Why citing and referencing are important

- It is one of the requirements of Tshwane University of Technology for academic writing.
- It is one of the ways to ensure academic integrity when writing your manuscript. Academic integrity refers to the quality of being honest and having strong moral principles as a student of Tshwane University of Technology.
- Prevents plagiarism
Tshwane University of Technology has a policy on plagiarism that applies to you. Be sure to read the policy.
- It enables the reader of your manuscript to:
  - distinguish between your own ideas and the ideas and research of others,
  - verify the validity of your use of the ideas and research of others and
  - follow up on the ideas and research of others as a matter of interest.
- It demonstrates that you are able to:
  - use reliable sources and critically assess the sources in support of the ideas put forward in your manuscript and
  - draw your own conclusions
- It establishes credibility and authority of your own ideas and knowledge.

What to cite

You must acknowledge all the ideas and research of others that you use in your manuscript. However, you do not need to acknowledge common knowledge. Common knowledge is information that the average person would accept as reliable without having to look it up.

This includes:
- information that everyone or nearly everyone knows,
- information shared by a cultural or national group and
- knowledge shared by members of a certain field.

Common knowledge in one culture, nation, academic discipline or peer group may not be common knowledge in another. It is not always easy to decide whether information is indeed common knowledge or not. The general rule is: when in doubt, cite.

What style to use

There are many referencing styles that vary according to discipline. Your lecturer/supervisor will indicate what style you must use.

Tshwane University of Technology uses the styles adopted by Monash University. A list of the styles can be accessed by:
1. clicking on the URL below or
2. copying and pasting the URL in the address bar of your favourite browser.
http://guides.lib.monash.edu/citing-referencing/home

How to make citing and referencing easy

Citing and referencing can be challenging at times. The use of commercially available reference management software saves you time and energy when writing your manuscript by importing, storing and organising your references.

Tshwane University of Technology has an institutional licence for EndNote that you can download and install on your computer free of charge. Contact your library for training in the use of EndNote.

How to check for citation mistakes

Turnitin is a web-based originality checking service that assists you in determining whether you made citation mistakes when writing your manuscript.

Ask your lecturer/supervisor about the use of Turnitin. Contact your library for training in the use of Turnitin.

Where to find information about specific styles

Tshwane University of Technology uses the citation and referencing styles guide of Monash University. The guide can be accessed by:
1. clicking on the URL below or
2. copying and pasting the URL in the address bar of your favourite browser.
http://guides.lib.monash.edu/citing-referencing/home

You can also search the library’s catalogue for books and other resources on specific styles.

“Your words represent your intellect. Choose them wisely.”
Unknown