REFERENCING TIPS: BASIC RESEARCH RULES IN WRITING THE REPORT

1. In-text citation - Use Surname and year of publication (Samuels, 2014).

2. In-text citation - you are citing placing the author in the front of your sentence: Samuels (2014).

3. In-text citation - you are citing placing the author at the end of your sentence: (Samuels, 2014).

4. Paraphrase, summarize or use direct quotation to cite all sources in your work.

- Paraphrasing means that you rewrite the authors' ideas in your own words. MOSTLY USED IN YOUR WORK.

- Summarizing means that you rewrite only the main points presented by the author. OFTEN USED IN YOUR WORK.

- Direct quotation is when you copied any part of the authors' work word-for-word. RARELY USED IN YOUR WORK.

5. Add Reference Page at end of work that contains all sources in your work: author, publication year, editor, city, website and date retrieved etc. (use www.citethisforme to do your reference).

6. Place the full stop or other quotations signs outside of your bracket, and not inside.

7. When there are more than three authors as the source use: eg. (Samuels et al., 2014).

8. If you are citing a source that is citing someone else: eg. (Bhayesh, 2014 cited by Nelson, 2015).

9. Plagiarism is Failure to do ANY of the above. Plagiarism is immediate dismissal from program.

THE BASIC RULE YOU MUST FOLLOW WHEN YOU USE DIRECT QUOTATIONS:

1. Use the open and closed quotation signs " " to show that these are the direct words of others.
2. Use the author's surname and the year of publication that spoke or wrote the words.
3. Use page number, paragraph number, or section number where the words are written depending on whether it is a book or webpage.