**Should I cite it?**

Is it your idea, word or image?

Yes – have you used it in previously submitted work?

If you have used it in previously submitted work, you need to cite yourself –check with your lecturer if this is allowed on your course.

No, If you haven’t used it before, you don't need to cite it

**If it is not your idea, word or image, is it common or historical knowledge?**

Yes – you don't need to cite it.

No – you need to cite it.

**Have you included the author's name and year of publication?**

Yes – well done, you have cited correctly.

No – you need to include this.

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