

THE TWO TYPES OF REFERENCING

In your work, you are expected to use two types of referencing. This information sheet explains what these are.

REFERENCING IN THE TEXT OF YOUR WORK – SHORT REFERENCES

In the text of your work (for example, the essay itself), you must reference your sources of information in an abbreviated (short) format. This signposts your reader to the full details of the sources of information in the list of references at the end of your work (see below). You do not use full references in the middle of your work because they are bulky; they break up the flow of your writing; and they would be included in your word count.

The referencing guidelines given to you by your college or university department will tell you what to put into your short references. Alternatively, have a look at page 3 in the example of referencing guidelines [\[link to An example of referencing guidelines information sheet\]](#) supplied with this topic.

REFERENCING AT THE END OF YOUR WORK – FULL REFERENCES

The references at the end of your work must give the full details of all your sources of information, which are signposted from the short references in the text of your work (as above). These full references enable your reader to find and check your sources of information if they wish to.

Every piece of work you do must include a list of references (or bibliography), unless your tutor tells you otherwise. The list of references includes all the sources of information that you have actually quoted from, paraphrased or referred to in the text of your work.

The list of references is normally arranged in alphabetical order of authors' surnames. All the sources of information must be in one list.

The referencing guidelines given to you by your college or university department will tell you what to put into your full references. Alternatively, have a look at pages 4 to 6 in the example of referencing guidelines [\[link to An example of referencing guidelines information sheet\]](#) supplied with this topic.