Referencing Advice

Introduction

What is referencing and citation?

Referencing is a way of acknowledging other people's work when you have used it in your assignment. It also allows your tutors and others to quickly find your source materials so they can read these themselves and verify the validity of your arguments.

You should identify the sources you have used in two ways, firstly by citing them briefly in the text of your assignment, called citations or in-text citations, and secondly by referencing them in full at the end of your assignment portfolio in a reference list.

The reference list only includes the sources cited in your text and is different from a bibliography, which uses the same referencing style but also includes all material, i.e. your background reading that you used in the preparation of your work.

Referencing allows you to:

- prove you have read widely on the subject and considered the writings of others
- show your tutor where you got your evidence and allow them to appreciate your contribution to the topic while distinguishing between your ideas and those of others
- allow the reader to locate the original material you used
- give credit to the original authors, editors and creators
- avoid plagiarism, academic disciplinary procedure and/ or failure of your course

You should reference EVERY time you use someone else's work or ideas in your own work. You should reference ALL the sources that you use. Any information that you copy and paste from elsewhere, repeat word-for-word or summarise must be acknowledged by referencing it, according to Pears & Shields (2025, p.3), **this includes any information found on the internet and YouTube.**

What is plagiarism?

The following are all considered forms of plagiarism:

- presenting someone else's work as your own, including other participants
- paraphrasing or summarising others material without citation or referencing
- using a piece of your own work that you previously submitted for another course or unit
- listing items in your references that you have not read
- taking the exact words from an original source without using quotation marks. Note this following example: In her essay Referencing Advice (2025), Jan Beechey insists that "taking the exact words from an original source without using quotation marks" is plagiarism.

Our **Academic Regulations and Policies**, including the use of Artificial Intelligence (AI) can be found at: https://www.realgroup.co.uk/academic-regulations/

The Harvard Referencing Style

Dyslexia Action continuing professional development (CPD) units and Real Training courses use the Harvard referencing style. Dyslexia Action postgraduate modules use the American Psychological Association (APA) style. The following advice focusses on Harvard referencing style.

Useful Tools

There are many useful tools that are freely available on the internet. You can even use the EBSCO database to cite and reference for you but double check that the resulting reference is correct. Here are a few tools you might find useful:

Cite This For Me: http://www.citethisforme.com/harvard-referencing

https://www.citethisforme.com/harvard-cite-them-right

Universities have guides to the **Harvard System of Referencing** freely available:
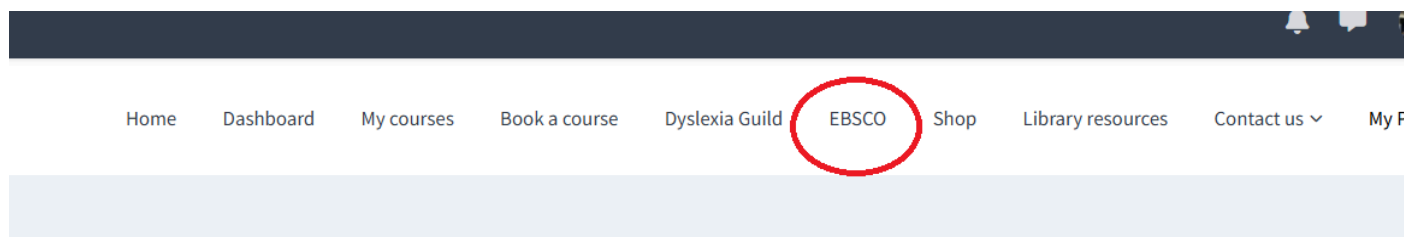
https://www.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right

Also try the Free Harvard referencing generator:

https://www.mybib.com/tools/harvard-referencing-generator/cite-them-right

EBSCO database of e-books and e-journals

If you are studying courses within Moodle, you can find EBSCO in the main menu

If you are using **EBSCO**, the e-journal database within Campus Online, you can find the EBSCO tab within your module, on the bottom right of the screen.

Once you have searched, you can click on the title of an article in your list, then click the 'cite' button (speech marks icon) in the tools menu on the right-hand side of the screen, select Harvard style from the dropdown menu, then copy and paste the reference.

