School of Sport and Exercise Sciences Referencing Guidelines

The School of Sport and Exercise Sciences uses the Harvard referencing system. However, as there are many versions of Harvard referencing this guide has been produced to demonstrate the referencing system that the SSES uses across all undergraduate and MSc programmes. This is the referencing style that you should adopt for ALL your work.

Why do I need to reference?

There are several reasons why you need to reference your work.

1. References are used to demonstrate the depth and breadth of your reading and you can use references to support your analysis and argument. Using referencing in your work is therefore a way in which you can enhance your grade.

2. Referencing is the way that you acknowledge other people’s work within your own coursework. If you do not use referencing or use it incorrectly it could potentially be viewed as plagiarism (see below for more information). There can also be copyright issues associated with using other people’s work without acknowledgement.

3. Referencing allows other people to identify the source of the information that you have used.

Plagiarism is a form of academic misconduct. The University of Kent defines plagiarism in the General Regulations Appendix A as “reproducing in any work submitted for assessment or review any material derived from work authored by another without clearly acknowledging the source.” Plagiarism may be committed in a number of ways, including copying from material such as internet sources or failing to adequately reference your sources. For more information on academic misconduct and avoiding plagiarism see https://www.kent.ac.uk/ai/students/whatisplagiarism.html

Referencing is not difficult as it is all about following the instructions. The most important things to remember are to be organised and be consistent.

You should use referencing within any piece of your work where you are using sources of information that are not your own. This includes essays, case studies, presentations, leaflets and written exams. All sources of information that you use should be included within your work in two places:

1. In the text - this is called a citation.
2. At the end in a list of all your sources – this is called a reference list.

Citations:

There are two main ways that you can use citations in your work. You can either use a citation within your sentence (this is called author prominent) or at the end of the sentence (this is called information prominent). Here are some examples:

**Information prominent**
Goalkeepers have been found to sustain more head injuries than strikers (Smith, 2007).

**Author prominent**
A study by Smith (2007) found that goalkeepers sustain more head injuries than strikers.
Information prominent
Goalkeepers have been found to sustain more head injuries than strikers (Smith, 2007).

There are a few rules regarding the number of authors of a reference source as follows:

1 or 2 authors - you always write in full e.g. Smith (1985), Brown & Green (1996), or (Brown & Green, 1996).

3 or more authors – you can use the first author followed by et al. straight away e.g. White et al. (2009), or (White et al., 2009).

When two or more works are cited within the same parentheses, arrange them into the same order in which they appear in the reference list:

If several items have the same first author, both alone and with co-authors, arrange the single-author items before any multi-author items. Arrange the multi-author publications alphabetically by the surname of the second author or, if the second author is the same, by the surname of the third author, etc. then add a, b, c, etc. after the year:
(Chen, 2011a, 2011b, Chen et al., 2016a, 2016b).

If there is no author
Use the title in place of the author name:

... accepted definition given (Collins German - English Dictionary, 1993).

If there is no author but the work has been produced by an organisation or company, use the name of the organisation as the author:

... health issues have increased (Department of Health, 2009).

If there is no date
Use ‘n.d.’ (not dated) in place of the date:

... as recently reported (Smith, n.d.)

Secondary References:
A secondary reference is when you refer to someone else’s summary of work. You should aim to use only primary references i.e. where you have referred to the original work. However, if you do need to use a secondary reference you should cite it as (Conn and Katch, 2000, cited in White, 2005: 173) and then include the full reference for White (2005) in the reference list.

Direct Quotations:
When you quote a section of someone else’s work you need to make this very clear and acknowledge it correctly so that you are not plagiarising. Generally, it is advisable to only use a few direct quotations, as they are the work of someone else. If you do use direct quotations they need to be selected carefully, reproduced exactly, clearly linked to your
discussion and wherever possible critically evaluated. In your work the quotation should be enclosed in single inverted commas and in addition to the author(s) and the year you also need to include page references.

Here are two examples of citing direct quotations dependent on whether you want to use an author prominent or information prominent way:

**Information Prominent**
It has been argued that ‘sports participation will increase in the next ten years due to current health legislation’ (Smith, 2009: 276).

**Author Prominent**
Smith has argued that ‘sports participation will increase in the next ten years due to current health legislation’ (2009: 276).

**Referencing Figures and Tables:**

You need to reference the source of any figures or tables that you include in your work that are not yours. Images, diagrams, photographs, maps, drawings, flowcharts and graphs are collectively labelled as Figures.

