

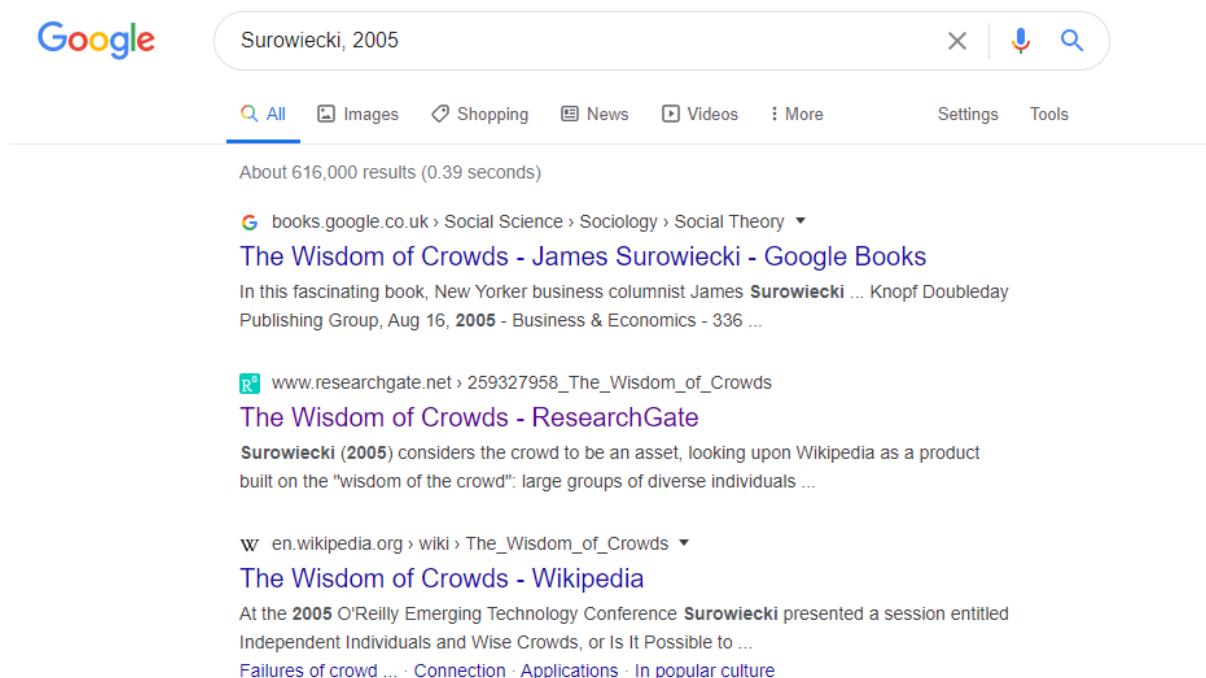
# Using a reference to find further reading

In this quick warm-up activity, I would like to show you how to use a reference to find the source of information. This will be useful when attending lectures/seminars as tutors often reference their work. Finding the source of the information may help you widen your research and achieving marks for extensive reading/research!

***“Groups are smart... and often smarter than the smartest people in them”***

***(Surowiecki, 2005)***

1. Copy and paste the reference into the google search bar.



The screenshot shows a Google search interface. The search bar contains the text "Surowiecki, 2005". Below the search bar, there are navigation links for "All", "Images", "Shopping", "News", "Videos", "More", "Settings", and "Tools". The search results are displayed below, showing "About 616,000 results (0.39 seconds)". The first result is from "books.google.co.uk" and is titled "The Wisdom of Crowds - James Surowiecki - Google Books". The second result is from "www.researchgate.net" and is titled "The Wisdom of Crowds - ResearchGate". The third result is from "en.wikipedia.org" and is titled "The Wisdom of Crowds - Wikipedia".

The results will identify the author and content the reference is related to.

## 2. Identify credible sources.

Hint: <https://www.academia-research.com/freelance-writing/crediblenon-credible-sources/>

Google search results for "Surowiecki, 2005".

Search results:

- The Wisdom of Crowds - James Surowiecki - Google Books**  
In this fascinating book, New Yorker business columnist James **Surowiecki** ... Knopf Doubleday Publishing Group, Aug 16, **2005** - Business & Economics - 336 ...
- The Wisdom of Crowds - ResearchGate**  
**Surowiecki (2005)** considers the crowd to be an asset, looking upon Wikipedia as a product built on the "wisdom of the crowd": large groups of diverse individuals ...
- The Wisdom of Crowds - Wikipedia**  
At the **2005** O'Reilly Emerging Technology Conference **Surowiecki** presented a session entitled Independent Individuals and Wise Crowds, or Is It Possible to ... Failures of crowd ... - Connection - Applications - In popular culture

An online book.

An online journal



### Why is there a cross next to the Wikipedia link?

Wikipedia is not seen as a credible source as it can be edited by anyone, at any time.

3. Read the summaries to decide which one is going to give you the quickest access to the information you need.

Google search results for "Surowiecki, 2005". The search bar shows "Surowiecki, 2005" and the results are filtered to "All". The search results show "About 616,000 results (0.39 seconds)". The first result is from Google Books: "The Wisdom of Crowds - James Surowiecki - Google Books". The second result is from ResearchGate: "The Wisdom of Crowds - ResearchGate". The third result is from Wikipedia: "The Wisdom of Crowds - Wikipedia". The ResearchGate result is circled in red.

