



## Referencing and citation

Referencing and citation are sometimes used interchangeably but actually they refer to different components of the ways academic writers give attribution to the work of others.

**Attribution** (acknowledging the source) is a key aspect of **Academic Integrity**; a lack of appropriate attribution could lead to accusations of plagiarism, so it's a wise move to become familiar with requirements in your area of study. It's important to consult your Subject Outline to find out the preferred citation style for each unit you study.

Many different referencing styles are used across academic disciplines, but the purpose is always to give the reader all the information they need to find and review the sources you have used in your work.

Wherever you have included a direct quotation or have paraphrased, summarised, or referred to the work of other(s), you must include an in-text citation and full reference details, laid out in the referencing style preferred by your School or discipline.

In-text citations are included within your writing to provide information to the reader about a source you have referred to. The idea is that the reader should be able to see which ideas come from which particular source. The detailed references for these citations are then listed at the end of your paper in the reference list (sometimes called a bibliography). If you choose to refer to a source that is itself referred to in the source you are reading, it is called a **secondary citation**. In your reference list, you should include the source that you have read, not the one you haven't.

**Example:** If you are reading Jones and it includes something about Smith's ideas that you want to refer to, cite in-text as follows: (Smith, as cited in Jones, 2012, p. 5) and include the full reference to Jones in your reference list.

In some styles, in-text citations will consist of numbers which lead the reader to footnotes at the bottom of each page. In other styles, known as author-date styles, in-text citations provide the author(s) and year of publication in parentheses within the text.

**Example:** Research by Smith<sup>1</sup> has shown that.... or: Research has shown that ... (Smith, 2005).

There are **detailed guides to the citation styles used at this University** on the Library website under the Guides menu. You'll find short video demonstrations about referencing different types of information (e.g. books, journal articles, and websites) and PDF guides with lots of examples. There is also a cool tool called I:Cite which generates referencing examples for you on the spot.

It's vital to learn how to reference properly; often there are marks allocated in the assignment for referencing, so you can make the most of this and get those marks every time if you get your referencing sorted.

Once you're familiar with the process, you might want to use software such as EndNote and RefWorks to manage your references, or use the I:Cite tool to give you examples. Check the Library's **Referencing and Citation Guide** for details on accessing these programs.