

## The six-point code

To make it easier for you to decide exactly when you need to cite, use the following simple six-point code. This is another of those notes worth keeping near you as you work. Wherever you keep it, make sure it's just a glance away.

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### When to cite

- 1 Distinctive ideas** – whenever the ideas or opinions are distinctive to one particular source.
  - 2 Distinctive structure or organising strategy** – even though you may have put it into your own words, if the author has adopted a particular method of approaching a problem, or there is a distinctive intellectual structure to what's written, for example to an argument or to the analysis of a concept, then you must cite the source.
  - 3 Information or data from a particular source** – if you've gathered information from a source in the form of statistics, tables and diagrams, you will need to cite the source so your readers will know who gathered the information and where to find it.
  - 4 Verbatim phrase or passage** – even if a single word, if it is distinctive to your author's argument. You must use quotation marks and cite the source.
  - 5 If it's not common knowledge** – whenever you mention some aspect of another person's work, unless the information or opinion is widely known.
  - 6 Whenever in doubt, cite it!** – it will do no harm, as long as you're not citing just to impress the examiner.
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For more information, see *How to Write Your Literature Review*, Chapter 25.