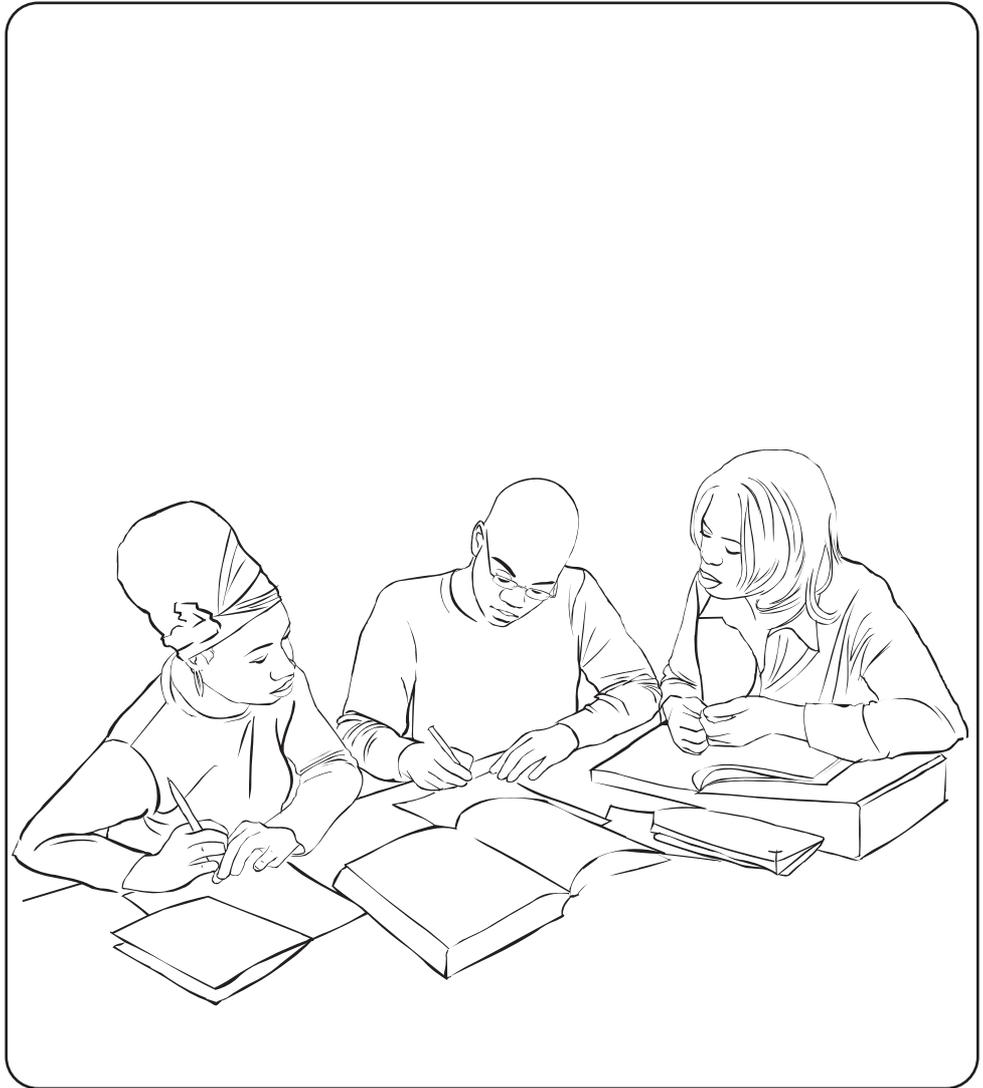


# Observation

## Booklet 6

How to use references and bibliographies



This is Booklet 6 in a series of seven booklets.

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## **Introduction – Booklet 6**

### **In this booklet you will find:**

- sections to read;
- activities to complete.

### **As you work through the booklet, you should discuss with your teacher or trainer:**

- your thoughts about the activities;
- new words and terms for your glossary;
- our self-assessment in the **How did I do?** section.

### **By completing this booklet you will learn:**

- how to reference books and magazines;
- how to avoid plagiarism;
- why you should quote from books;
- how to write a bibliography.

You will find it helpful to use this booklet for guidance on the correct way to quote from texts and reference your work correctly.

## How you can use references

### What are references?

When you look back over your observations, you should always try to find references in books, periodicals, journals and other sources such as internet websites to back up what you are saying. You can quote these sources in your work.

## Why use quotations?

### Quotations can:

- illustrate your point;
- show you have read and researched;
- give more credit or support to what you have said;
- show that your ideas are based on research by early years childcare and education professionals.

For example, after an observation on a child's routine, you may wish to quote a short piece from a text book or theory directly.

## How should you use quotations?

### Checklist

You need to:

- indent the whole of the quotation;
- put the quotation you have copied inside inverted commas;
- use a few sentences only, not a whole paragraph.

Then add:

- the author's surname;
- the year when the book, journal or magazine was published;
- the page on which you found the quotation, for example p. 7 or pp. 33–34.

### Example 1

'Discrimination can occur even when individual workers have positive attitudes. If the institution does not consider and meet the needs of everyone involved in it and makes assumptions based on one set of values/stereotyped views, institutional discrimination can occur.'  
(Beaver et al. 2001, p. 623)

If you wish to use only parts of a sentence or sentences from a book, you must indicate that you have only selected a part of the sentence or sentences. You do this by adding '...'

