

Read it!



Write it!

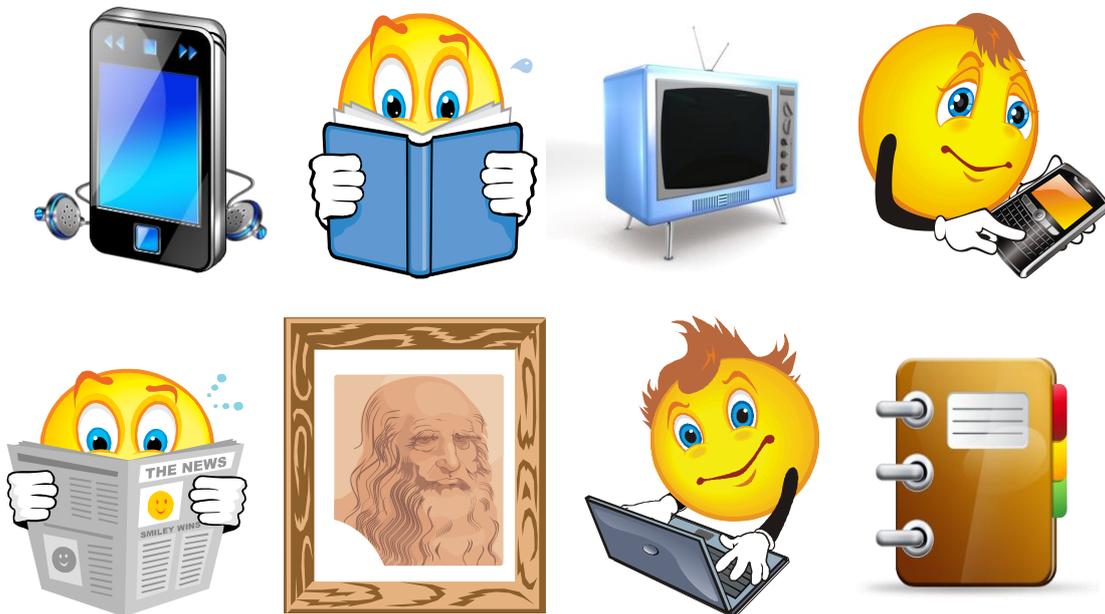


Reference it!

A guide to referencing for pupils working at Second Level

What is a Source?

When we are finding out information on a topic or for a project, or are preparing to do a piece of writing, we often get our information from lots of different places. Anything we **look at** or **listen to** which gives us information for our work is called a **source**. These might include non-fiction books, encyclopaedias, newspapers, magazines, websites, podcasts or television programmes. A conversation with someone who knows more about the topic than we do is also a **source**.



Not all sources are good quality sources!

When you are using a new source to find information, you should always ask yourself the following questions:

- Who wrote it?
- Is it accurate?
- Is it biased?
- Is it useful?

Who wrote it?

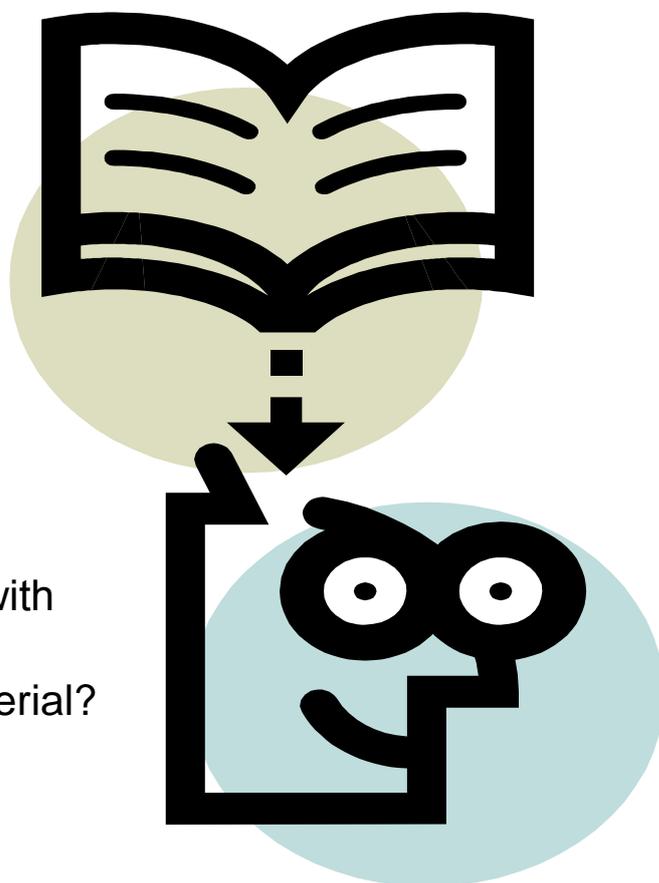
- Are they an expert?

