**What is referencing?**

**Referencing is simply acknowledging that you have used someone else’s work.**

Referencing means acknowledging your source:

1. in the body of your work (in-text referencing or citation ) AND
2. linking your citations to your list of works cited (list of references)

Material which you must acknowledge includes but is not limited to:

* exact words (written or spoken)
* summarised or paraphrased text
* data
* images (graph, tables, video, multimedia etc)
* pictures or illustrations
* ideas or concepts
* theories
* opinion or analysis
* music or other performance media
* computer code
* Blogs
* Maps

**Why should I reference?**

Referencing will help you to avoid accusations of plagiarism. However, there are other very important reasons to demonstrate good academic practice in all your coursework and academic undertakings, including exams.

**Referencing means that:**

* your arguments will be clearly supported by evidence
* you can use your own sources for further research in the future
* your work will be more convincing
* your reader can find your sources
* your lecturer can see how widely you have read and whether you fully understand the work

The referencing style we use is called the HARVARD style. You will find more specific details of how to reference in the UHI REFERENCING GUIDE. This style of referencing is known as the ‘Author, Date’ style, because, we always provide this information in-text. Once you have provided this information in the main body of your report, you then need to provide DETAILED information in the List Of References.

Some examples of referenced work (in the main body of your report):

* This in-text citation shows that you have read the work of this Author, and have taken the information from the Author in general terms.

**Ho (2011) presents evidence which shows that the Internet is a useful research tool.**

* This in-text citation shows that you have used the Authors work and can specify where it came from. Notice that the quote is in inverted commas, and the page number is identified. ( page 82)

**Because of significant number of multiple births in the United States, Jones points out that this country needs to "formulate ethics guidelines to regulate the fertility clinics" (1997:82).**

* The following example shows how you would use an in-text citation and then shows how that citation would look in the List Of References.

**IN-TEXT**

**“The skin is the largest organ of the body and is vital to the health and wellbeing of the individual” (Godfrey, 2001:1)**

**LIST OF REFERENCES**

**Godfrey, Sheila. (2001). Principles and Practice of Electrical Epilation, The [online]. 3rd Edition Elsevier Science & Technology. Available from: <http//lib.mylibrary.com/Browse/open.asp?ID=105149>22 October 2010**

**Refer to the UHI Referencing guide for full details on how to reference. I will provide you with a hard copy of this guide – please note that at the back of the guide I have inserted a more basic version of the most commonly used referencing methods. Notice that there is a specific way to format your referencing**