I’m the Sub Dean in the Faculty of Education. When you’re gathering information for an assignment you must be really careful that you gather it in ways that allow you to identify the sources you’ve used. It’s absolutely critical that the sources you use are not only relevant but that they’re identified clearly in the work that you present to your lecturers. So when you’ve got something you’re reading take notes from it and identify very clearly when you’re taking words directly from a source.

So direct quotations must be identified in the work that you present to your lecturer. Remember to take note of the author’s name, the date of publication, any details that are relevant to the book or journal or web site that you’re looking at and identify these details very clearly when you’re putting your assignment together. When I mark an essay I read the content.

I want to be sure that my students know what they’re talking about but I also want to be sure that the resources that they’re using are relevant, reliable and also that the student is using them appropriately. If I read a statement that I don’t agree with I’d like to be able to go back to the source that the student has used and the only way I can do that is if the student gives me the information in the assignment and then I can track back to that particular source.

So, providing citations, providing references is one way that you can let your lecturers know what you’ve used and how you’ve used the material and it’s really important for us to be able to track that down. Learn how to identify your sources correctly so that your academic honesty is never ever in question. Use information on the library web site to help you if you’re not sure how to reference correctly and, of course, come and ask us. Your lecturers, your tutor and the librarians are all there to help you.

We want you to be successful and we can show you how to achieve all your goals.