Top Five Referencing Tips for Publishing Your Thesis Online

Referencing correctly can be a headache, even for PhD students! See the resource Cite them Right for details on how to reference. But here are some quick reminders of things that are typically forgotten in theses, to help you out. Theses are usually made available online on City’s institutional repository, City Research Online, so it is important that copyrighted material is referenced properly.

1. **Keep a record of what you’ve read**, so you don’t have problems remembering where you saw material that you want to refer to in your thesis, and referencing it. This is also important if you are using data from online resources. Reference management software is useful for keeping records (City has a subscription to RefWorks).

2. **Figures/diagrams/graphs/illustrations**: remember to include a citation with every image you reproduce. You may wish to use Creative Commons images where you can as it will save you time in requesting permission. However, make sure you acknowledged as required, including a link to the resource and to the licence (see the Creative Commons website and Creative Commons section of the copyright guide for guidance).

3. **Archival material**: it is necessary to ask for permission of any archives that you wish to reproduce material from, and to acknowledge them (sometimes with specific wording that they will provide you with).

4. **Websites**: These need to be referenced just like any other resource. Include the date accessed, as this acts as an assurance that the site existed, in case it disappears.

5. **Asking permission**: This will be necessary if you use a substantial portion of any one resource that is copyrighted.
   a) There will sometimes be a link on the homepage of the publisher, archive, etc. called ‘Rights’, ‘Permissions’ or similar (otherwise use their general email address).
   b) You must ask for permission both to reproduce in your thesis and make it publicly available as part of your thesis in City Research Online.
   c) There is a template message which you can adapt in the Copyright and Theses section of the copyright guide, and also a template to help you keep a record of what you have requested and what permissions have been granted.

If you need any help, please contact the Copyright Librarian, Stephen Penton (Stephen.penton@city.ac.uk) or the research librarian for your department.

Further guidance:
- [Copyright guide](#)
- [Cite them Right](#), for referencing
- Departments can provide guidance on referencing styles and plagiarism
- [Refworks library guide](#)
- [Academic Learning Support](#) offers assistance with study skills including referencing