

Tips for accurate referencing

- 1** Check which referencing system you need to use.
- 2** Note the full details of each source used, including URLs, at the time you use them.
- 3** Build your reference list as you go. Use the References tab in Word or other bibliographic software.

Making notes



- Keep notes from each source separate.
- Label notes clearly with the author.
- Note down the details for the reference list first.
- Note the page number as you go.
- Put any direct quotations in quotation marks.
- Distinguish clearly between your own thoughts and notes taken from a source (e.g. by colour).



“ You must ensure that any work you submit for assessment is your own. 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. You should ensure that you are familiar with the referencing requirements for your programme of study. ” (Academic Services, 2024)

Note:

Referencing styles may differ between assignments, courses and programmes.

Academic Services (2024) *Academic misconduct: Plagiarism*, July 29 2024.

Retrieved March 17, 2025 from University of Edinburgh:

<http://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism>

Whenever you refer to someone else's work, **cite it in your text** as you write.

Check that you have cited **everything** you use including blogs, music, data, films and presentations.

Whose work?

Caption images, tables and diagrams clearly and give a source.

Proofread

Double-check your reference list against the citations in your assignment.

