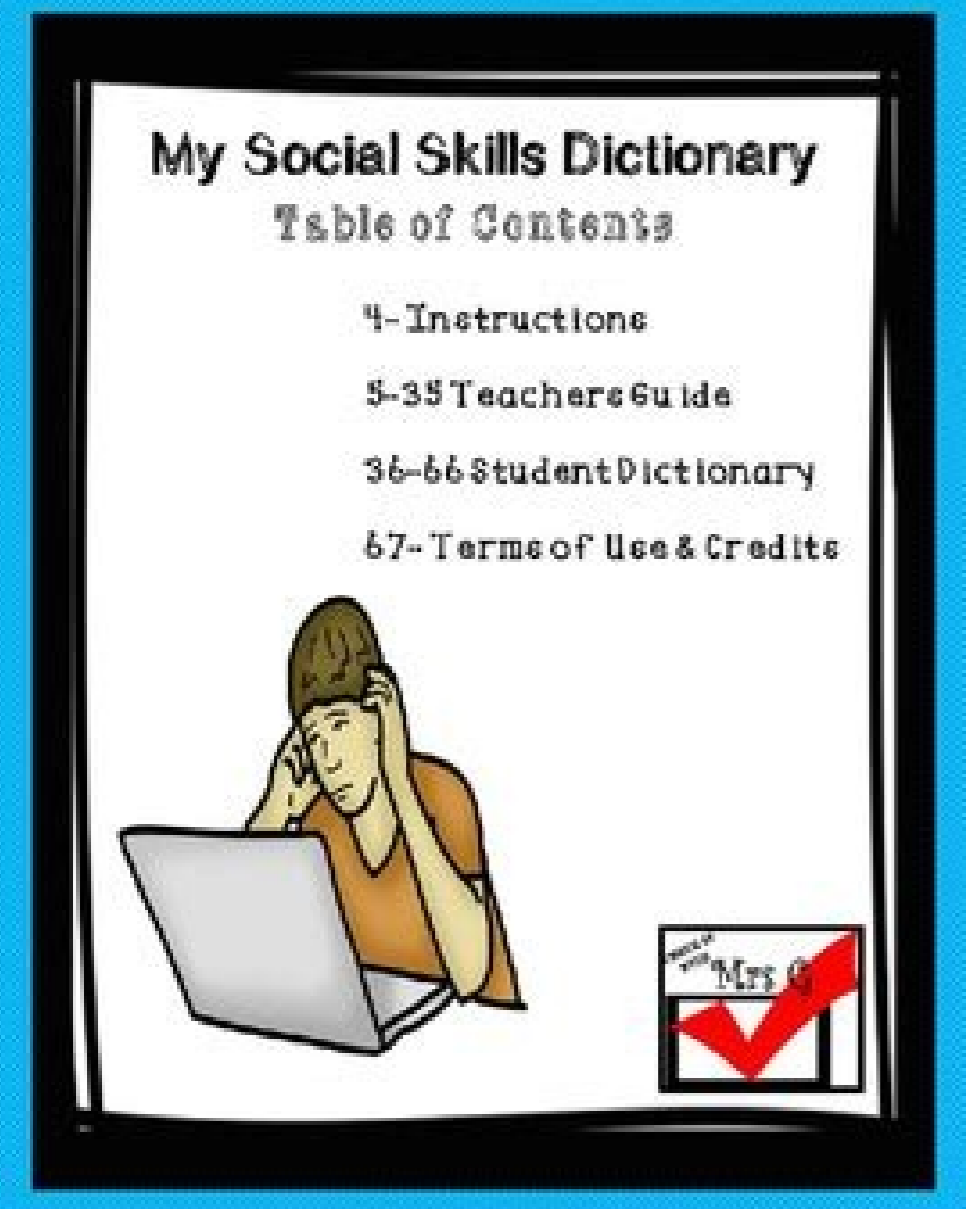


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# DBS Library Referencing Series **Harvard Referencing**

## What is referencing?

Referencing is a standard method of acknowledging the sources of information you have consulted in compiling your assignment. Anything – words, figures, graphs, theories, ideas, facts, images – originating from another source and used in your assignment must be referenced (i.e. acknowledged). In your assignment (e.g. essay, seminar paper, dissertation, project, etc.) you must provide the reader with precise information pertaining to every source referred to in your written work or consulted as part of your research.

