

	GLOSSARY OF REFERENCING TERMS
Referencing	A set of rules and principles used to acknowledge sources of information when compiling written work. There are many different styles including Harvard, APA, Vancouver, Chicago, Oxford, etc.
Harvard Referencing System	It is also known as the author-date system. The main features of this system are that a brief citation is provided within the text of the assignment and the full citation is given at the end of the assignment in a Reference List or Bibliography.
APA Referencing System	American Psychological Association (APA) is a style of referencing that requires a brief citation within the text of the assignment and the full citation at the end of an assignment in a Reference List.
Plagiarism	The term used when someone copies another person's ideas or opinions as their own and doesn't acknowledge the original source of information.
Citation	A reference to an information source.
In-Text Reference	A brief citation in the text of an assignment. When you paraphrase or summarize someone else's ideas or opinions, or use precise information or a quotation, you also must use an in-text reference. An in-text reference includes the author's surname, the year of publication and page number(s).
End-Text Reference	A full citation in a Reference List or Bibliography at the end of an assignment. You must include all the bibliographic details including the author's surname and initial, year of publication, title, publisher, place of publication, etc.
Reference List	A reference list is placed at the end of an assignment. In Harvard and APA it is arranged in alphabetical order by author's surnames. It includes those works you have cited in the text of your assignment.
Bibliography	This is a list at the end of an assignment of all references used in compiling your assignment but not necessarily cited in the text. It provides full details to help readers identify each source.
Quotation	A word, phrase, sentence, or passage extracted from an information source and inserted into your own work. A quotation should be reproduced exactly as it was in the original in all details - capital letters, spelling, punctuation and so on.