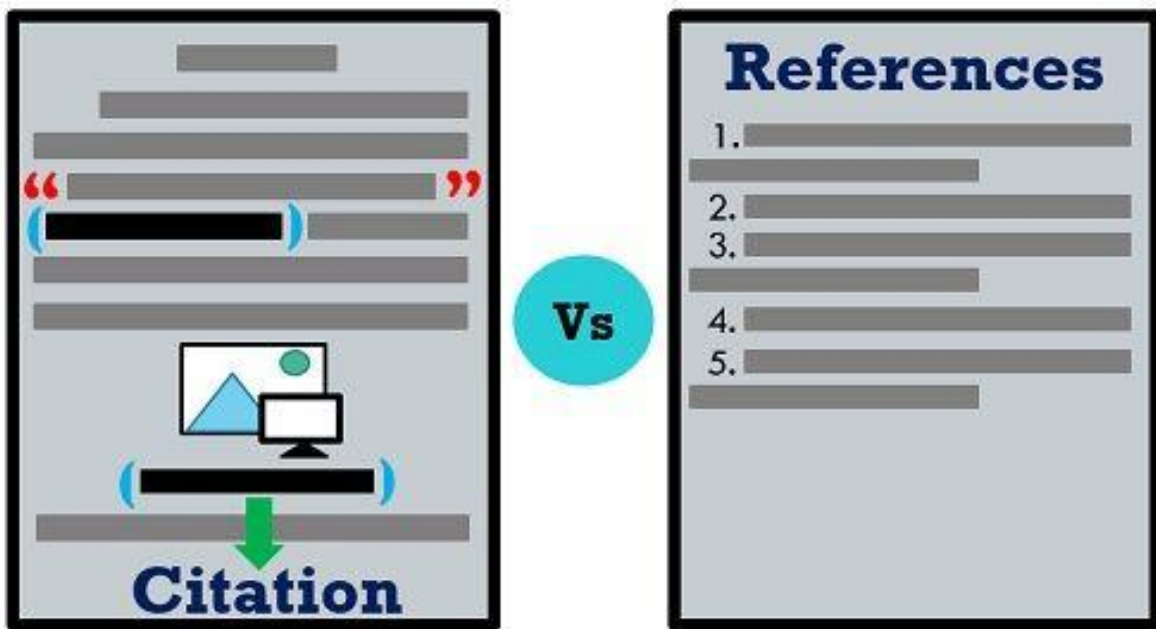


Citation and Referencing



Distinguish Between Citation and Reference

Aspect or feature	Citation	Reference
Definition	A short mention in the text to indicate the source of information or ideas used.	A detailed list at the end of the work that provides full information about the sources cited.
Placement	Located within the main body of the text.	Placed at the end of the document in a separate section called “References” or “Works Cited.”
Purpose	To briefly indicate where an idea or quote came from in the text.	To give complete details of the sources so readers can locate them.
Format	Brief, usually author’s name and date (APA: (Smith, 2021)).	Complete information like author, title, publisher, date, and more (APA: Smith, J. (2021). <i>Book Title</i> . Publisher).

Examples	APA: (Smith, 2021) MLA: (Smith 23)	APA: Smith, J. (2021). <i>Book Title</i> . Publisher. MLA: Smith, John. <i>Book Title</i> . Publisher, 2021.
Includes	Author's name and publication year or page number (depending on style).	Full source details including author, title, date, publisher, and URL (if applicable).

This table highlights the core differences between citations and references.

1. What is Citation and Why is it Important?

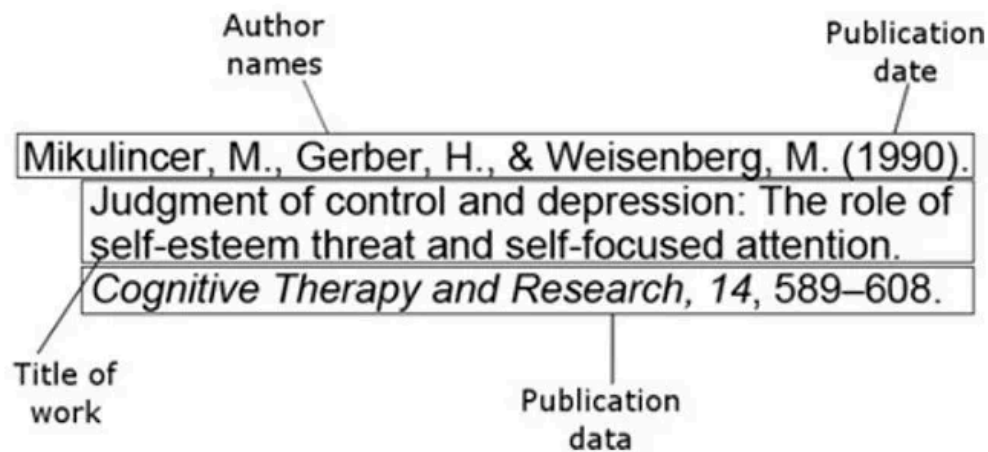
Example :

Cite all the authors the first time the work is mentioned. After that use only the surname of the first author followed by “et al.” For example, Kisangau, Lyaruu, Hosea, and Joseph (2007) found [Use as first citation in text.] Kisangau et al. (2007) found [Use as subsequent first citation per paragraph thereafter.]

