

Understanding how to cite and reference information sources is an essential skill for your research and writing at university and there's lots of support to help you get started.

### **Let's begin with why citations and references are important.**

1. They show that you have read widely and understand the topic
2. They help you avoid plagiarism by making it clear when you incorporated ideas and works from other authors

And...

3. They enable readers to find the sources you have used so they can verify your claims and find out more about the topic.

### **Citations and references are important, but what are they and how are they different?**

A **citation** is a note, footnote or number within the body of your text acknowledging where you have used an idea from an author or creator. Each time you use an idea from a source, you **must** include a citation.

A **reference** expands on a citation and contains all the details needed to locate a copy of the source. Your references are grouped together in what's called a 'Reference List' or 'Bibliography', which is generally positioned at the end of your assessment task.

To create a reference, you'll need four pieces of information: Who, when, what and where

'Who' is the person, group or organisation that created the work.

'When' is the year of publication.

'What' is the title of the source.

And 'Where' is the publication details for books, or the volume, issue and page numbers for journal articles

A range of referencing styles are used at the University, and each style has different formatting rules. Courses and subjects require particular styles. Your lecturer or tutors will guide you on which style to use.

When you're ready to learn more, **check out Re:cite**, the Library's online hub for citing and referencing. In Re:cite, you'll find detailed guides for the main referencing styles used at the University and support for incorporating sources in your writing.

If you have further questions, we're always here to help. Visit a library information desk, or get in touch with us online through Library Chat.