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Academic Honesty

Sport and Health Sciences and the University of Exeter take academic honesty and plagiarism extremely seriously. However if you follow the guidance in this booklet and familiarize yourself with the University’s policy you can avoid plagiarism. To review the University’s policy on academic misconduct, including what constitutes misconduct and penalties for offences please consult the following website:

http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/managingacademicmisconduct/

Plagiarism

Due to the serious consequences of plagiarism it is important to understand what it means at an early stage in your programme

What is plagiarism?

- Plagiarism is substantial use of another’s work without acknowledgement.
- All students are encouraged to refer to the work of others as it builds on existing knowledge. However, students must meticulously acknowledge sources used in preparation of reports, assignments and projects.
- Direct copying of text or illustrations (including graphs) or paraphrasing of others work should be followed by the author’s last name, year of publication, and page number (see referencing guidelines). Even personal communication should be acknowledged. These sources should then be placed in a references list at the end of the work.
- Quoting passages of work verbatim from the writing of others and presenting them without acknowledgement for assessment as if they are the student’s own ideas constitutes a clear case of plagiarism.
- If found to be guilty of intentional plagiarism the student’s work may be failed and the student may be asked to leave the programme.

SHS Internet Plagiarism Policy

- Sport and Health Sciences is becoming increasingly aware of the temptation to use information taken from the Internet and then submitting this as original work.
- Blatant abuse of this information medium will be construed as plagiarism if it is not referenced accordingly.
- It is not acceptable to directly insert complete passages of work taken from the Internet, albeit referenced, unless in the form of a direct quotation.
• The College and University are fully aware of the location, content and use of material from Essay Banks. The use of any material from these sources is forbidden and if discovered will be severely punished.

**How to avoid plagiarism**

Some very useful resources are available to help you understand plagiarism and how to avoid it.

- ELE module ‘Academic Honesty and Plagiarism’ - this is listed as one of the modules within your ELE access and it is a university requirement that all students complete this self-directed course.
- Book an appointment with the SHS Writing Skills Helpdesk to clarify any queries you might have about referencing or writing for academic purposes in general.
- Refer to the library guidelines on citing and referencing: [http://as.exeter.ac.uk/library/usingthelibrary/referencing/](http://as.exeter.ac.uk/library/usingthelibrary/referencing/)
- Refer to the resources available via the Academic Skills and resources unit: [http://www.exeter.ac.uk/student-engagement-skills/academic/](http://www.exeter.ac.uk/student-engagement-skills/academic/)

The University’s guidance on Academic conduct and practice can be found in chapter 12 of the Assessment, Progression and Awarding Taught programmes Handbook:

Referencing

REFERENCING STYLE

Harvard is the preferred referencing style for all assessments in SHS. Details of the Harvard referencing style can be found at: http://as.exeter.ac.uk/library/subjectguides/sportsandhealthscience/informationskills/referencing/.

Students are encouraged to use the Harvard system but if you wish to use the American Psychological Association (APA) style instead, you will not be penalised for doing so. Guidance on the APA referencing style can be found on Library Information Skills pages.

Using Harvard style for assignments

REFERENCING IN YOUR ASSIGNMENT

In-text citation

You should cite the work of those individuals whose ideas, theories, or findings have directly influenced your work, even if you are paraphrasing or describing someone else’s ideas. To avoid plagiarism, take careful notes as you research to keep track of all sources and collect the information you need to cite them properly. You might also consider using referencing software such as ‘EndNote’ which acts as a database to compile and manage reference sources. For more information about EndNote please see the university webpage (http://as.exeter.ac.uk/it/software/endnote/).

Harvard style uses the author-date citation system. This system enables the reader to find the source cited in the text in the reference list, where each source is referenced alphabetically. When quoting directly or indirectly from a source, the source must be acknowledged in the text by author’s surname and year of publication. If you are making a direct quotation, a location reference such as the page number is also required.

Paraphrasing / indirect quotations

If you want to acknowledge the source of an idea or a concept you are discussing but you do not want to quote word for word, put the author’s last name and the date of the work at the end of the sentence.

For example:

- Research has shown that creatine loading causes a small but significant reduction in oxygen uptake during heavy, but not moderate, submaximal exercise (Jones, 2002).

If you include the author’s name as part of the sentence, only the date needs to be in brackets.
For example:
- Jones (2002) showed that creatine loading causes a small but significant reduction in oxygen uptake during heavy, but not moderate, submaximal exercise.

