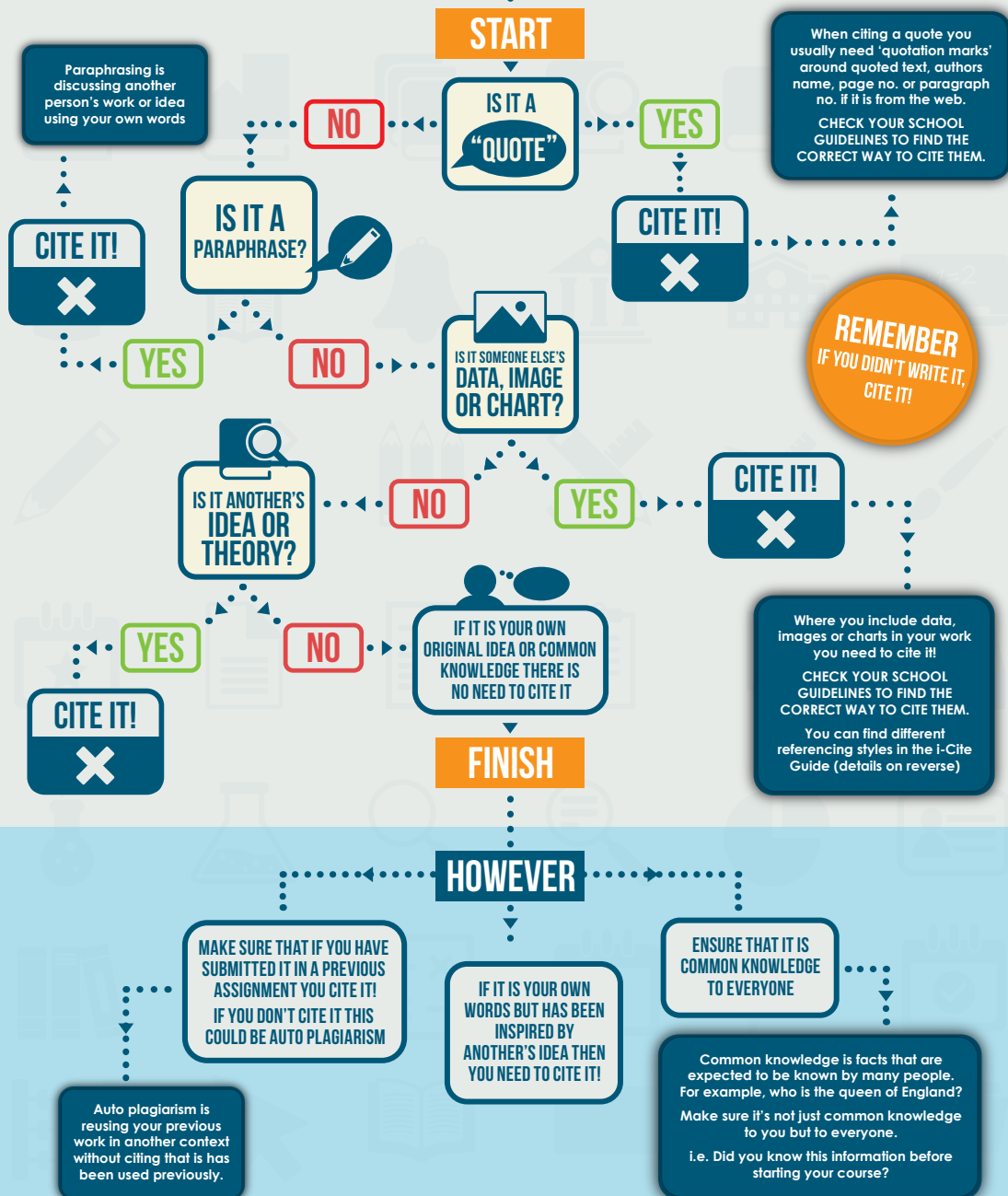


SHOULD I CITE IT?



TOP TIPS

Prepare your own work

Copying from a friend or purchasing essays is **also plagiarism**. Penalties for plagiarism range from a warning to withdrawal from the University. Is it worth it?

Paraphrase

If you find a perfect bit of information, read it and put it into your own words. Do not copy word for word and make sure you cite it correctly.

Quoting

When quoting a source, use the quote exactly the way it appears. Try to avoid quotes of 40 words or more, instead you should effectively paraphrase.

Referencing

At the end of your research paper include a reference page of works cited. You should include the author(s), date of publication, title, page no. and source. Refer to your school's guidelines for document formatting.

MORE SUPPORT

The **icite guide** gives lots of examples of how to cite and reference using different referencing styles.

intranet.birmingham.ac.uk/icite

Subject Support gives access to information on specialist subject databases, referencing software and advice about searching for information and how to contact your Subject Advisor to book an individual appointment.

libguides.bham.ac.uk/subjectsupport/index

Cite Them Right Online provides lots of help on citing and referencing, you can also search for topics such as secondary referencing.

www.citethemrightonline.com/

BIA's Insessional Programme provides Synthesise for Success, 1-1 English and AskEnglish! to help international students avoid plagiarism. intranet.birmingham.ac.uk/as/bia/insessional-landing-new.aspx

Academic Skills Gateway

has a wide range of help on academic writing, citing and referencing, note taking, etc. Gives access to self-spaced online courses, which allows you to dip in and out of courses/information as and when required.

libguides.bham.ac.uk/asc

Academic Skills Centre gives practical help on academic writing, referencing, note taking, exam techniques etc. You can book onto workshops or book an individual appointment.

intranet.birmingham.ac.uk/asc

GUILD ADVICE

If you've seen this too late and have been accused of plagiarism then Guild Advice can help. For more information visit our website.

www.guildofstudents.com/guildadvice

We are a free, impartial and confidential advice service for students at the University of Birmingham. We are always on hand if you need someone to talk to - Just come and visit us on the Ground Floor of the Guild of Students!

As well as providing advice and guidance we conduct research to help prepare you for University

Academic meetings and provide appropriate representation as and when required.

The Guild of Students is also home to Global Buddies, a scheme that matches international students with student volunteers to form small groups or 'buddy families'. Volunteers provide support, guidance and help their groups meet new friends.

For more information visit our website.

www.guildofstudents.com/globalbuddies

Your
Students' Union
University of Birmingham
guild of students

GUILD ADVICE
ACADEMIC | FINANCE | HOUSING | WELLBEING | INTERNATIONAL SUPPORT