

Citing and Referencing

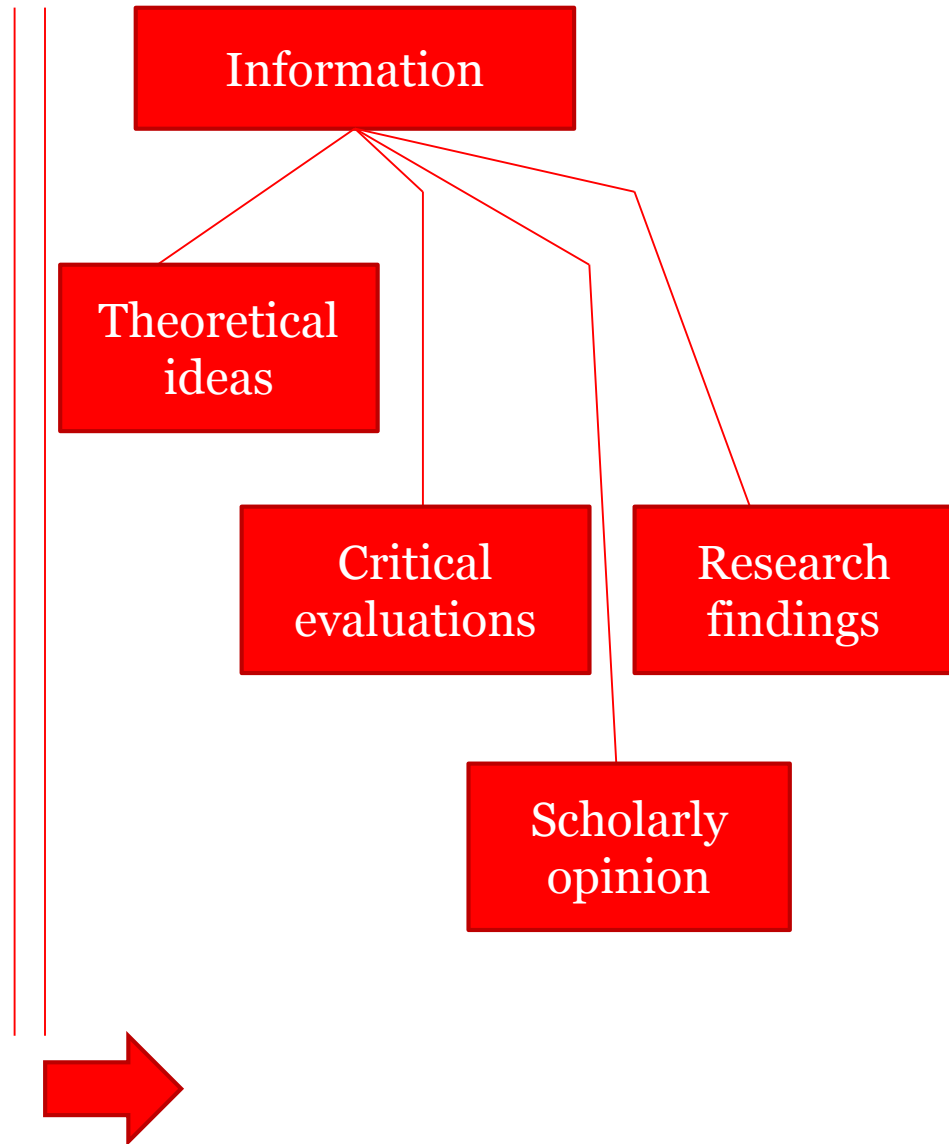
START

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A. Identifying Academic Sources

In an academic setting, an authority is usually someone who has been the author of published material. This material may come in the form of :

- Books
- Journal articles
- Published reports

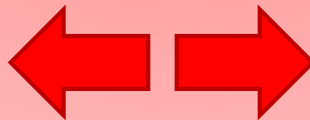


B. Integrating the Ideas of Published Authors

1. Citing Authors

1. There is no rule concerning which citation method – whether citing authors in **the body of a sentence** or in **brackets**.
2. To avoid relying on the same verbs when introducing authors into your sentence, as in the case of “McDonald (1992) **says...**” or “Anderson (2003) **states...**”, this is variety verbs you can use it :
 - ✓ asserts
 - ✓ believes
 - ✓ claims
 - ✓ describes
 - ✓ examines; explains
 - ✓ focuses on
 - ✓ observes
 - ✓ provide evidence
 - ✓ says; states

Tips

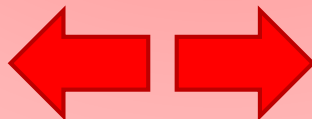


3. If there are two or more authors with the same surname, regardless of year of publication, include their first initials to distinguish the publications.

