



### What is referencing?

When you are writing a piece of work and use someone else's words or ideas you must reference them.

This means that you need to include detailed information on all sources consulted, both within your text (in-text citations) and at the end of your work (reference list).

### Why is it important?

**Referencing demonstrates that you have:**

- Acknowledged your sources of information
- Read widely around the subject
- Consulted related research
- Explored others' opinions
- Checked your facts
- Substantiated your arguments
- Drawn your own conclusion

References also enable the reader to find the original source if they wish.

### When do I reference?

Each time you use someone else's ideas, words or facts, it is essential that you acknowledge this in your work. Not acknowledging other people's work is intellectually dishonest and can lead to plagiarism.

### How do I reference?

There are several different referencing styles used within Queen's therefore you must check your module/School handbook to clarify which **referencing style** to use. It is important to use the referencing style consistently throughout your piece of work.

### What is plagiarism?

Plagiarism involves deliberately or inadvertently presenting someone else's ideas as your own. It is viewed as cheating. It doesn't just apply to direct quotations but summarised and paraphrased arguments too. Plagiarism is treated very seriously and is identified as an academic offence.