

# FPT EDUCATION – FPT (FPI)

## Department of Information Technology



## Referencing for Education: Citation and referencing in research work

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## TOPIC: REFERENCING FOR EDUCATION

### ■ Objectives:

- ▶ Introduce the fundamental knowledge of reference
  - To overview referencing practices in research;
  - To explain **WHY** referencing is necessary;
  - To explain **HOW** to cite a source in correct style
  - *The Harvard referencing style*
- ▶ Explore referencing tools and Guidelines for using tools



- The fundamental knowledge of reference
  - ▶ Introduction to referencing
  - ▶ When and how to reference
  - ▶ Referencing styles
- Citation and referencing tools
  - ▶ Guidelines for using *EndNote X9*
  - ▶ Guidelines for using *Rabref*
- Conclusions

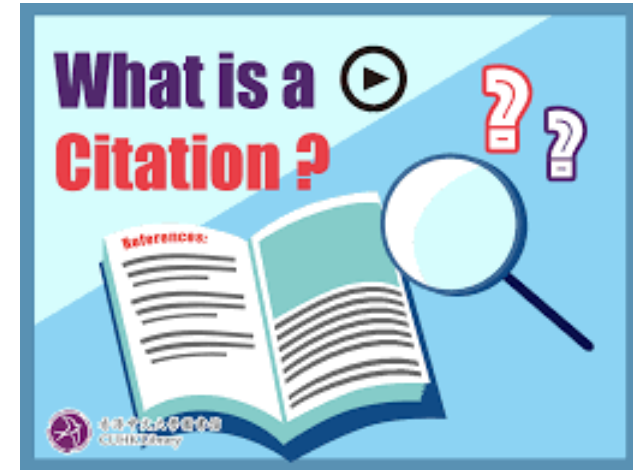


# 1. The fundamental knowledge of Reference

## ■ What is a Citation?

➤ **Broadly,** *a citation* is a reference to a published or unpublished source (not always the original source).

➤ **More precisely,** *a citation* is the way to tell the reader that certain material in a work came from another source. It also gives the reader necessary information to find that source again (authors, the title, date...). (*Anonymous, 2017*)



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## ■ What is a reference?

- **Reference** is the detailed description of the document from which the information has obtained.

*(Harvard author-date referencing guide, 2007)*

- **Example:** Gould, Stephen Jay. 1995b. “Of It, Not Above It,” *Nature* 377, no. 6551: 681–682.



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## ■ What should be referenced?

- ✓ A reference is required if anyone:
  - quote (use someone else's exact words)
  - Copy (use figures, tables or structure)
  - Paraphrase
  - summarize



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## ■ When do you must cite your source?

- (1) When you use the **3 or more** exact words of other authors. Indicate the direct quote “by the use of quotation marks” (Messinger, 2003, p. 12).
  - *Do not use direct quotes as a crutch.*
- (2) When you paraphrase the words of someone else, i.e., when you use the idea, but not the exact words, of another person (Messinger, 2003).



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## Why Citing Sources is Important

- Protects the original author or creator's work
- Helps teachers know where students are getting their information
- Protects students from being accused of plagiarism





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## *How to write a reference list?*

- The list should be in numerical order with each number matching and referring to the one in the text;
- The list should be at the end of your work; and,
- Books, paper or electronic journal articles, etc., are written in a particular format that must be followed



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## ■ Steps in referencing

- 1. Record the full bibliographic and relevant page numbers of the source from which information is taken.
- 2. Punctuation marks and spaces in the reference list and citations are very important. Follow the punctuation and spacing exactly.
- 3. Insert the citations at the appropriate place in the text of your document.
- 4. Include a **reference list** that includes all in-text citations at the end of your document.



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## Review Question:



What is the difference between a citation and a reference list?

### In text citations

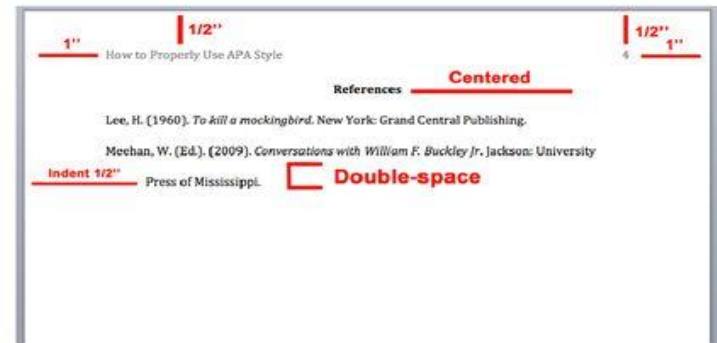
- Used within the paragraph
- Shows where your information comes from
- Written immediately after the sentence.