Example :

*Management principles underlie many organisational practices
(R. Holmes, 1995; J. S. Holmes, 1995).*

NB: When listing two or more authors in brackets, use a **semi-colon** to separate each reference.



4. If there are two or more publications written by the same author in the same year, then add the letter “a” immediately after the year of the first publication mentioned in the text, and add the letter “b” after the second, and so on.

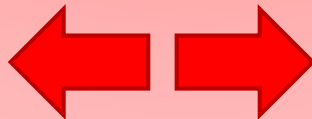
Example :

McMillan (1992^a) illustrates cross-cultural awareness in organizations, while McMillan (1992^b) argues for the significance of gender in cross-cultural awareness.

5. When stating the same author twice in a single paragraph, the year only needs mentioning the first time in the paragraph

Example

The notion of anger has been debated for centuries (Wilkinson, 1976). Indeed, Wilkinson points out that....



6. For works with no identifiable date, include n.d. in brackets.

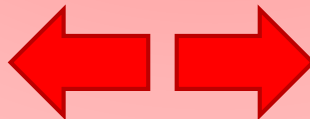
Example

The notion of anger has been debated for centuries (Wilkinson, n.d.).

7. When citing a publication written by three to five authors, for the first text citation, include all names. On subsequent citations, state the first author followed by “et al.”, which is a Latin abbreviation for “et als”, meaning “and others”.

Example

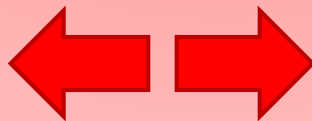
It is important to establish the grounds of the argument (Slater et al. 1978, p. 120).



8. In the case of secondary citations, that is when a source you are using cites someone else's work – which is the work you want to include, but you do not have access to the original document – it is important to acknowledge both the original source and the source you have access to. When documenting both sources in brackets, use “as cited in” before the secondary source.

Example

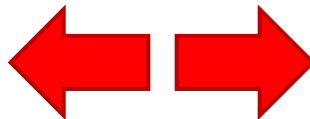
Riechter's (1984, **as cited in** Smith, 2003) study highlights how business models offer a framework for understanding commercial mechanisms.



Putting Authors Ideas into Your Own Works

Summarising

Paraphrasing

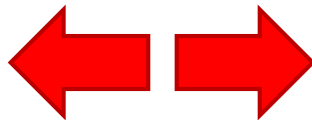


Techniques for Putting Authors' Ideas into Your Own Words

- **Verb List for Academic Writing**

The key to developing the skill of restating other people's ideas in your own words is to develop your own repertoire of words that can be used in academic writing.

- ✓ substantiate, corroborate, verify, confirm.....
- ✓ investigate, research, experiment, conduct, observe,
.....
- ✓ acknowledge, assert, claim, ...
- ✓ argue, challenge, compare, contradict, contrast,
counteract, debate,



- **Changing the Sentence Structure and Form**

Another method for creating difference between the author's version and your version is by altering the structure in which information is presented.

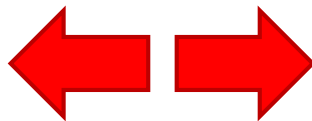
strategies identify a variety of techniques for altering sentence structures:

1. Restate the information by referring to the author.

EG: McDonald (1992) highlights; According to McDonald(1992); As highlighted by McDonald (1992).

2. Embed the author at the beginning of the sentence, the middle, or at the end.

EG: As identified by Smith(1990), social dynamics involve...; Social dynamics, as identified by Smith (1990), involve...; Social dynamics involve..., as identified by Smith (1990).



3. Try to repackage the idea using the following sentence

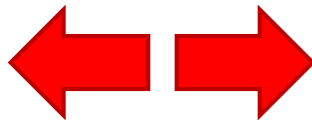
EG: This concept is about...
This issue focuses on / involves / highlights /
illustrates....

4. Consult with a thesaurus for ideas on how to say things differently.

As an example, Collins Essential English Thesaurus may be a useful resource.

