Referencing ...
is recording information about where you find your information. A list of sources is called a *bibliography*. A list of sources that you have cited or referred to is a *reference list*. Both of these are included at the end of your work.

Example:


When referencing a book, include this information:

1. **Author’s surname (comma) initial**
2. **Year (comma)**
3. **Title of book *(in italics)* (comma)**
4. **Publisher (comma)**
5. **Place of publication (full stop)**