

## Advice on References and Citations

Referencing and in-text citations is a means for you to **acknowledge** the original source of information.

This is important as it helps to **avoid plagiarism** and copyright infringement.



As you progress through your academic career, referencing will still be important. It is best **to practice it now** and get it right.

Each school within the University uses **different styles** or methods of referencing, therefore this document will not contain a guide on how to reference

correctly but offer tips on how to keep track of all your references.

Check out the library's **reference style guide** to see which school uses what style of referencing.

- **Keep a list** of everything that you have read, including the author, publisher, date and location of publication as well as what pages you have read.

- Keep these lists in order of subject, assignment or module for ease.
- When working on an assignment, **keep a section** at the end of the document for adding references as and when you find relevant material and use them.
- You could use **reference management software** (see online) however exercise caution! They are NOT perfect and often get it wrong. Always check and recheck their citations.
- Any statement that is not original or general knowledge should be **cited in text** and referenced in the **reference list**, according to your school's chosen style.
- If you print out journal articles or papers, you could write a brief summary of the paper and the reference and in-text citation on an index card and **staple it** to the article for future reference.
- **Keep a folder** or a particular location for printed out journal articles. This will help you locate particular papers when needed.
- Most importantly, citing and referencing is a necessary skill in academia, mastering it is essential to your degree. **Practice it**. A mistake in citation and referencing can have a dramatic effect on your grade.