

Referencing: why, when and how

Why do I reference?

To show your argument is supported by evidence

- Shows you have read widely to develop your ideas
- Shows your ideas are supported by the work of others

To acknowledge you have used the words or ideas of another person

- Gives credit where it is due
- Avoids plagiarism (claiming someone else's work as yours)

To allow readers to find the original source of your information.

- Allows the readers to assess the validity and reliability of the evidence
- Allows the reader to find more detail for themselves

When do I reference ?

All academic writing draws on the ideas and findings of other researchers and writers. Whenever you use an idea, image or section of text that you found somewhere else, you need to make it clear where that information came from.

You reference when you:

- **Quote** exact words
- **Paraphrase** (refer to, or use, someone else's ideas in your words)
- **Use factual data** from other sources (e.g. statistics)
- **Reproduce** a chart or diagram
- **Need to show you have evidence** for a statement or argument you are making.

You usually don't reference when you:

- **Use your own knowledge** (e.g. personal experience, your own experimental data)
- **Refer to common knowledge** in your own words (e.g. D-Day occurred on June 6th 1944)
- **Use general subject knowledge** in your own words.

If in doubt, provide a reference

How do I reference?

Referencing always has two parts: an in-text citation and a reference.

The **in-text citation** sits in the body text to acknowledge the source of your information.

It is a shortened version of the reference on the final page of the document, and includes the author's family name(s) and date of creation.

Conservation in the 1870s involved a struggle to move forward from previous settler exploitation of natural resources, with prominent figure Julius Vogel advocating the idea of not simply making economic use of forests, but facilitating the creation of new forests (Young, 2004). Following a period of colonisation, land conflicts and environmental destruction, there was a realisation by some in the late 19th century that natural environments had become fragile.

The **reference entry** appears in a list with the heading References at the top of the last page. It includes full details of each of your sources: author's family name(s) and Initials, date, title, and where to find the source.

References

Young, D. (2004). *Our islands, our selves: A history of conservation in New Zealand*. University of Otago Press.

Adapted from: Lemieux Library, University of Seattle

*This example uses **APA**, the most common referencing style at Lincoln University.*

More resources

On our website you will find resources on:

- how to use sources well in your writing (including paraphrasing & quoting)
- how to reference using APA style
- how to use other referencing styles