



# **Citing, Referencing and Bibliography**

**Library and Information Services  
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**CITING** is acknowledging within your piece of work the resource from which you have obtained information when quoting or paraphrasing an idea from someone else.

**REFERENCE** is the detailed description of the resource you have cited. This is listed in a **Reference List** at the end of your work.

**BIBLIOGRAPHY** is the list of all the resources you have used/consulted when researching your work. This is included at the end of your work. Both the reference and bibliography listing follow the same format. The bibliography is always equal to or longer than the reference list.

For the purpose of your work at GKC you may not be required to submit a bibliography, a reference list may suffice.

If you would like more detailed information on referencing, see the Student Guide (available in the Library), or ask the Library staff.

## **What is Referencing?**

Referencing is a system used in academic writing to indicate where ideas, theories, quotes, facts, and other evidence and information used in an assignment can be found.

## **Why Reference?**

Referencing is necessary to:

- Give credit to other authors whose work you have quoted, or to whose work you have referred, in order to avoid an accusation of plagiarism.
- Allow the reader of your work to easily find the work you have read and thereby gain further information on the subject.

## **When to Reference?**

You must provide a reference:

- Every time you quote directly from someone else's work
- Every time you refer indirectly to someone else's work
  - e.g. if you paraphrase
  - if you summarise their arguments/ideas
  - if you use information which you've obtained from their work
- Where you wish to provide sources for further information, clarification of points you've made in your text or additional evidence to support your arguments.

## **How to Reference**

**Harvard** is a style of referencing which is a name and date system. The author's surname and year of publication are cited in the text of your work. The full details of the book are included in the reference list at the end of your assignment.

Harvard is the most commonly used system in UK Colleges/Universities. The style may have minor variations in different academic institutions; however, what is important is that you are consistent in its application.