Is it accurate?

- Does the information 'fit' with what you already know?
- How up to date is the material?
- Do the 'facts' check out?

Is it biased?

- Some sources of information are purely factual – these are mainly encyclopaedias, dictionaries, reference works
- **Most** sources contain an element of opinion or bias – the writer's point-of-view on the topic.



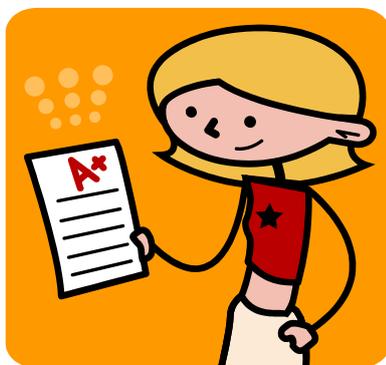
Is it useful?

- Is the information relevant or related to the topic you are investigating?
- Is the source laid out so that you can find information easily?
- Can you understand the vocabulary in the source without too much difficulty?

Referencing

If we have used **sources** to help us with a piece of work, we need to make a special **list** of the sources at the end, to show where our information has come from. This means people reading our work can check the facts for themselves, or use the sources to find more information on their own.

When we make this list, we are “referencing” our sources. The list itself is called the “**references**,” or sometimes it is called the “**bibliography**.”





Keeping Track of our Sources

Keep track of the sources you use as you research your topic. This will make it much easier when it is time to write your references. You can use a grid like the one below to help you keep track:

Type of source	Author (s) (if known)	Title or URL	Publisher, place and date of publishing	Date you used the source
Book	Catherine Burch	Food (Growing up in World War 2).	Franklin Watts London 2005	5 April, 2010
Person (interview)	James Smith	Interview with my granddad about his experiences of rationing in World War 2.		6 April, 2010
Television programme		What we Ate in the War.	BBC 2 2005	8 April, 2010
Website		Food and Shopping – World War 2. http://cookit.e2bn.org/historycookbook/20-97-world-war-2-Food-facts.html	BBC	2 April, 2010

A blank grid for you to use....

Type of source	Author (s) (if known)	Title or URL	Publisher, place and date of publishing	Date you used the source

Your list of references goes at the **end** of your project, investigation or piece of writing.

Here is an example of references which come from a project on food in World War 2.



When you do your own references, try to follow the same layouts for the different sources you use.

References:

BBC (2010) *Food and Shopping*. Available at:
<http://cookit.e2bn.org/historycookbook/20-97-world-war-2-Food-facts.html>
(Accessed 2 April 2010).

Burch, Catherine (2005) *Food (Growing up in World War 2)*. London: Franklin Watts.

Forbes, Jenny (2003) *Rationing in World War 2*. York: Heinemann.

Laing, Susan (2007) *How We Used to Eat*. London: Catto.

Smith, James (2010) Interviewed by Emma Smith, 6 April.

The World Book Encyclopaedia (2006) Chicago: World Book, Inc.

What we ate in the War (2005) BBC 2 Television, 8 April, 2010.

Woodlands Junior School (2010) *Rationing*. Available at :
<http://www.woodlands-junior.kent.sch.uk/Homework/war/rationing.htm>
(Accessed 7 May 2010).

What is Plagiarism?

Plagiarism happens when one writer “steals” another writer’s ideas, words and phrases.

When you use sources to help you find information, it is really important that you don’t just copy an author’s words or “cut and paste” a chunk from a website.

Can you reorder or lay out the information in your own way?

Where possible, put the information in your own words.

Make sure you include the source in your list of references!

