A Guide to Referencing

Whenever we use someone else's ideas or work on our assignments, or even our sermons, we need to make sure we give them credit for it. If we don't, it's passing off someone else's work as our own and amounts to theft – it's called 'intellectual property theft' or, in academic circles, plagiarism.

On University courses, failing to reference is taken very seriously and results in lowering of marks, failed assignments or, in extreme circumstances, termination of the course. This is not a university validated course, but the Diocese takes intellectual theft/plagiarism seriously too as it has an ethical dimension. This document provides a short, simple guide to how to give people credit for their work. If you are in any doubt about how to do this at any point in an assignment, please ask your tutor, module leader or the Course Director for advice.

How to Reference in Recorded Assignments

1. Referencing (or 'Citing') orally, as you are speaking

Put simply, a reference just needs to include the title of the resource you took the idea or information from, the year it was written or when you accessed it, and the name of the person who wrote or said it. So, Title, Year, Author (any order is fine as long as they all appear). Here are some examples:

'In her book 'Introduction to the Old Testament' in 2012, Christine Hayes says that the Creation story in Genesis is "etiological rather than prescriptive".

'In Session 3 of the module I've been studying over the last few weeks, Daniel Cook said that 'Britain has, for most of our modern history, been a "Christian country" '.

'In a Youtube video from 2012 by The Cactus Ranch that we watched in the course, we learned that at its heart 'Post Modernism is a way of analysing things'.

2. Referencing Visuals in a Presentation

It is important to remember that the visuals should guide the audience's attention and support what you are saying, not distract from it, so...

a) On slides use a smaller font for any sources or acknowledgements

b)Use Italics for the source, (but underline any book title)

c) For references, use a different colour from your own on-screen written material

d) Make the reference font big enough to be seen by everyone. Don't feel you have to put in the whole reference (ie author Title of work, date of publication etc) , but give enough for people to be able to look it up later).

Always remember to credit everything that came from someone else, that appears in your presentation.

How to Reference in Written Assignments

In written assignments you still need to quote the author and the year and also a page number in the text, but you can put the title of the publication at the end in what we call a Reference List. Here are some examples:

'Christine Hayes notes that the Creation story in Genesis is "etiological rather than prescriptive". (2012, p26). *This is how to reference a direct quote.*

'Christine Hayes (2012) suggests that Isaiah may have been written by several people over a long period of time (p94). *This is how to reference a summary of what you've read.*

'Daniel Cook said that 'Britain has, for most of our modern history, been a "Christian country" (2021, Session 3).

'In a Youtube video from The Cactus Ranch (2012) they note that its heart 'Post Modernism is a way of analysing things'.

The reference list for a piece of work containing all these would look like this:

Reference List *(always arranged in alphabetical order of author name)*

Cook, D. 2021, Mission & Evangelism Session 3 Course Text, the Diocese of Derby
https://www.discipleship-training.org/session-three-me

Hayes, C. 2012, Introduction to the Old Testament, Yale University Press

The Cactus Ranch. 2012, Postmodernism.
https://www.youtube.com/watch?v=DO_gaxFlRXw&t=17s