.'

The details of the book or journal where you found the quote should be placed in the list of references. A list of all references used should be placed at the back of your assignment, alphabetically by the family name of the author. Use the following formats:

A book:

Family name, initial. (year published) *Title of Book*. Place of publication: Publisher.

Example:

Castells, M. (2001) *The Internet Galaxy*. Oxford: Oxford University Press.

A chapter in an edited book:

Family name, initial. (year published) Chapter title. **In:** Editor's Name (ed.), *Title of Book*. Place of Publication: Publisher, page numbers.

Example:

Hawkrige, D. (1995) The Big Bang Theory in Distance Education. **In:** Lockwood, F. (ed.) *Open and Distance Learning Today*. London: Routledge, p 3–12.

Article in a journal:

Family name, initial. (year published) Article title. *Journal title*, volume (issue or part number), page numbers.

Example:

Thorpe, M. (2008) Effective online interaction: mapping course design to bridge from research to practice. *Australasian Journal of Educational Technology*, 24 (1), p 57–72.

Article in a newspaper or similar (named author):

Family name, initial. (year published) Article title. *Newspaper title*, date of newspaper, page numbers.

Example:

Turner, M. (1997) A welcome for directors. *Financial Times*, 30 September, p 19.

Information from a website (named author):

Family name, initial. (date of publication, if applicable), Title (if applicable) [type of medium]. *website name*. url [date last accessed].

Example:

Siemens, G. (2004) Connectivism: A Learning Theory for the Digital Age [Online]. *elearnspace*. Available at: <http://www.elearnspace.org/Articles/connectivism.htm> [Accessed: 31 January 2011].

Information from website (no named author):

Website name (date, if applicable), entry for entry title (if applicable) [type of medium]. url [date last accessed].

Example:

Wikipedia (2009), entry for London Stock Exchange [Online]. Available at: http://en.wikipedia.org/wiki/London_stock_exchange [Accessed: 31 January 2011].

A blog entry

Author (year) Title of individual blog entry. *Blog title* [type of medium], blog posting date. url [date last accessed].

Example:

Colwell, G. (2011) Renovating your way to your core banking transformation. *Core Banking* [Online]. 5 February. Available at: <http://www.corebankingblog.com/?p=254v> [Accessed 6 February 2011].

General referencing tips

- Explain and discuss concepts in your own words.
- Quotations should be used only to support the point you are making.
- Support your arguments with evidence from concepts, theories and professional examples.
- Explain the reasoning behind your answers. This gives you the opportunity to demonstrate that you fully understand the subject matter and issues involved, and can discuss them in a coherent and logical manner.
- When you include other people's work it should always be fully referenced. Failure to reference is plagiarism, which the **ifs** takes very seriously.