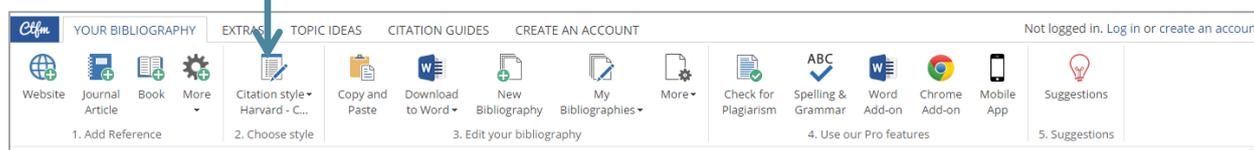# Cite This for Me (CTFM)

The free version of CTFM is an easy to use, online referencing tool which makes referencing easy.

Getting started:

1) Go to: **http://www.citethisforme.com/**

2) Select the appropriate referencing style from the toolbar

TIP: If you have been told to base your referencing on the 'Cite them Right' book. Make sure to select **Harvard – Cite them right** from the available Harvard options.

3) Select the appropriate resource type for the resource you are wanting to reference from the **add reference** section of the toolbar. Three common resource types are listed individually and many more can be found under the **more** option.

If referencing a website/webpage, journal article or book then all you need to do is provide CTFM with a title and the system will try to automatically gather the information required for a reference. If the CTFM reference information is wrong (e.g. wrong edition number) you can edit the reference to reflect the correct information. If the system is not able to autocite with the information you provide you can manually enter the required information which will then be formatted correctly by the system. All other resource types (under the more option) have to be manually entered by filling in a form. The system will then format the reference for you.

Example

To reference a book:

1) select book from the **add reference** section of the toolbar.
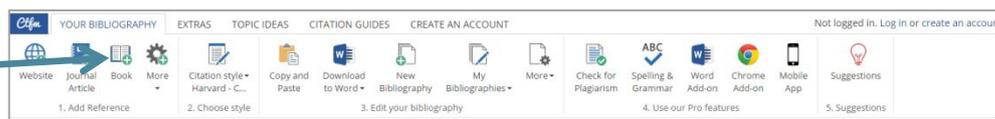
2) Enter the **title** or **ISBN** of the book into the search box and click **search**

**TIP:** Searching by a book's ISBN will give a more accurate result

3) From the search results choose the appropriate result (if it is not 100% correct you can edit the details as described in step 5 below). If no search results are found select the **Not found? Add manually** option and complete the form.
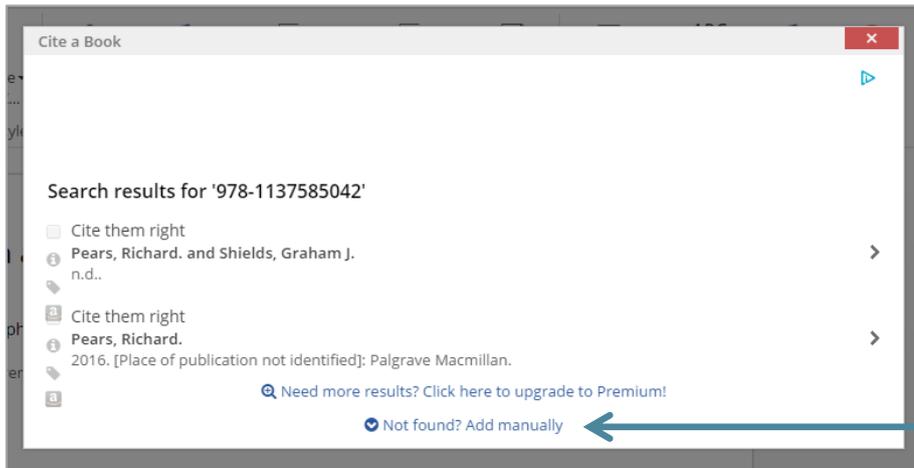