Studies claim that New Zealand is the 10<sup>th</sup> happiest country (World Happiness Report, 2015).



### Reference List

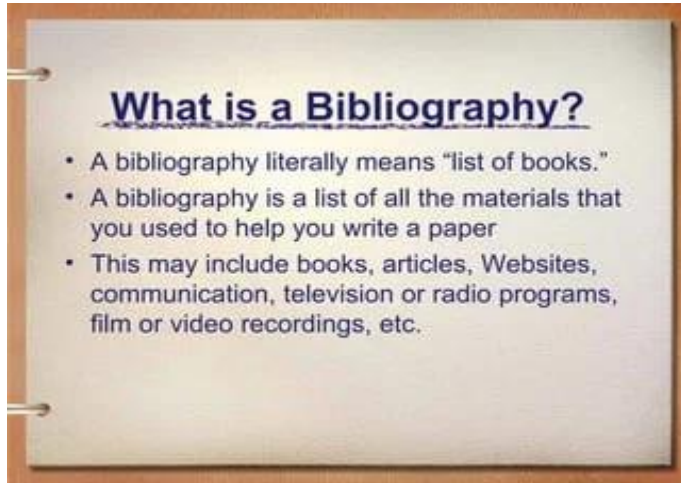
- ✓ Last page of the research paper
- ✓ Shows the “sources” used to write the paper



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## ■ What is a Bibliography?



- There may be items which you have consulted for your work, but not cited. These can be listed at the end of your assignment in a 'bibliography'.
- These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list.



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## *Reference list and bibliography*

- A reference list contains details only of those works cited in the text of the document. (e.g.. book, journal article, pamphlet, internet site, cassette tape or film).
- A bibliography lists sources not cited in the text but which are relevant to the subject and consulted during preparation of report.



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## *Reference list and bibliography*

- A reference list should appear at the end of your report with the entries **listed numerically** and in the same order that they have been cited in the text.
- A bibliography is a separate list from the reference list and **should be arranged alphabetically** by author in the Vancouver style.



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## ■ Which Referencing style is the right one?

Some styles in Practice	
FACULTY	RECOMMENDED REFERENCING STYLES
Arts	Harvard, Chicago, MLA, APA, University of Auckland Style
Business and Economics	APA <i>The Business of Writing: Written Communication Skills for Business Students</i>
Creative Arts and Industries	APA, Chicago, Harvard, MLA
Education	APA
Engineering	Harvard, Chicago, UoA Engineering Numbered Style
Law	New Zealand Law Style Guide
Medical and Health Sciences	Vancouver, APA
Science	Referencing styles recommended by Science Departments <i>Scientific style and format : the CBE manual for authors, editors, and publishers</i>
Theology	Chicago

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## ■ **APA style (American Psychological Association)**

- This style of citations and bibliography is the one used by the American Psychological Association (APA), and it is the style adopted by most of the journals in the field of child development.
  - Only in journal titles are all words capitalized.
  - Book titles and titles of articles are lower case except for the first word.
  - In some cases, your bibliography will have one source, the article that you are reviewing





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## ■ APA style (American Psychological Association)

**APA STYLE REFERENCING**

In-text citation:  
(Author surname, year, p.)  
p = page number  
e.g. (Fitzgerald, 1950, p. 58)

Reference List:  
Author surname, initial. (Year). Source Name. Place:  
Publisher.  
(Source name must be in italics)  
e.g. Fitzgerald, F.S. (1950). *The Great Gatsby*.  
Harmondsworth: Penguin Books.

**In-text Citations**  
*You use only a few basic details*

The researcher describes a virtuous person as one “who acts and feels as he or she should, for the right reason considering the circumstances” (Alvaro, 2017, p.770).

**Reference List**  
*You use ALL of the details*

Alvaro, C. (2017). Ethical veganism, virtue and greatness of the soul. *Journal of Agricultural and Environmental Ethics*, 30(6), 765-781. <https://doi.org/10.1007/s10806-017-9698-z>

- In APA style, Author and date can be used as a part of sentence.



