

How to Give Credit to People Whose Work You Have Used in a Spoken Presentation (known as Referencing, Attributing or Citing)

1. Referencing (or 'Citing') orally, as you are speaking

- a) When you are reading a textbook, people can flip between the text, the footnotes and the notes at the end of the chapter. In a live presentation the audience cannot do this so you need to tell them where to find the information you use which is not your own. It is best to introduce this **before** you begin the presentation (eg '...all my quotations from the bible will be from The NRSV...') or during it, as you come up to a quotation in the talk or the visuals (eg 'Katherine Z, a journalist writing for the prestigious New York Times, offers this example....') so the audience has the information at the back of their minds as you are speaking
- b) Be clear where the quotation begins and ends. You could pause slightly before you start the quote and again slightly when you have finished it. Or you can say , 'Quote' as you begin it and 'Unquote' at the end. Or you can make 'air quotes' by moving your fingers up and down at the beginning and end of the quotation... if you are that sort of person.....

2. Referencing visuals in a presentation

It is important to remember that the visuals should guide the audience's attention and support what you are saying, not distract from it, so...

- a) On slides use a smaller font for any sources or acknowledgements
- b) Use Italics for the source, (but underline any book title)
- c) For references, use a different colour from your own on-screen written material
- d) Make the reference font big enough to be seen by everyone
- e) Don't feel you have to put in the whole reference (ie author Title of work, date of publication etc) , but give enough for people to be able to look it up later
- f) Credit everything that came from someone else, and appears in your presentation

3. Reference Lists

Don't forget to have with you a full list of everything used in your presentation that did not originate in your own head.... In case of awkward questions!

All this may seem unduly fussy, but in British education establishments it is required that any written or visual material you use in writing up or presenting which comes from another person or source , must be acknowledged. To use other people's material is known as plagiarism, or intellectual theft, and if detected could lose you all your marks!