What is referencing?
Referencing is presenting the details of a publication so that it can be unequivocally identified. The specific data you need to include depends on the type of source (book, article, website) and on the reference style being used (IEEE, Harvard, Oxford, APA, etc.).

Why reference?
- Acknowledge the intellectual property.
- Validate arguments and show influences.
- Build a web of ideas.
- Spread knowledge.
- Avoid plagiarism.

Reference software.
Citing and referencing can be made easier by using a reference management software. Several tools are free and only need to be downloaded and/or a register made online: see Zotero (www.zotero.org) or Mendeley (www.mendeley.com).

Reference styles.
Reference styles are numerous and depend on subject areas. For Engineering, some of the styles used are IEEE, Harvard, ASCE, Vancouver, Chicago or Oxford (CUED does not have a specific style adopted, so check with your supervisor).

IEEE referencing style

Printed article
[#] Initials Author, "Title of article," *Title of Journal*, vol. #, no. #, pp. ##, Month year.

E.g.

Printed book
[#] Initials Author, *Title: subtitle*, Edition (if not the first), Vol. City: Publisher, Year, page numbers.

E.g.

Website
[#] Initials Author. "Title" Year. [Type of Medium]. Available: URL. [Accessed: ]

E.g.

Harvard referencing style

Printed article

E.g.

Printed book
Surname, Initials., Year. *Title*, Ed. City: Publisher.

E.g.

Website
Author/source, Year. Title. [Online] Available at: <http:// > [Accessed date].

E.g.

Further reading:
- Tutorial from Anglia Ruskin University Library http://libweb.anglia.ac.uk/referencing/harvard.htm
- Tutorial from Emerald http://www.emeraldinsight.com/authors/guides/write/harvard.htm

See also: CUED guidance on technical writing http://to.eng.cam.ac.uk/teaching/teachoff/study_skills/ReportWritingGuide/4_1Guidance.html
Avoiding plagiarism

What is plagiarism?

“Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.”  
(Cambridge University, 2011)

The University's plagiarism-related policy and guidance is online at:  
www.cam.ac.uk/plagiarism

How to avoid plagiarism?

While you are reading/writing, make sure you clearly identify:

› Which part is your own thought and which is taken from other authors;
› Which parts of your own writing are a response to the argument or directly inspired by ideas from other authors;
› Which parts are paraphrases of another author’s ideas or works;
› Which part of your work was done in collaboration with other people.

Further information:  
www.plagiarism.org

Examples

• Quoting the exact words of another person’s work - including cutting and pasting from a mix of online sources - without due acknowledgement;

• Paraphrasing another person’s work by changing some of the words or their order, without due acknowledgement;

• Using ideas taken from someone else without crediting the creator;

• Submitting someone else's work as part of your own work without due acknowledgement – including buying or commissioning work through professional agencies;

• Colluding with another person other than permitted for joint project work without due acknowledgement (includes receiving substantial help with the language and style of the work).

(Cambridge University, 2011)

Further information

CUED Guide to integrity, plagiarism and referencing:  
http://to.eng.cam.ac.uk/teaching/teachoff/study_skills/ReportWritingGuide/2_2IntegrityPlagiarism.html

CUED, UG Teaching: “plagiarism, cooperating and cheating  
http://teaching.eng.cam.ac.uk/node/526

Examples of good and bad paraphrasing:  
https://www.indiana.edu/~istd/example1paraphrasing.html

Reference list

http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html