Reports Writing

A. Using and Describing Graphics (Tables, Graphs, Images)

B. Avoiding Plagiarism

C. Reference Styles

D. In-text Citation

E. IEEE reference style guide and EndNote

F. Publishing and presenting reports/posters/articles

References

Referencing is used to tell the reader where ideas from other sources have been used in an assignment. There are many reasons why it is important to reference sources correctly: It shows the reader that you can find and use sources to create a solid argument.

A **citation** is a way of giving credit to individuals for their creative and intellectual works that you utilized to support your research. It can also be used to locate particular sources and combat plagiarism. Typically, a citation can include the author's name, date, location of the publishing company, journal title, or DOI (Digital Object Identifier).

A **citation style** dictates the information necessary for a citation and how the information is ordered, as well as punctuation and other formatting.

There are many different ways of citing resources from your research. The example:

- **APA** (American Psychological Association) is used by Education, Psychology, and Sciences
- **MLA** (Modern Language Association) style is used by the Humanities
- **IEEE** (Institute of Electrical and Electronics Engineer

APA (American Psychological Association)

APA referencing is a variant on Harvard style. Many of the conventions are the same, with brief author-date citations in brackets in the body of the text and full citations in the reference list. It is usual to include a reference list only rather than a bibliography in APA style. Citations for websites are also slightly

different, with no need to include an access or retrieval date unless the page content is likely to change over time.

Examples

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

Weinstein, J. (2009). "The market in Plato's Republic." *Classical Philology*, *104*(4), 439-458.

MLA Style

MLA (Modern Language Association) style for documentation is widely used in the humanities, especially in writing on language and literature. MLA style features brief parenthetical citations in the text keyed to an alphabetical list of works cited that appears at the end of the work.

Core Elements

Each entry in the list of works cited is composed of facts common to most works—the MLA core elements. They are assembled in a specific order.

Containers

The concept of containers is crucial to MLA style. When the source being documented forms part of a larger whole, the larger whole can be thought of as a container that holds the source. For example, a short story may be contained in an anthology. The short story is the source, and the anthology is the container.

Rationale

The Modern Language Association, the authority on research and writing, takes a fresh look at documenting sources in the eighth edition of the MLA Handbook. Works are published today in a dizzying range of formats. A book, for example, may be read in print, online, or as an e-book--or perhaps listened to in an audio version. On the Web, modes of publication are regularly invented, combined, and modified. Previous editions of the MLA Handbook provided separate instructions for each format, and additional instructions were required for new formats. Starting with the 8th edition of its best-selling handbook, the MLA recommends instead one universal set of guidelines, which writers can apply to any type of source

Examples

Card, Claudia. *The Atrocity Paradigm: A Theory of Evil*. Oxford UP, 2005

Doggart, Julia. "Minding the Gap: Realizing Our Ideal Community Writing Assistance Program." *The Community Literacy Journal,* vol. 2, no. 1, 2007, pp. 71-80.

IEEE

The Institute for Electrical and Electronics Engineers (IEEE) is a professional organization supporting many branches of engineering, computer science, and information technology. In addition to publishing journals, magazines, and conference proceedings, IEEE also makes many standards for a wide variety of industries.

IEEE citation style includes in-text citations, numbered in square brackets, which refer to the full citation listed in the reference list at the end of the paper. The reference list is organized numerically, not alphabetically

In-text Citing

It is not necessary to mention an author's name, pages used, or date of publication in the in-text citation. Instead, refer to the source with a number in a square bracket, e.g. [1], that will then correspond to the full citation in your reference list.

- Place bracketed citations within the line of text, before any punctuation, with a space before the first bracket.
- Number your sources as you cite them in the paper. Once you have referred to a source and given it a number, continue to use that number as you cite that source throughout the paper.
- When citing multiple sources at once, the preferred method is to list each number separately, in its own brackets, using a comma or dash between numbers, as such: [1], [3], [5] or [1] - [5].

Examples

[1] D. Sarunyagate, Ed., *Lasers*. New York: McGraw-Hill, 1996.

[2] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.

[3] L. Bass, P. Clements, and R. Kazman, *Software Architecture in Practice*, 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.