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**Glossary for Citations and Referencing**

# First watch the short VIDEO “Why you need to cite sources” <https://www.youtube.com/watch?v=5UcCBByLchw> (Resource #S16 in the HCT Student Research website).

# Listen again, this time circle the terms below when you hear them mentioned

# After you have listened to the citation video twice, answer the question at the bottom of this Glossary.

**Bibliography (or reference list)** – the full list of all resources used in your paper. This list is in alphabetical order of the author, and uses APA citation style.

**Citation** – a method of recording the information about an information resource used in your research (which could be a book, website, journal article etc).

**Citation style** – a particular format for the lay out of your citations. The HCT preferred style is APA, though there are many other style.

**In-text (or in the body of your text) citations** – as you are writing your paper, you need to record where you found that piece of information, and you do this within your sentence, using a standard format.

**Quotation** – including the exact words you have taken from an information resource by using quotation marks (“”), and then recording within your sentence where you found those words.

**Paraphrasing** – putting the words of another author in your own words within your paper. You do not need quotation marks, but do still need to record where you found that information (as an in-text citation).

**Reference** – the full record of the information source you have used in your paper. The reference will be in your bibliography or reference list, while the in-text citation is only a brief note within your sentence to let readers know which resource to look at

It’s not only about **Plagiarism**…

Give 3 reasons why we need to cite our information when we write a report or document:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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