{Text in curly brackets indicates the type of source and is for information only.

**DO NOT** include this in your reference list}

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Swain, H. (2012, August 16). Clearing decision time: “go for what you enjoy”, say tutors. *The Guardian*. [http://www.guardian.co.uk/education/2012/aug/16/clearing-whats-on-offer?](http://www.guardian.co.uk/education/2012/aug/16/clearing-whats-on-offer)

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{Chapter in an edited book}

**NOTES**

**Referencing style**

You should always follow the advice given by your lecturer. These notes are provided by Chichester College library and refer to the APA 7th edition. They are based on the style used by the University of Portsmouth. If you are taking a course from another institution e.g. Solent University or University of Chichester please use their preferred style of referencing.

**Other types of source**

**T**here will not be guidance for every type or variation of a source – try looking it up at [https://apastyle.apa.org/style-grammar-guidelines/references/examples/](https://apastyle.apa.org/style-grammar-guidelines/references/examples/%20) or contact the library for advice.

**What do I need to reference?**

**You need to reference**: a direct quotation; a paraphrase; someone else's idea or theory; the result of someone else's research; statistical information collected by someone else; a statement of law or fact; a definition.

**You don’t need to reference**: a concrete fact easily verifiable in a reference book; knowledge which is so generally available as to be taken for granted in any general reader (common knowledge); your own idea or theory; a result of your own observations or experiments; the result of a survey you have personally conducted; anything you have read but not used in your work.

**Reference list** **or bibliography?**

Some tutors also ask for a bibliography. This is formatted in the same way as the reference list and should also include any relevant sources which you have consulted but not quoted. The reference list should only include sources you have read yourself and quoted in your assignment.

**Do I need to cite the same source each time I refer to it, even if it is in the same paragraph?**

Your reader must not be left thinking 'where did this idea come from?' However, you can write in a way which implies that you are referring to the same source.

E.g., In his work, Smith (2007, p. 56) finds that ... Smith goes on to refer to ...

If you are unsure, it is better to cite the source each time you refer to it, to avoid being accused of plagiarism.