

## **Chapter 5: Referencing**

### **1-Referencing and Bibliography**

In writing books, thesis or any other papers we may recite the findings or workings of others. It is not sin to cite others in the study, If we use others contribution in the study we must acknowledge them both in text and in Reference.

#### **Referencing**

Referencing is an author-date system used in the academic community to indicate the source of ideas, theories, quotes, facts and any other evidence and information used to undertake an assignment or thesis or paper.

#### **Bibliography**

Bibliography is a list of authors and their contributions used in the study. It enables the readers to find out the original items.

### **2-Why do you need to reference others work in your paper?**

- To avoid plagiarism, a common form of academic theft.
- Referencing correctly because it gives appropriate credit to the sources and authors.
- Referencing the sources that you have used for your assignment demonstrates that you have gone through wide-ranging research in order to complete your work.
- Referencing enables the reader to find out the original items that you have used.

#### **What should be referenced?**

- Direct quotations put in inverted comma
- Any information, ideas or data, obtained from another author, be it a direct quotation or paraphrased comment
- Definitions of terms, if necessary

### **3. Plagiarism**

Plagiarism is defined as to “the practice of taking someone else’s work or ideas and passing them off as one’s own”. Any of the following acts constitutes plagiarism unless the work is appropriately acknowledged:

- copying the work of another student;

- directly copying any part of another's work;
- summarising the work of another;
- using or developing an idea or thesis derived from another person's work; or
- using experimental results obtained by another.

#### **4-The principles of bibliography.**

- Each type of document has its own citation rules. Indeed, the important information to cite varies depending on whether it's a book or a web page.
- No matter which standard is chosen, a bibliography must be consistent: all journal articles should follow the same citation rules. It is very detrimental not to adhere to this principle of consistency. The purpose of this standardization is to make a series of information understandable. Thus, even if the reference of the work is in another language or even in a different alphabet, the reader will be able to identify the author's name, the title, the year, etc., even if they don't understand the language. Failing to adhere to the chosen standard makes the bibliography less readable.
- At the very least, you should always include the name of an author, the title of the document, and its publication date. These are the most important elements, but edition and pagination can complement this information and even provide an idea of the quality of the cited work.
- A bibliography is organized: either in alphabetical order of authors, in the order of appearance in the body of the text, by theme, or by document type. Since a bibliography reflects a research process, but more importantly, the choices made in terms of information sources, it needs to be organized.

#### **5- CITATION STANDARDS BY DOCUMENT TYPES.**

##### **5-1- Authors**

- If a single author: (Author's Last Name, Year of Publication)
- For two authors: (First Author's Last Name & Second Author's Last Name, Year of Publication)
- For more than two authors: (First Author's Last Name et al., Year of Publication)

##### **5-2- The publication date**

- A document may have multiple dates: its publication date, the date it was printed, the legal deposit date, etc.
- You should only use one date; if not, use the most recent date

### **5-3- Printed or Digital Version?**

- There is no difference in content between a digital version and a printed book of the same edition.
- Bibliographic citations for both versions will include the same information.
- However, since the digital version is more easily accessible but also subject to potential changes, additional information may need to be added to facilitate access to the resource.
- Example: Citing an e-book: AUTHOR'S LAST NAME, First Name. Title. Volume **[online]**. Edition statement. Place of publication: Publisher, year of publication (**date of access**), page range (Title of the collection, number in the collection). **Available at: URL"**

### **6-Three styles of referencing**

1. Harvard System
2. APA System (American Psychological Association)
3. Vancouver or Footnotes System

#### **Harvard System**

The Harvard System is an author-date system of referencing within text and bibliography. It was developed at Harvard University in the 1930s. It uses author(s) name and date within the text and details in the Reference or Bibliography.

#### **APA System (American Psychological Association)**

The American Psychological Association (APA) System is a variation on the author-date system of referencing within text and bibliography.

It was published in 2001 at the Publication Manual of the American Psychological Association.

#### **Vancouver or Footnotes System**

Vancouver referencing system is number wise referencing system at the bottom of the page of the paper. The number directly refers to the sources of information<sup>1</sup>.

