

Plagiarism In Delta Module 2

ASSIGNMENTS ARE INDIVIDUAL TASKS AND NOT GROUP ACTIVITIES.

Plagiarised work will not be accepted. Plagiarism includes:

- Copying another's language or ideas as if they were your own
- Unauthorised collusion
- Quoting directly without making it clear by standard referencing and the use of quotation marks and/or layout (indented paragraphs, for example) that you are doing so
- Using text downloaded from the internet without referencing the source conventionally
- Closely paraphrasing a text
- Submitting work which has been undertaken wholly or in part by someone else.

(Taken from The Delta Two Module Handbook 2015)

The aim of the assignments is not the reproduction of existing material, but to ascertain whether you have the ability to integrate existing ideas, analysis, issues etc. and add your own interpretation and/or critique of the above.

1. Candidates who submit unsourced copied text will obtain a fail for that assignment and it will not be counted in their Delta Module 2 portfolio. There will be no resubmission of this assignment allowed.
2. If plagiarism is detected for a second time, the candidate will not be allowed to continue with the course and no refund of the course fees will be given.
3. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

I have read and understood the above statements.

Signature: 

Date: 04 / 01 / 2023

Presenting a Bibliography: Harvard APA-Style

A bibliography is a list of sources that have been used in writing an essay (or other pieces of coursework). It includes all books, chapters in edited books, journal articles, magazine articles, newspaper articles, official publications, websites etc. that have been read in planning and writing an essay, regardless of whether or not a reference has been cited in the essay. (Some departments e.g. ICJS prefer students to provide a reference list containing only those items which have been cited in the essay. However, the style in which the references are presented is the same whether the list is a reference list or bibliography so this guide uses both terms.)

The bibliography/reference list is presented at the end of the essay using single line-spacing, and is excluded from the word-count of the essay.

References should be placed in alphabetical order by surname of author/s.

If there are two or more references to the same author, they should be presented in chronological order with the earliest reference presented first.

If there are two or more references to the same author in the same year, they should be distinguished by adding a, b, c, etc. after the year of publication. Very occasionally the names of the author/s, the year of publication and other referencing details may not be evident from the material read.

If no author is named, the title of the article/website etc. should be moved into the author position in the reference and this title is then put in the correct alphabetical position within the list of authors in the bibliography/reference list.

If the publication is not dated, (n.d.) should be recorded.

If other referencing details are missing, (not known) should be recorded in the bibliographic reference. The style of presenting a bibliographic reference varies according to the type of reference (e.g. book, journal article, film, website etc.). Below are details of how to present the most common types of material as bibliographic references.

Books

Haynes, J. (2005). *Comparative politics in a globalizing world*. Cambridge: Polity.

Kubálková, V., Onuf, N., & Kowert, P. (Eds.). (1998). *International relations in a constructed world*. Armonk, NY: M. E. Sharpe.
Marr, P. (2004). *The modern history of Iraq* (2nd ed.). Boulder, CO: Westview.

Name of author/s or editor/s using last name, plus initial/s. (Type Ed. or Eds. - short for editor/s - here if referring to a whole edited book). (Year of publication). *Title of Book* (Edition number goes here if later than first e.g. 2nd ed.). Place of publication: Publisher.

Electronic books

Gordon, P. H., & Shapiro, J. (2004). *Allies at war: America, Europe and the crisis over Iraq* [Electronic version]. New York: McGraw-Hill.

This format is identical to that of a printed book apart from adding "Electronic version" in square brackets immediately after the book title.

Chapters in edited books

Evans, T. (1997). Democratization and human rights. In A. McGrew (Ed.), *The transformation of democracy?* (pp. 122-148). Cambridge: Polity Press.

Name of author. (Year of publication). Title of chapter. In Name of editor/s (Ed/s.), *Title of book* (pp. Start and end page numbers of chapter). Place of publication: Publisher.

Journal articles

Foster, C. D. (2001). The civil service under stress: the fall in civil service power and authority.

Public Administration, 79(3), 725-749.

Name of author/s. (Year of publication). Title of article. *Title of Journal*, Volume number(issue number), Start and end page numbers of article.

Magazine articles

Hobsbawm, E. (1998, November/December). The death of neo-liberalism. *Marxism Today*, 4-8.

Name of author/s. (Year of publication, Date of publication – month/s or month plus day if weekly). Title of article. *Title of Magazine*, Page number/s of article.

Newspaper articles

Cowan, R. (2001, October 23). Adams asks IRA to disarm. *The Guardian*, p. 1.

Name of author/s. (Year of publication, Date of publication – month plus day). Title of article. *Title of Newspaper*, Page number/s of article.

Official publications

Prime Minister's Office & Cabinet Office. (1999). *Modernising Government* (Cm 4310). London: The Stationery Office.

Select Committee on Defence. (1996). *Fourth Report, Westland plc: The Government's Decision-Making* (HC 519). London: HMSO.

Name of author/s. (Year of publication). *Title of Official Publication* (Official publication's reference number). Place of publication: Publisher.

Conference papers

Newman, J. (2001, September). *New Labour and the Politics of Governance*. Paper presented at the Annual Conference of the European Group of Public Administration, Vaasa, Finland.

Name of author/s. (Year of publication, Month of conference). *Title of Conference Paper*. Paper presented at the Title of Conference or the Name of the Organisation holding the conference, Location of conference.

Website material

Commission of the European Communities. (2001). *Governance in the European Union: a White Paper*. Retrieved August 21, 2001, from http://europa.eu.int/governance/white_paper/index_en.htm

Name of author/s. (Year of publication). *Title of web page*. Retrieved date accessed, from World Wide Web address.

Electronic journal articles which are duplicates of the printed version

Mabbett, D. (2005). The development of rights-based social policy in the European Union: the example of disability rights [Electronic version]. *Journal of Common Market Studies*, 43(1), 97-120.

This format is identical to that of a printed journal article apart from adding "Electronic version" in square brackets immediately after the article title.

Articles retrieved from a full-text database e.g. JSTOR, LexisNexis, Business Source Premier

Hughes, K., & Smith, E. (1998). New Labour – new Europe? *International Affairs*, 74(1), 93- 104. Retrieved September 12, 2005, from the JSTOR database.

White, M., & Seager, A. (2005, September 5). Blair hopes to unravel textile row at EU-China summit. *The Guardian*, p. 2. Retrieved September 12, 2005, from the LexisNexis Executive database.

Article reference format follows that of a normal journal, newspaper or magazine article. You should then add: Retrieved month day, year, from name of full-text database.