Documentation of Information Sources in Academic Report (Part – II a)
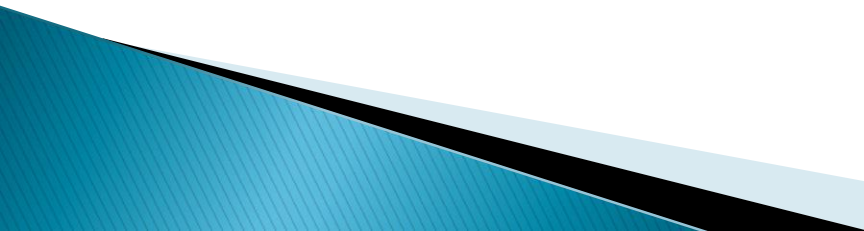
Pre - Ph.D. Course Work
Paper I

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What is Referencing?

- **Referencing means acknowledging the sources in the body of your work and linking the work used in the report to reference list or bibliography**

- **Academic work builds upon shared ideas, words and findings of other people. However, whenever you use other people's work – whether from a book, journal article, newspaper, video or any other source – you must acknowledge it. In other words, you need to tell the readers of your work where you got the information from and who produced it. This is called *Referencing*.**

Importance of Referencing

- **Research is a building upon what other people have previously done, thus, referencing helps in relating your own work to previous one.**

- **References demonstrate the depth and the breadth of your reading**

- **Shows that you are thorough and diligent in your academic work**

- **Enables the reader to locate the sources in your paper**

- **Allows the reader to refer back to any external material (i.e. not your own) that you have stated or discussed**

- **Information source can be found again quickly and easily**

Contd …

- Lets the reader see that you have included up to date work, seminal (early and influential) work and material central to your research topic

- Enables reader to visit source materials for themselves to verify the information

- Provides the reader with an indication of the quality and authority of the material you are referencing (e.g., published article in a reputed/respected journal)

- Demonstrates academic integrity – Proper referencing ensures that you have acknowledged your source (efforts made by the original author who may have spent years creating or finding information/facts) and that you have done your best to avoid plagiarism

Creating a References List

- **Start the References list on a new page and include the word "References" in capital case and centered**

- **References list should be double-spaced and each entry should be formatted with a hanging indent**

- **References cited in text must appear in the References list and vice versa. The only exceptions to this rule are personal communications and classical works; they are cited in text only and are not included in the References list**

- **If the References list includes 2 or more entries by the same author(s), list them in chronological order with the earliest first**

Contd...

- **If the author's name is unavailable, use the first few words of the title of the article, book or web source, including the appropriate capitalization and italics formatting. E.g., (Scientists Say, 2000)**

- **Arrange References entries in alphabetical sequence by the surname of the first author or by title or first word if there is no author. Ignore the words A, An, and The when alphabetizing by title**

- **Use ONLY the initial(s) of the author's given name, NOT the full name**

- **In titles and subtitles of articles, chapters, and books, capitalize only the first letter of the first word and any proper nouns, except in parenthetical (in-text) citations**

- **Italicize book titles, journal titles, and volume numbers. Do NOT italicize issue numbers**

Contd ...

- **Do <u>NOT</u> include retrieval dates unless the source of the material may change over time such as a blog entry or wikis**

- **If a <u>Digital Object Identifier (DOI)</u> is listed on either a print or an electronic source and it is included in the reference. A DOI is a unique alphanumeric string that is used to identify a certain source (typically journal articles). It is often found on the first page of an article.**

  Ex: http://doi.org/10.1080/1462220041000167630

- **When the References entry includes a URL that must be divided between two lines, break it <u>BEFORE</u> a slash or dash or at another logical division point. Do <u>NOT</u> insert a hyphen if you need to break a URL or a period at the end of the URL**

The W's

- **W**ho – wrote/edited it – **author or editor**
- **W**hen was it written – **date**
- **W**hat is it – **title** of a book, **title** of an article/journal, **title** of a web document
- **W**here was it published **(Books)** – **place of publication** – usually city, country and publishers name
- **W**here was the article located **(serial/journal)** – **volume number, issue number** and **page numbers** of the article
- **W**here you located it **(Internet sources)** – **URL** – web address

Book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.).

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

Name of the Periodical, volume(issue), #–#. https://doi.org/xxxx

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

References

- **https://www.otago.ac.nz/hedc/otago615365.pdf**

- **https://askanydifference.com/difference-between-footnote-and-endnote/**

- **https://askanydifference.com/difference-between-reference-and-bibliography/**

- **https://www.google.com/search?q=footnote+and+endnote&rlz=1C1CHBF_enIN791IN791&sxsrf=ALeKk03yy4sHSrFoX9G4opz2kfGrQFiYQ:1597942644677&source=lnms&tbm=isch&sa=X&ved=2ahUKEwjsi9SdoKrrAhUPXisKHU_cDBMQ_AUoAXoECA8QAw&biw=1280&bih=587#imgrc=w4J_C_k02RCdrM**

- **https://studenthelp.secure.griffith.edu.au/app/answers/detail/a_id/1676/~/what-is-the-difference-between-a-reference-list-and-a-bibliography%3F**

- **https://apastyle.apa.org/instructional-aids/reference-guide.pdf**