This diagram shows the steps necessary to summarise the main points from at least two different texts:

1. Instead use notes from more than one source.
2. Converting words from one text using a thesaurus.
3. Think about them and put them into your own framework.
4. Use different sources of information.
5. Only then can you write the general points from all of them.
6. Comparing them with other information and choosing the ideas.

Research
Referencing other people's work

University and at work.
You will need to use it at Harvard System of Referencing.
Use this format. It is called the

accessed: 6/11/11
[http://news.bbc.co.uk/1/hi/business/747696.stm] (online at
BBC News (2011) "Bloggs sees sales drop")

Birmingham B15 2TT, UK (online at
School of Computer Science, University of Birmingham,

Bibliography

Bibliography as you go along.
Each time you add a quote or idea, add the details in the

This implies that...
would cut the amount it spent on improving its stores.
According to BBC News (2011), Bloggs also said that it

overviews. "This shows...
original sources. "Wikipedia articles are mainly useful as
source (although often a good provider of references to
Coxhead (2009) states "Wikipedia is not a primary

Your document. For example:
Just include the name and year in your main text, then