

Referencing

Some basic principles

Note: The APA Referencing style is used in this presentation.

Why reference?

- Referencing is a convention of academic writing.
- Academic writing relies on the ideas and research of many authors, which are part of your required reading for any course.
- You reference because **you must acknowledge the source of the ideas you are using in your essay.**

Main problems

- Inconsistent /incorrect referencing style
- No references
- Poor integration of quotes into text
- Too many quotes
- Irrelevant quotes

What to reference?

Obviously you cannot reference everything. There is the idea of '**common knowledge**'.

Common knowledge (general knowledge) refers to facts that are so widely known it is unnecessary to reference them.

Examples:

- *Water boils at 100°C* – a scientific fact
- *Bangkok is the capital of Thailand* – a historical fact
- *The Treaty of Waitangi was signed in 1840* – a historical fact
- *Taylor's principles of scientific management are still relevant today* – a well-established view

To distinguish common knowledge, ask the following questions:


Is the fact widely known?

Is the fact disputed by anyone?

Referencing styles

Four main styles:

1. APA
2. MLA
3. Chicago
4. Harvard



**Find out from
your department
the preferred
style for your
subject area.**

Two types of referencing

- **Reference list or bibliography** This is a list of all the sources you have used for your essay. It is usually written at the end of your essay and on a new page. The sources are arranged in **alphabetical order by surname**.

eg, Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). USA: Houghton Mifflin Company.

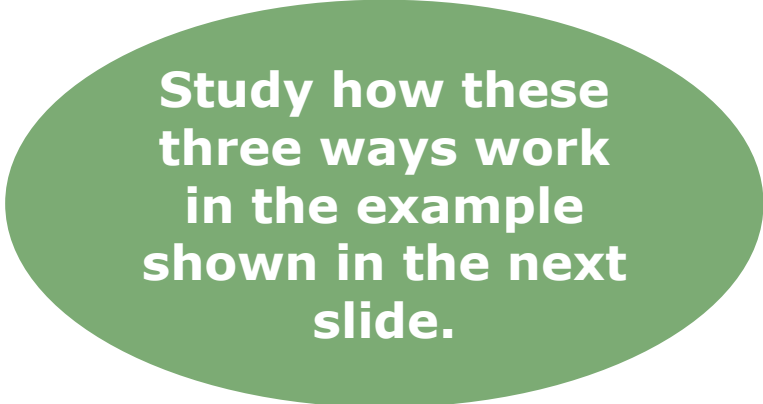
- **In-text citations** These are abbreviated source references to quotations, paraphrases and summaries used in the main **body** of your essay. If you are citing the above reference in the body of your essay, it will be written like this:

eg, According to Perrin (2007), ...

Follow the conventions of the referencing style you are using.

In-text citations: Three standard types

- **Paraphrasing** (rewriting the source text in your own words while keeping the meaning)
- **Summarising** (creating a shorter version of the source text by highlighting only the key concepts in your own words)
- **Direct quotes** (using the **exact** words from the source text)



Study how these
three ways work
in the example
shown in the next
slide.

Original text

Here is the original text.

In *Long Day's Journey into Night*, O'Neill captures his vision of the human condition in the figure of the alcoholic who is constantly and repeatedly faced with the disappointment of his hopes to escape or transcend present reality. As the effects of heavy drinking and alcoholism increase, the alcoholic, in his attempt to attain euphoric forgetfulness, is repeatedly confronted with the painful realities of dissipation, despondency, self-destruction, and ultimately, death. This is the life of an alcoholic, and for O'Neill, this is the life of modern man.

You noted these source details: By Steven F. Bloom in an article entitled "Empty Bottles, Empty Dreams: O'Neill's Use of Drinking and Alcoholism". This is an essay in the book *Critical Essays on Eugene O'Neill*, published by Pearson Education, New York, 1990.

Using original text

Introducing phrase

According to Bloom (1984), alcoholism in *Long Day's Journey into Night* is a metaphor for the human condition. The alcoholic drinks to forget his disappointments and to escape reality, but the more he drinks, the more he is faced with his own mortality. Bloom asserts that for O'Neill, the life of an alcoholic is "the life of modern man"(p.95).

Paraphrase

Direct quote

Summary

According to Bloom (1984), O'Neill likens the life of modern man to that of an alcoholic: both suffer the same struggles of a mortal life; both seek, sometimes unsuccessfully, to forget or alleviate their suffering and fears.

