

WHEN TO REFERENCE

YOU SHOULD CITE YOUR SOURCES OF EVIDENCE IN ASSIGNMENTS IN THE FOLLOWING SITUATIONS:

1. To give the reader the source of tables, photos, statistics and diagrams included in your assignment. These may be items directly copied or which have been a source of collation for you
2. When describing or discussing a theory, model or practice associated with a particular writer. This would include the names of authors who coined words to label particular phenomena or situations
3. To give weight or credibility to an argument presented by you, or supported by you, in your assignment
4. When giving emphasis to a particular idea that has found a measure of agreement and support amongst commentators
5. To inform the reader of sources of direct quotations or definitions in your assignment.
6. When paraphrasing another person's idea that you feel is particularly significant or likely to be a subject of debate; this can include sources of definitions you use in assignments.

HOWEVER, YOU DON'T NEED TO REFERENCE:

- Information drawn from a variety of sources to summarise what has happened over a period of time and when the summary is unlikely to be a cause of dispute or controversy. However, if you use just one source for your summary, this should be cited and referenced.
- When pulling together, for example in your conclusion, a range of key ideas that you introduced and referenced earlier in the assignment.
- When stating or summarising what is generally regarded as 'common knowledge': generally undisputed facts circulating freely in the public domain and when there is unlikely to be any significant disagreement with your statements or summaries of this knowledge.

But if in doubt, **always** reference your sources.

FOR DETAILED MORE INFORMATION ON REFERENCING:

'Referencing & Bibliographies' booklet, available from the Effective Learning Service , or the 'Cite 'em Right' leaflet, available from the University libraries.