

# Tips for accurate referencing

- 1** Check which referencing system you need to use.
- 2** Note the full details of each source used, including URLs, at the time you use them.
- 3** Build your reference list as you go. Use the References tab in Word or other bibliographic software.

## Making notes



- Keep notes from each source separate.
- Label notes clearly with the author.
- Note down the details for the reference list first.
- Note the page number as you go.
- Put any direct quotations in quotation marks.
- Distinguish clearly between your own thoughts and notes taken from a source (e.g. by colour).



“ You must ensure that any work you submit for assessment is your own. Where your work includes quotations, theories, ideas, data or any other materials which are the work of another person or persons, you must ensure that you have taken all reasonable steps to acknowledge the source. You should ensure that you are familiar with the referencing requirements for your programme of study. ” (Academic Services, 2020)

### Note:

Referencing styles may differ between assignments, courses and programmes.

Academic Services (2020) *Academic misconduct: Plagiarism*, Sep 23 2020. Retrieved Sep 24 2020, from University of Edinburgh:

<http://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism>

