

# Being digital

## Referencing books

### 1: Introduction

When you're writing an assignment, or any other written work which will be seen by others, you are expected to acknowledge the sources you've used.

Using a **referencing style** will help you to present this information in a format that anyone reading your work will recognise and understand.

This activity will help you to understand the basics of referencing books. There are a number of referencing styles, which may differ slightly, so be sure to find out which one you should be using. You will normally find this information in your study guide. Your tutor will also be able to advise you, if you're unsure.

This activity forms part of a set that covers referencing. If you haven't already done so, you may benefit from completing the **Introduction to referencing** activity before starting this one.

### Learning outcomes

By the end of this activity, you should be able to:

- reference a book within your writing
- create a full reference for a reference list, that presents the correct book information in the right format.

## 2: Citing 'in-text'

When you refer to, or quote, someone else's work within the content of your own written work, you must provide some information on the source. This is called an '**in-text citation**'.

An in-text citation isn't a full reference. You are only required to provide enough detail to direct people to the full details in the reference list.

The basic information you need for an in-text citation is:

- the name(s) of the author(s)
- the year the book was published.

If you are quoting directly from a book, you will also need to include the page number on which the quote appears.

The way you word your sentence will determine where your in-text citation should be placed, and the format you should use. Look carefully through the examples in the next section.

## 3: Citing a book 'in-text'

The seven case studies below provide some examples of where to include the citations within your written work, and how to format them.

**In each case, full details must be provided in your reference list.**

### Case 1: Citing a book with no stated author(s)

*There may be times when a book does not have any stated authors. It may have been published under the name of the institution or organisation. Use this in place of the author(s).*

#### Example 1:

Later research (The Open University, 2007) supports this claim.

#### Example 2:

Later research by The Open University (2007) supports this claim.

## Case 2: Citing a book by one author

### Example 1:

Later research (Bloggs, 2007) supports this claim.

### Example 2:

Later research by Bloggs (2007) supports this claim.

## Case 3: Citing a book by two authors

### Example 1:

Later research (Bloggs and Smith, 2007) supports this claim.

### Example 2:

Later research by Bloggs and Smith (2007) supports this claim.

## Case 4: Citing a book by three or more authors

*To reference a book written by three or more authors, you only need to list the first author, followed by **et al.**, which means 'and others'.*

### Example 1:

Further work (Bloggs et al., 2007) supports this claim.

### Example 2:

Further work by Bloggs et al. (2007) supports this claim.

## Case 5: Citing a quote within a sentence

*When including a direct quote within a sentence you have written, you should include the **publication date** and **page number** in brackets, either in the lead-in to the quote, or at the end of the sentence.*

### Example 1:

Bloggs (2007, p. 57) talks about 'the importance of preparation' for interviews.

### Example 2:

Bloggs talks about 'the importance of preparation' for interviews (2007, p. 57).

## Case 6: Citing before a blockquote

*If you mention the author's name before a blockquote, put the publication date and page number in brackets directly after the author's name.*

### Example:

Bloggs (2007, p. 57) is more critical:

I don't agree with this at all, the argument is poorly made and does not hold up to any scrutiny. One begins to wonder if we shall ever see any sense from this organisation on this subject at any time in the next one hundred years.

## Case 7: Citing after a blockquote

*If you include a blockquote, without mentioning the author within the sentence before, put the author's name, publication date and page number in brackets on a new line.*

### Example:

The following year saw some criticism of this argument:

I don't agree with this at all, the argument is poorly made and does not hold up to any scrutiny. One begins to wonder if we shall ever see any sense from this organisation on this subject at any time in the next one hundred years.

(Bloggs, 2007, p. 57)

## Full reference

For every 'in-text citation' you have included within your assignment or written work, there should be a detailed reference in your **reference list**.

The key pieces of information you need to include for a book are:

- the author's surname and initials
- the year the book was published
- the full title of the book
- the specific edition of the book, if this is available
- the place the book was published
- the name of the publisher.

The step-by-step guide below will take you through the order and format you need to use to present this information in a reference list.

The example will build with each step. The relevant addition for each step appears in bold for clarity. There are five steps.

**Step 1: Start with the author's surname and initials.**

**Example:**

Taylor, B.J.

