

REFERENCING BOOKS

SINGLE AUTHOR BOOK

Marsh, C. J. (2004) *Key concepts for understanding curriculum*. London: The Falmer Press.

SINGLE AUTHOR, MORE THAN ONE EDITION

Child, D. (2007) *Psychology and the teacher*. 8th ed. London: Continuum.

TWO AUTHORS

Creemers, B.P.M. and Kyriakides, L. (2008) *The dynamics of educational effectiveness*. London: Routledge.

THREE AUTHORS

Jordan, A., Carlile, O. and Stack, A. (2007) *Approaches to learning: a guide for teachers*. Maidenhead: Open University Press.

MORE THAN THREE AUTHORS

Black, P., Harrison, C., Lee, C., Marshall, B. and William, D. (2003) *Assessment for learning: putting it into practice*. Maidenhead: Open University Press.

BOOK WITH EDITOR, NOT AUTHOR

Curren, R. (Ed.) (2007) *Philosophy of education: an anthology*. Oxford: Blackwell.

BOOK CHAPTER IN AN EDITED BOOK

Hickmann, M.E. (1985) The implications of discourse skills in Vygotsky's developmental theory. In: Wertsch, J.V. (Ed.) *Culture, communication and cognition*, pp. 19-54. Cambridge: Cambridge University Press.

E-BOOK

Cox, J. and Carlile, N. (2008) *Participatory research in educational settings* [online]. Oxford: Blackwell Publishing. Available at: <http://www.mylibrary.com/Browse/open.asp?ID=75623> [Accessed 10 August 2012].

REFERENCING JOURNALS

SINGLE AUTHOR

Boas, F. (1920) The methods of ethnology. *American Anthropologist* 22: pp.311-321.

TWO AUTHORS

Wegerif, R. and Mercer, N. (1997) Using computer-based text analysis to integrate quantitative and qualitative methods in the investigation of collaborative learning. *Language and Education* 11(4): pp.271-287.

THREE AUTHORS

Mercer, N., Wegerif, R. and Dawes, L. (1999) Children's talk and the development of reasoning in the classroom. *British Educational Research Journal* 25 (1): pp.95-113.

MORE THAN THREE AUTHORS

Elbers, E., Maier, R., Hoekstra, T. and Hoogsteder, M. (1992) Internalization and adult-child interaction. *Educational Studies* 23(2): pp.13-27.

NO AUTHORS

Anon. (1999) Round table discussion. The class size debate. *Issues in Education* 5(2): pp.14-16.

MULTIPLE WORKS BY SAME AUTHOR IN THE SAME YEAR

Brockmeier, J. (1996a) Construction and interpretation: exploring a joint perspective on Piaget and Vygotsky. In: Tryphon, A. and Voneche, J. (Eds.) *Piaget-Vygotsky*. Hove: Psychology Press.

Brockmeier, J. (1996b) Explaining the interpretive mind. *Human Development* 39: pp.287-294.

REFERENCING ELECTRONIC MEDIA

TV OR RADIO BROADCAST

The truth about teachers (2001) *Panorama* (broadcast date 1 March 2001) [television programme]. London: BBC.

FILM BROADCAST

Running with scissors (2007) Directed by: Ryan Murphy. Los Angeles, USA. [35mm film]. LA: Sony Pictures.

PODCAST OR MUSIC OR VIDEO DOWNLOAD

Childcare: has it become less affordable? (2007) *Women's Hour* (released 5 February 2007) [podcast: radio programme]. London: BBC. Available at: <http://www.bbc.co.uk/radio4/womanshour/listen/> [Accessed 8 February 2007].

YOUTUBE VIDEO

CoreEducationNZ (2010) *Globalised learning*. [video online] Available at: <<http://www.youtube.com/watch?v=porLT0xIkR4>> [Accessed 25 February 2013].

NOTE: CoreEducationNZ is an example of a contributor's username.

RECORDED MEDIA

Cognitive development (1998) [video: VHS] Abingdon: Educational Video Ltd.

