

UNIT 4

TOPIC: REFERENCING & WRITING SKILLS

LECTURE 17

CO: HM002.5

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Subtopics

- Methods of referencing, book references, user guides, references for reports, journal references, magazines and newspapers, unpublished sources, internet references, explaining and elucidating.

Referencing

- Referencing is a systematic method of documenting or citing sources used in a passage or text
- Functions of Referencing are:
 - Keep a record of sources of information that has been used
 - Reinforce the authenticity of a source of information
 - Inform the reader about the source being used so that the reader can find the original information if he or she wants to do so
 - Avoid being guilty of plagiarism
 - Reinforce or compare information contained in different sources

Methods of Referencing

- The form of referencing depends on the type of and nature of source used that is
 - Books
 - Journals
 - Reports
 - Magazines
 - The World Wide Web
 - Encyclopedia Articles
 - Published Interviews
 - Unpublished material

Methods of Referencing

- Book References: The bibliographic information for a book contains three distinct parts – Author, Title and Publication information and each part is separated from each other by an appropriate punctuation mark such as full stop, a semi colon, or a comma

- Example:

Seippel, Robert G, *Transducers, Sensors and Detectors*,
Reston, Va: Reston Publishing Company, Inc., 1983.

Mick, John and Jim Brick, *Bit-Slice Microprocessor Design*,
3d ed. New York: McGraw-Hill Inc., 1980.

Methods of Referencing

- User Guides Referencing: The bibliographic information for a user guide or manual includes the name of the user guide, the name of the publisher, year of publication, and so on. A comma is used to separate each detail of the entry. The name of the guide is in italics or underlined

- Example:

Macro Assembler User's Guide, Microsoft Corp., Bellingham, Washington, 1989.

Methods of Referencing

- References for Reports: The bibliography entry for a published paper includes name of the report writer/writers, title of the report, place of publication, the name of the publisher, and the year of publication.
- Example:

Raina, A K, *Final Report on Evaluation of Human Response to Vibration and Air-overpressure due to Blasting in Opencast Non-Coal Mines in India*, Nagpur: Central Mining Research Institute, January 2003.

Methods of Referencing

- Journal References: The bibliography entry for a journal includes name of the author, name of the paper/article, name of the journal, volume number and issue number, page number, date of the issue. A comma is used to separate each detail of the entry. The name of the article is in inverted commas while the name of the journal is in italics or underlined

- Example:

Hal Lancaster, "Learning to Manage in a Global Workplace", *The Wall Street Journal*, 2 (June 1998).

Methods of Referencing

- Magazines and Newspapers: It includes name of the author, name of the article/paper, name of the newspaper, and date of publication. Comma to separate each detail. Name of the article is within inverted commas while name of the magazine or newspaper is in italics.

- Example:

Barbara DePompa, "Start Your Engines", *Success*, (December 1990): 24.

Methods of Referencing

- Independent Publications: Other sources such as pamphlets, theses, dissertations, brochures, conference proceedings and other forms of published data
- Example: Conference Paper

V M S R Murthy, J L Jethwa, and A K Ghosh, "Planning for faster drivage rate with road headers in Indian Longwall mines: A field investigation". Proc. Of the 6th International Symposium on Mine Planning and Equipment Selection, Ostrava, Czech Republic, September 3-6, 1997, 46-67.

Methods of Referencing

- Unpublished Sources: Such as class lectures, handouts, speeches, and so on.
- Example: Speech

Rao, U R, XXI Annual Convocation, Indian School of Mines, Dhanbad, January 22, 1999.

Methods of Referencing

- Internet References: The World Wide web now provide major sources of information
- Example:
“Factor Information Retrieval, version 6.23”, October 2020
(<http://www.epa.gov/ttn/chief/software/fire>).

Using Footnotes

- Footnote is a note of reference or comment written at the foot of a page
- Kind of a citation within the body of a text
- A mark or a number is put at the last word, or phrase, of the point, which is elucidated in the footnote, and additional information is mentioned at the bottom of the page
- Should be used if additional information about a term. Idea, or fact needs to be given

On December 13 the European negotiators finally approved a long-awaited \$57 billion bailout to the Greek government to deal with its sovereign debt crisis which has shaken the foundations of the Europe Union and the euro. 1

Footnote:

1. Andrew Natsios. A Way Out of the Greek Financial Crisis. U.S. World Report. *U.S. News World Report*, Dec. 2012.
<http://www.usnews.com/opinion/blogs/world-report/2012/12/31/a-way-out-of-the-greek-financial-crisis>

Explaining & Elucidating

- A footnote may be used to explain unfamiliar or difficult terms or to elucidate, elaborate, and validate an idea or a point.
- Explain: To make an idea clearer.
- Elaborate: Same as above but involves giving more details. You could easily have explained something to someone, and they can then ask you to elaborate.
- Elucidate: A fancy word for 'explain', so you sound very formal if you use this in a sentence rather than its simpler counterpart.

TAKEAWAY

