HOW TO

CITE and why?
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INTRODUCTION

WHAT IS CITATION AND WHY?

All academic writing (assignments), will require you to cite the sources you use.

Citation is the practice of indicating the sources you have quoted, paraphrased or otherwise used in your writing.

Another term that is often used for citation is "in-text referencing".
WHY DO WE CITE?

Citation serves several purposes:

It allows your reader to follow up on and to verify claims that you make in your writing.

To acknowledge the people whose ideas you have used to advance your argument.

Citing protects you against Plagiarism
REFERENCING STYLES

There are many different styles of citation (bibliographic referencing), established by various academic and professional organisations.

The most common styles, however, are Harvard, APA and Chicago.

At CPUT, most faculties use the Harvard Referencing Style. There are exceptions with some Engineering and Medical departments who use other styles.
CITING IS AT TWO-PART PROCESS

Part 1:
First, you acknowledge a source in the body of your paper.

Part 2:
Then you provide more detailed information about the source at the end of your paper in a bibliography.
ELEMENTS NEEDED FOR REFERENCING

These are the elements you would need for citing and referencing:

WHO created it?
Author(s)

WHEN was it published?
Year of publication

WHAT is it called?
Title of the source (book, article, etc.)
Title of the journal

HOW can it be found?
Place of publication, name of publisher, Uniform Resource Locator (URL), Digital Object Identifier (DOI)

See "Elements needed for referencing" under Module 5 for exact examples.
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