CITING REFERENCES FOR YEARS 7-9

When completing an assignment, it is necessary to acknowledge the source of any information used. This is called referencing. Any time you use information from another person's work, the source (book, website, magazine, video etc) must be clearly acknowledged. Failure to do so is called plagiarism, a dishonest practice, because you pretend that someone else's words or ideas are your own.

WHAT IS A REFERENCE LIST?

This is an alphabetical list of all the sources of material used when preparing an assignment. It is placed at the end of an assignment or project. It is arranged alphabetically by the author's surname.

CITE (LIST) THE DETAILS OF RESOURCES YOU HAVE USED IN THE FOLLOWING ORDER:

**Book**
Author’s name, Year of publication, Title of the book *in italics*, Publisher, Place of publication

*Examples*

Note: if the work has no author, the title is given first.

**Website**
Title of article *in italics* Year of publication, Name of organisation responsible for website, date website viewed, <web address>

*Example*

- More information on citing other types of resources is available on our library website.
- There are also links to online citation tools which are useful for making quick citations.