Wolfson Academic Skills

Referencing

Reading and note making need to be backed up by impeccable references giving proper accreditation to any sources that you use when building your written argument in an essay or thesis. This guide will help you navigate this process and avoid plagiarism.

Styles

In order to acknowledge the work of others, you must supply a reference to anything that has influenced your written work.

There is no one style of referencing at the University of Cambridge. However, all require similar information so that someone else can trace the work you have cited and see that you are giving credit to the ideas of others. You will be expected to make in-text citations or footnotes and to collate these as a bibliography at the end of your work.

Find out your referencing style and access Cite Them Right (a key reference resource and citation generator):

http://libguides.cam.ac.uk/referencemanagement/

Plagiarism

This is copying, colluding and quoting verbatim; using someone else’s knowledge but submitting it as your own.

It applies to all types of sources and media: text, illustrations, musical quotations, mathematical derivations, computer code, material downloaded from websites, drawn from manuscripts, published and unpublished material including lecture handouts and other students' work.

You can avoid it by keeping clear notes and citing the work of others for everything that isn’t common knowledge.

More information is available at:

- https://www.plagiarism.admin.cam.ac.uk/
Tools

You need to take records of everything you encounter during the research process. You can do this in a notebook but you find may that becomes unwieldy. Reference management software will store details and documents along with your notes, keeping everything in the same place and searchable so you can track it down quickly. It will also save you a significant amount of time by generating in-text citations and a bibliography in your written work.

There are two free pieces of software which perform these functions in slightly different ways. Both have a desktop and web version so that you can access your ‘library’ of resources from anywhere. To start, you can add references by dragging and dropping existing pdfs on your computer into the software.

The most efficient way to add new references to your library is by downloading the browser bookmarklet. This enables you to save references at the click of a button from catalogues, databases and webpages.

Both Zotero and Mendeley recognise the difference between a book, journal article, news item, video, web page and a host of other resources. They extract the relevant information about authors, titles, publishers, issues and volumes, where appropriate, downloading and linking to the pdf, where available.

Your library is fully searchable. You can store references in multiple folders and add tags to help you find related material quickly. Take notes and store these with the reference or attach them as a file.

The final element of the software is a Microsoft Word plugin for adding in-text citations and a bibliography. You can sync this at any time to add or remove references. There are thousands of referencing styles to choose from.

Here are a couple of differences that may help you decide which one to use:

**www.mendeley.com**

- Owned by Elsevier
- Preferred by STEM subjects
- Manages pdfs exceptionally well: extracts metadata better than Zotero; directly annotate, highlight and add notes; full-text search; pick up new pdfs that you have saved to your computer; automatic file renaming; and a recently read function
- Up to 20GB of storage (approximately 700 articles)
- Generate groups to share documents
- Receive suggestions for reading based on the content of related libraries
- Network with other researchers in your field.

**www.zotero.org**

- Open-source software
- Preferred by Arts and Humanities subjects owing to the larger number of resource types including letter, manuscript and map, as well as forms of social media
- More nuanced text editor than Mendeley, which includes a function for highlighting direct citations
- Bookmarklet icon changes to reflect the type of resource you are viewing
- Merge duplicate items, which helps to keep your library organised
- Separate tab in Word to add citations.
- Better at dragging and dropping references into email or Word to create a one-off list.

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www.wolfson.cam.ac.uk/library
http://libguides.cam.ac.uk/wolfsoncollege

Book a bespoke one-to-one session by emailing library@wolfson.cam.ac.uk
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