
MADE Research Methods and Professional Development

A Review of Academic Skills

Citation and Referencing

Citation

- Defined as:
 - the acknowledgement of information obtained from a document you have read or the act of quoting text
 - Done by providing the **reference** to the source of the material
 - The reference allows the reader to find the original source
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Why Referencing?

- To **support** your statements and arguments
- To give **credit** for your sources
 - Would you like people to use your ideas without saying where they got them from?
 - It is **theft** to use other peoples ideas as your own!
- To **demonstrate** your academic research

Secondary Referencing

- If, for some reason you have not been able to read or locate the original source, and you reference the source to the book you found the information in, it is termed as **secondary referencing**.
- We try not to do this in Masters or higher level work, but occasionally it is necessary for a key reference where we can't locate an original copy
- Always use the original document if at all possible – inter-library loans and online sources help

When and Where?

- **Every time** you **use** someone else's ideas or words or illustrations, even if you change them a bit!
- When you **copy** some lines of programme code
- Whenever you make an **assertion** you need to justify your statements

Why?

- To provide the academic **credibility** for your work
- To **reassure** the reader that your work is not a fairy story that you have created

Plagiarism

- This is the term used to describe the use of another author's work in your own study (either intentionally or unintentionally) **without acknowledging that it is not your own**, or giving the other author the credit for it
 - This is a specific academic misconduct
 - For full details see the University website
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Turnitin and Plagiarism

- The Turnitin software assesses any submitted work against prior items in its database
 - If your work scores more than 15% similarity to any combination of the items, we investigate further
 - Cited quotations don't count
 - Poor citation and referencing is plagiarism
 - Don't care if it is accident, incompetence or crime
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Plagiarism Quick Guide

- There is a nicely written briefing at:

<http://www.palgrave.com/studentstudyskills/page/Referencing-and-Avoiding-Plagiarism/>

Referencing

- Applied Computing at UWTSD uses the Vancouver numerical referencing system (the IEEE version)
 - The system which uses numbers, in order of appearance in the text
 - More, and examples, later
 - Engineering uses the Harvard referencing system – we will cover both!
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Benefits of Referencing for the Student

- Proves that the work has a factual/academic basis
 - ❑ Shows the variety of sources you have used
 - ❑ Shows that you have used relevant sources
 - ❑ Supports the ideas and arguments that you discuss in your work
 - ❑ Shows initiative and independent thought
 - ❑ Shows depth of reading
 - ❑ Shows ability to judge if information read is relevant
 - ❑ **Will help you to gain more marks**
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Benefits Cont.

- Allows the reader to identify and retrieve the sources for their own use
 - May be several sources with similar titles
 - Helps tutor to find the information easily
 - Helps you to retrace the sources you have used in the past, for future assignments.
 - Avoids **plagiarism!**
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Citations in Text

- A citation generally requires only the name of the author(s) and the year of the reference. For example:
- One author of one work:
 - As Williams [1997] suggests, 'It would be dangerous to assume that students already know how to reference when they arrive in University.'
- Two or three authors of one work:
 - Robbins and Renaldo [2019] recently stated ...
- Four or more authors of one work:
 - Charles et al [2013] contend that...

Citations, Author Not Named

- Where possible, try to use author names within the text as this flags to the reader that you are citing the right sources
 - A body of evidence contends that ... (Jones [2012], Evans [2019], Thomas [2014])
- This is one area of better flexibility with Vancouver, where if the authors are not mentioned in the text, numbers are used to indicate the texts being referred to:
 - A body of evidence contends that ...[4-6].

Multiple References to a Source

- If you refer to an item of work more than once, you should use the reference already given to that piece of work
 - i.e. there will only need to be one entry in the reference list
- If particular parts of the document are cited page numbers should be given (Jones [2013], pp. 23-24) or (Jones [2013:23-24])
- Where particular parts of a large work are referenced, you may see a small letter used to differentiate the source in the list of references (Thomas [2018(a)])
- You will see just the text, or Brackets (8) or Square Brackets [9] used around references and particularly the years of references

Direct Quotations

- This is where you quote somebody and use their exact words in order to support your point of view or argument
 - Use single inverted commas ‘.....’
 - Introduce the quote - e.g. As (Edworthy [2006], p. 23) argues ‘.....’
 - Use exact wording and punctuation
 - Use three dots (...) if you omit some of the original words – also known as ellipsis
 - Use square brackets if you insert words of your own
 - Include page number(s)

Quotations

- If the quotation is short, include it as part of the text
- Example
 - *There has been some debate as to the actual causes of stress in teaching. However, as Edworthy [2006, p.23] argues ‘the main cause of stress in teaching is not related to the teaching itself’. She contends that there are many other factors, not least the increased administrative duties of teachers, that have a significant impact on stress levels.*

Quotations

- For a long quotation:
 - Begin on a new line
 - Indent one tab space for whole quotation
 - Use single spacing

For example:

Jones [2004], p.45, suggests that

‘Students can undertake referencing quite easily if they are given the opportunity to practice ... and to apply [whichever] system is preferred, to ‘real’ work, on a regular basis’.

