REFERENCING NOTES - 1

Referencing implies an informed and systematic presentation of information about the sources you have consulted and or quoted in the course of preparation and writing of an academic work. Referencing is done when one as a writer quotes, uses or borrows someone else's original ideas or any piece of information, and accommodates it in his work.

Referencing which may also be referred to as *Citation or Quotation* is normally done within and at the end of a text of an academic paper such as a research, project report, a proposal term paper or long essay. When done within a text is referred to as an IN –TEXT REFERENCING while when presented as a list at the end of the text is referred to as an END OF TEXT REFERENCING.

Reasons for Referencing

- For authority –to give weight or credit to ones work –make it academically and officially acceptable. Convincing the supervisor, relevant authorities and other academicians your paper is plausible and merits credits.
- To back up an argument which shows the sequence of events involved in the systematic resolution of a scientific problem
- To reflect ones prior reading efforts
- For ethical reasons that you acknowledge to readily show your acceptance and appreciation that a particular idea which you have used is not originally yours, but you have borrowed it from someone else. It is very important for someone to acknowledge a source information or piece of material borrowed so as to avoid an academic theft i.e. PLAGIARISM.
- This might be a protection against possible allegations when it comes to issues of legal obligations such as copy rights.
- To enable others make a follow up of your sources of information
- For purposes of future use and application

Plagiarism

Is an act of making use of a source of information/ material other than yours without acknowledging it and or cite a source a source of work which was not consulted. Somehow this tests your trust (honest) loyalty (faith) confidence and integrity. This is regarded as an academic crime because by not acknowledging you are pretending that the material is yours while you knows for sure is not yours. It is an academic theft /crime.

Plagiarism is an academically a punishable offence, if proven guilty, one is normally punished based on the institutional regulations and principles. The punishment may range from deduction of marks to the total rejection, nullification of one's work or expulsion from the college.

When to Cite, Quote or Reference, and When Not to

Since Knowledge is considered along two lines as

a)   Common knowledge- well known facts to everyone or as
b)   Specific knowledge- facts not well known to every one

We are only obliged to give references when we use specific knowledge and not General Knowledge.

Common knowledge

Historical information for example, including historical dates and scientific laws and principles all fall under the category of General Knowledge. In that case, the date of the Tanganyikan's independence and the law, weight of a molecule of flotation, the law motion and Ohm's Law, shared definitions of scientific processes for example, are all considered as General Knowledge.

Specific Knowledge

We only quote or cite what we regard to be **Specified information** such as author's opinion, closed facts visual aids, graphics and statistical information or data that we refer to.

Now carefully examine the following information and decide whether fall under the category of General Knowledge or Specific Knowledge.

i.   Second world war begun with Germans invasion of Poland
ii.   Japan is a cluster of islands
iii. To every action there is equal and opposite reaction

How to Avoid Plagiarism

Present the quoted information appropriately by following particular acceptable principles and formats

Types of Referencing

There are two types of Referencing; IN –TEXT REFERENCING and END OF TEXT REFERENCING.
END OF TEXT REFERENCING: is a list of work cited at the end of the text of the work (e.g. research, project report, a proposal term paper or long essay etc.)

IN –TEXT REFERENCING is done when the writer quotes references within the body or text of the work. This can be done in the following two ways:

i.   Direct Quotation
ii. Indirect Quotation

l.   Indirect Quotation

Is a type of quotation whereby one uses his own words to present the quoted content that is paraphrasing
This involves the use of

•   An introductory phrase

- Authors surname
- Date or year of publication
- Quoted piece of information
- Page number

In the text, the quoted sources are usually presented in the form of

Verbs and introductory phrases commonly used in the quotation

......states that..., ...Claims that .. ..Demands that.., asserts that

Or said, notes, reported, defined, refuted, proposes etc.

Examples

- When author's name is part of the sentence

According to the Hoffman (1999) an angle of 20 degree should be used when calculating the scoop handle.

