Glossary of referencing terms

**Address bar:** Also known as location or URL bar, it indicates the current URL, web page address, path to a local file or other item to be located by the browser.

**Bibliography:** A list of all the sources you consulted for your work arranged in alphabetical order by author's surname or, when there is no author, by title. For web pages where no author or title is apparent, the URL of the web page would be used.

**Citation:** The in-text reference that gives brief details (for example author, date, page number) of the source you are quoting from or referring to. This citation corresponds with the full details of the work (title, publisher and so on) given in your reference list or bibliography, so that the reader can identify and/or locate the work. End-text citations are more commonly known as references.

**Cited Works List:** The Modern Language Association's (MLA) equivalent of a reference list that provides full details of the source cited in your text.

**Common knowledge:** Facts that are generally known.

**Digital Object Identifier (doi):** A numbered tag used to identify individual digital (online) sources, such as journal articles and conference papers.

**Direct quotation:** The actual words used by an author, in exactly the same order as in their original work, and with the original spelling. See [Setting out quotations](#) for more details of how to set out all quotations in your text.

**Ellipsis:** The omission of words from speech or writing. A set of three dots (...) shows where the original words have been omitted.

**End-text citation:** An entry in the reference list at the end of your work, which contains the full (bibliographical) details of information for the in-text citation.

**et al.:** (From the Latin *et alia* meaning 'and others'.) A term most commonly used (for example Harvard author-date system) for works having more than three authors. The citation gives the first surname listed in the publication, followed by *et al.*

**Footnote/endnote:** An explanatory note and/or source citation either at the foot of the page or end of a chapter used in numeric referencing styles, for example MHRA. These are not used in Harvard and other author-date referencing styles.

**ibid.:** (From the Latin *ibidem* meaning 'in the same place'.) A term used with citations that refers to an immediately preceding cited work. It is not used in the Harvard system, where works appear only once in the alphabetical list of references.

**Internet:** The global computer network that provides a variety of information and communication facilities, consisting of interconnected networks using standardised communication protocols.

**In-text citation:** Often known as simply the citation, this gives brief details (for example author, date, page number) of your source of information within your text.

**op. cit.:** (From the Latin *opere citato* meaning 'in the work already cited'.) A term used with citations that refers to a previously cited work. It is not used in the Harvard system, where works appear only once in the alphabetical list of references.

**Paraphrase:** A restating of someone else's thoughts or ideas in your own words. You must always cite your source when paraphrasing (see [Paraphrasing](#) for more details and an
example).

Peer-review: A process used in academic publishing to check the accuracy and quality of a work intended for publication. The author’s draft of a book or article is sent by an editor (usually anonymously) to experts in the subject, who suggest amendments or corrections. This process is seen as a guarantee of academic quality and is a major distinction between traditional forms of publishing, such as books and journals, and information in web pages, which can be written by anyone, even if they have no expertise in a subject.

Plagiarism: Taking and using another person's thoughts, writings or inventions as your own without acknowledging or citing the source of the ideas and expressions. In the case of copyrighted material, plagiarism is illegal.

Proper noun: The name of an individual person, place or organisation, having an initial capital letter.

Quotation: The words or sentences from another information source used within your text (see also Direct quotation and Setting out quotations).

Reference: The full publication details of the work cited.

Reference list: A list of references at the end of your assignment that includes the full information for your citations so that the reader can easily identify and retrieve each work (journal articles, books, web pages and so on).

Secondary referencing: Citing/referencing a work that has been mentioned or quoted in the work you are reading (see How do I reference a source quoted in another author’s work? (Secondary referencing) for more details and an example).

Short citations: These are used in numeric referencing systems, including MHRA and OSCOLA, instead of op. cit. When a work is cited for the first time, all bibliographic details are included in the foot-notes/endnotes and in the bibliography reference. If a work is cited more than once in the text, the second and subsequent entries in the footnotes/endnotes use an abbreviated, short citation, such as the author and title (as well as a specific page reference), so that the reader can find the full bibliographic details in the bibliography.

sic: (From the Latin meaning 'so, thus.') A term used after a quoted or copied word to show that the original word has been written exactly as it appears in the original text, and usually highlights an error or misspelling of the word.

Summarise: Similar to paraphrasing, summarising provides a brief account of someone else's ideas or work, covering only the main points and leaving out the details (see Summarising for more details and an example).

Superscript number: A number used in numeric referencing styles (including MHRA and OSCOLA) to identify citations in the text, which is usually smaller than and set above the normal text, that is ¹.

URL: The abbreviation for Uniform (or Universal) Resource Locator, the address of documents and other information sources on the internet (for example http://...).

Virtual learning environment (VLE): An online teaching environment (also known as online learning environment – OLE) that allows interaction between tutors and students, and the storage of course documents and teaching materials (see About personal and virtual learning environments for more details).

Web page: A hypertext document accessible via the World Wide Web (www), the extensive
information system on the internet, which provides facilities for documents to be connected to other documents by hypertext links.

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