**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 a 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.

Cite within my written work?

- If an author’s name occurs naturally in the sentence, the year of the work is in brackets. e.g. According to Liddell (2014)....
- If the author’s name does not appear naturally, the author’s surname and the year is in brackets. e.g. Recent research (McLernon, Stringer & Wilson, 2014) indicates....

Insert quotations?

- If a quotation is fewer than 40 words, include it in the body of the text in double quotation marks, e.g. According to Aveyard (2014) the literature review process also includes “discussion of your results and recommendations for practice” (p.42)
- If a quotation is 40 or more words it should be indented, double spaced and should not be enclosed in quotation marks, e.g. Aveyard (2014) states that:

> 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. (p.42)

Cite a source quoted in another source (secondary referencing)?

- Cite both sources in the text e.g. Observations by Skinner (as cited in Leslie, 2002)
- Only cite the source you have read, i.e. Leslie, in your reference list.

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/

Please note:
If you use the standard APA referencing style provided in referencing software, such as RefWorks, some of the punctuation details will differ slightly from the examples provided here. This is still acceptable.