**NOTE:** The information and examples contained in this guide are chiefly derived from the following publication: Pears, R. and Shields, G. (2008) *Cite them right: the essential referencing guide*. Durham: Pear Tree Books.

## What is Harvard Referencing?

Harvard referencing is a specific style of referencing. This style of is often referred to as the 'author-date' style. As there is no single authority to define this style, several different versions of Harvard Referencing exist. Please refer to this guide for the specific version used within Dublin Business School. All Business students within Dublin Business School are required to use the Harvard referencing format in their assignments.

## Why reference?

Referencing is a vital part of academic research and writing. There are several reasons why it is so important, some of which are listed below:

- To avoid plagiarism
- To back up your argument(s)
- To establish credibility
- To verify your research and quotations
- To provide your reader with the details needed to source the original documents, etc. used in your research

## What is plagiarism?

Plagiarism is defined by the College as the act of presenting the work, written or otherwise, of any other person, including another student or institution, as your own. The only way to use another person's work without committing plagiarism is to fully and precisely reference the original author(s) in your own work.

You must cite and reference all materials, including both print and electronic, which you have used or presented in your own work. Whether you use another author's words directly or you summarise someone else's ideas and write about them in your own words, you must cite and reference the original work in your assignment. Not to do so would be an act of plagiarism. Please follow the examples detailed in this guide to ensure you cite and reference correctly in all your assignments.

## What about common knowledge?

Widely known information or facts such as names, events and/or dates do not always have to be referenced. This is known as common knowledge. For example, it is commonly known that Neil Armstrong was the first man to walk on the Moon in 1969, thus there is no need to cite or reference such a statement in your work.

If you are in doubt over whether or not something is common knowledge, cite it!

**What's the difference between a reference list and a bibliography?**  
*Reference list* – only includes sources cited in the text of your assignment.  
*Bibliography* – includes all materials used in the preparation of your work.

## How to reference: a three-step process

- There are 3 basic steps to citing and referencing throughout your research and writing:
1. Record the details of all materials used in your research and reading as you go along – this will ensure you have all the requisite information to create your citations and references when you begin writing your assignment.
  2. Create an in-text citation every time you use or refer to someone else's work within your own assignment
  3. Build your reference list as you go along (in alphabetical order), listing every source cited within the text of your assignment.

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# Preface

The language of social work, like the profession itself, continues to grow and become more complex. This is the result of both increased social work knowledge and the profession's desire to communicate with greater precision. It is also the product of closer relationships with other professions and segments of society, each of which has its own jargon and terminology.

A dynamic vocabulary is healthy but represents a formidable challenge. To express themselves effectively and to comprehend the words of their colleagues and members of other professions, social workers must be familiar with an extensive body of complex terms. They also are expected to have ready access to a variety of resources, organizations, and services that can help meet the needs of their clients.

