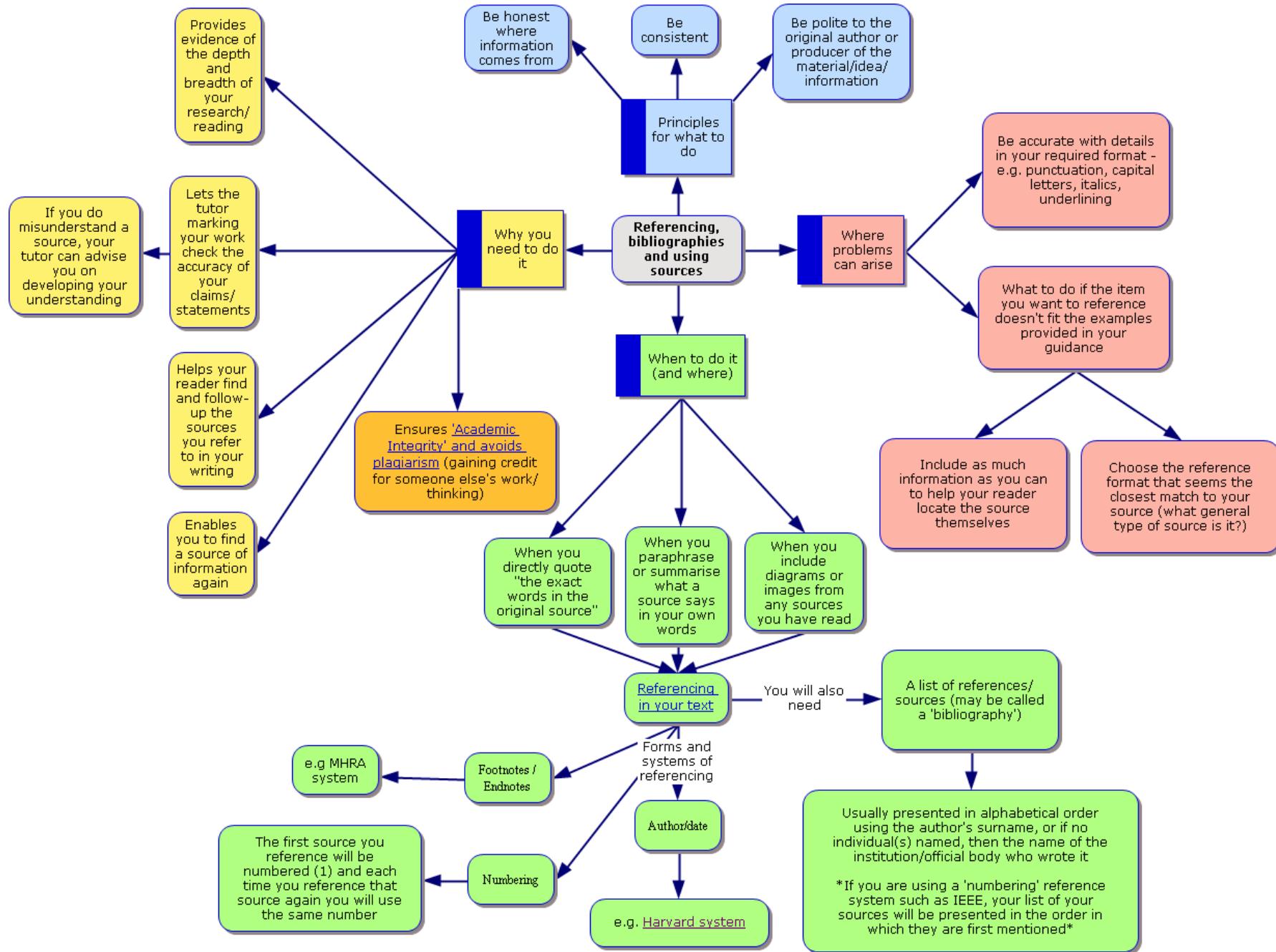


Academic Support Study Tip



Referencing, bibliographies and using sources

I. Principles for what to do

- A. Be consistent
- B. Be honest where information comes from
- C. Be polite to the original author or producer of the material/idea/information

II. Where problems can arise

- A. Be accurate with details in your required format - e.g. punctuation, capital letters, italics, underlining
- B. What to do if the item you want to reference doesn't fit the examples provided in your guidance
 - 1. Include as much information as you can to help your reader locate the source themselves
 - 2. Choose the reference format that seems the closest match to your source (what general type of source is it?)

III. Why you need to do it

- A. Provides evidence of the depth and breadth of your research/reading
- B. Helps your reader find and follow-up the sources you refer to in your writing
- C. Lets the tutor marking your work check the accuracy of your claims/statements
 - 1. If you do misunderstand a source, your tutor can advise you on developing your understanding
- D. Enables you to find a source of information again
- E. Ensures '[Academic Integrity](#)' and avoids plagiarism (gaining credit for someone else's work/thinking)
<http://www.nottingham.ac.uk/teaching/studyingeffectively/plagiarism.aspx>

IV. When to do it (and where)

- A. When you directly quote "the exact words in the original source"
 1. [Referencing in your text](#)
<http://www.nottingham.ac.uk/studentservices/supportforyourstudies/academicsupport/studyresources/referencingandbibliographies.aspx>
 - a. Footnotes / Endnotes e.g. MHRA system
 - b. Numbering - The first source you reference will be numbered (1) and each time you reference that source again you will use the same number
 - c. Author/date e.g. [Harvard system](#) <http://www.nottingham.ac.uk/nmp/sonet/rlos/studyskills/harvard/index.html>
 - d. A list of references/sources (may be called a 'bibliography') - Usually presented in alphabetical order using the author's surname, or if no individual(s) named, then the name of the institution/official body who wrote it
 - *If you are using a 'numbering' reference system such as IEEE, your list of your sources will be presented in the order in which they are first mentioned*
- B. When you paraphrase or summarise what a source says in your own words
- C. When you include diagrams or images from any sources you have read