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

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