

Referencing – Tricks, tips and links

Now that you're in second year, understanding how to properly **reference your essays** is a critically important skill. As an academic you will always be expected to **accurately acknowledge** your sources and failing to do so can land you in **significant trouble**, as **plagiarism** is a form of **copyright infringement** and an actual crime. This being the case, it is vital that you familiarise yourself with section 5 of your **Tutorial letter 301/3/2017**, titled **REFERENCING**.

When first encountering the notions of **plagiarism** and **referencing**, they may seem **complicated** and you may feel that you are being asked to undertake disconcerting and **difficult task**, but it is **actually surprisingly simple** to acknowledge your sources and you should make enough of a habit of referencing so that it becomes **automatic**.

How to do this?

Always note down your sources (Author, title, type (book/film/journal. . .), year and page) while researching.

The internet is a wonderful source of information, however always remember that:

- What you find might not be relevant to your work.
- You need to make sure your source is reliable.
- That you cannot simply copy and paste.

Where possible always reference as you write.

Be thorough in your referencing: Anything that you did not come up with completely on your own needs to be referenced.

Chose one referencing style and be consistent! If you look at the tutorial letter, you will see that both the Harvard and the MLA method have been suggested, so pick whichever one appeals to you the most and stick with it.

In case you have trouble following the REFERENCING section in your Tutorial letter, I have provided links to two excellent guides, one for Harvard referencing and one for MLA referencing:

- Harvard Referencing:
 - http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm
 - <http://library.leeds.ac.uk/skills-referencing-harvard#activate-book>
- MLA Referencing:
 - <https://owl.english.purdue.edu/owl/section/2/11/>

If you do not reference correctly, then it is possible for a case of plagiarism to be made against you. Depending on the severity of the case, you could fail the assignment or, at worst, be excluded from the University. Please be very careful about this.

If there are any questions regarding this matter, please ask and I will do my best to answer.