



REFERENCING YOUR RESEARCH: CREATING CITATIONS AND BIBLIOGRAPHY

There are 3 reasons why you need to reference, or show, where you found the information that you have used for your project.

01

To show what you have read and found (or referred to). This allows the reader to see how widely you have researched, the range and type of sources (documents 1 and/or people) that you have used.

02

To show that you are aware of current developments 2 in your field

03

To show that you have acknowledged other people's work and have avoided plagiarising (or copying) ideas.

Referencing takes place in two ways:

1. The bibliography

This is the list of information sources you have used to produce your work. They may be books, magazines or periodicals, webpages, blogs, reviews etc. (any source of information that you have used).

To help the reader find your sources, they are listed at the end either as:

- An alphabetical list, by author surname (if there is no named author then you can use the company that produced the work). This is called an author-date style. Harvard and APA are examples of author-date styles.
- A numbered list, in the order that the source appears in the text. This is called a numbered style. Vancouver and IEEE are examples of numbered styles.

There are different systems or styles that you can use – the important point is to be consistent! There are websites that will help you to generate your bibliography in the correct format, which can help save you time and effort.

To help you create your bibliography try:

- The references function on Word for citations and bibliography
- Use www.citethisforme.com and choose your referencing style. This has an automatic function that allows you to paste the web address into the box to create your citation but it only saves your list for a limited time. You will need to copy and paste your work to save it.

2. In text references

- You will want to refer to the ideas that you have read in your final piece of writing. To do this, you need a reference (also called a citation) whenever you have either used a direct quotation, or mentioned someone else's ideas or work without quoting them directly.
- These in-text references link the reader to the sources that you have listed in your bibliography so they know how to find the original information that you used. If you are using an author-date style, the in-text reference is the author's surname (or company/organisation name) and the year in brackets, e.g. (Spence, 1993). If you are using a numbered style, the in-text reference is just a number in either round or square brackets, e.g. [1].



For example:

- Spence (1993) says that...."
- Or
- It was clear that, "school management at the end of the 20th century was changing" (Spence 1993)

How to write down the different sources you have used:



TIP: If you cannot find a publication date put in n.d.

BOOKS

What will my references look like?

Goswami, S. and Underwood, Q. (2022) *The Young Entrepreneur: How to start a business while you're still a student*. London: Kogan Page.

ARTICLES

What will my references look like?

Verduijn, K. and Essers, C. (2013) 'Questioning dominant entrepreneurship assumptions: The case of female ethnic minority entrepreneurs', *Entrepreneurship & Regional Development*, 25(7-8), pp. 612-630. doi:10.1080/08985626.2013.814718.

WEBSITES

What will my references look like?

King's Trust (n.d.) Free support to start a business: Enterprise programme. Available at: <https://www.kingstrust.org.uk/how-we-can-help/support-starting-business> (Accessed: 21 February 2025).

Most universities have guidelines on the internet about referencing styles and rules. A good example can be found at: <https://library-guides.ucl.ac.uk/referencing-plagiarism/referencing-styles>

TIP: Make sure you record the source at the same time as you take the information. This will make the whole process a lot easier!



REMEMBER if you have any questions or problems, ASK your librarian or teacher for support and advice.