A useful book on citation and referencing

One of the very best books on the subject is called '**Cite them right'** and sets out all the main referencing styles in a very clear way (details are below).   It is very affordable but if you do not want to buy your own copy, you can borrow a copy from the National Dyslexia Resource Centre library by applying for The [Dyslexia Guild membership](#).

Examples of How to Cite and Reference

Dyslexia Action or Real Training course lecture presentations

Tutors' lecture notes and PowerPoint presentations within your online Virtual Learning Environment (VLE) i.e. Moodle or Campus Online also need to be referenced.

Citation order:

- Author or tutor name if there is one, if not use the organisation name
- Year of publication (in round brackets) or if no date (N.D.)
- 'Title of item' (in single quotation marks)
- Medium [in square brackets]
- *Unit code: unit title* (in italics)
- Available at: URL of VLE
- (Accessed: date)

For example, the **in-text citation** should look like this:
(Dyslexia Action, N.D.)

The **Reference list** entry should look like this:
Dyslexia Action. (N.D.) 'Define dyslexia' [Recorded lecture]. *DACPD51 Dyslexia and Co-occurring difficulties: Study Cycle 1, Activity 12*. Available at: https://campus.realtraining.co.uk/da-cpd-51/ (Accessed: 05 August 2025).

Secondary referencing

Sometimes you will want to quote **the ideas of another author mentioned** in a lecture. In that case you should try to read the original author's work, (known as the primary source) and reference as normal, but if you cannot, this is called secondary referencing, see this example of **in-text citation**:

The phonological difficulties found in learners with dyslexia who speak English are not found to such a degree in less opaque orthographies (Helland 2007 cited in Dyslexia Action, 2024)

If you read Helland (the primary source) then you include him in your reference list. If you were unable to read Helland then you can only cite and do not include him in your reference list.

Messages from another participant or tutor from the course forums

Citation order:

- Author
- Year of publication (in round brackets)
- Title of message (in single quotation marks)
- Title of discussion board (in italics)
- 'in' Unit code: unit title (in italics)
- Available at: URL of VLE
- (Accessed: date)

Example of **In-Text Citation**:

'I find that my original potteries pronunciation of the words book, cook, and look with the "oo" - returns within several minutes of returning to my mum's house. It also sometimes confuses me when I am creating word lists to practise with my Oldham native speakers and second language learners who tend to know the RP pronunciation.' (Bailey, 2023)…

Example of **reference**:

Bailey, David. (2023) 'Accent and Spelling' *General queries* in *DACPD86: Developing Spelling Skills in Learners with Dyslexia*. Available at: https://campus.realtraining.co.uk/da-cpd-86/discussions/ (Accessed: 22 August 2023).

I want to quote something I wrote myself. How do I do this?

This is called **self-referencing** and the reason you do it is to draw your tutors' attention to your previous hard work and knowledge, it also proves you are not repeating your work.

Citation order:

- Your Surname and initials
- Year of submission (in round brackets)
- 'Title of essay/assignment' (in single quotation marks)
- *Module code: module title* (in italics)
- Institution name
- Unpublished essay/assignment

Example of **In-Text Citation**:

The topic of the essay examined co-occurring difficulties (Beechey, 2019)…

Example of **Reference**:

Beechey, J. (2024) 'An explanation of the factors around dyslexia and co-occurring difficulties in secondary school children', in *Dyslexia-PDR: Dyslexia: Professional Report Writing*. Real Training. Unpublished assignment.

Do I reference anecdotal or personal experience?

You would not reference anecdotal sources of information but you may still include them as an appendix to your main text. Be aware of confidentiality and ensure you have gained any permission to use the information if you are talking about someone else. If you have recorded/interviewed someone, you can include the transcript as an appendix to your work. To back up your opinions or responses try to support your viewpoints and experiences with scholarly material.

