What is referencing?

When you write an assignment or create any piece of academic work, you will be drawing upon information you have read in books, journal articles and other sources. You will be expected to acknowledge these sources through referencing.

Accurate referencing is very important because

• it provides evidence for your arguments
• it demonstrates that you have researched or read around the subject which you are writing about
• it allows any reader of your work to find the original sources you used
• it shows that you are not passing off someone else’s work as your own thoughts

You should reference whenever you use someone else’s work in your own work; not only when you quote but also when you paraphrase or summarise someone’s ideas.

Never copy and paste information into your work without referencing it. This is plagiarism.

You should reference any kind of source of information that you use; books, journal articles, information on the internet, lecture notes, images, TV broadcasts, etc.

Whenever you use work by someone else, you must acknowledge it in two places:

• by citation in the main body of your text. Citations should enable a reader of your work to find the full details of your sources in your reference list.
• by reference in a list at the end of your work. References should enable a reader of your work to find your sources.

You are strongly advised to keep detailed records of all the sources you use. APA 6th ed is the most common referencing style used at Sheffield Hallam University. However, not all students at SHU are expected to use APA for referencing. Please follow the guidance you are given by your tutors.