**Step 2: Add the year the book was published, in brackets.**

**Example continues:**

Taylor, B.J. **(2010)**

**Step 3: Add the full title of the book, in italics. Follow with a comma.**

**Example continues:**

Taylor, B.J. (2010) *Reflective Practice for Healthcare Professionals,*

**Step 4: Add the place the book was published, followed by a comma.**

**Example continues:**

Taylor, B.J. (2010) *Reflective Practice for Healthcare Professionals,*  
**Maidenhead,**

**Step 5: Finish with the name of publisher, followed by a full stop.**

**Example concludes:**

Taylor, B.J. (2010) *Reflective Practice for Healthcare Professionals,*  
Maidenhead, **Open University Press.**

## 5: When you need additional information

In some circumstances, you may need to include additional information. Two important examples are:

- when you are referencing a specific edition of a book (content may vary slightly between editions)
- when you are referencing a chapter within an anthology (a book made up of a number of chapters written by different authors).

Explore each instance below.

### Books with editions

If the book you are referencing has an edition number, you should include this after the title of the book, followed by **edn** (shorthand for 'edition') and a comma. The relevant addition is highlighted in bold.

#### Example:

Taylor, B.J. (2010) Reflective Practice for Healthcare Professionals, **3rd edn**, Maidenhead, Open University Press.

### Anthologies

If the book you are referencing is an anthology (a collection of chapters written by different authors), build your reference up in the same way, with the following additions:

- after the publication date, include the **title of the chapter**
- use the word **'in'** to indicate the book the chapter is from. Continue with the **surname and initials of the editor(s)**, followed by **(eds)** in brackets, to indicate that these are the editors
- at the end of the reference, include the **page numbers of the chapter** (start and end), followed by a full stop. This is often referred to as the **page extent**.

#### Example:

Mason, R. (1994) 'The educational value of ISDN', in Mason, R. and Bacsich, P. (eds) *ISDN: Applications in Education and Training*, Exeter, Short Run Press, pp. 58–83.

## 6: Quiz

Have a go at this quiz, to test your understanding of how to reference books, both as in-text citations and within a reference list. There are three questions.

### Question 1 of 3

The following options show three in-text citations. Which one is written correctly?

- a) Smith (2011) found that texting has 'impaired the way we communicate verbally' in social situations.
- b) Smith (p. 302) found that texting has 'impaired the way we communicate verbally' in social situations.
- c) Smith (2011, p. 302) found that texting has 'impaired the way we communicate verbally' in social situations.

### Question 2 of 3

The following options show three in-text citations for a work with four authors. Which one is correct?

- a) Further work by Bloggs et al. (2007) supports this claim.
- b) Further work by Bloggs, Carter, Williams and Flint (2007), supports this claim.
- c) Further work by Bloggs et al. supports this claim

### Question 3 of 3

The following options show three formats for referencing a book. Choose the option that shows the right information in the right order.

- a) Author's surname and initial(s), Full title of book in italics, Place of publication, Publisher, (Year of publication).
- b) Author, A. (Year of publication) Full title of book in italics, Place of Publication, Publisher.
- c) Full title of book in italics, Author, A. (Year of publication), Place of Publication, Publisher.

(You will find the answers to these questions in **Appendix 1** on page 9.)

## 7: Summary

The following frameworks provide information on the order and format of full references for books. You can use these as quick references.

### Books

Author, A (year of publication) *Title of book*, Place of publication, Publisher

### Books with editions

Author, A. (year of publication) *Title of book*, [Edition number] edn, Place of publication, Publisher.

### Anthologies (referencing chapters)

Author of chapter, A. (year of publication) 'Title of chapter', in Author, A. [name(s) of editor(s)] (eds) *Title of book*, Place of publication, Publisher, page extent.

There are a number of different referencing styles. Your university or institution will provide you with details of which one you should be using, along with the relevant guidelines for that style. If you are unsure, you will find the information in your study guide, or you could ask your tutor.

## Reference

### Being digital activity

[Referencing books](#)

## Appendix 1: Quiz answers and feedback

The answers to the exercise are detailed below.

### Question 1

The correct in-text citation is:

**c) Smith (2011, p. 302) found that texting has 'impaired the way we communicate verbally' in social situations.**

This is because the publication date and page number have been included in brackets in the lead-in to the quote. You could also have chosen to include this information at the end of the sentence.

### Question 2

The correct way to cite a book written by four authors is:

**a) Further work by Bloggs et al. (2007) supports this claim.**

This is because, if there are four authors, you would only include the name of the first author, followed by **et al.**, and then the date in brackets.

### Question 3

The correct format to use when referencing a book is:

**b) Author, A. (Year of publication) Full title of book in italics, Place of Publication, Publisher.**

This provides the right details, in the correct order.