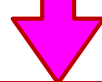
5. Draw on different linking words and phrases

EG: **Being specific**
In particular.... Regarding... With respect to...
Giving an example
For instance, ... For example, ...
Clarifying
In other words, ... Basically, ...

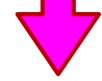


- **Steps for Putting Authors' Ideas into Your Own Words**

Write down or paste a photocopy of the passage you wish to put into your own words. Underline the author's main points.



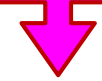
List some key ideas, concepts, and phrases. Where possible, note down alternative phrases or synonyms for each of these.



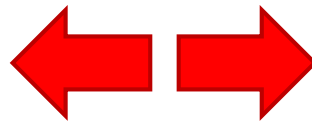
Identify the author's main point(s) in your words.



**Can you simplify your words further?
(This may not always be possible.)**



Use your words and phrases in steps 3 and 4 to restate the author's main point, without looking at the original text.



- **Write down or paste a photocopy of the passage you wish to put into your own words. Underline the author's main points.**

Marriage was a greater influence on the course of many of the women's lives than choice of job or career, or even family background. Yet few women talked about choosing to get married.

Park, J. (Ed.). (1991). *Ladies a plate. Auckland, New Zealand: Auckland University Press, page 113.* Key points have been underlined.

- **List some key ideas, concepts, and phrases. Where possible, note down alternative phrases or synonyms for each of these.**

marriage, getting married – selecting a life partner

marriage was a great influence – significant impact, influential factor

- **Identify the author's main point(s) in your words.**

Marriage was an influential factor in the women's lives. This was more so than other factors.

- **Can you simplify your words further?**

Although marriage impacted the women's lives significantly, it was not a decision that was analysed. Indeed, it was more a matter of course compared to individual choice.



C. Quoting Author's Ideas

Tips!!!!

- Type the exact wording, spelling, and punctuation of the original source, including American spelling.
- If there are errors in the original, put the Latin word 'sic' after the errors in square brackets to indicate that this was how the words appeared in their original location.

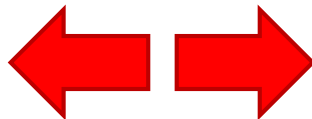
Example

Braum (1999, p. 125) argues that "there is no way to determines [sic] moral laws."

- For publications without page numbers, such as online documents, use paragraph numbers, indicated by "para."

Example

As noted by Handleman and Brown (1995, para. 8), ...



Tips!!!

- If you need to add words into a quotation for clarification, place the additional words in square brackets.

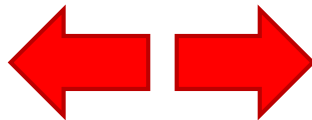
Example

“The PBRF [**Performance Based Research Fund**] ensures that tertiary institutions are able to deliver robust research portfolios within a team of professional, and internationally reputed, researchers” (Smith, 2004, p. 501).

- For quotations of 40 or more words, indent the whole quotation (by about 5 spaces) as a block of text, and remove the quotation marks.

Example

In respect of social behaviour, there are interesting American findings that computer game play can promote high levels of family involvement, reviving patterns of family togetherness in leisure that, for many, seemed to have diminished or died out with the advent of television. (Durkin, 1995, p. 71)



Tips!!!

- For secondary quotations, or quotations that are cited in another source, providing that the original is not available, both sources must be mentioned. When documenting both sources in brackets, use “as cited in” before the secondary source.

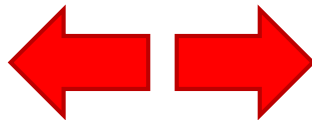
Example

➤ *In the body of the sentence*

Smith (2003, p. 111), in reporting a study conducted by Reichter (1984, p. 99), highlights how “commercialisation leads to four major outcomes.”

➤ *In brackets*

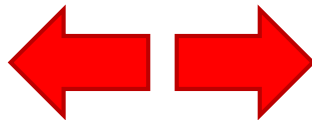
Reichert’s (1984, p. 99, as cited in Smith, 2003, p. 111) study highlights how “commercialisation leads to four major outcomes.”



D. The Importance of Acknowledging Authors Ideas

By acknowledging authors.....

