

REFERENCING & CITATIONS

"Knowledge without integrity is dangerous and dreadful" Samuel Johnson

WHAT IS REFERENCING?

Referencing is the process by which you acknowledge the sources you have used in your piece of work. It allows your reader to access these source documents easily and verify the validity of your arguments. A reference list at the end of an essay includes only sources that have been cited in the assignment, a bibliography includes all sources used in the research for your assignment.

WHAT ARE CITATIONS?

You identify your sources by citing them in the body of your work with a footnote or in-text citation. Each citation should correspond to a reference list or bibliography at the end of the work.

WHY REFERENCE?

The main reasons you should reference are:

1. To acknowledge other people's thoughts and ideas
2. To let your readers know where you got your ideas from so that they can locate the original source if they want to read more detail about the material
3. To avoid plagiarism

Academic integrity is essentially the mastery of the art of scholarship. It involves the commitment of students and teachers to uphold the principles of honesty, respect and excellence in acknowledging the intellectual contribution of others in an appropriate and accurate manner.

WHAT SHOULD I REFERENCE?

1. **Distinctive Ideas:**

When ideas or opinions are distinctive to a particular source.

2. **Distinctive structure or organisation:**

If the author has a particular method of approaching a problem or has used a certain intellectual structure, then you must cite the original source even if you have put it into your own words.

3. **Information or data from particular sources:**

Statistics, data, facts, graphs, tables or diagrams that have been gathered from a particular source need to be cited so that the reader knows where you found this information.

4. **Verbatim phrases or passages:**

All exact word quotations must be referenced using quotation marks.

5. **Information that is not common knowledge:**

Any aspect of another person's work, if it is not widely known, must be cited. If you are unsure about what constitutes common knowledge, ask yourself "Is this information widely known?", "Did I know this information before I started this course?" and "Did this information come from my own brain?" If you answer 'no' to these, reference your source.

If in doubt – reference!