Citing and referencing

When to cite

Here are some actions that you might do when writing a piece of work. Tick **Yes** or **No** depending on whether or not you would need to provide a reference:

|  |  |  |
| --- | --- | --- |
|  | **Reference required?** | |
|  | **Yes** | **No** |
| Quote from a website |  |  |
| State your own opinions on a topic |  |  |
| Summarise the findings of a research paper |  |  |
| Present a set of data from your own original research |  |  |
| Include a diagram you have found openly available on the web |  |  |
| Synthesise the ideas of two separate sources, linking them together using your own words |  |  |
| Discuss of the ideas or research of another person in your own words |  |  |
| Mention a piece of information that is common knowledge |  |  |
| Paraphrase a passage from a book |  |  |

Solutions

|  |  |  |
| --- | --- | --- |
|  | **Reference required?** | |
|  | **Yes** | **No** |
| Quote from a website | ✓ |  |
| State your own opinions on a topic |  | ✓ |
| Summarise the findings of a research paper | ✓ |  |
| Present a set of data from your own original research |  | ✓ |
| Include a diagram you have found openly available on the web | ✓ |  |
| Synthesise the ideas of two separate sources, linking them together using your own words | ✓ |  |
| Discuss of the ideas or research of another person in your own words | ✓ |  |
| Mention a piece of information that is common knowledge |  | ✓ |
| Paraphrase a passage from a book | ✓ |  |