

The Referencing Journey

Good referencing happens in every step of your research.

Follow this journey to find, evaluate, use and reference sources with confidence.



FIND IT

Search for information that is relevant to your topic.

- ✓ Use library databases, journals and books.
- ✓ Try different keywords and search terms.
- ✓ Keep a record of where you find it.



EVALUATE IT

Check the source is credible, reliable and suitable for your work.

- ✓ Who is the author or publisher?
- ✓ Is it supported by evidence?
- ✓ Is it current enough for your topic?
- ✓ Is it relevant to your assignment?



READ IT

Read actively and understand the key ideas and evidence.

- ✓ Read carefully and take your time.
- ✓ Identify the main arguments and findings.
- ✓ Make notes in your own words.



USE IT

Use the information to support your ideas and arguments.

- ✓ Put the idea into your own words.
- ✓ Integrate it smoothly into your writing.
- ✓ Avoid copying – add your own analysis.



CITE IT

Acknowledge the source in your work whenever you use their ideas.

- ✓ Add an in-text citation (author and year).
- ✓ Include a page number for direct quotes.
- ✓ Cite even when you paraphrase.



REFERENCE IT

Give full details of the source in your reference list at the end.

- ✓ Include every source you cited.
- ✓ Use the correct reference style.
- ✓ Make sure details are complete and accurate.



CHECK IT

Review your work to make sure everything matches and is accurate.

- ✓ Does every citation have a reference?
- ✓ Does every reference have a citation?
- ✓ Are names, dates and details correct?
- ✓ Is the formatting consistent?

Why it matters

Accurate referencing shows academic integrity, supports your arguments and helps readers find your sources.



REMEMBER

Referencing isn't just the last step – it's part of the whole research process. Make it a habit from the start!

Good referencing builds confidence

It shows respect for other people's work and strengthens your own.



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