

How to Reference Sources

- To acknowledge where you got information, you must add a list of sources at the end of any report, discursive essay or presentation.
- If you don't reference your sources, you are at risk of being failed for plagiarism.
- **You must acknowledge every source you read which has informed or added to your essay, even if you haven't quoted directly from it.**
- Lay your references out *exactly* like this:



FOR A WEBPAGE

- ✓ Author-Surname, Initial. 'Specific Title of Webpage' *Name of website*
<full web address>
[Accessed: DD/MM/YY]

Example:

Smith, J. 'Why Proofreading is Important', *The Guardian Online*
<www.guardian.co.uk/smith/proofreading>
[Accessed: 20/09/11]

FOR A BOOK

- ✓ Author surname, Initial. *Title of book*. Publisher (Year of publication)

Example:

Jones, D. *A Guide to Proofreading*. Puffin Books (2009)

Top Tips for Avoiding Plagiarism

- **Plan and write as much of your essay as you can before you even look at sources of evidence.** This will ensure the majority of your ideas are original and your own.
- When researching information from books or the internet, **never copy directly into your notes** (by hand *or* by copying and pasting). Instead, read the source, put the source away, then summarise the important information in your own words. If you are gathering data or statistics, only write down the fact or figure you need – nothing else.
- **Don't rely on one source** – read several sources. Develop a detailed understanding of the key issues yourself, then you will be able to confidently write your own take on the subject.
- **Do not use words that you don't know the meaning of.** You should understand everything you write in your essay; if you don't then it's not truly your own work.