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## ■ The Vancouver Style Referencing

- **Vancouver** is originally came from The International Committee of Medical Journal Editors which produced the “Uniform Requirements for manuscripts submitted to Biomedical Journals” following a meeting that was held **Vancouver in 1978** [source: **Jonkoping University Library**].
  - **The Vancouver stype is used mainly in the medical sciences.**



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## ■ The Vancouver Style Referencing

### AMA STYLE REFERENCING

#### In-text citation

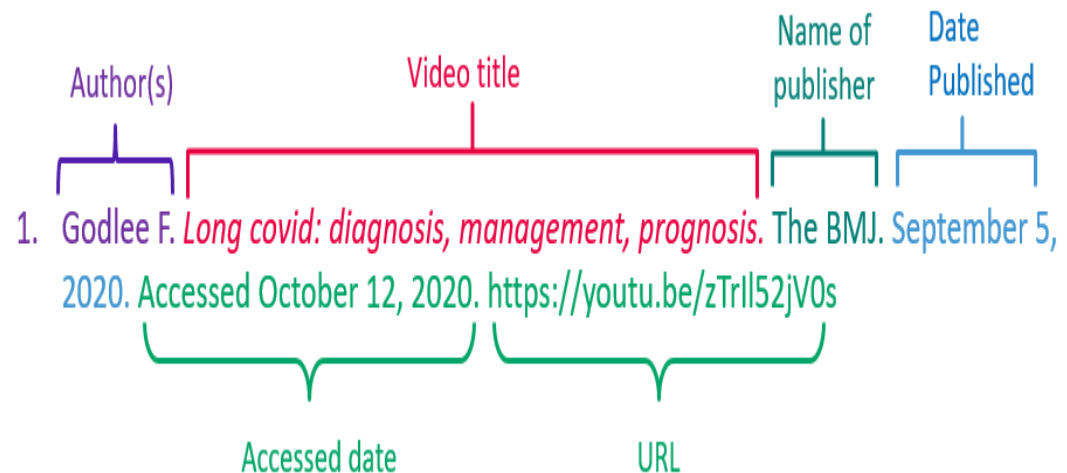
(Author surname date)  
e.g. (Chase 2016)

#### Reference List

Author surname, first name. Year. Source name. Place:  
Publisher.

(Source name should be in italics)

e.g. Furlong, Ronald. 1966. *Clinical Surgery*. London:  
Butterworths.



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## ■ The Harvard Style Referencing

- **HARVARD** came originally from “The Bluebook: A Uniform System of Citation,” Published by the Harvard Law Review Association.
- **The Harvard Style and its many variations are used in law, natural sciences, social and behavioural science, and medicine.**



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## ■ The Harvard Style Referencing

- Anglia Ruskin University-London, expects students to use the alphabetical/name-date system, in a particular style, known as the **HARVARD** style.
- The author's surname and year of publication are cited in the text, e.g (Bond, 2004) and a reference list (of these citations) is included at the end of the assignment, in alphabetical order by author with date.
- This reference list also includes important details such as the title and publisher.
- A bibliography lists relevant items that you have used in the preparation of the assignment but not necessarily cited in your text. A bibliography should also be in the Harvard style and the inclusion of such a list shows that you have read widely beyond the items you have cited.



# 1. The fundamental knowledge of Reference

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## ■ How do we write citations using the Harvard Style?

**There are a number of rules relating to citations depending on:**

- **The number of authors of a work,**
- **And if you are citing a quotation**



# 1. The fundamental knowledge of Reference

## ■ The Harvard Style Referencing

### HARVARD STYLE REFERENCING

#### In-text citation:

(Author surname, year)  
e.g. (Dickens, 1861)

#### Reference List:

Author surname, initial. (Year). Source Name. Place:  
Publisher.

e.g. Dickens, C. (1861). Great Expectations. United  
Kingdom: Chapman & Hall.

#### Simple in text citation

*Comma between surname and date*

(Smith and Bruce, 1997)

*Round-  
brackets*

*Author's surnames*

*Publication date*

#### Anatomy of a Harvard reference

Author/s name/s

Year

Title of article

Wolfe, K, Wu, X & Lui, R 2003, 'Antioxidant activity of apple peels',  
*Journal of Agricultural and Food Chemistry*, vol. 51, no. 3, pp. 609-614.

