PHASE 01 + EVERY PAGE

Referencing guide

You must record and reference every source of information, diagram, image, texture or model you use. Harvard is a recognised system — this guide follows the widely used *Cite Them Right* pattern. Your centre may use a variant: whichever you use, be consistent.

IN THE TEXT

Put the author and year in brackets where you use the information, e.g. **(Qualifications Scotland, 2026)**. Use quotation marks around any words you copy — then still give the reference.

ON THE GRAPHIC

Label images, textures and online models where they appear, e.g. a short caption or annotation linking to the bibliography entry. Online CAD models **must** be identified in an annotation.

Bibliography patterns

Website / web page	Author or Organisation (Year) *Title of page*. Available at: URL (Accessed: day month year).
Book	Surname, Initial. (Year) *Title of book*. Edition (if not the first). Place of publication: Publisher.
Image, photo or diagram	Creator (Year) *Title or description of image* [Image]. Available at: URL (Accessed: day month year).
Online CAD model or component	Creator or username (Year) *Name of model* [CAD model]. Platform name. Available at: URL (Accessed: day month year).
Texture, material or HDRI file	Creator (Year) *Name of file* [Texture / HDRI]. Available at: URL (Accessed: day month year).
Video	Creator (Year) *Title of video*. Available at: URL (Accessed: day month year).
Interview or survey you carried out	Interviewee surname, Initial. (Year) Interview with [your name], day month. / Your survey: describe it, its date and number of respondents.
Official document	Qualifications Scotland (2026) *Advanced Higher Graphic Communication, SCQF Level 7: Course Specification*. Available at: URL (Accessed: day month year).

HOLD

Generative AI is not a source

You must not use or reference GenAI tools such as ChatGPT or Gemini as sources of your work. Text created by GenAI is not your own work, even if you reword it.

GO

Record as you go

Copy the URL and the date you accessed it the moment you use a source. Rebuilding a bibliography at the end is slow and unreliable.