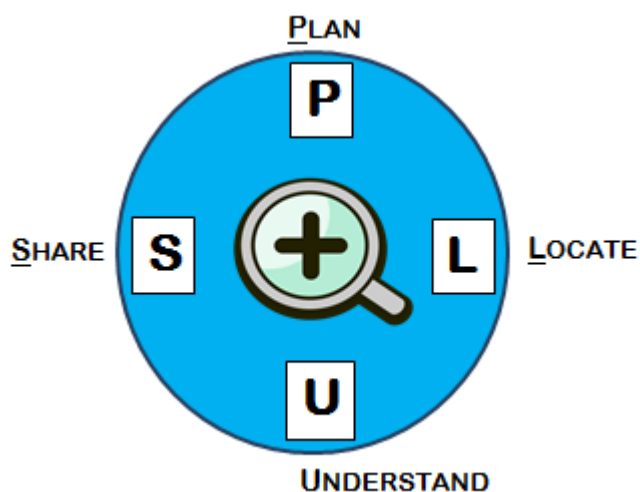


INFORMATION SKILLS – SESSION 2: SHARING INFORMATION or HOW TO REFERENCE.



The PLUS model guides you on the research process

Session 3 covers how to share the information you've found by saying where you found it. This is called referencing or citation.

What the SQA says:

"It is important to know that you can't copy material from sources and include it as if it were your own work.

You must acknowledge and clearly reference all material from sources so that it is clear what work is not your own."

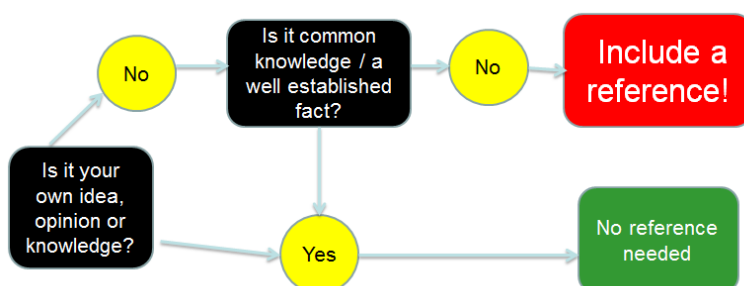
Why do we need to reference our sources?

- To avoid plagiarism by differentiating between your own thoughts and those of others
- To demonstrate that you've done your research
- To support points made in the text - backing up facts / lending weight to your arguments
- To enable others to find the information sources you have used

Plagiarism = copying words, work or ideas and presenting them as your own.
This might be copying things directly, or copying work and changing a few words or details.

What kind of things do you need to reference?

- **Direct quote.** Copying & repeating the exact words = a quote. Put quotes in quotation marks.
✓ **Example:** *A report by The Reading Agency states that "reading for pleasure can increase empathy, improve relationships with others, and reduce the symptoms of depression" (The Reading Agency, 2015)*
- **Anything you are paraphrasing** (repeating information but using your own words)
✓ **Example:** *A recent study has found that reading fiction can help improve our relationships with others and benefit our mental health (The Reading Agency, 2015).*
- **Statistics**
- **Images, diagrams, tables,** figures or other illustrative content (unless you've made them yourself)



REFERENCING TERMINOLOGY:

CITATION = any time you mention that you are referring to someone else's work = a citation. You cite your source and readers know there will be a reference.

REFERENCE = the full details of your source (author, title of work, publication details, weblink etc.).

BIBLIOGRAPHY (also called *List of References, Works Cited*) = a list of all your references, **in alphabetical order by author**, at the end of your work. A bibliography may also include works you have consulted, but not referenced.

HOW TO REFERENCE

Ok. Brace yourself. There are TWO METHODS for citing & referencing. Choose one and stick to it:

Method 1: Using footnotes

Citation in your text with a number to guide to your footnote

Kershaw¹ points out that the use of additives in food preservation can affect nutrition.

An article in Food Processing magazine² suggests there will be big changes in the way we package food in the future

Reference (in a footnote at bottom of page):

¹ Ian Kershaw. *Food Technology in the 21st Century* (Oxford, 2011) p 206.

² Kevin T. Higgins. *European Food Stores Demand Alternatives To Plastic Packaging* (2018)

<https://www.foodprocessing.com/articles/2018/alternatives-to-plastic-packaging/>

(MS Word can do these steps for you. Go to the "References" tab and click "insert footnote")

List ALL references in your Bibliography at the end :

- BURLEIGH, L. *Ethical Farming* (London, 2000)
- KERSHAW, I. *Food Technology in the 21st Century* (Oxford 1987)
- HIGGINS, Kevin T. *European Food Stores Demand Alternatives To Plastic Packaging* (2018)
<https://www.foodprocessing.com/articles/2018/alternatives-to-plastic-packaging/> [accessed Aug 30 2018]

Method 2: In-text citation (also called "author-year" citation)

Citation – the author and year of publication - is included as in your text

The use of additives in food preservation has been shown to affect nutrition. (Kershaw 1987, p 206)

An article in Food Processing magazine (Higgins, 2018) suggests there will be big changes in the way we package food in the future.

List ALL references in your Bibliography at the end:

- BURLEIGH, L. *Ethical Farming* (London, 2000)
- KERSHAW, I. *Food Technology in the 21st Century* (Oxford 1987)
- HIGGINS, Kevin T. *European Food Stores Demand Alternatives To Plastic Packaging* (2018)
<https://www.foodprocessing.com/articles/2018/alternatives-to-plastic-packaging/> [accessed Aug 30 2018]

See separate handout for more examples

IMPORTANT: References follow a STYLE

Style = the order & format in which the elements of your reference appear (author, title, publisher etc.)

e.g. **Harvard style**

FRINGS, G.S. (1987) *Fashion: from concept to consumer*. London: Prentice Hall.

e.g. **Chicago style**

Frings, G.S. *Fashion: from concept to consumer*. London: Prentice Hall, 1987.

Choose your style (or use the one your course tells you to) AND STICK TO IT!!

ONLINE REFERENCE TOOLS WILL DO THE HARD WORK FOR YOU:

- Neil's toolbox: www.neilstoolbox.com
- Cite this for me: www.citethisforme.com

**DON'T FORGET TO
KEEP TRACK OF ALL
YOUR SOURCES SO
YOU CAN CREATE
YOUR REFERENCES.**

**USE THE APPS
SUGGESTED IN THE
SESSION 1 HANDOUT.**