Journal title

Volume

Issue

Page numbers

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## ■ How do we write citations using the Harvard Style?

### a. Citing one author:

- A recent study investigated the effectiveness of using Google Scholar to find medical research ([Henderson, 2005](#)).

Or

- [Henderson \(2005\)](#) has investigated the effectiveness of Google Scholar in finding medical research.





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## ■ How do we write citations using the Harvard Style?

### b. Multiple authors:

- *Two authors*: It has been emphasised (Shah and Papadopoulos, 2015) that good referencing is an important academic skill.
- *Three authors*: Evidence shows that providing virtual laboratory exercises as well as practical laboratory experience enhance the learning process (Barros, Read & Verdejo, 2008)
- *More than three authors*: It has been emphasised that good referencing is an important academic skill (Wong *et al.*, 2015)



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## ■ How do we write citations using the Harvard Style?

### b. Multiple authors:

*Page numbers:* You should include page numbers in your citation if you are quoting directly from or using ideas from a specific page or set of pages.

- In the drying process "polyphenol oxidizing reactions" form new flavour compounds (Toker et al., 2020, pp. 585–586).



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## ■ How do we write citations using the Harvard Style?

### c. Citing sources published in the same year by the same author:

- Add a lower case letter to the date in the in-text citation and in the matching full reference to distinguish between the sources.
  - Snow is formed in part because the temperature drops enough that rain freezes (The Open University, 2022a), however the freezing temperature of water is often below 0°C under certain conditions (The Open University, 2022b).



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## ■ How do we write citations using the Harvard Style?

### d. Citing from chapters written by different authors :

- Some books may contain chapters written by different authors.  
When citing work from such a book, the author who wrote the chapter should be cited, not the editor of the book



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## ■ How do we write citations using the Harvard Style?

### e. Secondary referencing:

- Secondary references are when an author refers to another author's work and the primary source is not available. When citing such work the author of the primary source and the author of the work it was cited in should be used.
  - According to Colluzzi and Pappagallo (2005) as cited by Holding et al (2008) most patients given opiates do not become addicted to such drugs
- **Secondary referencing should be avoided wherever possible and you should always try to find the original work.**



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## ■ How do we write citations using the Harvard Style?

**f. Citing a direct quotation:** if a direct quote from a book, article, etc., is used you must:

- **Use single quotation marks** (double quotation marks are usually used for quoting direct speech)
- **State the page number**
  - *Simons, Menzies and Matthews (2001) state that the principle of effective stress is ‘imperfectly known and understood by many practising engineers’ (p.4).*



# 1. The fundamental knowledge of Reference

## ■ How do we write citations using the Harvard Style?

### g. Citing an image/illustration/table/diagram/photograph/figure/picture

- You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work; both in your text where they are discussed and in the caption you write for it.
  - *Table illustrating checklist of information for common sources (Pears and Shields, 2008:p.22). Or*
  - *'Geological map of the easternmost region of São Nicolau' (Ramalho et al, 2010:p.532)*



- The fundamental knowledge of reference
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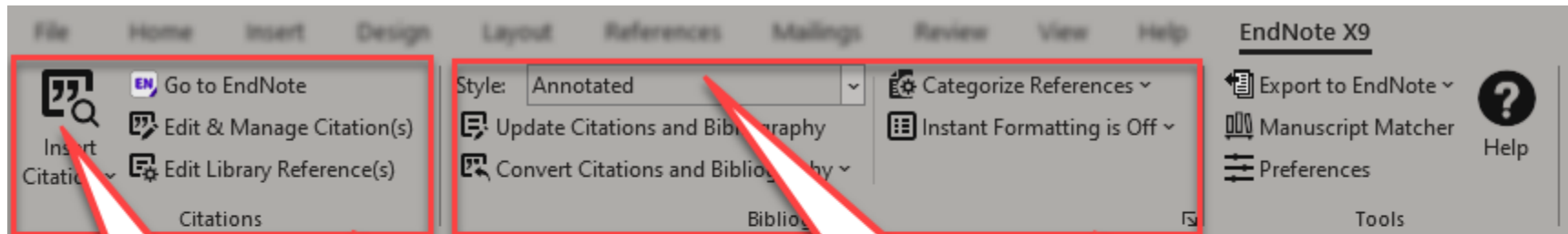
## 2. Citation and referencing tools

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- 1. Endnote (KhoeTV)
- 2. Rabref (Quang Hieu)
- 3. Reference Manager.