NOTE: If the media is part of a series, then the series title should go before the date in plain text (see TV or radio broadcast), with the specific title placed after the date in italicised text. If known, the director's name should follow the date (see films).

PHOTOGRAPH

Davidson, C. (2000) *Indian classroom* [photograph]. Available at <http://www.google.co.uk/imgres?imgurl> [Accessed 12 February 2005].

NOTE: If from a book, "[photograph]" should be followed by "In:" followed by the book's details (see appropriate book format). If viewed in a collection, "[photograph]" should be followed by "Held at:" and then the details of the collection.

CD/DVDrom

Corbyn, J.C. (2002) In: *WebLines: the Internet education resource* [CD-ROM]. Utah: University of Utah.

REFERENCING ELECTRONIC RESOURCES

INTERNET SOURCE WITH AUTHOR OR ORGANISATION

Department for Education (2009) *Managing classroom behaviour* [online]. Available at: <http://publications.education.gov.uk/eOrderingDownload/DFE-RE084.pdf> [Accessed 23 July 2010].

NOTE: Include the date when the site was created or last updated. If no creation/update date can be found, write (undated) after the author/organisation. Date of access should always be included.

INTERNET SOURCE WITH NO AUTHOR

Anon. (2007) *Howard Gardner's Multiple Intelligences Theory – visual, auditory, kinaesthetic*. [Online]. Available at: <http://www.businessballs.com> [Accessed 20 October 2010].

NOTE: Include the date when the site was created or last updated. If no creation/update date can be found, write (undated) after the author/organisation. Date of access should always be included.

INTERNET SOURCE WITH AUTHOR AND PUBLISHER

Wertsch, J. V. (1985) *Vygotsky and the social formation of mind*. Cambridge, MA: Harvard University Press. [Online]. Available at: http://coe.ksu.edu/jecdol/Vol_3/articles/Wang.htm. [Accessed 22 November 2010]

NOTE: Include the date when the site was created or last updated. If no creation/update date can be found, write (undated) after the author/organisation. Date of access should always be included.

ONLINE JOURNAL ARTICLE WITH DOI

Wilens, T. E., & Biederman, J. (2006). Alcohol, drugs, and attention-deficit/hyperactivity disorder: a model for the study of addictions in youth. *Journal of Psychopharmacological Studies*, [online] 20(2): pp.580-588. Available at: <http://dx.doi.org/10.1177/0269881105058776.x> [Accessed 17 June 2008].

NOTE: Most online journal articles have a Digital Object Identifier (DOI), usually found on the webpage before you access the full text. The DOI is converted into a URL by placing <http://dx.doi.org/> in front of it.

ONLINE JOURNAL ARTICLE WITHOUT DOI

Noakes, J. (2000) Enabling young people to express their views on school exclusion. *Journal of Education* [online] 21(3): pp.124-141. Available at: <http://www3.interscience.wiley.com/cgi-bin/fulltext/1154278654401/PDFSTART> [Accessed 16 September 2011].

ONLINE CONFERENCE PROCEEDINGS OR ABSTRACTS

Carter, S. and Campion, L.M. (2002) Evaluating learning resources for reusability. *20th INVICTA conference proceedings* [online]. Available at: <http://www.invicta.org.my/conferences/kualalumpur02/proceedings/papers/451pdf> [Accessed 12 November 2012].

BLOG

French Mariner (2006) Trying to explain. *Borderline Teacher 22 January 2006* [online]: weblog]. Available at: <http://www.purplepiranha.blogspot.com/> [Accessed 17 January 2009].

EMAIL

Thompson, P. (paul.thompson@nottingham.ac.uk 12 January 2010). *Re: Web 2.0* [email message]. To: T.Westrik (tanny.westrik@hotmail.com) [Accessed 13 January 2010].

REFERENCING GOVERNMENT AND OFFICIAL DOCUMENTS

DOCUMENTS PRODUCED BY ORGANISATIONS

The Commission on Children at Risk (2003) *Executive summary of "Hardwired to connect: the scientific case for authoritative communities"*. London: CCR.

