

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.

1

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 and/or people) that you have used.

2

to show that you are aware of current developments in your field

3

To show that you have acknowledged other people's work and have avoided plagiarism (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 alphabetically by author surname (if there is no named author then you can use the company that produced the work).

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 with your referencing try using:

1. The references function on Word for citations and bibliography
2. Sign up (it's free) for www.refme.com add in the author and title of the book you have used and it will give you your reference.
3. Use www.citethisforme.com and choose your referencing style. This has an automatic function that allows you to paste the webaddress 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.

How to write down the different sources you have used:

Books

What will my references look like?

Spence, B. ed. (1993) Secondary school management in the 1990's: challenge and change. Independent Publishers.

Articles

What will my references look like?

Bennett, H. Gunter, H. & Reid, S. (1996) Through a glass darkly: images of appraisal. *Journal of Teacher Development*, 5 (3) October, pp.39-46.

World-Wide-Web Documents

What will my references look like?

NASA,. 'National Aeronautics And Space Administration'. NASA. N.p., 2015. Web. 23 Sept. 2015.

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 to put in a citation, when you use a direct quotation and a reference, when you mention someone else's ideas but do not quote 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 piece of information that you have used. If you only refer to an idea in your writing, include just the author's surname and the date of the publication, if you add a quote and the page number (if one exists).

Most universities have guidelines on the internet about referencing styles and rules. A good example can be found at: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

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.

TIP:

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

For example:

Spence (1993) says that...."

Or

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