Second Year study skills lectures   University of Mohamed Seddik Ben Yahia, Jijel   Dr. **Nadia, Mahalleg**
Faculty of Letters and Languages
Department of English 2023-2024

Lesson 03: Referencing Skills

Introduction

Referencing skills involve knowing how to give credit to the original authors or sources when using their work in your own writing. This typically includes citing sources properly within your text and creating a bibliography or reference list at the end of your work. It is essential for maintaining academic integrity and avoiding plagiarism. This course aims to underscore the significance of referencing skills in academic writing. From learning how to cite sources accurately within a text to compiling a meticulous bibliography or reference list.

1. What is Referencing

All academic documents (including research reports, assignments, dissertations, theses, research scripts, journal articles and conference papers) must include in-text citations and a list of references at the end listing the sources of information used in compiling the document.

- Referencing **is a standardized method of acknowledging the sources** of information and ideas that a researcher has used in a way that uniquely identifies each source.
- When you are doing an essay or a report, your writing will include sources of information such as articles, policies, books, research or theories. Referencing is **the way to refer to these sources**, showing where the things you are writing about **come from**.
- Referencing refers to the **process of crediting the sources** used by the researcher when writing a thesis or a research paper. It helps to avoid plagiarism and ensure the credibility of the research work.
- Referencing is **a system** used in the academic community to **indicate where** ideas, theories, quotes, facts and any other evidence and information used to undertake an assignment, **can be found**.
- Referencing is a way of **acknowledging the sources** you have used, or referred to, in your work by: providing information on other people's ideas, theories or works • paraphrasing or quoting their work by acknowledging your sources, you are providing clear information to allow your readers to follow up on what you have used.

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2. What do you Need to Reference? / When should you use Referencing?

You should always provide a reference to all material that you:

• Quote   • Paraphrase   • Summarize

You should also provide a reference to any:

- Ideas you are using in your work that originate with someone else.
- Data or other information that is not **common knowledge**, is **controversial,** or is **specialized knowledge** (e.g., you don't need to provide a reference to the fact that the kiwi is the national bird of New Zealand, but if you were to state that the kiwi population is declining at a rate of 4-5% per year, then a reference is required).
- Reference **any and all materials you have used** within your written work that are from a published text, video, or recording.

3. Why should you use Referencing? / The Purpose of Referencing

Referencing is **a strict requirement** for academic work. Although clear referencing will help you, as the author, it will also benefit your readers, and the original authors of works you are referring to.

➕ Primarily to avoid **plagiarism**.

Because **plagiarism** constitutes the **theft** of someone else's "**intellectual property**", it is regarded as **unethical** and even **illegal** (i.e., in some instances, plagiarism may constitute a criminal offence in terms of the Copyright Act). It is good academic practice and demonstrates **academic integrity.**

➕ It demonstrates evidence of your research and reading of academic sources for your assessments and adds **the weight** of expert knowledge to your own arguments/points/claims.

Your writing will be stronger if it is **backed up** with references to previous articles, policies, books, research or theories. The references you include in your work show that you have researched your subject area, and help to provide evidence that can **strengthen** the arguments you make.

➕ It also allows readers of your work to **seek information from your sources** or complete further reading. Your readers may want to follow up some of the research you have mentioned. Your references could help them to improve their own understanding of the subject.

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4. **How to Reference / Referencing/Citation styles**

There are many **different styles of referencing**, but you should follow the referencing style required for your **particular assignment**, or as set out by **your lecturer or department**, and confirm this for each assignment.

- o How you **format your reference** depends upon the reference or citation style you use e.g., Vancouver (a numbered system), APA (an author-date system), Chicago (a notes-bibliography system), MLA style..
- o In the social sciences, **the APA** (American Psychological Association) style is used as a means of referencing and citing the sources of information.
- o In all referencing systems **two types of references** can be distinguished, namely: • **in-text references**, also known as citations and • **detailed references** contained in a list of references at the end of a scientific document.

In-text citation vs. End-text citation

1. An **in-text citation:** is a **short acknowledgement** you include whenever you quote or take information from a source in academic writing. It points the reader to the source so they can see where you got your information. In APA style, in-text citations are placed within **the body of the text** to provide a key to the full bibliographic details that will follow later in your work.

Example: The last name of the author and the year of publication are inserted in the text at the appropriate point. e.g. **Simon (1945) posited that…/The target text (Simon,1945).**

2. An **End citation:** is **a full reference** entry that appears at **the end of a document**, in a separate section titled "References," "Works Cited," or "Bibliography". It provides readers with comprehensive details about each source used in the document for further reading or verification.
   - The format of each citation varies depending **on the type of source and the original authors**.
   - This list provides readers with the necessary information to locate and verify the sources used in the document. Whether citing **books, articles, websites, or other materials,** ensuring accuracy and consistency in end citations is crucial for academic integrity and scholarly communication.