NOTE: If there is no individual author, the name of the organisation is used as the author and publisher.

GOVERNMENT REPORT

Department of Health (1999) *Saving lives: our healthier nation*. Cmnd 4386. London: HMSO.

NOTE: This Government Report is a Command paper and, in this case, you should list the Command number with the abbreviation 'Cmnd'.

ACT OF PARLIAMENT

Adoption of Children Act 2002 (c.30). Great Britain. London: HMSO.

NOTE: You need to include the chapter of the act in brackets. The country that produced the act should also be included.

PARLIAMENTARY BILL

Adoption and Children Bill. HC Bill (2001-2002) [119]. Great Britain. London: HMSO.

NOTE: HC stands for House of Commons. It is replaced by HL for a House of Lords Bill. The date shown is the Parliamentary session. The number in rectangular brackets is the Bill number.

REFERENCING OTHER RESOURCES

NEWSPAPER ARTICLE – PAPER VERSION

Gent, J. (2001) Exam chaos to come. *Times Educational Supplement*. 13th February, p.15.

NOTE: If the article is an editorial or no author can be identified, use the title of the newspaper followed by the date for in-text citation and reference list purposes.

NEWSPAPER ARTICLE – ONLINE

Jackson, D. (2003) A question of faith. *The Guardian*. 17th December [online]. Available at: <http://www.guardian.co.uk/parents/story/0,3605,1108387,00.html> [Accessed 21 January 2004].

NOTE: If the article is an editorial or no author can be identified, use the title of the newspaper followed by the date for in-text citation and reference list purposes.

CONFERENCE PROCEEDINGS

International Bakhtin Conference (2006) *Proceedings of the XII International Bakhtin Conference, University of Jyvaskyla, Finland, 24-31 July 2005*. Department of Languages, University of Jyvaskyla, Finland.

NOTE: The date in brackets is the date of publication. This may be different from the conference date. You should include both. If proceedings are unpublished, the word 'unpublished' should replace publishers' details.

CONFERENCE PAPER OR ABSTRACT

McArdle, G. and Monahan, T. (2008) Using virtual reality to learn and socialise online. In: Montgomerie, C. and Seale, J. (Eds.) *Proceedings of Ed-Media 2007, 25-29 June 2007, Vancouver BC, Canada*. Chesapeake, VA: Association for the Advancement of Computing in Education, p.76.

NOTE: The date in brackets is the date of publication. This may be different from the conference date. You should include both. If proceedings are unpublished, the word 'unpublished' should replace publishers' details.

THESIS OR DISSERTATION

Abdullah, G. (2003) *Assessing learning needs for intensive care nurses working in Saudi Arabia*. MSc Dissertation. University of Nottingham.

NOTE: You must include the level of academic qualification and the awarding body, in this case University of Nottingham.

COURSE MATERIALS

University of Nottingham (2008) *Using the Hallward Library*. [handout]. Nottingham: University of Nottingham.

PERSONAL OR PRIVATE COMMUNICATION

EITHER Sharma, N. (2010) Private communication

OR Sharma, N. (2010) Personal communication (appendix 3).

NOTE: This relates to unpublished written or verbal communications. You should obtain permission from the originator of the communication. If possible, include a copy of the communication as an appendix and reference as shown in the second example.

IN TEXT CITATION

(A) The most common way to cite references in text is to say,

EITHER Marsh (2004) outlines the history of the hidden curriculum.

OR The history of the hidden curriculum began with the work of Philip Jackson (Marsh, 2004).

Authors' initials and forenames are never used for in-text citation of references.

(B) Where there are three or more authors, all names should be given on the first occasion that the work is cited:

EITHER Jordan, Carlile and Stack (2007) recommend active approaches to learning.

OR Active approaches to learning are strongly recommended (Jordan, Carlile and Stack, 2007).

(C) If the same reference is cited again, 'et al.' may be used. 'Et al.' is short for the Latin 'et alia' which means 'and others'. You could therefore say,

EITHER Jordan et al. (2007) go on to show that...

