

Referencing drop-in

Enrichment Week
3 March 2021

University Library. [Explore the possibilities](#)



CSE



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Today's Facilitators

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Zoom Guidance

- **Mute your microphone** unless it's your turn to speak.
- You can **ask a question or comment at any time**. Type it into the chat panel.
- During discussions, **use the Raise Hand function** and wait for the lecturer or facilitator to ask you to speak.
- Please pay attention and try to **avoid multi-tasking**.
- **Be polite** and treat the online environment as you would the classroom; the same rules and procedures apply.
- Working online may feel awkward and unfamiliar to you. **Be accepting of disruptions** and the challenges of communicating online.
- **You don't have to turn your video on**, but it will make it easier for us to get to know each other and work together.

Today's Session

In this session you will discover:

- Why it's important to manage your information and why it's important to reference
- When you should/shouldn't reference
- The many, many different reference styles
- Common referencing problems and where to find answers
- Top tips
- Where to find help with your referencing and reference management tools
- Your next steps

Referencing

Why do it?

Why is referencing important?

- gives authority to your work by showing the breadth of your reading
- enables a reader to see the original sources that you have used in your assignment(s)
- shows the reader how you have built your argument and engaged with the ideas of others
- makes clear which ideas are your own and which are someone else's; this enables you to avoid poor academic practice
- allows assessors to find and fact-check your sources
- provides an easy-to-follow trail that other readers can follow to locate the sources you've used, should they want to learn more

When do you need to reference?

You need to include a reference whenever you use information from someone else's work.

It doesn't matter where that information came from - websites, textbooks, journal articles, magazines, newspapers, computer programs, images, social media - **if you use it, reference it.**

When you don't need to reference

- if something is considered common knowledge e.g. “Newcastle upon Tyne is in the North East of England”
- also applies to common knowledge in your own subject; if an educated reader would know a fact without needing to look it up, it probably doesn't need a reference.
- However, be very careful and **if you aren't sure reference it!**

Referencing Common problems

Top tips!

- Be organised from the beginning – don't leave your referencing to the last minute
- Keep a Word doc open for your references as you go along
- Email yourself articles
- Set up alerts in databases and Library Search
- Bookmark online content
- Remember to note page numbers of quotes or text you want to paraphrase
- Be selective with your quotes – academics don't like long quotes or lots of tiny quotes strung together. Remember they count towards your word count!
- Use Library Search/databases/Google Scholar to get the citation BUT ALWAYS CHECK AND EDIT!
- Make sure your references are full and consistent – be pedantic!
- Don't reference websites with just a URL – what are you referencing that you found online?
- Reference all images/graphs/diagrams used
- Try and avoid secondary referencing – find the original source
- Find out your referencing style from your module leader/School office etc.
- Use Cite them Right

Academic Skills Kit (ASK)

- **Useful advice on favourite topics**, such as good academic practice and referencing, exams and revision, learning online, and academic writing
- **New topics on critical thinking**, and digital and information skills that can help you manage information and collaborations online
- **A wide range of informative videos** filled with great advice and tips to help you study
- **Reflective quizzes** that help you check your learning and identify your next steps
- **New downloadable guides** that you can keep and reference as you study

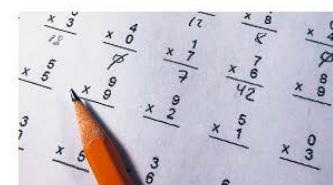


Academic Skills Kit

Advice on developing your academic skills and information about where you can go for support.

What do you think the new Academic Skills Kit? Give us your feedback.

Dismiss



Assessment >

Learn about writing essays and dissertations, taking exams and delivering presentations.



Writing >

Develop your academic writing and grammar.



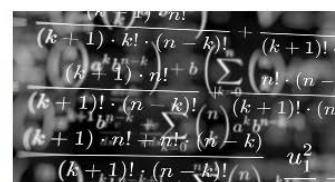
Study Skills >

Develop the skills you need to become an effective independent learner.



Good academic practice >

Build good referencing habits and find out how to develop your academic writing skills to help you avoid plagiarism.



Numeracy, maths and statistics >

Learning resources to help with maths in your course.



Information and digital skills >

Build the skills you need to find and engage critically, creatively and collaboratively with digital information.

Next Steps

Think about how to manage your information:

- How are you going to keep tabs on all of the information you are using?
- Will you use a reference management tool?

Explore and find help:

- [Cite them Right](#)
- The [Academic Skills Kit](#) – have a look at our new site!
- The Library's [Skills Guides](#)
- [Managing Information Guide](#)
- [EndNote Guide](#)

Questions
Anything you would like to ask?



Help Point

Live chat 24/7



Library Help online at libhelp.ncl.ac.uk

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