Types of References

- Some of the sources you may need reference include:
 - ❑ Books
 - ❑ A chapter from a set of edited readings
 - ❑ Secondary references
 - ❑ Journal articles
 - ❑ Conference papers
 - ❑ Theses and dissertations
 - ❑ Online sources (e.g. an article in an electronic journal)
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Books

- Author(s) or editor(s) of book, Title of book: and sub-title if there is one (in italics). Edition (if not the first). Place of publication: Publisher, Year of publication.
 - Example entry in References list
Bush [2008]: W. Bush, Jr. and G. Brown, *Errors in Running a Country*, 9th ed., Parliament Press, London, 2008
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Chapter from Edited Readings

- Author(s) of chapter, "Title of chapter" (in quotes), in Title of book (in italics), Edition (if not the first). Editor(s) of book,. Place of publication: Publisher, Year of publication, Pages covered by chapter.

- Example

Ming [2001]: H. O. Ming, "The Many Ways to Skin a Cat", in *New Developments in Technology*, 2nd ed., R. Paul (Ed.), McGraw-Hill, London, 2001, pp. 8-34

Secondary References

- A work that has not been read in the original, but has been summarised or discussed in some other work which you have studied, is known as a secondary reference.
 - Example within text:

The exact nature of the problem was identified by Howell and McManus, cited in Stanley [2004].
 - Example within the reference list:

Stanley [2004]: Stanley, R. T., Principles of Emerging Technologies, Harlow: Prentice Hall, 2004, p. 49.
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Journal Articles

- Author(s) of article, "Title of article" (in quotes), Title of Journal (in italics), Volume number (and issue number if there is one), Pages covered by article, Date of Publication.
 - Example

Rogers [2008]: T. Rogers, "Following on from Yesterday: The Internet Now", *Computing Weekly*, vol. 3, no. 2, pp. 13-19, Jan. 2008
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Conference Papers – Published

- Author(s) of article, "Title of paper" (in quotes), in Title of proceedings (in italics), location and date of conference, pages covered by article
 - Example

Brown [2002]: R. Brown and J. Hale, "Iterative Learning and the Future Classroom", in *Teaching and Learning Conference*, London, May 2002, pp. 33-59
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Conference Papers - Unpublished

- Author(s) of paper, "Title of paper" in quotes, presented at Title of conference, Location, date of conference.
- Example

Connors [1999]: F. Connors and J. Orian, "Problems of Surfing", presented at The Internet Today, London, UK, Nov. 1999

Theses and Dissertations

- Author of thesis, "Title of thesis" (in quotes), Qualification and type of report, University/Institution, Year of award.
 - Example

Masterson [2005]: B. Masterson, "Virtual Reality is Here", Ph.D. dissertation, Warwick University, UK, 2005
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Online Sources

- An online source may not always contain clear author or publisher details. Try to describe it in the same way you would describe a similar printed publication
 - The date of access is included since an online source may change between the time you cite it and the time it is accessed by a reader
 - Author(s), "Title of source", Organization/Publisher/Date. [Online]. Available: access information. [Accessed: Date of access – Month. Date, Year]
 - Examples
 - Business-Journal.com [2014]: "The Economics of the Internet", The Business Journal Online, May, 2006. [Online]. Available: <http://www.business-journal.com/LateMay06.html>. [Accessed: March 2, 2014]
 - McCanne [2011]: S. McCanne and S. Floyd, "The Internet Revolution", 1997. [Online]. Available: <http://www.mash.cs.berkeley.edu/ns/>. [Accessed: Jan. 23, 2011]
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Reference List or Bibliography?

- A **reference list** contains only sources cited in the text of the paper or assignment.
 - It must contain all sources cited
 - NB: cited, not just the ones from which you have taken direct quotes
 - A **bibliography** lists of all the sources that helped to form your ideas for the paper or assignment
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In Summary

- Learn to reference
 - Do it assiduously
 - It is your chance to prove to the lecturer
 - You have done the necessary reading
 - You have understood the domain
 - You have the discrimination to choose good sources
 - You are academically competent
 - All of which leads to **GOOD GRADES!**
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