- When author's name is not **part of the sentence**

Research indicates that Coal Scoops are mainly used in the work place and are not very commonly used in the domestic environment (Hoffman, 1999).

ii.   Direct Quotation

Is a type of quotation whereby one uses author's original words in presenting the quoted information
This involves the use of

- An introductory phrase
- Authors surname
- Date or year of publication
- Quoted piece of information
- "Quotation marks"

In the text, the quoted sources are usually presented in the form of either

i. Short Direct Quotation or
ii. Long Direct Quotation

i.   Short Direct Quotation

This is a quotation of less than 40 words and normally inserted within the text paragraph e.g.

- According to some "dreams express profound aspects of personality" (Kiev, 2003:66).

- As explained in the Kiev's study, dreams [are said to] express profound aspects of personality" (2003:66).

- In his study, Kiev (2003:66) comments that "dreams express profound aspects of personality"

ii. Long Direct Quotation

Here the quotation contains 40 words and above and   thus it is never inserted within the text paragraph instead is projected separately from the text. It is also indented 5 spaces from the left margin and single spaced.

Gutger and Okoi argue that

"Although rents average less than 15% of income, there are poor tenants who pay large proportion of their income and hence are hard pressed to cover other expenses". (1973:22)

Symbols commonly used in Quotation of References

i. **P. / pp.** – means page (p. 255) or pages (pp.255-285)
   Eg (Khalid, 1991:26)
   (Khalid, 1991 p.26)

ii. **et al.**- Latin word which means and others, it is used to indicate that the book has many authors or editors. If the you are quoting a work which is done by more than three authors, you mention all their names at first as Henry, John, Hamisi, Kagunta, and Gimson, then in all the following mentioning you just state as Henry, et al. (1992)

iii. **n.d.** - means no date of publication of the source of information. Eg,(Gerald, n.d.,p.24)

iv. **n.p.** means no Place of Publication (of the source of information) is given

v. **n. Pub.** no publisher is given

vi. **Ed./Eds.** Editor or editors if the book is a collection of work by different authors, thus it is the editor who owns that book

vii. **ed/edd.** edition/ editions – if the book has been produced in more than one version /editions you have to mention the editions accordingly

viii. **ibid.** –ibidem means the same author and work. This is used if you are referring to the previously cited work in the same page, and when no any other different has been mentioned in between. Eg kyando (ibid.,:16)

ix. **op. cit.** -opus citare means the same author and work mentioned before. This is used if you are referring to the previously cited work, and when a different work and or author has been mentioned in between

x. **no. nos** number, or numbers

xi. **vol./vols** volume or volumes

xii. **...** three ellipsis periods or dots, are used to show that some words in a direct quotation have been omitted

xiii. **[   ]** squire brackets around some words show that such words are not authors original words but for some reasons are inserted by the writer it is used to enclose words which are not authors words in a direct quotation. Ie it is not part of the quote material

xiv. **&** joining expression used between names of two authors

REFER Means consult or check back on a particular item or information for correctness, comparison, review, information update, assessment, analysis etc.

REFERENCING SKILLS
(Documenting Sources)

A: What is Referencing?

It is to acknowledge all the material/sources that you have used in writing your assignment/report.

B: Why referencing?

It is an academic requirement. In academia, it is unethical (and can be illegal) to use others' intellectual property/works as your own. We therefore cite (use reference) to acknowledge other people's influence and ideas in our works. When you use others' works (ideas, thoughts, language, etc) as if they were your own, you are plagiarizing.

C: What is plagiarism?
What constitutes Plagiarism?

- Taking someone's ideas or words as if they are your own
- Is the use or close imitation of the language and thoughts of another and the representation of them as if they are one's original works

D: What is APA?

It is an abbreviation for *American Psychological Association*. This is one among referencing/citation styles. Other styles include MLA, SLA, etc. In our case, we will use APA style.

E: Places for Citing in Reports/works
(i) *Within the body of your report (In-text referencing)*
This is not a full reference itself, but rather a pointer to the full details that are in the reference list.
(ii) *At the end of the body of your assignment (the reference list)*
The reference list is at the back of report. It comprises of the complete list of all the sources that you used in the construction of your work.

