

# 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 (check with your tutor/course leader if you aren't sure).

Click more to search all styles of referencing covered by CTFM.

**TIP:** If you have been told to base your referencing on the 'Cite them Right' book. Make sure to click the 'More' button and search for **Cite them right 10<sup>th</sup> edition - Harvard**.

The screenshot shows the CTFM website interface. At the top, there are navigation links: YOUR BIBLIOGRAPHY, EXTRAS, TOPIC IDEAS, CITATION GUIDES, CREATE AN ACCOUNT, and SUPPORT. Below this is a header area with the text 'Create Harvard, APA & MLA citations for your bibliography'. Underneath, it says 'To start, choose a citation style:'. There are four buttons: 'Harvard', 'APA', 'MLA', and '... More'.

**TIP:** Some universities use a modified version of a referencing style. If this applies to you click 'more' and search for the name of your university to see whether the modified style is available through CTFM.

3) Select the appropriate resource type for the resource you are wanting to reference from the **source type** box. 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 auto cite with the information you provide you can manually enter the required information which will then be formatted 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 **Choose your source type** box.

The screenshot shows a box titled 'Choose your source type'. It contains four icons: a laptop for 'Website', a spiral notebook for 'Journal', an open book for 'Book', and a gear for 'More'. Each icon is above a corresponding button.

2) Enter the **title** or **ISBN** of the book into the search box and click **search**

Search for **Book** sources

powered by WorldCat

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

Enter the book title, author, or ISBN

[Manually cite >](#)

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). Click **Cite** next to your chosen result to proceed. If no search results are found select the **Not found? Add manually Cite** option and complete the form.

YOUR BIBLIOGRAPHY EXTRAS TOPIC IDEAS CITATION GUIDES CREATE AN ACCOUNT SUPPORT

Back to bibliography Citing Cite Them Right 10th edition - Harvard - Book

Select the search result that best matches your source

- Cite them right  
Pears, Richard, and Shields, Graham J.  
n.d.. **Cite**
- Cite them right  
Pears, Richard.  
2016. [Place of publication not identified]: Palgrave Macmillan. **Cite**
- Cite them right  
Pears, Richard, and Shields, Graham.  
2016. London: Palgrave. **Cite**
- Cite them right  
Pears, Richard.  
2016.: Palgrave Macmillan. **Cite**

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

**Here's what we found!**  
Review the following information to check that this is the correct source. Fill out the missing information on the next step.

**We found:**  
 Author: Richard Pears  
 Year published: 2016  
 Book title: Cite them right  
 City: London  
 Publisher: Palgrave

**Continue**

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 **complete citation** button.

Add in any additional information you have about your source

**Authors**

First name: Richard Last name: Pears  
 First name: Graham Last name: Shields  
 Add another author

**Book**

Year published: 2016  
 Title: Cite them right: the essential referencing guide  
 Edition: 10  
 City published: London  
 Publisher: Palgrave  
 Pages used: A single page, or range of pages that the information can be found on. Eg:

**Attach quote**

**Complete citation**

YOUR BIBLIOGRAPHY EXTRAS TOPIC IDEAS CITATION GUIDES CREATE AN ACCOUNT SUPPORT

**Add New Reference**  
Add Reference

Citation style ~ Cite Them Right... Choose style  
 Copy and Paste  
 Download to Word ~ Edit your bibliography  
 New Bibliography & More ~  
 My Bibs & More ~  
 Check for Plagiarism  
 Spelling & Grammar Improve your paper

✔ Citation successfully created! You can view your citation below the ad.

ⓘ Your bibliography will expire in 604071 seconds. Don't lose your work. [Create an account.](#)

**Your bibliography** 1 REFERENCES · 1/2 · Q

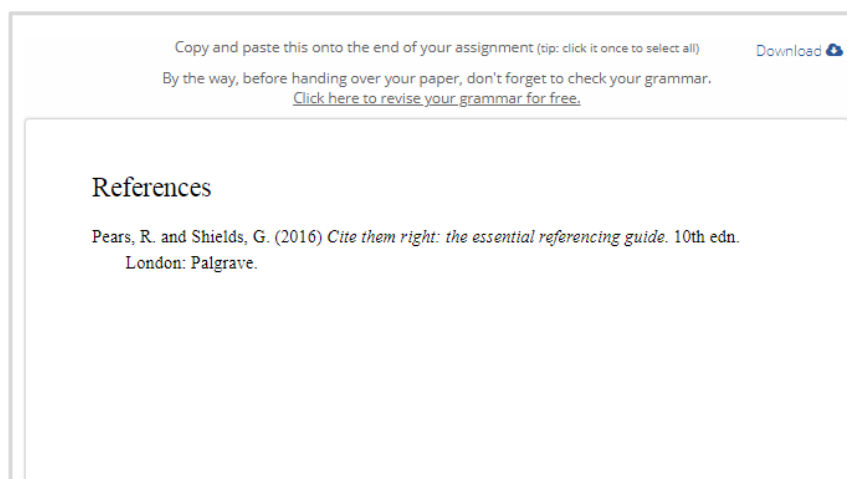
- PEARS, R. AND SHIELDS, G. Book
- Cite them right: the essential referencing guide
- In-text: (Pears and Shields, 2016)
- Your Bibliography: Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th edn. London: Palgrave.

Copy bibliography citation Copy in-text citation Check for grammar

6) The reference and in-text citation will then be generated.

7) You can then enter your next reference by clicking the **add new reference** button and selecting the appropriate resource type.

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.