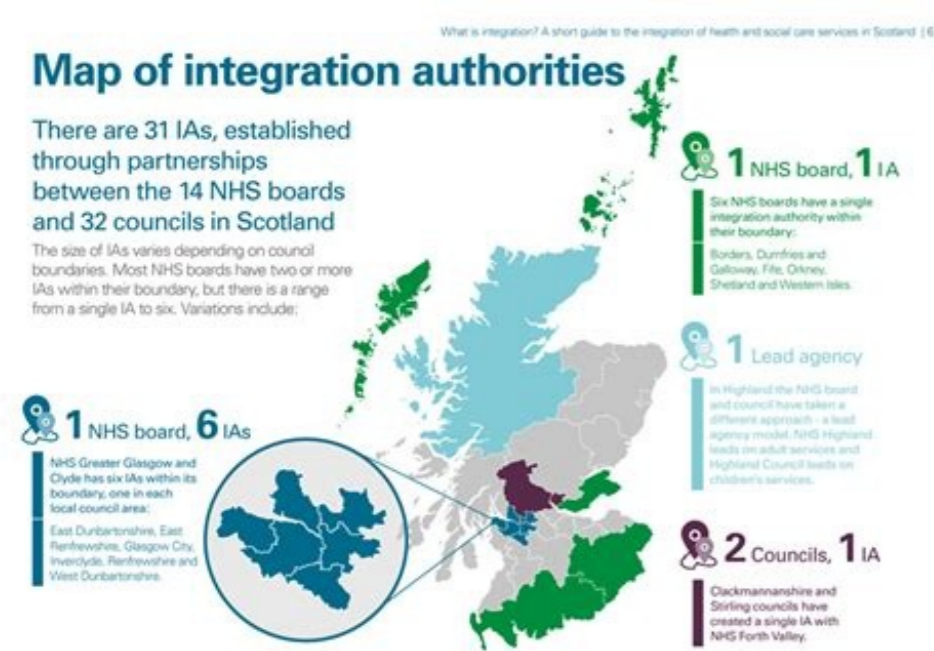
Another challenge to clear communication arises from the divergent specialties and conceptual orientations within the profession itself. For example, social workers who are policymakers or social advocates do not usually share identical vocabularies with their colleagues in clinical work. Even within a single social work practice specialty, there is risk of misunderstanding because of the variety of theoretical perspectives in current use. Clinical social workers with psychodynamic orientations, for example, may have different interpretations of terms used by their colleagues from behaviorist, psychosocial systems, existential, or cognitive perspectives, and vice versa.

Although these trends increase the potential for communication problems, social workers face mounting pressure to minimize such difficulties. Malpractice law suits and other legal actions have become more frequent. So too are sanctions against professionals who misinterpret or improperly disseminate information. Society demands that professionals prove they are competent and current, usually through licensing and certification exams. To a great extent, passing these exams requires that the social worker understand the terms and concepts used in the profession.

The *Social Work Dictionary* was developed to address these challenges. The idea for it originated in the early 1980s when I participated on a panel to write questions for social work state licensing exams. All the panelists often debated about how the profession generally understood certain terms that it used. All the test writers bemoaned social work's lack of a glossary of its language to use in arbitrating these disputes. I decided to try to write *The Social Work Dictionary*.

I began by compiling a long list of entries that have appeared in the indexes of the major social work journals and textbooks of the past three decades. The journals and texts were those in most general use in graduate and undergraduate schools of social work and in the larger social agencies. I added to this list by going through the indexes of the journals, manuals, and textbooks of disciplines related to social work, especially in psychiatry, law, sociology, economics, anthropology, and psychology. Over time, I presented the list to hundreds of my colleagues in social work education and clinical practice as well as students and members of related professions. On the basis of their suggestions, hundreds of additional terms were added to this list.

In defining the terms, I found it necessary to review how they were used by different writers. All too frequently, I found slight differences in the interpretations various writers gave to certain terms. I tried to provide a definition that was closest to the majority view and to the mainstream of social work thinking. I



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DOWN THERE THE WORLD'S FATE WAS BEING DECIDED.

