

REASONS FOR REFERENCING

We reference:

- For honesty
- To give our writing credibility
- To allow people to follow up the sources
- To avoid plagiarism

WHAT TO REFERENCE

- Direct quotes
- Summarised information
- Statistics
- Research findings
- The ideas, concepts and theories of others

Most sentences that begin with the following phrases need citing:

It has been found that

Research has shown that

Some think that

It has been suggested that

DOES THIS MEAN I REFERENCE EVERY PARAGRAPH?

In a research essay we demonstrate our ability to find, organize and explain the relevant information so this may mean that virtually every paragraph will have a reference.

THE REFERENCE LIST

The reference list includes only books, articles etc. that are cited in the essay. (By contrast, a bibliography is a list of relevant sources for background reading.)

The reference list is arranged in alphabetically by author. The APA /Harvard style requires the second and subsequent lines of the reference to be indented to highlight the alphabetical order.