Recording the details of what you have read.

This is the basic information you need to collect to create your reference. Make sure you record this for every source you read so that you can include it in your assignment. For guidance on other, specific or complex sources see *Cite them right*.

See the Quick guide or *Cite them right* for information on how to format the reference.

Book

Author	
Year of publication	
Title	
Edition (if needed)	
Place of publication	
Publisher	

Edited book - has chapters written by different authors.

Author of chapter	
Year of publication	
Title of chapter	
Editors of the book	
Title of book	
Edition (if needed)	
Place of publication	
Publisher	

Webpage

Author/ organisation	
Year that the page was published/last updated	
Title of web page	
URL	
Date accessed	

Documents/reports/pdfs published on a web site

Author	
Year	
Title of document	
URL	
Date accessed	

Journal article

Author	
Year of publication	
Title of article	
Title of journal	
Volume	
Issue	
Page numbers of the article	

Images

This is the basis but artwork varies with the type and source - check *Cite them right*

Artist/photographer/organisation	
Year	
Title of work	
URL	
Date accessed	