Referencing

**What is referencing? Referencing is a convention in academic writing that is used to:**

* acknowledge sources
* show where evidence comes from
* encourage the reader to verify information
* enable the reader to consult the source
* demonstrate that the discussion and arguments are based on expert and reliable information

 **Why is referencing important?**

* Demonstrates good research practice
* Shows a range of ideas and approaches found and thought about
* Emphasises that you have sought expert and reliable sources
* Prevents circumstances where plagiarism can occur

 **When to reference?**

Provide in-text reference when you:

* + include someone else’s words, ideas or information in your assignment
	+ paraphrase or summarise someone else’s ideas in your own words
	+ quote someone else’s ideas in their exact words
	+ copy or adapt a diagram, table, statistics or any other visual material

 

 **How to reference?**

* You insert in-text reference each time you refer to ideas or information from other sources
	+ You need to include the following details:
		- the author’s family name (do not include first name)
		- the year of publication
		- page numbers when appropriate