

CITE-SEEING: A GUIDE TO CORRECT REFERENCING

Citations are important for several reasons

- **Shows the breadth of your research**, or in other words, shows how much research is behind your assignment.
- **Allows falsehoods and misunderstandings to be traced back to their source.** *For example, if you reference a certain academic work in your assignment and it turns out their claims are later proven to be false - then you cannot be held accountable for this error.*
- **They reveal the flow and evolution of information.** They allow the reader to follow your thought process.
- **Your reader can easily track your information.**
- **If you want to expand on a point, you can refer to the original source.**
- If you have **a good source of information - that might contain more useful sources** of information that you can follow-up on.
- **They give due credit to other writers and researchers.**

TOP TIP

To cite means to give credit to the source of words or an idea when this material is not of your making. It appears as a "citation" or a "reference". Ask yourself:

- ✓ How do you know this information?
- ✓ Did you come up with this?
- ✓ Was it your idea or opinion?

What are Citations for?

Citations are directions for your reader to find the following:

- **Author** of the source.
- Directions from the citation to the bibliography to **discover more about the source** or examining a piece of academic work for **extra sources/** additional information.

TOP TIP

Ask yourself if your reader can find the source of your information easily?

Formatting Citations

This depends on your specific department, as different disciplines use different citations styles. (Harvard, MLA, etc.) Each citation style differs slightly in format or even information, and it is vital that you check with your department that you are using the correct style. **Departments often have either booklets, handouts or online material that detail how citations are formatted.** If in doubt – you should ask the lecturer or tutor.

Citations are found both in the body of the text and the bibliography. Some citation examples from the body of the text are as follows:

- **In-text citations**
- **Footnotes**
- **Endnotes**

TOP TIP

In-text citations, footnote numbers and endnote numbers, all appear after the quotes or paraphrased material, used in your essay. They point the reader to the relevant entry in your bibliography.

You never use all three citation methods in a single assignment. It is worth taking note of the method/ information used in the academic work that you are reading as part of your research.

TOP TIP

The bibliography appears at the end of your essay and contains all the necessary publication details on all the works, which you used or cited for your research.

What Citations Contain

Name of the Source	Place in the Source	Author and/ or Year of Publication
✓ Title of the book	✓ Page number	
✓ Title of the article	✓ Chapter	
✓ Name of the TV show, etc.	✓ URL, etc.	

When to Cite?

- **Quotes**
- **Reference** to an idea/ theory/ statistic, etc.
- When you **paraphrase** someone else's work.
- Material that is **informing or supporting** your own ideas/ argument.

However, common knowledge does not need to be cited. *For example, the date of someone's birth or death.*

TOP TIP

You should cite everything that you did not write. If you are not sure - the best policy is to cite it anyway!

Misconceptions about Citations

X	Too many citations make a submission look messy.
X X	It is safer to “forget” a difficult citation rather than citing it correctly.
X X X	My corrector will be more impressed if I pass the information off as my own.

Conclusion

Citations are a requirement in academic assignments and if done correctly will increase your mark!

Useful Links

- UCC Library, 'Academic Integrity: Referencing', Available at: <https://libguides.ucc.ie/academicintegrity/referencing>
- UCC Skills Centre, 'Additional Resources', Available at: <https://www.ucc.ie/en/skillscentre/additionalresources/>