GOVERNMENT COLLEGE UNIVERSITY
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Department: Information Technology

Assignment: Technical & Business Writing

Title: Referencing, its types & referencing in Information Technology

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What is Referencing?

Referencing is the process of giving the full credit of content to the original author by respecting his contributions. It helps the reader to clarify and verify the content from the sources so that he can easily understand the research of the author. In short, we can say that referencing improves the readability and authenticity while giving the full credit of sources to the original author.

Importance of References:

- It improves the efficiency of research.

- It avoids plagiarism, which causes the research to be not useful.

- It respects the research of the original author by giving them the full credit.

- It helps to maintain the consistency in writing while giving the credit to the original author.

- It enables the reader to read the research with ease.

Main Types of References:

Primary Sources: In primary sources, there is original research along with its publications.

Secondary Sources: In secondary sources, there is an explanation, expansion, and interpretation of original research.

How Referencing Works in Information Technology:

- It is used for referencing links,data sources, or origins.

- It helps to explain and verify the facts and content of research.

- It enables the traceability of digital information in IT

- It guides documentation and academics for tech writing.

- It helps the author to make an efficient research paper

- IT specialists can use referencing to increase the authenticity of their search by giving respect to the contributions of the original author.

Do's & Don'ts of Referencing:

- Ensure that every source cited in the text is included.

- Verify the names of the authors and the years of publication.

- Maintain a copy of all references for safekeeping.

- Consistently apply the same formatting style.

- Avoid replicating another person's ideas without appropriately acknowledging them.