### Example 2

'Children in this age range have a limited language ability, therefore senses other than hearing are predominant...'. (Beaver et al. 2001, p. 131)

## Activity 1

Select two quotations from a textbook, journal or periodical and write them below using the conventions for using quotations:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Plagiarism: what is it?

Plagiarism is the use of other people's original ideas or material without acknowledgement. Copying someone else's assignment or downloading one from the internet and presenting it as your own is also plagiarism. In some education and training institutions, plagiarism can be grounds for permanent exclusion.

## How you can use paraphrasing and avoid plagiarism

If the quotation you would like to use is a long one, you can paraphrase it. Paraphrasing is expressing another person's thoughts in your own words. You should also acknowledge your source.

### Example

'Video will capture the non-verbal, as well as the verbal messages that are being sent. Video recordings can be used in most of the ways listed for photographs and audiotape, but they are probably better than the other two methods for capturing changes of behaviour in both individuals and groups. They have the added advantage that you can set the camera, and video your own practice.' (McNiff et al. 1996, p. 104)

This quotation could be rephrased like this:

McNiff et al. (1996) believe that video recordings can be used in the same ways as photographs and audiotape. They are better, however, at capturing changes in verbal and non-verbal behaviour. They can also be used to observe your own behaviour.



## Checklist

You should:

- give the author or authors by surname, then their initials;
- give the year of publication, for example, 1986;
- write the title and underline it;
- give the edition if relevant;
- give the place of publication, for example, Cambridge;
- give the name of the publisher, for example, Rumbles.

## Example

Moon, J. (1999) Learning Journals, London, Kogan Page.

## Activity 4

Go to the library and select four books that you think will help you understand child development. Write down the books' bibliographical details using the above checklist.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

## How should you list journals and magazines in the bibliography?

## Checklist

If the reference is from a journal, periodical or newspaper, you need to include:

- the surnames and initials of the author or authors;
- the date of publication;
- the title of the article;
- the title of the journal, periodical or newspaper which should be underlined;
- the volume and issue number of the journal or periodical, or the date of the newspaper;
- the pages on which the article appeared, using the abbreviation p. for page or pp. for pages.

## Example

Lindon, J. (2001) 'Peace of Mind', Nursery World, 20 September 2001, pp. 34–40.

## Activity 5

Choose three periodicals or journals and write the bibliography below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## How should you list an internet address in the bibliography?

As yet there is no official style for citing URLs (uniform resource locators) from the internet. The following fits well with the Harvard system and is recommended for reasons of consistency.

### Points to note:

- Be consistent – fit in with the Harvard system.
- Ensure that you cite enough information for the reader to locate the website.
- You should cite the date the document was last updated, if shown. If not, use the date you gained access to it.

Take extreme care with punctuation because full stops and commas are frequently used in URLs.

Some web documents name the author. If the name is not obvious, you may find the information in the header of the *HTML encoded text*. Choose view option in the toolbar and select *source*. If the author is still not obvious, use the domain name as the main reference point.

### Checklist

You will need the following information for each web address:

Author

Year

Title (underlined)

URL

Date

### Example

Hodge, M. (2000) Campaign launched to recruit thousands more childcare, <http://www.dfee.gov.uk/news.cfm?pryear=00&pnumber=305> (Accessed: 17 July 2000).

## Activity 6

Now find and cite three internet references.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Activity 7

Now put the items from your three lists into alphabetical order.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Your bibliography should include any books, magazines, newspaper articles, or internet references mentioned directly in the text. The bibliography comes right at the end of the completed observation.

### A quick guide to referencing your work

#### Single author

In your essay: (Moon, 1999)

In your bibliography:

Moon, J. (1999) Learning Journals, London, Kogan Page.

#### Two authors

In your essay: (Brandes and Ginnis, 1996)

In your bibliography:

Moon, D. and Ginnis, P. (1996) A guide to Student-Centred Learning, Cheltenham, Nelson Thornes.

#### Three or more authors

In your essay: (Beaver et al. 2001)

In your bibliography:

Beaver, M. et al. (2001) Babies and Young Children, Cheltenham, Nelson Thornes.

#### Single author's chapter in an edited book

In your essay: (Wallace, 1996)

In your bibliography:

Wallace, M. (1996) 'When is experiential learning not experiential learning?' in Claxton, G. et al. (eds.) Liberating the learner, London, Routledge.

Where the author is actually an editor add (ed.) after their name and before the date.

Where a chapter in an edited book has more than one author apply the same rules as above. When a book has more than one edition make clear which one you have used by inserting the edition after the title, but inside brackets (4th edition).

### Activity 8

#### Glossary (words and terms to remember)

Continue building your own glossary of terms that are new to you or that you have come to understand in a new way.

To cite \_\_\_\_\_ Referencing \_\_\_\_\_

Plagiarism \_\_\_\_\_ Bibliography \_\_\_\_\_

Paraphrasing \_\_\_\_\_

## Activity 9

### Learner evaluation

#### How did I do?

**Well done! You have now completed Booklet 6.**

Now spend a few minutes thinking about how you did and answer the questions below. Try to give examples when you make a comment. Then discuss your responses with your teacher or trainer.

What have I learnt so far?

What areas do I need to concentrate on?

What help do I need? Where will I get this help?

When will I take action on this?

What skills do I need to practise and develop in the workplace?