

Module: Referencing and Citation Techniques: Summary

1. In general, you should cite when:
 - You take material from a specific source
 - Your readers might want to verify the information
2. You should cite when:
 - You give **statistics, survey** and **research data** in your report
 - You give information that is **unique and not commonly known** to others
 - You think a reader may ask '**How do you know that?**'
 - You use **someone else's ideas**
 - You use a **direct quote** from someone
 - You **paraphrase a direct quote** from someone else
3. In-text citation:
 - Is included in the main report
 - Incorporates a brief reference put in brackets
 - Is used for **direct quotes** and **paraphrased information**
4. A reference list:
 - Is found at the end of the report
 - Is a compilation of all the sources consulted and incorporated in the report
 - Serves as an aid for readers to access the source and to verify facts used in your report
5. Two commonly used referencing styles:
 - Modern Language Association (MLA): The MLA style is used by researchers for subjects in the **Humanities**
 - American Psychological Association (APA): The APA style is used by researchers for subjects in the **Social Sciences**
6. How do you include an in-text citation:
 - Place the author's name in brackets at the end of the paraphrased information/idea
 - If it is a direct quote, do the same but put the text in quotation marks

7. Citing for different sources in MLA style:

Newspaper	Ibrahim, Faridah. "Reading Skills for Teenagers." <u>R is for Reading</u> . 15 Nov. 2000: H4.
Journal	Lau, Douglas. "Innovative ideas to generate income." <u>Innovation Today</u> . Jun. 2001: 33-45.
Website	Munoo, Rajendra. "Information literacy in the classroom." <u>Search Strategies for Students</u> . Oct. 2005. Association for Student Help. 08 Feb. 2006 < http://www.ilp.com/students >.
CD-ROM	Pwee, Timothy. "Habitat of lizards in the wild." <u>Encyclopaedia of reptiles</u> . CD-ROM. 2nd ed. 2005.
Book	Yeo, Jeffrey. <u>Internet for Research: Good, Bad and Ugly</u> . 3rd ed. Singapore: Vision Books, 2005.

8. MLA citation for webpages should be in the format of:

- Last Name, First Name. "Webpage/Article Title." Website Title. Published Date. Organization Title. Retrieved Date. <web URL>