

Referencing drop-in

Enrichment Week
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University Library. [Explore the possibilities.](#)

CUSTOMER SERVICE EXCELLENCE



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 you 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



Assessment >

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



Writing >

Develop your academic writing and grammar.



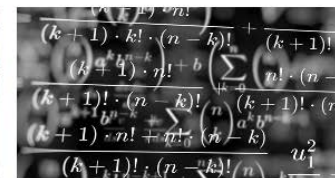
Study Skills >

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?



Live chat 24/7

Library Help online at libhelp.ncl.ac.uk



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