Printed books

Citation order:

- Author/editor – surname, followed by initials
- Year of publication (in round brackets)
- *Title* (in italics)
- Edition (only if it is not the first edition, ignore reprint dates)
- Place of publication: Publisher name
- Series and volume number (if and where relevant)

E-books

When an e-book has publication details and pagination, just reference like you would for a printed book. On some devices such as Kindle, KOBO, some smartphones and tablets, the page numbers are not available so use the information they do provide such as loc, %, chapter/page, for example (Richards, 2012, 67%) or (Richards, 2012, ch.4, p.45).

A book with more than one author

If there are two or three authors, include them all in both in the citation and reference.

Example of **In-text citation**:

Dockrell and McShane (1993) suggested…

Example of **Reference**:

Dockrell, J., and McShane, J. (1993) *Children's learning difficulties: A cognitive approach*. Oxford: Blackwell

If there are **four or more** authors or editors, you can use italicised *et al*. (Latin for 'and others') in your citation but you **must include them all in your reference list!** All authors/editors names are given in the reference so each can receive credit for their research and published work.

Example of **In-text Citation**:

New research by Reid *et al*. (2009) …

Example of **Reference**:

Reid, G., Elbeheri, G., Everatt, J., Wearmouth, J. and Knight, D. (eds.) (2009) *The Routledge Companion to Dyslexia*. London and New York: Routledge.

A book with authors *and* editors?

You just put (ed.) after the name if they are an editor, but if you have authors of a chapter in a book with an editor(s), the examples look like this:

Example of In-text Citation:

Singleton (2009) points out…

Example of Reference:

Singleton, C. (2009) 'Visual stress and dyslexia', in Reid, G., Elbeheri, G., Everatt, ~Wearmough, J. and Knight, D. (eds.) *The Routledge Companion to Dyslexia*. London and New York: Routledge, pp.43-58

Journal articles

This is similar to referencing an author of a chapter in a book with an editor. Citation order:

- Author of the article (surname followed by initials)
- Year of publication of the article (in round brackets), this is usually the same as the journal itself
- Title of the article (in single quotation marks)
- Title of the journal (in italics but put the first letter of each word in capitals except for linking words like and, of, the, for)
- Volume number followed by the part number, month or season (all in round brackets)
- Page numbers

If accessed online include the DOI **or** Available at: URL www.fakewebaddress.co.uk (Accessed: 18 August 2021).

- Digital Object Identifier (doi) they are a bit like a URL, and tag individual online sources such as an article on its own. Only include it if it is available, you can use a URL instead (you don't need both).

Example of **In-Text Citation**:

Most apps haven't been destined with accessibility in mind (Watkinson, 2017)…

Example of **Reference**:

Watkinson, M. (2017) 'The iPad – technology for learning', *Dyslexia Review*, 27(2) Autumn/Winter, pp.22-23.

E-journals

These can be cited and referenced in the same way as print journals but you also add in the URL or DOI and date accessed in the reference list.

Example of e-journal **Reference**:

Calhoun, S.L. *et al.* (2020) 'Sleep Disturbances Increase the Impact of Working Memory Deficits on Learning Problems in Adolescents with High-Functioning Autism Spectrum Disorder', *Journal of Autism & Developmental Disorders*, 50(5), pp. 1701–1713. doi:10.1007/s10803-019-03928-y. (Accessed: 20 August 2024).

Something from a website

As the internet is made up of lots of types of information such as websites, blogs, intranets, publications in different formats (i.e. Word or pdf) etc. so be sure what you are referring to as this will govern how you cite or reference it. See the references and bibliography below for more sources of examples as we can only list a few types here.

Web pages with individual authors
Citation order:
- Author
- Year that the site was published/last updated (in round brackets) sometimes very hard to pin down but look at the bottom of the page for a copyright date or if you cannot find use No Date (N.D.)
- Title of the web page (in italics)
- Available at: put the URL i.e. www.dyslexiaaction.org.uk
- The date you accessed it (in round brackets) in case it gets taken down or moved

Example of **In-Text Citation**:
Reid (2017) says that dyslexia is the most common but least understood of all the learning difficulties…

Example of **Reference**:
Reid, G. (2017) *Dyslexia*. Available at: http://www.drgavinreid.com/free-downloads/ (Accessed: 14 February 2020).

