

**Webpages**

**What is referencing?**

Referencing is a system used at colleges and universities to let anyone reading

your assignments know exactly where you found your information.

To reference your assignment correctly you will need to do two things

Give a citation in your assignment

Create a reference list at the end of the assignment

**Citations in your assignment**

A citation is a piece of writing in your assignment that shows who wrote or is responsible for the idea, words or image you are using. Each citation ‘cites’, or points to, a **reference** in your reference list. Citations go in brackets and should be written **in your assignment** with the quotation. They need to include:

* the **surnames** of the authors/editors or the name of the **organisation** responsible for the webpage
* the **year** if available for when the information was posted on the webpage

Some of these details may not be available on the webpage. Give as many as possible.

Note that the URL (webpage address) is not included in the citation.

When you quote from another writer there are two types of quotation.

A **direct quotation** uses **the writer’s exact words.**

An **indirect quotation** is when you rewrite or paraphrase the **writer’s words in your own words.**

You need to give a citation and a reference **for both** types of quotation.

**Examples of citations:**

**Direct quotation**

Write the quotation in quotation marks

… “as a five-year old I did not have any accurate understanding of what it was all about” (Joseph, 2003).

**Indirect quotation**

|  |
| --- |
| Joseph (2003) wrote about her childhood recollections of war-time Portsmouth. |

**Direct quotation for webpage with no date:**

If there is no date given on the webpage, use the abbreviation n.d. (no date).

“Time management is about making things happen, rather than having them happen to you. You need to get control!” (Greenhow, n.d.).

**Indirect quotation for webpage with no author**

If no author is given use the first few words of the title to identify your quote.

A study for Alcohol Concern ("Call to stop", 2007) proposes various policies to reduce children's drinking …

**Reference list at the end of the assignment**

The reference you write in your reference list will give all the details of the source where you read the original quotation. It should be **one** alphabetical list and include references to all types of resource used. Begin each reference with the surname of the author/editor, the organisation name or the webpage title which you used to begin the citation.

Additional details you will need to write this list are:

* initials of authors/editors
* full publication date (if available)
* title of the webpage
* the website organisation (unless it’s the same as the author)
* webpage address (URL)

The reference is written like this. Note the punctuation and that the title is in italics or if you are writing by hand then the title is underlined.

**Author’s Surname, Initials. (Full publication date if available). *Title*. Name of organisation if different from webpage author. URL of webpage**

**Examples:**

Joseph, A. (2003, July 24). *A Portsmouth child’s life in WW2.* BBC. http://www.bbc.co.uk/ww2peopleswar/stories/77/91121077.shtml

**No year:**

Greenhow, M. (n.d.). *Study skills online.* Brunel University London.http://people.brunel.ac.uk/-mastmmg/ssguide/sshome.htm

**No author:**

Call to stop children's drinking. (2007, April 27). BBC News.

http://news.bbc.co.uk/1/hi/uk/6596515.stm

This example is from the BBC website which is a large website, so you should give the name of the parent organisation and the relevant department before the web address.

For webpages that contains information which changes over time, including a retrieval date is advised (in the format Retrieved mm dd, yyyy, from).

**Secondary referencing - What if I haven’t read the original source?**

Many webpages will include quotes from other writers or organisations. If you have not read the original source you do not need to give details of the original in your reference list. You should reference the source you have actually read.

You need to **cite both** sources, the original author and date and the source where you found it.

**Citation for both sources**

|  |
| --- |
| "the full use and exploitation of talents, capacities, potentialities, etc." (Maslow, 1954, cited by Cherry, 2020). |

**Reference for the webpage you actually read**

|  |
| --- |
| Cherry, K. (2020, March 16). *Biography of Abraham Maslow (1908-1970)*. Verywell Mind. https://www.verywellmind.com/biography-of-abraham-maslow-1908-1970-2795524 |