(a) *In-text referencing* *Ways of Referencing*
There are three times when you use APA referencing within the text.
(i) When you paraphrase i.e. when you use someone else's ideas but putting them in your own words.
(ii) When you quote i.e. when you use the exact words from another source/author
(iii) When you use tables, graphs and charts

> Note: *The basic concept for in-text referencing is that it refers the reader to the full details that are found in the reference list. The reference list is arranged alphabetically by the author's surname (or the title if no author) and then by date whereas this is not the case with in-text citation. All that is needed in in-text referencing is surname and the date since the in-text referencing points the reader straight to the correct point in the reference list.*

Referencing a Paraphrase (Indirect Quotation)

Include the author(s) surname and the date. There are two similar ways of doing this. Choose the, method that best suits the place that you are using it. You don't need to use the same method throughout the report.

Example: Suppose this is the Book in the reference list

For ONE author
Berk, L.E.(2004). *Development through the lifespan* (3rd ed.). Boston:Allyn and Bacon

Suppose this is what is actually written in the book
Attachment is the strong, affecting tie we have with special people in our lives that leads us to experience pleasure and joy when we interact with them and to be comforted by their nearness during times of stress (p.185).

A paraphrase for this would be:
Attachment is the special emotional bond that we feel for those who we are very close to. Those that we like being with and turn to in times of need.

Within the report, the above paraphrase could be referenced as;

Attachment is the special emotional bond that we feel for those who we are very close to. Those that we like being close to and turn to in times of need (Berk, 2004).

OR

Berk(2004) describes attachment as the special emotional bond that we feel for those who we are very close to. Those that we like being with and turn to in times of need.

Note: *the citation above involves one author; let us see how what happens to multiple authors.*

Citing multiple authors

For TWO authors, you should include them both. Outside the bracket you use the word "and" between the surnames while inside the bracket you use an ampersand symbol "&".
Let's use an example from the book below:
Dew, K., & Kirkman, A.(2002). *Sociology of health in New Zealand*. Victorial, University Press.

Media in all its forms has a huge influence on people in the way they assess their health needs, how health professionals are portrayed and the reinforcement of dominant cutures and beliefs (Dew & Kirkman, 2002).

OR

Dew and Kirkman (2002) say that the media in all its forms has a huge influence on people in the way they assess health need, how health professionals are portrayed and the reinforcement of dominant cultures and beliefs.

For THREE – FIVE authors, cite all the authors the first time the reference occurs. After the first time reference you should only include the surname of the first author followed

..., or all, the word *et al.* is an abbreviation for the Latin word *et alii* which means 'and others'

End of report-citation (reference list)

Gunstone, E., Matthews, N., Roy, E., & Watson, A. (1996). *Journey through families and adolescence.* Melbourne, Australia: Longman.

In-text citation (subsequent citation after the first citation)

Within different families, different patterns of communications can develop (Gunstone et al., 1996).

For SIX or MORE authors, use ONLY the first author followed by *et al.*

Referencing a Quote (direct Quotation)

Types of quotes

- **A short Quote**

This is used inside your report (in-text) and is cited as you would cite a paraphrase except that you put quotation marks around the actual quote and include the page numbers at the end of the quote.

Example:

........So what is attachment? Berk (2004) says that "attachment is the strong, affectional tie we have with special people in our lives that leads to experience pleasure and joy when we interact with them and to be comforted by their nearness during times of stress"(p.85).

OR

So what is attachment? A common definition is that "attachment is the strong, affectional tie we have with special people in our lives that leads us to experience pleasure and joy when we interact with them and to be comforted by their nearness during times of stress" (Berk, 2004, p.185).

You cite just like a paraphrase. The only difference is the page number of the quote included.

- **A long Quote**

This is sometimes called a block quotation. It is a freestanding, indented section of text with no quotation marks. It might appear as the example below;

Weston (1948) argues that:

    One of the most important phases of our special guests was to get

    information that would through light on the degeneration of the facial

    pattern that occurs so often in our modern civilization.

E: Primary Citation/Referencing

This happens when you cite the author who is the source of knowledge from the source text.

Example:

It was concluded that extroverts talk more and are more impulsive and take more risk with speech than introverts (Furnhams, 1990)

Note: This example shows that the ideas above are from Furhams, 1990 and re found directly in the materials you are reading.