## 2.1. Guidelines for using *EndNote X9*



Click here to insert citations in the text (they will automatically be added to the ref list at the end).

This section in the toolbar handles your citations in the text.

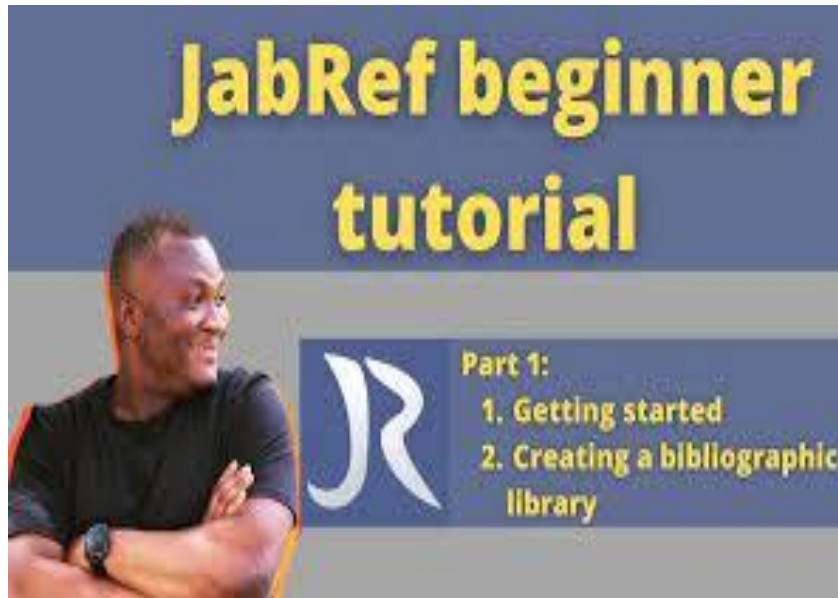
Here you change your formatting, via the Output Style

This section handles your reference list at the end of the document, and all

## 2.2. Guidelines for using *Rabref*

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- [https://www.mcgill.ca/library/files/library/jabref\\_guide\\_2016.pdf](https://www.mcgill.ca/library/files/library/jabref_guide_2016.pdf)



## Review Question:



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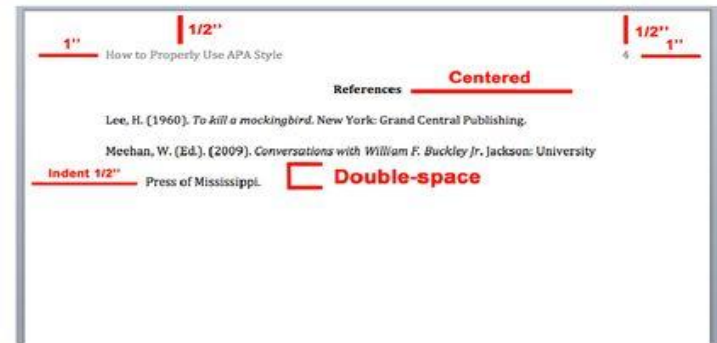
- Used within the paragraph
- Shows where your information comes from
- Written immediately after the sentence.

Studies claim that New Zealand is the 10<sup>th</sup> happiest country (World Happiness Report, 2015).



### Reference List

- ✓ Last page of the research paper
- ✓ Shows the “sources” used to write the paper



# 3. Conclusions

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- There are many styles that can be used for referencing. When you are given coursework or dissertation guidelines, check which style of referencing your lecturer or department asks you to use:
- The presentation introduces you to the Harvard referencing style, which uses an ‘author-date’ approach. The Harvard is easy to learn, simple to use, and when you get stuck, there is lots of advice available to help you out.
- When you begin your research, it is important that you record the details of all the information you find.
- Guidelines for using reference tools (*ENDNOTE*, *RABREF*)



# References

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[1] <https://www.news24.com/life/archive/university-referencing-guide-for-beginners-20180920>

[2] <http://libweb.anglia.ac.uk/referencing/harvard.htm>

➤ **For more referencing examples:**

- [www.imperial.ac.uk/library/subjectsandsupport/referencemanagement](http://www.imperial.ac.uk/library/subjectsandsupport/referencemanagement)
- <https://library.up.ac.za/health/harvardmed>.



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**THANK YOU FOR YOUR LISTENING**

