

EPQ STUDY SKILLS GUIDE

REFERENCING

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What is referencing?

Referencing describes the way that you show your readers how to find sources of information you have used in your work.

Why do I need to reference?

Good referencing shows that you have read widely, based your work on reliable sources, and analysed a range of arguments. Not acknowledging sources is plagiarism and may be penalised.

When and what should I reference?

References should be included anytime you have used the work of others. You should reference facts, statistics, quotations, arguments, images, graphs, equations and concepts.

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Check with your teacher if you need to use a specific referencing style. Make sure that:

- direct quotations are clearly marked with quotation marks
- each source is referenced using an in-text **citation** and a **bibliography** at the end.

Citation:

The ideas of other people, whether paraphrased or quoted directly, should be cited like this in the text of your work:

Neville (2010) argues that... or "Quotation" (Neville, 2010, p.76)

Bibliography:

At the end of your work, include a list of references containing the full information about each source. This is organised alphabetically by author's surname (or organisation if no author is shown). For online sources, you should also include the URL and the date you accessed it.

AIREY, C. (2004). *The State of Play Today* [Online] 6th Edition. Available: <http://classics.mit.edu/Plato/republic.html> [Accessed 5th May 2020].

NEVILLE, C. (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*. 2nd Ed. Maidenhead: Open University Press.

Research & Note Taking

Start referencing as soon as you begin your notes. Always keep a record of:

- author(s)
- title of the book, chapter, or article
- title of the journal or other work (articles)
- place of publication and publisher
- date of publication
- page numbers
- URL and date accessed (online sources)

Note-taking tips for referencing:

- 🗒 Record this information for every source used.
- 🗒 Photos or screen shots of the title and contents pages can save time.
- 🗒 Record page numbers in the margin of your notes, or in brackets if you are typing.
- 🗒 Use quotation marks or colour for direct quotes.
- 🗒 Investigate free online referencing tools like Zotero.