# OCEAN ON TOP

## HAL CLEMENT



With nearly 5,000 terms from "AA" to "Zwingli, Huldreich"-the 3rd edition of The Social Work Dictionary is a valuable reference work for the human services professional, from the first-year student to the seasoned expert. It contains 1,500 new entries, including many international terms (for example, hwa-byung) and updated and significantly increased content on cultural sensitivity. The Social Work Dictionary is a highly acclaimed ready reference for definitions, organizations, concepts, and values relevant to social work and the human services. All definitions were reviewed by an international editorial review board. Also available on the Social Work Reference Library CD-ROM. Special Features \*Defines fields of practice such as aging, children and families, clinical, and health care. \*Contains information relevant to behavioral, cognitive, and psychosocial approaches. \*Describes genograms, ecomaps, PERT charts, and other tools. \*Describes international organizations and reports. \*Includes a section on Milestones in the Development of Social Work and Social Welfare and the NASW Code of Ethics. Editorial reviews Publisher Synopsis supplies social care and social work students, academics and practitioners in the UK with hand reference resources, [for] which their colleagues in many other countries can only envy them \* European Journal of Social Work (No. 18), Jerzy Szmagalski \* This has to be the best social work and social care dictionary I have come across \* Professional Social Work \* This dictionary features 1,500-plus terms and concepts related to the social work field. In addition to social work, it includes definitions for related issues in psychology, sociology, and social policy... This dictionary should be beneficial to those new to the discipline. It provides enough detail to help familiarize readers with many of the universal theories and principles associated with social work. \* S. L. Pham, for CHOICE, 2013 \* This very complete work ... covers all the relevant legislation of the United Kingdom ... the expected objective reader could include a professional range more than social work, including health and education, especially important as services advance towards integration models ... This dictionary must impress the new participants to the professions of social assistance and social work that interfaces with socio-political processes cannot be ignored. \* Isabel Martin, Journal of Social Work, 14, 5, 543 \* Read more ... Opinions contributed by the user to a review and share your thoughts with other readers. The first one. And a review and share your thoughts with other readers. The first one. Access and purchase options If you think you should have access to this content, click to contact our support equipment. Access and purchase options If you think you should have access to this content, click to contact our support equipment. Robert L. Barker, PHD, is a consultant, lawyer and music in private practice. He currently works to help social organizations, defense groups and political organizations to raise funds, prepare donation proposals and manage campaign of public relationships. He also helps social workers to prepare to give legal testimony in judicial demands. He was a plenary professor since 1979 at the National School of Social Services, the Catholic University of America, in Washington, DC. He was also co-director of the Potomac Psychiatric Center in Suburban Maryland, where he specialized in marriage and family therapy, group therapy and group work. For many years he also worked as a consultant in the design, the exam and the supervisory of the development of social work license. Dr. Barker has collaborated with various of social defense and is particularly interested in international social welfare, lack of housing and research on the effective use of social work personnel. He has taught social work skills in Europe and Latin America, as well as in States. As part of a research project, he spent several months living as a homeless person in several American cities. During his military service, he co-founded and led the Society of Social Workers of the Air Force. Barker received his MSW from Washington University, Seattle, and his PhD from Columbia University, New York. He founded and edited the Journal of Independent Social Work (later the Journal of Analytic Social Work) and has written more than 100 articles for professional magazines, numerous articles for popular magazines and newspapers, several novels and 23 published books. His published books include forensic social work: legal aspects of professional practice; Treatment of couples in crisis: foundations and practice in marriage therapy; Marriage of green eyes: overcoming jealous relationships; Social work in private practice: milestones in social work and social well-being; The business of psychotherapy; Administration of private practice for therapists, counselors and social workers; The book of resources; differential use of work Thomas Add a review and share your thoughts with other readers. Be the first. Add a review and share your thoughts with other readers. Be the first. Published for the first time in 1982, this dictionary offers practical help to social work and social policy students in their conversation on social welfare. It explains the meaning or range of meanings of common terms and explains their applications in well-being, legislation, policy and use by well-being professionals. It is useful cross-referencewith similar or related terms that could be considered together. In addition, most entries are concluded by reference that introduces the reader to a more widespread treatment of the term or a of its application in the language of social welfare. Although first published in 1989, this book will be a valuable resource for students of social work, social policy and social welfare. Introduction; Acknowledgements; List of Entries Entries

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