**Citation Systems**

There is software which can manage your citations for you, ensuring they are always perfect. They are worth having and they are free. If you are working at post-graduate level, a citation management system is essential.

The main citation management systems are Zotero, Endnote, and Mendeley. The library can offer support in how to use each. However, these are relatively complex systems, so you cannot work them out as you go. You will have to devote two or three hours to learning them. On the other hand, checking your citations are correct will take two or three hours every assignment, so the time invested in learning them is worthwhile.

**Bibliographies**

If your work demands research, it must contain a bibliography. Some disciplines, such as Education and English, have “reflective” essays, in which people discuss their internal thoughts. These do not need citations, but a few citations may improve your marks. All other written work will require a bibliography of citations used.

**Bibliographies should contain only references you cite in your work.** They are not places to list everything you read, only what you use. Essays are not assessed on the effort you put in, only on the results you produce. You have to accept that you will read much material you will never use. That’s the nature of research. If you want to show how much effort you’ve put into your research, cite lots of different sources. Academic papers usually contain one citation every 75 – 100 words, while the bibliography in a book can contain over a thousand references.