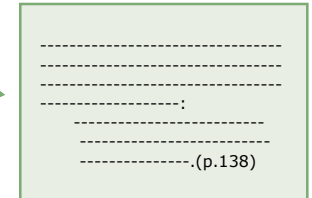
“Direct quotations”

When to quote:

- when the author’s words convey a **powerful meaning or viewpoint**
- when you want to support claims in your writing, or provide evidence.

How to quote:

- Quotations should appear between quotation marks “ ”.
- Short quotations (*three or more words*) should be integrated into the sentence you are writing.
- **Longer quotations** (*more than three lines of text*) should start on a new line and should be indented. The font and spacing remain the same.



How much to quote:

Quoting should be **done sparingly** and should **support** your own work, **NOT** replace it. Make your point first, then support it with the quotation.

Quotations: What *NOT* to do (1)

- Do not string a bunch of quotes together to form a paragraph.
- Do not start a new paragraph with a quote.
- Do not insert a quote into your text without first introducing it.

Example

In attempting to mould their appearance to meet the current ideal, numerous women are literally starving themselves to death. The incidence of eating disorders, such as anorexia nervosa and bulimia, has doubled during the last two decades. This increase is no longer limited to women in their teens and twenties, but is increasingly diagnosed in patients in their thirties and forties. **“No doubt, the current socio-cultural emphasis on thinness and physical fitness as a symbol of beauty and success has contributed to this age distribution” (Commerci, 2000, p 194).**

Revision

Commerci (2000) strongly believes that the “current socio-cultural emphasis on thinness and physical fitness as a symbol of beauty and success has contributed to this age distribution” (p. 194).

OR

“The current socio-cultural emphasis on thinness and physical fitness as a symbol of beauty and success has contributed to this age distribution”, **according to Commerci (2000, p. 194) .**

Quotations: What *NOT* to do (2)

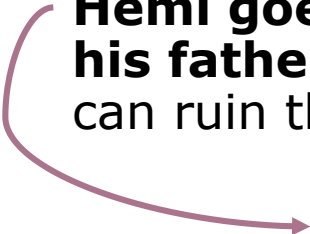
- You should not use a quote without clarifying the context first, eg,

Weak

The family does not always approve of Hemi's actions: "The evil you have done can ruin the whole family" (p.22). (context is not clear)

Better

The family does not always approve of Hemi's actions. **When Hemi goes against tradition by marrying outside his tribe, his father admonishes him, saying,** "the evil you have done can ruin the whole clan" (p.22).



the expanded context makes the quotation more meaningful

Working quotes into your text:

(1) Use an introducing phrase

Commerci (2000) strongly believes that the “current socio-cultural emphasis thinness and physical fitness as a symbol of beauty and success as contributed to this age distribution” (p. 194).

OR

“The current socio-cultural emphasis on thinness and physical fitness as a symbol of beauty and success has contributed to this age distribution” , according to Commerci (2000, p. 194) .

Working quotes into your text:

(2) Work quotes into your sentences

Example 1: Your own assertion with quoted material integrated.

Robinson and Bennett (1995), for example, designated organisational misbehaviour as “workplace deviance”; some others referred to it as “antisocial, dysfunctional, deviant, or counter-productive behaviour” (Vardi & Weitz, 2002, p. 51) Vardi and Weiner (1996), who have a background in business administration, define organisational misbehaviour as “any intentional action” conducted by organisational members that “violates core organizational and/or societal norms” (p. 151).

Example 2: Your own assertion followed by a colon (:)

In his research on IT use in schools, Ager (2000) makes the following assertion: “IT must be used across the curriculum, in the same way that a pen and pencil are used in most subject areas” (p.15).

Transitions for incorporating quotations of paraphrases

In the November 2002 issue of *Psychology Today*, Jones

notes
found
suggests
declares
maintains
observes
argues
asserts

that ... `...`

OR

According to Jones (2002), the main cause ofis.... `...`
In Jones' view/ opinion/estimation/study, the `.....` is....

Indicating changes made to quotations

Sometimes it may be necessary to:

Shorten a quote

Use ellipsis points – three spaced periods (...) – to indicate where words have been omitted within a quotation

Miller(2003) observed that socially constructed self-esteem is inextricably tied to other people's praise: "Flattery is narcotic and addicting. It preys on two desperate and inescapable desires: to be thought well of by others and to think well of ourselves ... [they] are complexly intertwined" (p. 96).

Add or change a word

Use square brackets [] - to make the whole sentence grammatical and read more smoothly