Every time you use a figure or a table in your assignment, for each figure or table you need to:

1. Provide a number, title (what the figure or table shows) and source.
2. Refer to the figure or title in your writing. Marks are awarded for explaining the figure or table and demonstrating how it helps support the argument in your work and NOT for the inclusion of the figure or table in your work.
3. Include the source of the Figure or Table in your reference list.

Here are some examples of images used within an assignment from different sources. Figure 1 is an image from the Internet and Figure 2 is an image from a journal article.

![Figure 1](http://commons.wikimedia.org/wiki/File:Knee-unfolding-recess-diagram.svg)

*Figure 1. Diagram showing knee flexion in the sagittal plane. Retrieved from: http://commons.wikimedia.org/wiki/File:Knee-unfolding-recess-diagram.svg*
Figure 2. Sport specific rehabilitation for football players (Mithoeffer and Della Villa, 2011, p. 59)

Note that even if you find the image through Google you must click on the image and go to the original source for the image (it won’t be Google it will be another website). To get to the original source, click on the image and then click “website for this image”. In your work you will need to label the image and provide a title for the image. The language you use will vary dependent on whether the work is for academics e.g. essay or for the general public e.g. information leaflet.
The References List

What is a reference list?
A reference list is different to a bibliography. A bibliography is a list of all the information sources you have used for your assignment including those you did not quote in the assignment. A reference list is a list of ALL the information sources that you have cited in your work. Each reference cited in the text of your assignment must appear in the reference list and each entry in the reference list must be cited at least once in the text. If you have read a book or a journal article but have not cited it within your work, then you SHOULD NOT include it within your reference list. Unless you are instructed otherwise you should be using a reference list for your work. The reference list is not included as part of the word count for an assignment.

Top tip - Before you submit your work check (because the markers will!) that all the citations you have used are in the reference list and all the sources in your reference list have been cited within your work.

How should the reference list be formatted?
The reference list is a list of all your citations and is included at the end of your piece of work. There are some main rules that you need to follow when writing your reference list:

- The references should be placed in alphabetical order by, in the first instant, the first author's surname.
- The names and initials of all authors should be given in the list of references. You DO NOT need to include first names or professional titles.
- Only the first word of the title of a book or the title of the article are capitalised.
- If you do not cite a reference in your coursework you should not include it within your reference list.
- In the reference list the first six authors of a source should be listed. If there are more than six authors list those and then add et al. before the publication date.

The format of your reference will depend on the type of source it is from (i.e. book, journal, internet, government paper).

Book:
If your source is a book then this is how you format within your references list:

Author surname, Author initials (year of publication). Title of book in italics, edition. City of publication: Publisher.

Here are some examples:


Journal Article:
If your source is a journal article that has been published in hard copy format then this is how you format within your reference list:
1st Author surname, 1st Author initials., 2nd Author surname, 2nd Author initials. & 3rd Author surname, 3rd Author initials. (year of publication). Title of article with only first word capitalised. Name of journal in italics, volume number in italics, page numbers.

Here is an example:


If a journal article has been published online ahead of print or online only it may not have a volume number or page numbers. You cite the article in the same way as a hard copy article but you need to include the doi (digital object identifier).

Here is an example:


**Important:** When you access a journal article online (including downloading a PDF copy of the article) it is should be referenced as a journal article AND NOT as an electronic source.

*For an article published online ahead of print/placement in an issue (In press articles):* Author, A. (Year). Title of article: And subtitle. *Journal Title*. Advance online publication. [Retrieved from URL] or [DOI]


If the DOI of the article is not provided, include the URL of the article or the journal’s home page. No retrieval date is needed. Do not add a period after the URL.

**Chapter within a book:**
If your source is a chapter within a book then this is how you format within your reference list:


**PhD Thesis:**
If your source is a PhD thesis or dissertation then this is how you format within your reference list:


**Government Paper:**
If your source is a government paper this is how you format within the reference list:


**Internet sources:**
It is **not advisable** to use Internet sources in your work unless you have been instructed to do so within the assignment guidelines as they do not normally go through the same review process as most textbooks and journal articles. The information can be inaccurate, misinterpreted and is often incorrect. If you do need to reference an Internet source this is how you list it in the reference list:


If the article you are referencing has an author(s), put their name(s) first:


**Conference Proceedings:**


**Personal communications:**
Personal communications include private letters, memos, personal interviews, telephone conversations, email, and messages from online discussion groups, etc. Where they do not provide recoverable data, personal communications are cited only in the text and not included in the reference list. Include the initials as well as the surname of the communicator and provide as exact a date as possible, for example:
T. K. Lutes (personal communication, April 18, 2001)  
(V.G. Nguyen, personal communication, September 28, 1998)

Note: permission must be sought before using unpublished personal correspondence.

