

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.

- 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.