Citation is a way of giving credit to the original authors or sources of information that you have used in your own writing or research. It helps to show that you have done proper research and also allows others to find the sources you used if they want to learn more.

- **Example:** Imagine you're writing a report on global warming. If you use a fact or statistic from an article, you need to cite where that fact came from. This helps people know where you got your information and shows you didn't just make it up.

2. What is a Reference?



Example of in-text citation format with author name, publication date, title of work, and publication data.

A **reference** provides detailed information about the source you've cited in your work. It includes things like the author's name, title of the work, where it was published, and when it was written. It's usually found at the end of your work in a "References" or "Bibliography" section.

- **Example:** At the end of your research paper, you might have a list of books or articles you used, along with details like the author's name and the year of publication.

3. Importance of Citations and References

- **Avoiding Plagiarism:** Citing your sources helps you avoid plagiarism, which is when you use someone else's ideas without giving them credit.
- **Credibility:** Proper citations make your work more trustworthy and professional.
- **Acknowledging Authors:** It's a way to give credit to the original authors for their hard work.

4. Citation Styles

Different citation styles have different rules about how to cite sources. The most common styles include:

4.1 APA (American Psychological Association) Style

Used for: Social sciences like psychology, education, and sociology.

- **In-text Citation:** (Author, Year)
 - **Example:** (Smith, 2021)
 - **Reference List:** Author's last name, First initial. (Year). Title of the work. Publisher.
 - **Example:** Smith, J. (2021). *Climate Change and its Impacts*. Oxford University Press.
-

4.2 MLA (Modern Language Association) Style

Used for: Humanities like literature, philosophy, and art.

- **In-text Citation:** (Author's last name Page number)
 - **Example:** (Smith 23)
 - **Works Cited List:** Author's last name, First name. *Title of the Work*. Publisher, Year.
 - **Example:** Smith, John. *Climate Change and its Impacts*. Oxford University Press, 2021.
-

4.3 Chicago Style

Used for: History, business, and fine arts.

- **In-text Citation (Footnote/Endnote):** ¹Author's First and Last Name, *Title of the Work* (Publisher, Year), Page number.
 - **Example:** ¹John Smith, *Climate Change and its Impacts* (Oxford University Press, 2021), 23.
 - **Bibliography:** Author's last name, First name. *Title of the Work*. Publisher, Year.
 - **Example:** Smith, John. *Climate Change and its Impacts*. Oxford University Press, 2021.
-

4.4 Indian Citation Style (ISI)

In India, citation practices follow various styles like APA, MLA, or the University Grants Commission (UGC) guidelines. However, many Indian researchers use APA or MLA. Some institutions might adopt a customized format, but no widely recognized "Indian-specific" citation style exists like APA or MLA.

5. Managing References Using Software

There are tools to help you manage your citations and references more easily:

- **Zotero:** Helps collect, organize, and cite your sources.
 - **Mendeley:** A free reference manager and academic social network.
 - **EndNote:** A tool for organizing references and creating citations.
-

6. Examples of Different Citation Types

Example 1: Book Reference in APA

- **In-text Citation:** (Smith, 2021)
 - **Full Reference:** Smith, J. (2021). *Climate Change and its Impacts*. Oxford University Press.
-

Example 2: Journal Article in MLA

- **In-text Citation:** (Smith 23)
 - **Full Citation:** Smith, John. "Global Warming Trends in 2021." *Environmental Studies Journal*, vol. 12, no. 4, 2021, pp. 22-34.
-

Example 3: Website in Chicago Style

- **In-text Citation:** ¹John Smith, "Global Warming in 2021," *Climate Reports*, last modified May 12, 2021, <https://www.climatereports.com>.
 - **Full Reference:** Smith, John. "Global Warming in 2021." *Climate Reports*. Last modified May 12, 2021. <https://www.climatereports.com>.
-

Real-Life Example of Citations

Imagine you are writing a research paper on the **effects of smartphones on students' focus**. You've read various studies and want to use the following in your paper:

1. A study from a journal article

2. A quote from a book
3. Statistics from a website

For each of these, you will need to cite them properly and list them in your references. You will also avoid **plagiarism** by paraphrasing the ideas and giving credit to the authors.

7. Avoiding Plagiarism

Plagiarism is when you use someone else's words or ideas without giving them credit. It's like copying someone's homework and pretending it's yours. It's important to always cite sources to avoid this.

Here are ways to avoid plagiarism:

1. **Paraphrase:** Use your own words to explain someone else's ideas.
 2. **Quote:** If using the exact words, use quotation marks and cite the source.
 3. **Cite:** Always give credit by mentioning where the information came from.
-

Activity

Take a small article on global warming or any topic you are interested in. Try summarizing a few sentences from it in your own words and practice citing the original source using any of the citation styles we've discussed.

Conclusion

Citation and referencing might seem like extra work, but it's essential to make your writing credible and honest. By giving credit to the original authors, you not only strengthen your work but also respect the effort of others. Whether you use APA, MLA, or Chicago style, the goal is the same: to show your readers where you got your information from and to avoid plagiarism.