For an unpublished letter in an archive, follow the guidelines for original manuscripts (see above). For letters printed in a published collection, cite as a secondary citation.

e.g. …as said by Woolf (cited in Nicholson, & Trautmann 1976: p54).

Then, list the edited work in the reference list:


Format of the reference list:
At the end of a document, list the references to sources that have been cited in the text, including those found in tables and figures, under the heading “References”. Place references in alphabetical order by the surname of the first author followed by the initials of the author’s given name. Arrange references with the same author(s) by year of publication, beginning with the earliest. Here is an example of how your reference lists should be formatted. Note that you should have a line space between references but that you should not add numbers or bullets.


Frequently Asked Questions

Where can I find the SSES referencing guidelines?
Every module should have a copy of the SSES referencing guidelines on Moodle. The SSES referencing guidelines can also be found via the following link – https://www.kent.ac.uk/ai/styleguides.html

What if I have only read the abstract of an article?
It is not good practice to reference an abstract of an article in your work, as you should wherever possible have read the whole article. If you want to use an article but we do not have either hard copy or online access to that journal (refer to library search guidance at end of document) then you can order copies of articles through Inter Library Loan. The Inter Library Loan forms are available from the Drill Hall Library or via http://campus.medway.ac.uk/files/using-library/library-loans/inter_form_pdf_June_2014.pdf You will need a member of staff to sign the form before you can place the order for the article at Drill Hall Library.

What if I have a source of information that isn't listed above?
There are many different sources of information. This guide has covered the sources that you are most likely to use within your programme. If you want to reference a source that is not included in this guide, contact your module convener for advice on referencing.

Can I use a reference that was published in 1957?
Generally, you should look to use references that are the most up to date source of information and research that is available in your subject area. However, it is often good to identify key classic papers in an area of research and can be useful to use older references to demonstrate the historical background and developments in a research field. If you do cite an older paper you will need to have read this paper in full, otherwise you can only include as a secondary reference (refer to earlier section on secondary referencing).

Where can I get further help with referencing and writing skills?
The University’s Student Learning Advisory Service (SLAS) offer a whole range of student learning development resources including academic writing, critical writing, time management, assignment management, referencing and plagiarism. These resources can be accessed at this URL - https://www.kent.ac.uk/learning/resources/resources.html IMPORTANT: Do not use the referencing guidelines at this URL as they are different to the style that SSES have adopted as outlined in this guide.

Can I use referencing software for my coursework?
Yes, you can use referencing software for your coursework. There are several software packages for referencing. The University has a subscription to RefWorks, which you can use to create properly formatted citations and reference lists within your assignments. Information on how to set up and use RefWorks can be found here: https://www.kent.ac.uk/library/resources/reference-management/refworks/index.html

It is important to make sure that the template for your referencing software is set up to EXACTLY match the SSES reference and citation format otherwise all of your references and citations will be incorrect throughout your work.
Where can I find images that can be used free of copyright?
There are several ways to find images that you can use free of copyright.

Creative Commons Copyright Licence allows you to search directly for images which have been granted permission to be allowed to be used freely for educational purposes. [https://www.kent.ac.uk/elearning/themes/copyright-cc.html](https://www.kent.ac.uk/elearning/themes/copyright-cc.html)

You can also conduct a Google Image Search. To find images that can be used free of copyright follow this link [http://images.google.com/](http://images.google.com/), click on ‘Search tools’ and select ‘Labeled for non-commercial reuse’. This will give you access to images which can be freely used without infringement of copyright laws.
Looking for a specific article?

LibrarySearch - http://librarysearchmedway.kent.ac.uk

Start here! Search for the title of your article.

A-Z of journals
https://www.kent.ac.uk/library/resources/journals/

LibrarySearch knows about most, but not all of our journals. Check here to see whether we can access the ones you need. Search for the title of the journal.

Pubmed Central - https://europepmc.org/

Contains thousands of free articles on biomedical topics, including government-funded research and more.

CORE - https://core.ac.uk/

Brings together articles which many different universities have made freely (and legally) available online.

If all else fails, email the authors or use the document supply service.

Source: David Bedford, Drill Hall Library (2016)