OR Students feel lost in large classes (Jordan et al., 2007).

(D) If the author has published several works in one year, distinguish between them by adding lower case letters:

In various studies by Wertsch (1985a, 1985b, 1985c), the point is made that...

(E) If you find information in more than one source, you may want to include all the references to strengthen your argument. Cite all the sources within the same parentheses in order of date of publication. Semi-colons should be used to separate the references:

This concept has been explored in several studies (Wertsch, 1985; Elbers, 1991; Holzman 1998) and...

(F) If you want to cite web resources, use the author's name if this is available. If not, use the organisation as the author. Failing either of these, use the name of the website as the author. If none of these are available, use an abbreviated web address but you may want to question whether the resource is actually suitable for academic work.

USE OF *IBID.* AND *OP. CIT.*

- The abbreviations *ibid.* and *op.cit.* can be employed to avoid repeating the same reference both in the main body of your text and in your list of references.
- *Ibid.* is short for *ibidem* which, in Latin, means 'in the same place' and can be used when the next reference is the same as the one before.
- The term *op.cit.* is an abbreviation for the Latin *opere citato*, which means 'in the work cited' and can be used when the same reference is cited elsewhere in the body of your text but may not be the most recent citation.

Here is an example of ways in which 'et al.', 'ibid.' and 'op.cit.' could be used within the Harvard system of referencing:

According to Margaret Roberts (Roberts, 2003), the first writers to use the word "scaffolding" in an educational context were Wood, Bruner and Ross (Wood, Bruner and Ross, 1976). Scaffolding is "the process that enables a child or novice to solve a problem, carry out a task or achieve a goal which would be beyond the child's unassisted efforts" (Wood et al., 1976, p.29). This is an idea which originates in Vygotsky's concept of the zone of proximal development (Vygotsky, 1984). How does he express this idea? He refers to a "new formula" whereby "the only 'good learning' is that which is in advance of development" (*ibid.*, p. 56). Margaret Roberts acknowledges that Vygotsky never used the term 'scaffolding' himself (*op. cit.*, 2003). What he did do is describe "several types of assistance that might be given when a child" is "engaged in a problem-solving activity" (*ibid.*, p.21). In the next section, we will explore these various types of assistance and find instances of them in my lesson.

SECONDARY REFERENCING

If you are reading a source by one author who cites or quotes work by another author, you may in turn cite or quote the original work as a SECONDARY reference. A direct reference could be made in the text:

Research carried out in the sixties in the St.Anns area of Nottingham by Carter and Davidson (1966 cited in Barrett, 1991, p.142) found that ...

In this example, Carter and Davidson are authors of the work which you wish to refer to but have not read directly for yourself. Barrett is the secondary source where you found the summary of their work. The reference could also be made indirectly within brackets:

There was considerable poverty in St.Anns in the sixties (Carter and Davidson, 1966 cited in Barrett, 1991, p.19).

In the following example, Sohal is the primary or original source and Moustakas is the secondary source.

Sohal (2001) as cited in Moustakas (2005), suggests that the picture was not as bleak as it had been painted.

It is important to realise that Moustakas may have taken Sohal's ideas forward, and altered their original meaning. If you need to cite a secondary reference, it is recommended that, where possible, you read the original source for yourself rather than rely on someone else's interpretation.

N.B. The reference list at the end of your document should only contain works that you have personally read. The original reference should only be included in the list of references if you have read it yourself.

REFERENCING DIRECT QUOTES

Do not confuse quotations with citations. A citation is the practice of referring to the work of other authors in the text of your assignments.

A direct quotation is where you copy the exact words used by an author and place them unaltered directly into your work. Direct quotations need to be in quotation marks as shown in this example.

Class management problems for teachers "can disrupt personal, social and professional functioning and frequently cause anxiety and depression, thus diminishing the quality of life" (Broadhurst, 1994, p.108).

*Always put quotation marks around a direct quote and include the page number. Direct quotes should only be used to illustrate a specific point of view. **In most cases, it is preferable to present information in your own words.***