If there are two authors, the same names of both authors should be listed. For example:
Jones and Bailey (2002) showed that creatine loading causes a small but significant reduction in oxygen uptake during heavy, but not moderate, submaximal exercise.

For three authors or more, it is usual to use the Latin et al after the name of the first author (et al must be in italics). For example:
Jones et al (2002) showed that creatine loading causes a small but significant reduction in oxygen uptake during heavy, but not moderate, submaximal exercise.

When you need to cite two or more sources together, you should arrange the in-text citations in chronological order. Within this list, if sources are published in the same year, they should be ordered alphabetically. For example:
- Research has shown that the multi stage fitness test routinely underestimates laboratory-determined maximal oxygen uptake (Sproule et al., 1993; Aziz et al., 2005; Cooper et al., 2005).

1. Direct quotations
If you are quoting directly from a source, using the author’s own words put the quotation in quotation marks and if possible include the page number (or at least the chapter heading) from which the quote is taken. For example:
- Coakley (1998 p.249) explains that “race refers to a category of people regarded as socially distinct because they share genetically transmitted traits believed to be important in a group or society”.

- “Race refers to a category of people regarded as socially distinct because they share genetically transmitted traits believed to be important in a group or society” (Coakley, 1998 p.249).

2. Citations from a secondary source
If you want to use an idea or concept from an author cited in the article of a book that you are reading (a situation in which you would usually say “cited in...”), put it into your own words and cite the text you are reading.
For example:

- Harris (cited in Cashmore, 2001) argues that being a sports fan confers a sort of power.

This type of referencing is called secondary referencing. When you compile your reference list you must only cite the work which you read (the primary reference) - in the case of above example, the reference would be Cashmore (2001). Secondary referencing can be confusing and should be avoided as much as possible as you cannot always check the original text and are relying on the interpretation of others.

3. Figures or tables

If you are referencing a figure or table you should acknowledge the source as follows:

Table 1: Comparative participant body mass, lean body mass, and stature data

<table>
<thead>
<tr>
<th>Group</th>
<th>Lean body mass (kg)</th>
<th>Body mass (kg)</th>
<th>Stature (m)</th>
<th>Lean body mass (kg)</th>
<th>Body mass (kg)</th>
<th>Stature (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22.4</td>
<td>20.0</td>
<td>1.29</td>
<td>25.6</td>
<td>25.7</td>
<td>1.31</td>
</tr>
<tr>
<td>2</td>
<td>22.4</td>
<td>20.0</td>
<td>1.38</td>
<td>23.9</td>
<td>25.5</td>
<td>1.38</td>
</tr>
<tr>
<td>3</td>
<td>24.4</td>
<td>30.9</td>
<td>1.37</td>
<td>25.1</td>
<td>25.9</td>
<td>1.38</td>
</tr>
<tr>
<td>4</td>
<td>26.4</td>
<td>35.9</td>
<td>1.44</td>
<td>25.5</td>
<td>24.5</td>
<td>1.35</td>
</tr>
<tr>
<td>5</td>
<td>26.7</td>
<td>29.7</td>
<td>1.44</td>
<td>26.5</td>
<td>27.1</td>
<td>1.41</td>
</tr>
<tr>
<td>6</td>
<td>26.8</td>
<td>31.1</td>
<td>1.36</td>
<td>26.1</td>
<td>31.5</td>
<td>1.36</td>
</tr>
<tr>
<td>7</td>
<td>17.7</td>
<td>34.6</td>
<td>1.34</td>
<td>9.8</td>
<td>24.8</td>
<td>1.44</td>
</tr>
<tr>
<td>8</td>
<td>18.3</td>
<td>34.2</td>
<td>1.37</td>
<td>25.3</td>
<td>34.7</td>
<td>1.34</td>
</tr>
<tr>
<td>Mean ± S.D.</td>
<td>27.0±1.6 (25.9–28.1)</td>
<td>31.1±2.7 (29.0–33.3)</td>
<td>1.39±0.04 (1.26–1.62)</td>
<td>25.6±2.0 (23.4–26.8)</td>
<td>32.5±3.0 (30.5–33.6)</td>
<td>1.40±0.04 (1.25–1.44)</td>
</tr>
</tbody>
</table>

Source: Winsley (2008:3)

The title of the table goes above the text, and the reference below and right aligned, in the format: author (Year:Page number)

Please note, whether you are referencing a table or figure from another source or have created your own figure or table, table legends go above the table while figure legends go below the figure.

4. Appendix

An appendix can be used to detail supplementary information that you did not wish to include in the main body of text. Often they are used to provide additional information in a way so as not to detract from the flow of the essay. The word count of an appendix should be kept to a minimum, although the contents of the appendices does not count towards the overall word count.