G: Secondary Citation/Referencing

This happens when the author you are reading also refers to another author. This other author is the *secondary source*.

Example:

It was concluded that extroverts talk more and are more impulsive and take more risk with speech than introverts (Furnhams, 1990 as cited in Karbalaei, 2008).

Note: *In this example, Furnhams, 1990 is the secondary source since you red
      him in Karbalaei, 2008 and not in the report/book/material Furhams, 1990).*

Materu (as cited in Mwita & Chacha, 2010) suggests there is an emerging adult stage in the lifespan of humans, covering young people between the ages of 18 and 25 years.
Note: *List Mwita & Chacha, 2010) in your reference list, not Materu*

H: Citing Different Works Written by Different Authors

When you wish to acknowledge, at the same time, an idea that you think was discussed and/or put forward by different authors in different works, the following sample will be used as an example of such a citation.

It is in this light that the Second Language Acquisition (SLA) researchers (Busch, 1982; Wakamoto, 2000; Macntyre & Charos, 1996; Dawaele & Furnhams, 2000) have come to claim that introverts do better in academic subjects while extroverts do better in language learning.

I: Citing an Unknown Author

There are times when authors do not wish to disclose their names. In this situation, they are cited (in the place of the surname) as *anonymous*.

Example:

It is very important that world governments are pressurized to change their styles of leaderships (Anonymous, 2011, p.111).

J: Citing an Undated Source

Example:

Mwanaidi, (n.d.) argues that it is high time professors go back to school.

n.d. is an abbreviation for a not-dated source (a source whose year of publication is not known).

APA Reference list
The reference list is arranged alphabetically by the last name of the author or the first important word of the title.

In writing a reference list, follow the following guidelines
- Present information for all entries in this order

Author's name	Date	Title	Publication information(place & publisher)

- Double-space within and between entries.
- Entries should have a hanging indent, with the second and subsequent lines indented
- First and middle names should be in form of initials and the surname in full
- After the name, place the date in parentheses
- Capitalize only the first word of the title and subtitle and proper nouns
- Arrange entries in alphabetical order
- Arrange chronologically two or more works by same author
  e.g. Ndukulusudikucho, N.(2002).
       Ndukulusudikucho, N. (2006).
- If a work has no date, write (n.d.) and if it has no publisher or place, write "n p."

EXAMPLES OF WRITTEN REFERENCE LISTS
1. Book with one author

Author's name	Date	Title	Place of publication	publisher

E.g. Atupakisye,D.L.(1998). *Technology in traditional society*. DSM: DUP

Book with two authors
E.g. Atupakisye,D.L. & Maduhu, S. (1998). *Technology in traditional society*. DSM: DUP

Book with Editors

Author's name	Editor(s)	Date	Title	Place of publication	publisher

E.g. Atupakisye,D.L. & Maduhu, S. (Eds.). (1998). *Technology in traditional society*. DSM: DUP

Book with later edition

Author's name	Date	Title	Edition	Place of publication	publisher

E.g. Atupakisye,D.L.(1998). *Technology in traditional society* (5th ed.). DSM: DUP

Article in Journals (in Print)

Author's name	Date	Article Title	Journal title	Vol., (Issue), page(s)

e.g. Malisa, P. (2001). Extroversion and Learning. *Journal of Psychology*, 10(2) 111-125

Articles in Journals (online periodicals)

Author's name	Date	Article Title	*Journal title*	Vol., (Issue), page(s)	Date of Retrieval	URL

E.g. Mahisa, P. (2001). Extroversion and Learning. *Journal of Psychology*, 10(2), 111-125. Retrieved January 12, 2006, from http://search.epnet.com

Newspaper Article

Author's name	Year, Month, Date	Article title	*Name of newspaper*	Page(s)

E.g. Bilenjo,M. (2011, May 2). Uses of static electricity. *The East African*, P.A12.

Encyclopedia/ Handbook

Author's name	date	title	*Encyclopedia*	Edition,Vol.,pp	Place of publication	publisher

E.g. John, P. (2001). Renaissance. *In Encyclopedia Britannica* (2nd ed., vol.3, pp.690-712). San Diego: Academic Press