*Immediately the second link addresses the contents of the article which suggests it may offer you the information you need quicker. However, both links should provide a credible information.*

- ✓ Thats it, as simple as that! You have found a link to discover more content from a reference.

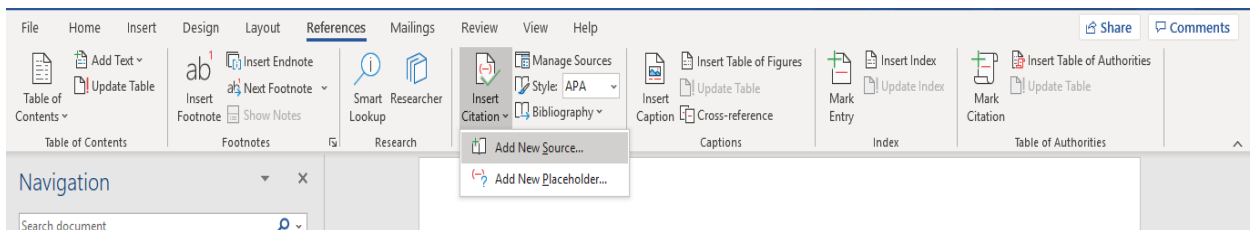
## Referencing hack.

Have you used a source in your assignment?

Awesome – the best assignments have at least 8-10 credible references within them. However, you may lose marks if your references are not correct.

Follow my next steps to ensure your references are always accurate and in alphabetical order!

1. Click on the heading at the top of the page called '**References**'.
2. Choose your Reference **Style**  
*\*Don't forget to ask your tutor for your referencing style before you begin your assignment – this could be Harvard or APA\**
3. Click **Insert Citation**.
4. Then click **Add New Source**



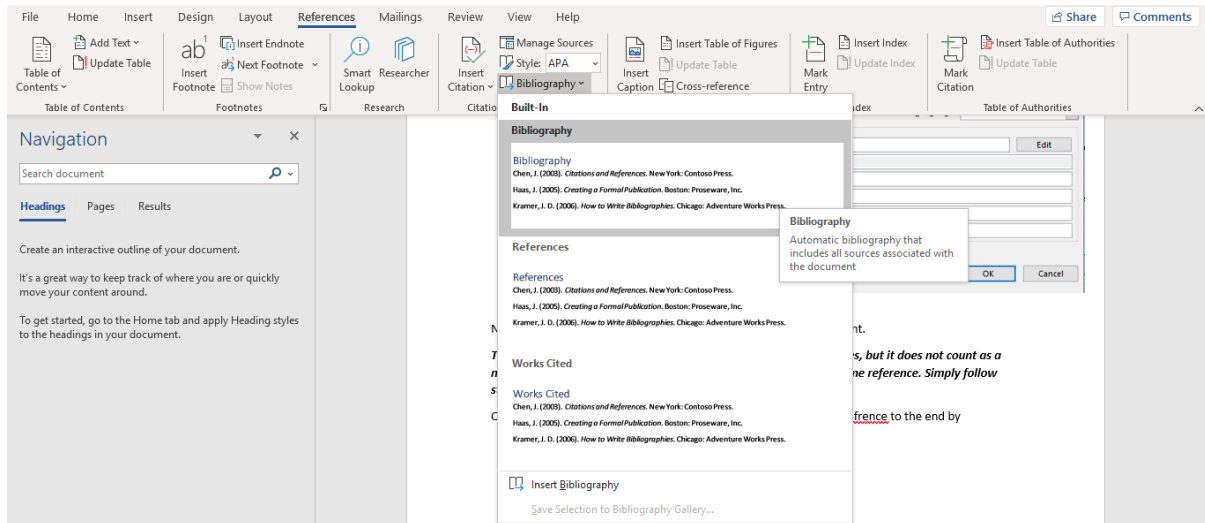
5. Chose the type of source
6. Complete all the boxes and press ok.

A screenshot of the 'Create Source' dialog box in Microsoft Word. The 'Type of Source' dropdown is set to 'Journal Article'. The 'Language' dropdown is set to 'Default'. Under 'Bibliography Fields for APA', there are input fields for 'Author', 'Corporate Author' (with an unchecked checkbox), 'Title', 'Journal Name', 'Year', and 'Pages'. There is an 'Edit' button next to the 'Author' field. At the bottom, there is a checkbox for 'Show All Bibliography Fields' (unchecked), a 'Tag name' field with 'Placeholder1' entered, and 'OK' and 'Cancel' buttons.

Now you have your reference, repeat this throughout your assignment.

**Top tip: Remember you can re-use the same reference multiple times, but it does not count as a new reference. You do not have repeat the same process for the same reference. Simply follow steps 1-3 then click on the reference you wish to input.**

Once you have completed your assignment you can add all your references to the end by clicking on **'Bibliography'** at step 3.



All done! That is my referencing hack.

### **Unsure when to reference?**

If it's not your work/content, it means it's from someone else so **reference it!**

Have you formed an opinion/ evaluation from someone else's work, check if anyone agrees with you and **reference it!**