The format of an in-text reference for an appendix is (see Appendix #).
For example:

Participation in swimming has decreased (see appendix 1).

The appendix in this instance might contain the following information:

Appendix

1) Swimming has seen a 245,000 fall in participation numbers over the last year, according to Sport England (BBC Sport, 2015).

REFERENCING AT THE END OF YOUR ASSIGNMENT

The purpose of a reference list is to enable the reader to find the sources you have used. Thus your reference list should be as accurate and complete as possible. Each source cited in the text should be listed in the reference list in alphabetical order of the first author’s surname. If you have more than one reference from the same person then the references would be listed chronologically. The list should be double spaced throughout and use the hanging indent paragraph style.

Below are some examples of how to reference various sources in a reference list, followed by an example reference list:

1. Books
Each reference should contain four elements:
1) Surname of author(s), comma, initial(s), full stop
2) Year of publication (in brackets)
3) Title of publication (in italics with only the first letter of first word capitalised), colon between short and secondary/sub title, full stop
4) Place of publication (the first city or town) followed by a colon
5) Publisher’s name, full stop

This appears in the format:
Surname of Author, Initial. (Year of publication) Title of publication. Place of publication: Publishers name.

For example, for a book with one author:

For example, for a book with three or more authors:
For example, for a chapter in an edited book (one author):

2. Journal articles
Published on a regular basis, journals, magazine and newspapers are collectively known as periodicals. As you are most likely to reference journal articles, information given in these guidelines is limited to journals although roughly the same rules apply to all periodicals. For further information you should refer to the information on the library website: http://as.exeter.ac.uk/library/subjectguides/sportsandhealthscience/informationskills/referencing/

When referencing a journal article you should include the same information as for a book but exclude the publication data and add the volume, issue and page number(s) instead.
1) Surname of author(s), comma, initial(s), full stop
2) Year of publication in brackets
3) Title of article (only first word with capitalised initial letter, unless proper name), comma
4) Title of journal (in italics), comma
5) Volume number, Issue or part number (in brackets), comma
6) First and last pages of the article separated by a hyphen and indicated by the abbreviation “pp”.

This appears in the format:
Author’s Surname, Initial. (Year of publication) Title of Article, Title of Journal, Volume (Issue Number), pp. page numbers.

For example, for a Journal article with one author:

3. Webpages (unpublished and informally published work)
When referencing a webpage you should include the same elements as for a book but exclude the publication data and add a retrieval statement instead.

1) Author/editor (if available) or name of organisation
2) Year of publication or last update (in brackets)
3) Title of the web document (in italics)
4) Edition - usually expressed as a version or update
5) Place of publication (if clear)
6) Name of publisher (if available)
7) [Online].
8) Available from: URL (in full)
9) [Date accessed]- the exact date you looked at the page/website/document

This appears in the format:

Author’s name or name of organisation (Year of publication) Title of the web document. [Version] Place of publication (if known), Name of publishers (if available). [Online] Available from: URL [Date accessed].

For example:


Note that in the above example neither place of publication or name of publishers was known so this was omitted from the reference.

4. Newspaper or magazine article

Each reference should contain the following elements:

1) Surname of author(s), comma, initial(s), full stop
2) Year of publication in brackets
3) Title of article (only first word with capitalised initial letter, unless proper name), comma
4) Title of newspaper or magazine (in italics), comma
5) Full date of publication, colon
6) First and last pages of the article separated by a hyphen and indicated by the abbreviation “pp”.

This appears in the format:

Author’s last name, Author’s initial(s). (Year of Publication) Article title, Newspaper or magazine name, Full date of publication: Page number(s).

For example:

If you access and refer to an online newspaper article your reference would appear as follows:
Author (Year), Article title, Newspaper Title, Day Month, page number (if given), viewed Day Month Year, <URL>. 
For example:

5. How to reference official publications

When referencing an official publication, e.g. a government policy document or report the format is as follows:

Organisation (Year) *Title*, Publisher, Place of publication.

For example:

6. Other sources of information

For information about how to reference other types of reference sources, please follow the links on the Library Information Skills pages.
WRITING A REFERENCE LIST: A MODEL EXAMPLE

Below is a full reference list compiled from the examples in this document. Note that references are listed alphabetically, and that where more than one reference appears for the same author (e.g. Vine) the references are listed in chronological order from oldest to newest. The list should be double spaced throughout and use the hanging indent paragraph style.