In Vancouver style, up to six authors, the names of all the authors are written. If there are more than six authors, then after writing the first six authors, 'et al' is used. This style recommends the use of official abbreviations for titles of journals (if available). While using Vancouver style, if an author's name is to be used in text, it is mandatory to use the citation number as well. For example, as Kaur<sup>2</sup> emphasized the high prevalence of depression in elderly. If there is more than one author it is recommended to use term "et al" after writing the surname of first author.

## **7- Examples of referencing**

### **7-1-Referencing printed books**

#### **a- Single topic (monograph) books**

- 1-The last name(s) of the author(s)
- 2- the initial letters of first names
- 3- the year of publication in brackets
- 4-the book title (in italics or underlined – but be consistent whichever you decide)
- 5-list the location (town or city) of the publisher
- 6-finally the name of the publisher.

**Ex:** Citation: (Handy 1994)

Reference: Handy, C. (1994). *The Empty Raincoat: Making Sense of the Future*. London: Hutchinson.

Citation: (Saunders et al 2003)

Reference: Saunders, M., Lewis, P., and Thornhill, A. (2003). *Research Methods for Business Students*, 3rd edition. Harlow: FT Prentice Hall.

### **7-2-Referencing a chapter from an edited book**

Some books are not written by a single author, but contain articles or chapters written by different authors. These are edited collections, sometimes called 'readers' and have one or more editors.

If you make reference to an author in an edited collection, you need to give the last name, initials, date of publication, title of chapter (inverted commas), name(s) of editor(s), title of book (in italics or underlined), then location of and name of publisher, and page numbers.

Examples:

Citation: (North et al 1983)

Reference: North, D., Leigh, R., and Gough, J. (1983) 'Monitoring Industrial Change at the Local Level: Some Comments on Methods and Data Sources', in M. Healey (ed.) *Urban and Regional Industrial Research: The Changing UK Data Base*. Norwich: Geo Books, pp.111-29.

Citation: (Moorhouse 1984)

Reference: Moorhouse, H.F. (1984). 'American Automobiles and Workers' Dreams', in K. Thompson (ed.) *Work, Employment and Unemployment.*, Milton Keynes: Open University Press, pp.80-89.

### **7-3- Referencing Journal Articles, Magazines and Newspapers**

Start with the last name of the author of the article, initials of author, year of publication (in brackets), title of article, name of the journal or magazine (in italics or underlined), volume number and part number (if applicable) and page numbers.

#### **Example**

Citation: (Bosworth and Yang 2000).

Reference: Bosworth, D. and Yang, D. (2000). Intellectual Property Law, Technology Flow and Licensing Opportunities in China, *International Business Review*, vol. 9, no. 4, pp. 453-477.

### **MAGAZINES**

The same sequence of referencing academic journals applies to magazines with a general readership.

-If there is an author, start with his or her last name, followed by their initials

-Year of publication (in brackets)

-If there is no author name, start with the originator's name (as recommended by BSI); this would be the name of the magazine (in italics)

-The title of the article (in inverted commas)

-If you started with the author's name, give the title of the magazine at this point (in italics, or underlined)

-Then full details of the specific date the magazine was published

-Page numbers

Examples (with and without authors from the same magazine):

Citation: (Rigby 2005)

Reference: Rigby, R. (2005). 'Crossover Consultants'. *Management Today*, November 2005, pp.30-35.

Citation: (Management Today 2005)

Reference: Management Today (2005). 'Business Manners, Working From Home'. November 2005, p.12.

## NEWSPAPERS

The order of referencing is:

- Name of writer, if shown (if name of writer not given, start with the name of the Newspaper (in italics))
- Year of publication
- Title of article
- Name of newspaper (in italics or underlined), if not shown as the first item
- Day of publication
- Details of any special identifying feature, e.g. review sections, supplements
- Page number

Examples:

Citation: (Saigol 2005)

Reference: Saigol, L. (2005). 'Gift shoppers set to spend £150m daily online'. *Financial Times*, 12/12/2005, p.4.

Citation: (Financial Times 2005)

Reference: Financial Times (2005). 'Duke does U-turn over spin-off sale'. 12/12/2005, p.14.

Citation: (Skypala 2005)

Reference: Skypala, P. (2005). 'Shooting the rapids of pension liabilities'. *Financial Times: FTfm (Fund Management)*, 12/12/2005, p.3.

Citation: (Financial Times 2005)

Reference: Financial Times (2005). 'Helping fashion to embrace IT'. *FT Companies and Markets supplement*, 12/12/2005, p.24.