Example: Last name, A. (year). *Title of the Book*. Publisher. / **Simon, A. (1945).** *Title of the Book.* **Publisher.**

- These two types of references **go hand in hand**. In other words, whenever you have **an intext reference (or citation**), you should also have **a corresponding entry in the list of references** at the end of your document (and vice versa). You must provide an end-of-text reference list that corresponds with all citations used in-text.

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Tips about the Reference List:

- The full reference for each brief citation must be listed **on a new page** at the end of the written work, with the heading – **References** (cantered on the page).
- The reference list is **double line-spaced**.
- A reference list is **arranged alphabetically by author last name**.
- Each reference appears **on a new line**.
- Each item in the reference list is required to have a **hanging indent from the second line onward.** E.g.

  Zarate, K., Maggin, D. M., & Passmore, A. (2019). Meta-analysis of mindfulness training on teacher well-

    being. *Psychology in the Schools*, 56(10), 1700–1715.

- References **should not be numbered**.
- If a reference has no author, **it is cited by title**, and included in the alphabetical list using the first significant word of the title (not A, An, or The).
- If you have more than one item with the same author, **list the items chronologically**, starting with the earliest publication date.
- If there is no date, the abbreviation **n.d.** may be used. It is extremely rare to not find a publication date; if it is a website, use the date the page was last updated, found at the very bottom of the page or home page.
- Use the **full journal name**, not the abbreviated name, and type it as it appears in the journal – use appropriate capitalization.
- Web addresses or DOIs **can either be live links** (blue and underlined) or **as normal black text** with no underline. If the work containing the reference list is to be made available online, use the live link format.

5. Examples of In-text and end text citations

Type of Citation	In-text Citation Example (Book)	End Citation Example (Book)	In-text Citation Example (Article)	End Citation Example (Article)
One Author	(Smith, 2005)	Smith, J. (2005). *Title of the Book*. Publisher.	(Jones, 2013)	Jones, T. (2013). Title of the Article. *Journal Name*, volume(issue), page range. DOI or URL
Two Authors	(Brown & Lee, 2010)	Brown, A., & Lee, B. (2010). *Title of the Book*. Publisher.	(Clark & Garcia, 2017)	Clark, A., & Garcia, M. (2017). Title of the Article. *Journal Name*, volume(issue), page range. DOI or URL
Three Authors	(Johnson, Smith, & Patel, 2018)	Johnson, R., Smith, J., & Patel, N. (2018). *Title of the Book*. Publisher.	(Taylor, White, & Martinez, 2020)	Taylor, L., White, K., & Martinez, P. (2020). Title of the Article. *Journal Name*, volume(issue), page range. DOI or URL

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Four Authors	(Taylor, White, Martinez, & Kim, 2020)	Taylor, L., White, K., Martinez, P., & Kim, S. (2020). *Title of the Book.* Publisher.	(Taylor, White, Martinez, & Kim, 2020)	Taylor, L., White, K., Martinez, P., & Kim, S. (2020). Title of the Article. *Journal Name,* volume(issue), page range. DOI or URL
Four or More Authors (use "et al." after the first author)	(Taylor et al., 2020)	Taylor, L., et al. (2020). *Title of the Book.* Publisher.	(Taylor et al., 2020)	Taylor, L., et al. (2020). Title of the Article. *Journal Name,* volume(issue), page range. DOI or URL

Important! Here is an example of Reference List

Brown, A., & Lee, B. (2018). *Introduction to Sociology.* Publisher X.

Clark, A., & Garcia, M. (2020). Economic trends in developing countries. *Journal of Economic Development,* 25(2), 45-60. DOI:XXXX

Garcia, M., & Clark, A. (2017). *Economics: Principles and Applications.* Publisher Y.

Jones, T. (2019). The impact of climate change. *Environmental Science,* 15(4), 112-125. DOI:XXXX

Martinez, P., & Taylor, L. (2018). Education policies in the digital age. *Educational Technology Research and Development,* 12(3), 78-92. DOI:XXXX

Patel, N. (2016). Globalization and its effects. *International Studies Review,* 8(1), 24-36. DOI:XXXX

Smith, J. (2010). *The Art of Writing.* Publisher Z.

Taylor, L. (2015). *Research Methods in Psychology.* Publisher W.