4) After selecting a listed reference you will see an overview of the result you selected. Click the **final step** button to progress to the edit screen.
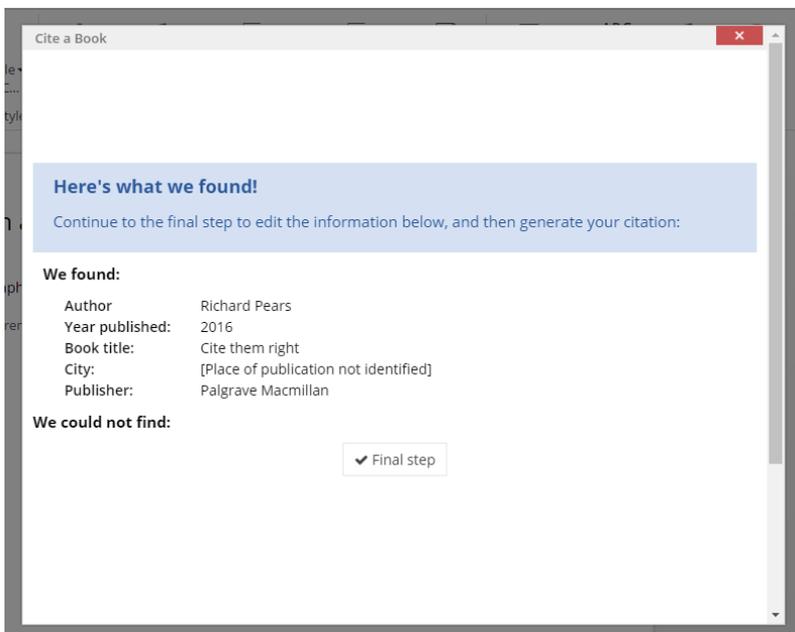

5) At this point you can edit the details to correct any mistakes or add any missing data.

In this example an author has been added, the edition changed, place of publication added and publisher name edited. Make sure that the information reflects the specific source that you have been using.

Once happy that the information is correct click the **add reference** button.
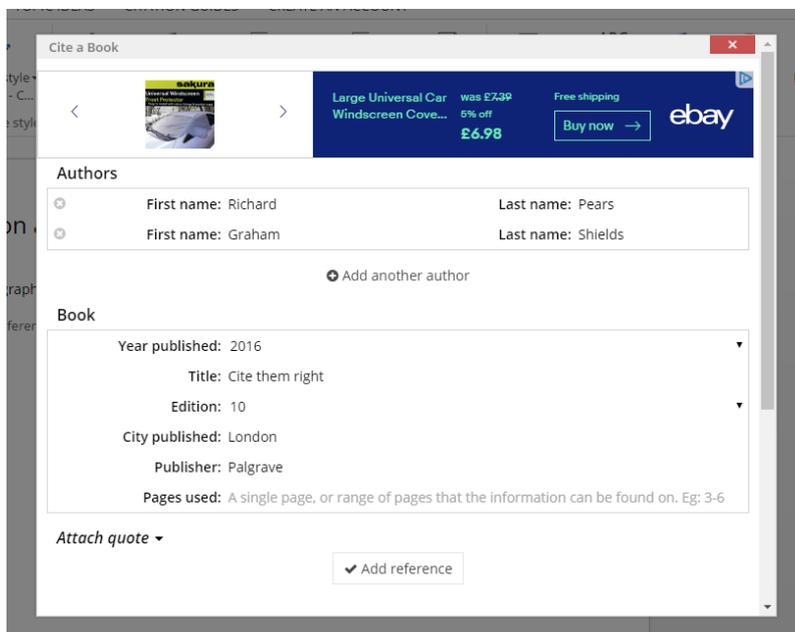
6) The reference and in-text citation will then be generated.
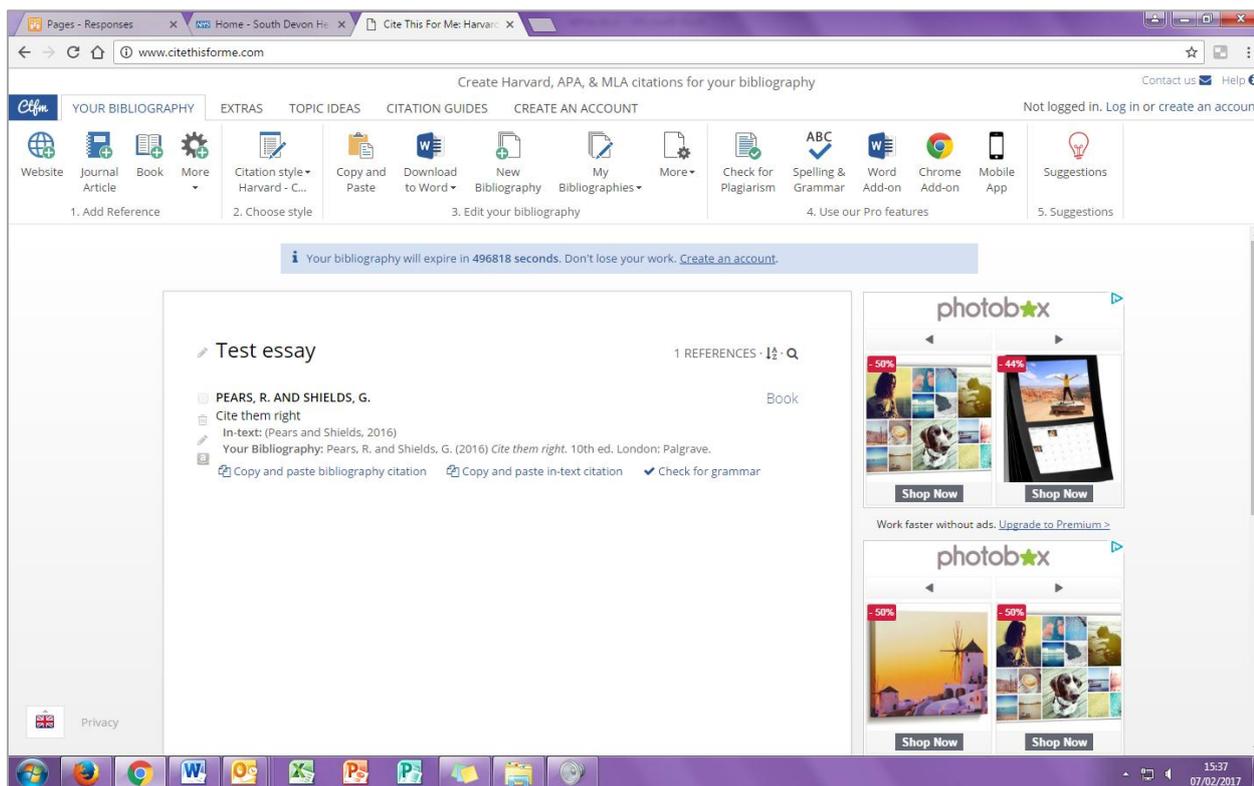
7) You can then enter your next reference by selecting the appropriate resource type from the **add reference** section of the toolbar.