- You support your own ideas.
- You make your argument convincing for the marker.
- You show the marker you have read widely.
- You show the marker you understand the literature.
- You follow the conventions of academia.
- You avoid being accused of plagiarism. By law, published information is copyright, which may mean you have the right to copy as long as you acknowledge the source.



E. Reference Lists

- **Referencing a Book**

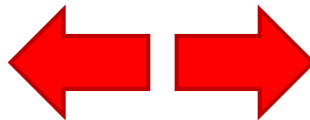
Herbert, A. P. (1935). *What a word!* London: Methuen.

Author Date of publication Book title City Publisher

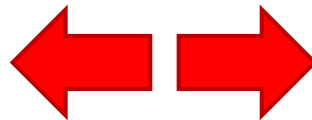
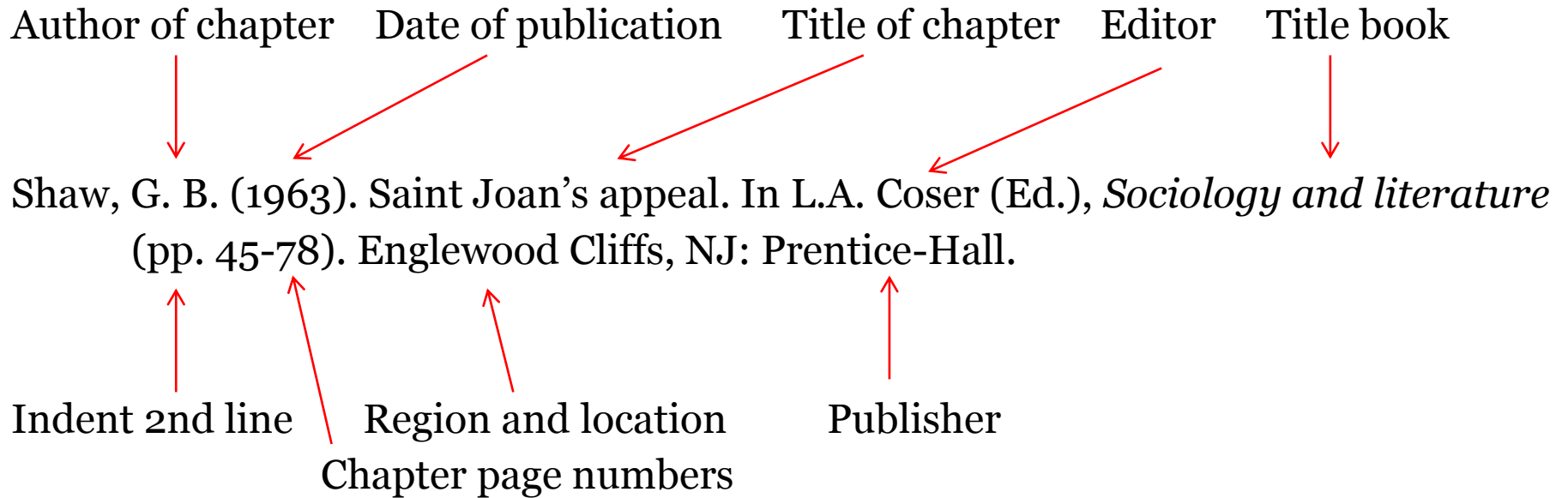
- **Referencing a Journal Article**

Velde, M. (2000). Sharing is best. *Education Gazette*, 79(21), 9-10.

Author Date of publication Title of article Title of journal Volume number Issue no. Page numbers

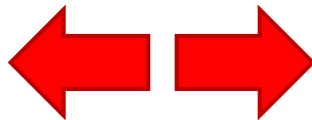


- ***Referencing a Chapter within an Edited Book***



- ***Online Documents***

- ❑ For online documents, always include the date of access, in terms of month, day, and year, and the full web address.
- ❑ To indicate a particular page or section within a website, include the **chapter number or section title in brackets, without italics, after the website title**. Include a web address that links directly to the section within the website.



- ***Formatting your reference list***

- ❑ References are in alphabetical order according to the first author's surname.
- ❑ With two or more publications by the same author, list the earliest dated publication first.
- ❑ The second line of each reference (and thereafter) is indented by about 5 spaces. This can be formatted automatically by using the “Hanging” feature under “Indentation” within the “Indents and Spacing” section within the “Paragraph” option of the “Format” column of the menu bar, found in most Microsoft Word programmes.



EXIT