# Content, Referencing and Image Sources

## Academic sources of information

When creating any academic content, it is important to verify that your information is accurate and unbiased. Many sources of information we use in day to day life to quickly find out about a topic are not suitable to use as an academic source (or a reference).

Use the table below to help you find good quality information sources:

### Good academic sources – you should reference these

- **Textbooks**
  - Can be found in online and physical libraries
  - Open access websites may have also contain specific book chapters (see below)
- **Academic Journals**
  - These sites allow you to find open access materials:
    - *Directory of Open Access Journals* (**General**): https://www.doaj.org/
    - *Journal Storage (JSTOR)* (**General**): https://www.jstor.org/
    - *Taylor and Francis Online* (**General**): https://www.tandfonline.com/
    - *PubMed* (**Sciences**): https://pubmed.ncbi.nlm.nih.gov/
      After searching, filter by 'Free Full Text' to find open access resources.
    - *American Mathematical Society* (**Maths**): https://www.ams.org/epubsearch/
      After searching, select options without the 'Get Permission' label.
    - *Project Muse* (**Humanities**): https://muse.jhu.edu/search?action=oa_browse
      After searching, filter by 'Only content I have access to' to find open access resources.
  - Subscriptions from an academic institute (during University studies) will allow you to view more journals
- **Official Government statistics and policies**
  - Use government websites to find official figures
    - *UK government website*: https://www.gov.uk/

*In some cases, you can use "unbiased" news sites to discuss matters in context, but these are not a true academic source*

### Avoid using these as your references

- Wikipedia
- YouTube videos
- Teacher or lecturer notes (although potentially very good sources of information, these are not peer-reviewed)
- Blogs
- Non-news information sites

*These sources may still be useful for your initial research, when treated sceptically*

# Referencing

When creating any academic content, it is very important that you give your sources credit for their ideas, information and work. This is called referencing. When you make a claim or statement based on something you read elsewhere, you must reference this.

There are a few different referencing styles; information from Oxford University about referencing and referencing styles is provided here:

- https://www.ox.ac.uk/students/academic/guidance/skills/referencing
- https://libguides.bodleian.ox.ac.uk/reference-management/referencing-styles

## Recurrent referencing example

An example statement and reference list, using the **recurrent numbering system**, is provided below. Note the order in which information is included in the reference – the date of publication is given last. This order will change depending on which referencing system you use!

*"From research carried out by [Author], it is now known that [fact 1][1]. In [year], it was further discovered that [fact 2][2] and [fact 3][3]. This built on [Author's] idea that [opinion][1]. However, recent evaluation has led to this being disputed[4,5]."*

**References**

1. Author (Surname, Initials.) Title of book chapter or article, *Title of book, journal or conference*, Place of publication (book) or **Journal volume number** (article), page numbers, (Date of publication). URL and date accessed [if website]

2. Author (Surname, Initials.) Title of book chapter or article, *Title of book, journal or conference*, Place of publication (book) or **Journal volume number** (article), page numbers, (Date of publication). URL and date accessed [if website]

3. Author (Surname, Initials.) Title of book chapter or article, *Title of book, journal or conference*, Place of publication (book) or **Journal volume number** (article), page numbers, (Date of publication). URL and date accessed [if website]

4. Author (Surname, Initials.) Title of book chapter or article, *Title of book, journal or conference*, Place of publication (book) or **Journal volume number** (article), page numbers, (Date of publication). URL and date accessed [if website]

5. Author (Surname, Initials.) Title of book chapter or article, *Title of book, journal or conference*, Place of publication (book) or **Journal volume number** (article), page numbers, (Date of publication). URL and date accessed [if website]

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Copyright free images are free to use and modify to help you explain your points. However, they do still have an author. Many copyright free image sources will let you know who the author is, and you may choose to credit them by including their name as a caption under your image. Acknowledging an author is called attribution. You do not have to do this, and in large compilations of images it may be very hard to do this, for aesthetic reasons. Some examples of where to find copyright free images are listed below:

**Creative Commons** - https://ccsearch.creativecommons.org/

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**Advanced Google Image** - https://www.google.com/imghp?hl=en

Advanced search options on Google Images allow you to select 'Usage rights --> Reuse with modification' as a filter for images. This is the most stringent setting. However, sometimes images are not correctly labelled, and may still be subject to a license, in which case you should not use them. You must always click on the image to find out more about its license – if it says it is in the public domain, you are okay to use it.

**Pixabay** - https://pixabay.com/

Pixabay has free stock images that do not require attribution; therefore, all of these images should be okay to use. As always, do click on the image to confirm this. If the image says 'no attribution required, free for commercial use' then you can use this image.

**Flikr** - https://www.flickr.com/

Flikr also has free stock images, but alike Creative Commons and Advanced Google Images searches you will need to set the license filter. You should select 'No known copyright issues'. You must always click on the image to find out more about its license, and confirm that no attribution is required.
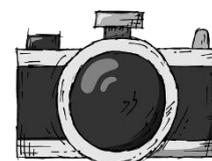
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Screen prints are a bit more complicated. In the case of material that you have purchase or is not copyright free, you have taken the image, but you are still reproducing areas of content which someone else has the copyright to. This is a copyright infringement - your owning the book or DVD has no bearing on it.

However, reproduction of publicly available book covers, DVD cases and such are generally accepted common use, when they are used to refer to that book or resource. This is also true for screen prints of a website, when referring directly to that website. Using caution, listing the authors, titles or web addresses is often preferable and ensures you are not infringing on copyright.

**What about my own images?**

Images which you create yourself (graphs, diagrams etc.), you own the copyright to, and you can include these whenever you like! This includes photos that you take. There are a few caveats to this, however. To include photos which contain other people, you must get written permission from those people to be in the photo and their express consent for the photo to be used in this way. Secondly, any image that you have created and then had published elsewhere may be subject to copyright by the producer or company you published with, and you should confirm with them before reprinting this content.

**The best advice for finding copyright free images is:**

*If you are unsure about any image, do not use it and CHECK EACH IMAGE INDIVIDUALLY.*

For resources produced for St John's College, please include a comment (in small font, just for our records) at the end of your resources such as:

**"All images are copyright free, or my own images which I [name] give St. John's College permission to reproduce as part of this resource."**

All images in this booklet are copyright free.