8) Once all of your references have been added select the **copy and paste** option from the toolbar (NB: the download to Word option is only available to subscribers). Select the reference list and copy it. You will then be able to paste it into your essay.
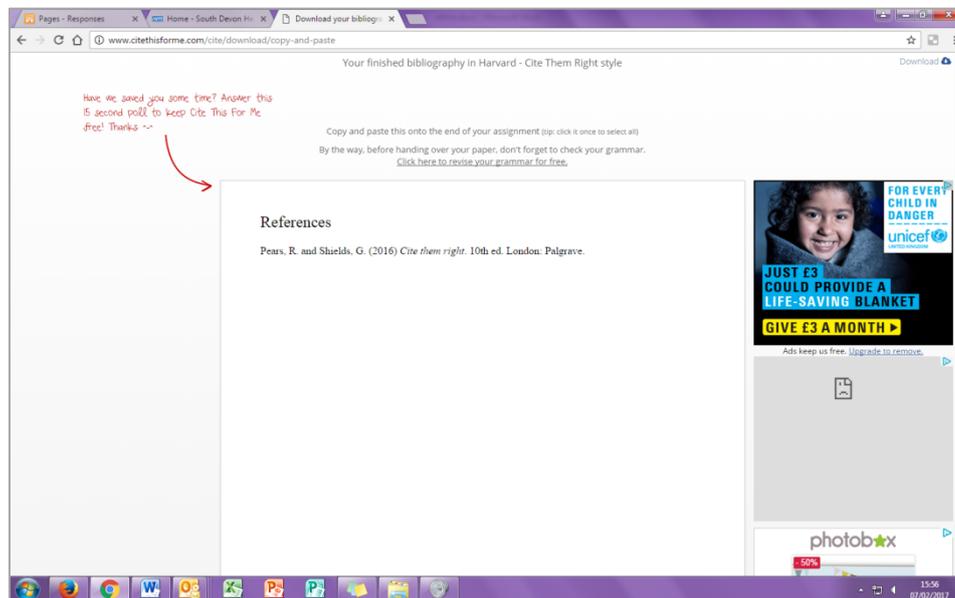
Tip: some course providers ask their students to use a modified version of the Harvard referencing style. Check that the listed references match the style expected by your course provider. Tweak as necessary.