# Referencing template for Academic Unit Student Handbooks

# What is referencing?

1. Referencing is acknowledging the sources of information (originated by another person) that you have used to help you write your essay, report or other piece of work.
2. In your work, you should use the existing knowledge of others to back up and provide evidence for your arguments. The sources of information you use may include such material as books, journal articles (paper or electronic), newspapers, government publications, websites, videos, computer programmes and so on.

# When must you use a reference in your work?

1. You MUST use a reference whenever you:
2. Quote directly from a source;
3. Paraphrase (put into your own words) someone else’s ideas. This is an alternative to using a direct quotation;
4. Use statistics or other pieces of specific information; graphics such as diagrams, illustrations or charts, which are drawn from a source you have read.
5. If you do not follow the conventions of referencing your work you run the risk of committing the serious academic offence of plagiarism. Plagiarism is taking the work of others and passing it off as your own work (even unintentionally). This may ultimately result in failure or expulsion from the University.

# How do you reference?

1. You reference using a referencing system. This is a set of guidelines to show you what information is needed in a reference and how you should format it, both within your text and in your reference list at the end of the document. University policy requires students to use one of two referencing systems:
2. An in-text author-date system (often referred to as the Harvard system, but APA is also allowed);
3. An author-title (short title) footnote system, derived from a standard source.
4. Different academic units will have different preferences for which referencing style is used, based on disciplinary needs. You therefore need to find out which referencing style your academic unit uses and use that system. In essence, your academic unit should be using one of Harvard, APA, Chicago style footnote or OSCOLA as their chosen referencing system.
5. As long as you use one of the four University approved referencing systems consistently you should not be penalised. It is strongly advised that you also learn to use bibliographic software (e.g. RefWorks or Endnote) to manage your references.

## Where can I get help with referencing?

1. The Skills Team, based in the Brynmor Jones Library provide full and comprehensive help on all four referencing styles on their website. Go to <http://www2.hull.ac.uk/lli/skills-development.aspx> and click on the referencing section for detailed help. The Skills Team also run practical sessions on referencing so check the same website out for further information.