Websites with organisations as authors

Example of **In-Text Citation**:
Special Educational Needs and Learning to talk (National Literacy Trust, 2017) suggests that 'talking and listening to children from birth helps to develop good language and communication skills.'

Example of **Reference**:

National Literacy Trust (2017) *Special Educational Needs and Learning to talk.* Available at: https://literacytrust.org.uk/resources/special-educational-needs-and-learning-talk/ (Accessed: 4th September 2022)

Artificial Intelligence (AI)

AI tools encompass a wide range of applications, including digital assistants such as Siri and Alexa. Creative AI tools like DALL-E and Suno are used for generating images and audio, while productivity tools like ChatGPT and Microsoft Copilot assist with writing and task automation. Other examples include translation services, fraud detection systems, and AI-powered website builders such as Wix.

To copy and paste text from an AI into your work is plagiarism unless you use quotation marks to identify it, and then cite the source. It is better to summarise the AI response into your own words.

How to Cite and Reference AI.
This will depend on two factors, private or freely available AI.
If content is only available to you via a private account, the citation order is:
1. Name of AI
2. Year of communication (in round brackets)
3. Medium of communication
4. Day/month of communication

If you access the AI via a freely available URL website address, the order is:
1. Name of AI company
2. Year (in round brackets)
3. Title of Work (in *italics*)
4. Medium [in square brackets] if needed, for example [Digital art]
5. Available at: DOI or URL, followed by the Accessed date (in round brackets)

AI generated text would be similar to this example:

In-text citation example of a freely available AI assistant
When prompted for how to reference advice from AI, Google (2025) said this: "To cite advice from an AI, describe the tool in an acknowledgement section or footnote, providing the tool's name, version, company, and date of access, along with your prompts and the specific output you used. Check with your tutor for their specific guidance, as citation rules for AI-generated content are still evolving and vary by referencing style. You should generally not cite AI chatbots as reputable sources in academic work unless specifically permitted."
Reference list example
Google (2025) AI-generated text by Gemini with prompt 'how do i cite advice from AI', 23 May. Available at: https://www.google.com/search?q (Accessed: 23 May 2025).

Non-Roman scripts

You may wish to reference sources that are in **another language script** such as Chinese or Arabic. It is recommended that you provide a translation of the titles of the work in square brackets after the title in the original script.

Media

YouTube clips and other video sharing platforms, including Vimeo, TED talks
Citation order:
- Name of person or organisation posting the video
- Year video posted (in round brackets)
- *Title of film or programme* (in italics)
- Date uploaded (if available) or N.D for no date
- Available at: DOI or name or streaming service/app or URL (Accessed: date)

Example of **In-Text Citation**:
Jamie Oliver Made By Dyslexia Interview (YouTube, 2017)

Example of **Reference**:
Made By Dyslexia (2017) Jamie Oliver Made By Dyslexia Interview. N.D. Available at:
https://www.youtube.com/watch?v=MMMXtZXLrUA (Accessed: 05 August 2025)

Social media, Blogs, Vlogs, and media sources

We cannot give examples of how to reference or cite every kind of material in this brief document so ask your tutor librarian via the course forums. Once again, we strongly recommend the 'Cite them right" book listed below, it covers all this and more in an easy format and is reasonably priced.
We have useful titles in the Guild library and you may want to join The Dyslexia Guild to borrow them or contact us if you have any further questions about referencing:
guild@dyslexiaaction.org.uk

References
Pears, R., and Shields, G. (2025) *Cite them right: the essential referencing guide*. 13th edn. London: Bloomsbury

Bibliography
Directorate of Learning Resources. (2010) *Harvard referencing: student style guide*. 2nd edn. Sunderland: City of Sunderland College

Neville, C. (2010) *The Complete guide to referencing and avoiding plagiarism*. 2nd edn. Maidenhead: Open University Press

Osmond, A. (2024) *Academic Writing and Grammar for Students*. 3rd edn. London: Sage

Wyse, D. (2012) *The Good Writing Guide for Education Students*. 3rd edn. London: Sage