

Referencing in your RAP

Why do we reference? We reference (give details of where we found information)

To acknowledge the ideas or work of other people (and not pretend they are our own ideas)
To enable other people to find your sources quickly and easily
To support the facts and arguments you are making
To show you have read widely and used a variety of sources

What about commonly known facts?

It is not necessary to reference commonly known facts. It is common knowledge that a listed company's shares are traded on a stock market so this does not need a reference. Business and accountancy models (such as SWOT, PESTLE) are other people's ideas and so these do require a reference. You can acknowledge where you found out about these models (for example in a study text).

How do I reference?

As you are doing your research, find and use information from websites, books, data sources, make sure you note down details of each source. Note down the author (this might be an organisation), title, date, publisher, page numbers and, for online resources, the URL.

When you are writing your report use a systematic referencing style. At Oxford Brookes Business School, the standard referencing style is Harvard, but if you know another recognised referencing style (such as APA) it is acceptable to use this.

Harvard referencing

Harvard is an author date system of referencing. To acknowledge others ideas or work, it is possible to either use a direct quote or paraphrase.

Direct quote

Author's name Year Page number

Jones (2011, p. 23) predicts that '...income from Australian mining exports is likely to continue to increase in the next two years'.

Paraphrase

Australian mining exports will probably continue to rise for at least two years (Jones 2011).

Author's name Year

Or

Jones (2011) predicted that mining exports would continue to rise for at least two years.

The source is then included in your reference list.

Bibliography or reference list – what is the difference?

The reference list is the list of sources in your report. A bibliography is a list of all the sources you have read.

You must submit a reference list and you must check that the reference contains all the sources used in your research report and skills and learning statement (if any). It must not contain sources not used in your report.

If you submit a reference list written by someone else (your friend, mentor) then it is considered cheating and could result in an Academic Conduct investigation.

Sources in the reference list

The format of the reference in the reference list depends on the nature of the source.

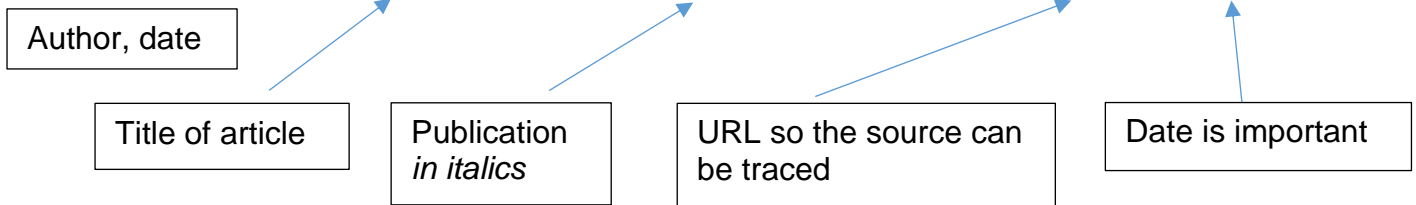
If the source of the idea paraphrased below was an article titled “Trouble for ABC&Co?” written by Jones in the Financial Times which was found online.

Australian mining exports will probably continue to rise for at least two years (Jones 2011).

Author's name Year

This will appear in the reference list as

Jones, K. (2011). Trouble for ABC & Co? *Financial Times*. Available at : URL (Accessed: date)



If the source was a book (called Rise and fall of ABC&Co), it will appear in the reference list like this

Jones, K. (2011). *Rise and Fall of ABC&Co*. Oxford: Heinemann



If there is more than one author then it is (Jones and Smith, 2011) in the text and

Jones, K. and Smith, G. (2011) in the reference list.

Appendix 3 of the Information Pack has more details and further information and guidance can be found here: <https://www.brookes.ac.uk/students/upgrade/study-skills/referencing/>