

Top Tips for Referencing

Take a look at our top tips and advice to help you feel confident managing your referencing.

1. Take note

Record details of information sources as you read. Take note of the author's name, the date of publication, the title of the work, and publisher information where available, and don't forget to note the page number of any quotations you might use.

2. Know your style

Even if you plan to use referencing tools or reference management software, it is a good idea to familiarise yourself with the basics of your preferred referencing style. This will help make sure you record all the information you need for your reference, and will help you spot any mistakes quickly.

3. Make use of referencing tools

There are lots of referencing tools that can help you manage and format your citations and references correctly. Here are some examples:

Cite Them Right

[Cite Them Right](#) is a useful online tool that lists the information you need to include in a reference, and provides examples of how a reference will look as a citation and in a reference list. It provides guidance on several referencing styles, including Harvard, APA, Chicago, IEEE, MHRA, OSCOLA and Vancouver.

Citation Buttons



Keep an eye out for the citation option on Library Search, Google Scholar and subject databases. Clicking the cite button will provide a reference that you can copy and paste directly into your reference list. You might need to tidy it up a little bit, but using this will save you time over creating references manually.

Reference Building Tools

Reference building tools, such as [ZoteroBib](#), help you to create a bibliography using the correct referencing style. You can input information manually, or use import functions to pull information through from other webpages or documents. As with the citation button above, reference building tools can save you time, but you still need to check the references are accurate.

Reference Management Software:

If you're writing a detailed essay, dissertation or thesis, you may want to use reference management software to help keep all your references organised. This software allows you to import references from Library Search, Google Scholar or subject databases; sort references into groups; attach PDFs, and add research notes. You can then use the reference management software while you write to add citations and format your reference list automatically. If you plan to use software such as [EndNote](#), [Zotero](#) or [Mendeley](#), make sure you take the time to learn how they work so you don't run into problems later.

4. Don't leave it to the last minute

Save yourself time and stress when putting together your bibliography by making a list of references as you write your assignment.

5. Double check

Reference management software and referencing tools can't make a bad reference good, and while these tools are helpful, the references they provide are often machine-generated, meaning they can contain errors. It's your responsibility to double check that all the information is included and that your references are formatted correctly.

6. Be consistent

The key to good referencing is consistency. Whatever style you use, stick to it and make sure each reference follows the same format.