What is referencing?

In the collective academic tradition academics relate their own work to the existing body of research and scholarship in their field.

We provide references for sources we use in our work.

By providing references:
- We allow the reader to identify the source being used.
- We demonstrate our familiarity and expertise within a subject.
- We show how we’ve arrived at our conclusions.

You need to reference every source you use!
- Blogs
- Music
- Data
- Films
- Presentations
- Books
- Images

“Referencing is the process of acknowledging other people’s work when you have used it in your assignment or research... It provides the link between what you write and the evidence on which it is based.” (Pears & Shields, 2016, p. 1)


What does referencing look like?

- The citation is a key to the full reference, listed separately.
- The citation appears at the point where we use someone else’s work.
- Common systems use (author, date, page no) or numbers.

“Where your work includes quotations, theories, ideas, data or any other materials which are the work of another person or persons, you must ensure that you have taken all reasonable steps to acknowledge the source.” (Academic Services, 2017)

- The full reference, often listed separately at the end of your work, allows a reader to trace your sources.


More detailed information usually goes in the reference list or bibliography.

Check which referencing system you need to use.

Cite them right online covers the common academic systems: www.citethemrightonline.com

Note the full details of each source at the time for your reference list.