

What is this Sourcing/Referencing Business?

What is Referencing: Referencing is used to let the reader know where you obtained your information from. It is also used to give credit to the original author of the material or idea you, as a student are using. This reference needs to be included in two places of your assignment; first, within your text itself and also at the end of your work. The “in-text” reference usually includes the following elements: the author’s family name, the year of publication and the page number; however this will depend on the style of referencing you are using. The bibliography or works cited page found at the end of your assignment must include all of the requisite reference information. (See <http://www.library.concordia.ca/help/howto/> for guidelines).

Quoting: This is “word for word” (verbatim) copying from an outside source. The writer must identify which sections are taken verbatim from the original author by using quotation marks. Depending on which style of citation you are using you must never forget to also add the in-text citation at the end of the quote.

Paraphrasing: When you read any material, whether it is a book, an article or the Internet you may want to put the ideas into your own words instead of using direct quotes. Paraphrasing is not just changing words in the original text but understanding the text and writing it entirely in your own words. It should be the same ideas but expressed differently. Paraphrasing still requires the writer to reference the idea you took from the original author. Depending on the style of citation you are using you will need to use in-text citation or a footnote at the end of the idea you have paraphrased. This paraphrased information must also be fully cited in your bibliography or reference page.

Do you want to learn more about proper referencing?

- **Counselling and Development, SGW**
H - 440
1455 de Maisonneuve W.
Tel.: (514) 848-2424 ext. 3545
<http://cdev.concordia.ca/>
- **Counselling and Development, Loyola**
AD – 103
7141 Sherbrooke St. West
Tel: (514) 848-2424 ext. 3555
<http://cdev.concordia.ca/>

- **Vanier Library, Loyola**
7141 Sherbrooke St. West
Tel: (514) 848-2424 ext. 7766
<http://www.library.concordia.ca/>
<http://www.library.concordia.ca/help/howto/>

- **Webster Library, SGW**
1400 de Maisonneuve Blvd West
Tele: (514) 848-2424 ext. 7777
<http://www.library.concordia.ca/>
<http://www.library.concordia.ca/help/howto/>

For more information call or email us at:

STUDENT ADVOCATE PROGRAM

Loyola Campus, AD -131

Tel: (514) 848. 2424 ext. 3992

Email: studadv@alcor.concordia.ca

Web: <http://supportservices.concordia.ca/studentadvocateprogram/>

