10.1

Referencing DOs and DON'Ts

Some things to be aware of when citing and referencing other people's work.

DO:

- Check before you start which form of referencing is required. Different universities have different preferences, and the rules can change from course to course, and sometimes from tutor to tutor.
- Follow the rules. Whichever style you're supposed to follow, obey its rules meticulously.
- Include a reference list at the end of your assignment.
- Include in the reference list anything you have used or quoted.
- List authors, editors and other sources alphabetically.
- In both your in-text citations and reference list, check that you have spelled every name correctly.
- Copy the words exactly when quoting.
- Use your own words when you're not quoting.

DON'T:

- Ignore the different rules for referencing different kinds of work – for example, you need different information for books, journal articles and web pages.
- Leave referencing to the last minute; keep a note of things you need to reference along the way.
- Leave out anybody you have used.
- Reference sources you haven't used.
- Quote without making it clear through your formatting that it's a quote.