Why is referencing important?
Referencing is an essential part of writing at university and may account for a portion of your marks. Consistent and accurate referencing:

- means readers can identify and find the material you have used in your work
- helps you avoid accusations of plagiarism (copying others' work)
- demonstrates that you have carried out the necessary research.

Your lecturer will tell you which referencing style to use.

How do I reference a.....

Book

Chapter/contribution in an edited book

Journal article

Newspaper article

Web page

How do I reference e-books and electronic journal articles?
- Reference any e-books from the library as if they were print.
- If the journal article is available as a pdf document, you can reference it as if it were print – even if you got it from an online database.
- If a newspaper reference contains the page number it can be referenced as print, even if you read it online.

How do I cite within my written work?
- If the author's name occurs naturally in the sentence, then the year of the work is in brackets.
  e.g. According to Parahoo (2014)....
- If the author's name does not appear naturally, the author's surname and the year are in brackets.
  e.g. Recent research (Hannon-Fletcher 2014) indicates....

How do I insert quotations?
- If a quotation is less than a line, include it in the body of the text in double quotation marks, e.g.
  According to Aveyard (2014, p.42) the literature review process also includes “discussion of your results and recommendations for practice.”
- If a quotation is longer than a line it should be indented, single spaced and appear in double quotation marks, e.g.
  According to Aveyard (2014, p.42)
  “The availability of information on any topic you might consider is likely to have increased in recent years due to the emphasis on evidence-based practice and the expansion of sources available on the Internet.”

How do I cite a source quoted in another source (secondary referencing)?
- Cite both sources in the text e.g.
  Observations by Skinner (1938 cited in Leslie 2002)
- Only cite the source you have read, i.e. Leslie, in your reference list.

How do I order my references at the end?
- References should be in alphabetical order by author’s surname (family name) or by organisational name if relevant.

For further help and guidance, please contact a member of the Life and Health Sciences Library Team: library.ulster.ac.uk/sci/contact/