

## When do you need to use a citation?

You may use other authors' ideas, theories and information in your academic work in two ways:

- By using your own words to paraphrase or summarise another author's ideas
- By literally copying a fragment from another author's text.

This information must always be cited!

However, you do not always need to include a citation. You do not need to cite:

- Your ideas, contributions or conclusions
- Historical dates or geographic locations
- Any knowledge that is widely known in your area of research or by the general public
- The results of original research, since they are new data and content.

In short, to know when you need to use a citation, ask yourself the following question:

Is the idea, theory, image, statistic, etc. included in your work your own? If the answer is no, then cite the source!