

Welcome to the
Black History/
Level 2 Higher
Project
Qualification





Citing your sources

- Citing is where you give a source that you have used within the body of your writing.
- A bibliography is a full list of the sources at the end of the essay.
- You should cite your sources when you **quote** someone else or when you are using their **ideas**.
- This helps you avoid plagiarism.

What to reference?

What needs to be referenced within your essay?

- **Direct quotations**, using speech marks:

It is important to consider flooding impact - “Around 400 million people could be affected by coastal flooding each year, scientists have warned” (BBC, 2019)

- **Paraphrased material:**

The impact of climate changes and increasing temperatures is causing Greenland’s ice to melt at a quicker rate than anticipated, as shown in a new study (BBC, 2019).

- **Statistics:**

Sea levels could rise up to 67 centimetres by 2100 (BBC, 2019)



Writing a bibliography

- A **bibliography** is a clear summary of all the sources you used in writing your report.
- You **do not** need to record details of sources that you decided were not relevant and did not use in writing your report.
- You **do** need to include all written sources that you used in writing your report, including:
 - Books
 - Journal articles
 - Websites
- Any non-documentary research such as conversations, observations and data collection is recorded separately.



Structuring your bibliography

- There is no *required* format for your bibliography, but it should include all the information needed to allow someone else to find the same source, such as:
 - Name of author(s) (this might be an organisation for a web article)
 - Title (of book/article/video)
 - Publisher
 - Website address
 - Date (published or accessed)



Bibliography format

- You should decide on a format and layout and ensure you apply this consistently.
- The bibliography should come at the end of your essay.
- For example, always make sure that the author comes first, then date, then the rest of the information.
- List the sources alphabetically.
- It may help you to follow the Harvard referencing guidelines, you can find out more about this online, for example [here](#).
- Remember:
 - **Include the information needed**
 - **Be consistent in layout**

Example bibliography style

Book

→ Aster, M. (2016) *Writing a Bibliography*, 2nd edn, London: River Wilde Media.

Journal

→ Dominitsch et al. (1997) 'Getting to grips with referencing: helping students along', *British Journal of Educational Learning*, 28(4), pp. 421-432.

Website

→ Ingles, J. (2018) *Moving forward – preparing for university & organising your studies*, Available at: <http://www.wiley.com/fac/sci/dcs/teaching/movingon/7.pdf> (Accessed: 5th March 2020)

Newspaper

→ Towsky, R. (2015) 'Why research is so important', *The Guardian*, 30th August, p. 18.

Report

→ Vira, P. (2008) *Citing and referencing – UK (online)*. Available at <http://www.citingb4udo.co.uk/referencing> (Accessed: 26th April 2020).



Find out more

- Watch the video “Introduction to citing and referencing” here for more information:

<https://www.youtube.com/watch?v=gouEeFKs1xl>

- Have a look at BBC Bitesize information about Bibliographies here:

<https://www.bbc.co.uk/bitesize/guides/zctwqty/revision/12>

<https://www.bbc.co.uk/bitesize/topics/zv8myrd/articles/z9c2qfr>

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Pearson