



Document your sources:

a short guide to reference and citation.
(How to cite right, without tears)

John Royce : Library Director
Robert College of Istanbul

Basics

- Terms often confused
 - Reference
 - Citation
 - Bibliography
- If text books and teachers aren't sure, what about students (and the implications for academic honesty)?



Definitions : Reference

What is a reference?

A reference is a way of indicating to the reader, in an orderly form, where information has been obtained. A reference provides all the information needed to find the source material. References must be cited because they acknowledge the sources used, and enable the reader to consult the work and verify the data that has been presented.

IBO Extended essay guide : first examinations 2009, p.17.

John Royce : *Document your sources: a short guide...*



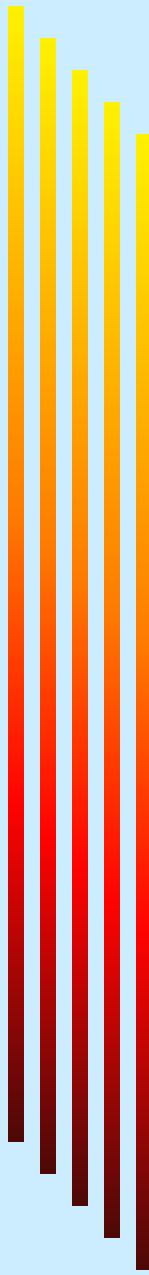
Definitions : Citation

What is a citation?

A citation is a shorthand method of making a reference in the body of an essay, which is then linked to the full reference at the end of the essay. A citation provides the reader with accurate references so that he or she can locate the source easily.

IBO Extended essay guide : first examinations 2009, p.18.

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Definitions : Bibliography

What is a bibliography?

A bibliography is an alphabetical list of every source used to research and write the essay. Sources that are not cited in the body of the essay, but were important in informing the approach taken, should be cited in the introduction or in an acknowledgment. The bibliography should list only those sources cited.

IBO Extended essay guide : first examinations 2009, p.16.

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Definitions : Bibliography *List of Works Cited*

What is a bibliography *list of Works Cited* ?

A bibliography *list of Works Cited* is an alphabetical list of every source used to research and write the essay. Sources that are not cited in the body of the essay, but were important in informing the approach taken, should be cited in the introduction or in an acknowledgment. The bibliography *list of Works Cited* should list only those sources cited.

IBO Extended essay guide : first examinations 2009, p.16.



Why cite?

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In schools and in colleges

"In the world of honest scholarship, no rule is more revered than the citation."

Kavita Varma, "Footnotes in Electronic Age: Scholars Struggle to Maintain Standards in Cyberspace." *USA Today* 7 February 1996, 7D.

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Style guides

- MLA : Modern Language Association
- APA : American Psychological Association
- Chicago : University of Chicago Press
- Harvard : Harvard University Press
- Turabian : (generic university style guide)
- Dozens of others – academic disciplines, professions, publishing houses, universities, governments...



Referencing styles

- in-text names / alphabetical-order reference list at end
- in-text numbers / numbered footnotes on page, NO reference list
- in-text numbers / number-order reference list at end (endnotes)
- in-text numbers / numbered footnotes on page & alphabetical reference list at end



Style guide differences

Footnotes/ endnotes OR in-text citation.
Author-title OR Author-date.

- Other differences include the order of the elements (of the reference), punctuation, abbreviations, paragraphing, indenting etc.



Style guide commonalities

All citation style guides aim to give all the information needed to get the reader from the reference in the text to the actual sources used.

Style guides also aim to ensure consistency of grammar, spelling, punctuation, capitalization, etc.



More than osmosis...

“We also increased our efforts to teach students correct referencing and plagiarism avoidance.

“The first year, the results seemed quite bad in that we detected more plagiarism than in previous years. We now think that the scope of the problem was greater than we had realized.

“Although the numbers are small, this year we are seeing a 75% reduction in student plagiarism (both self-reported and detected) compared to last year.”

Steady, Sandy. <s.steady@ULSTER.AC.UK> “Support and activities for addressing plagiarism.” 25 Apr 2007. 26 April 2007.
<PLAGIARISM@JISCMail.AC.UK>



- About RC
- Academic Life
- Campus Life
- Library
- About RC LMC
- Reference
- Homework Help
- Research
- Periodicals
- Reading & Books
- For Teachers
- Alumni&Development
- Making a Gift
- Employment
- Contacts
- Intranet

Library

Bibliography

General

Quotation

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The Robert College Guide to Bibliographic Citation following Modern Language Association (MLA) format.

The MLA Handbook for Writers of Research Papers has several hundred rules which attempt to cover every possible situation. This sheet lists only the most common situations, but you may be able to work out how to cite in situations not covered here. Most important is that you are consistent. If in doubt, ask a teacher or a librarian.

The bibliography in a paper formatted in MLA style is more properly a REFERENCE LIST of titles referred to in the paper. Each source cited in the essay must appear in the reference list, and each source in the reference list must be cited in the text.

Books: authors, editors, translators

If your bibliography includes more than one book by the same author, list them in alphabetical order of title (ignoring initial 'A' or 'The'); use three hyphens and a period the second time. List multiple authors in the order used on the title page; only the first named is inverted. If there are four or more authors, list only the first followed by et al (and others). If the book has been edited, translated or compiled, use the abbreviations ed., tr., or comp. as appropriate. Note: to a printer, words underlined are to be printed in an italic typeface. If you use a word-processor or DTP, titles in italics may be acceptable; ask your teacher.

Barber, E. J. W. Women's Work: The First 20,000 Years. New York: Norton, 1994.

Barber, Roger. Managing People. London: Kogan Page, 1989.

Beatty, J. Kelly and Andrew Chaikin. The New Solar System. 3rd ed. Cambridge MA: Sky Publishing, 1990.

Dunn, Rita and Kenneth Dunn. Teaching Students Through Their Individual Learning Styles: A Practical Approach. Boston: Allyn & Bacon, 1978.

Handy, Charles B. The Age of Unreason. London: Arrow, 1991.

---. Inside Organizations: 21 Ideas for Managers. London: BBC, 1990.

Kuntzsch, Ingrid. A History of Jewels and Jewellery. Translated by Sheila Marnie. New York: St. Martin's Press, 1981.



What is a citation?

- Citations are indications in the text that the words, thought, information, picture etc are not original to the writer.
- They show where the words (etc) came from.
- They link with the Works Cited list at the end of the essay.



More about citations

- In MLA, the name of the author is the usual form of citation. It links with the author's name in the Works Cited list.
 - *Use page numbers for quotes from print.*
 - *If the author is not known, use a short form of the title.*
- If you “quote” the exact words of an author, you need “quotation marks”.



Some example citations

Spink suggests that the book as we know it may well disappear, but that the book as we know it is relatively recent; it replaced earlier writing technologies and will in turn be replaced.

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Some example citations

It seems very likely that, when they are doing research and they do not understand, children are very tempted to copy (McGregor).



Some example citations

Karen Coyle relates how, in the early days of the World Wide Web, she proudly demonstrated the Internet to a visitor to the library. She thought she was picking out some really exciting hits, but her visitor was less than ecstatic, saying, "But it's just a bunch of reading" (*Coyle, 14*).

What is a reference?

- References are listed at the end of the essay, article, slide show etc.
- References lead the reader to the **exact** material used.
- The list is often called a Works Cited list, or a References list.
 - “Bibliography” is a term often used as well, but this can be misleading.
 - References are listed in alphabetical order.



Example references

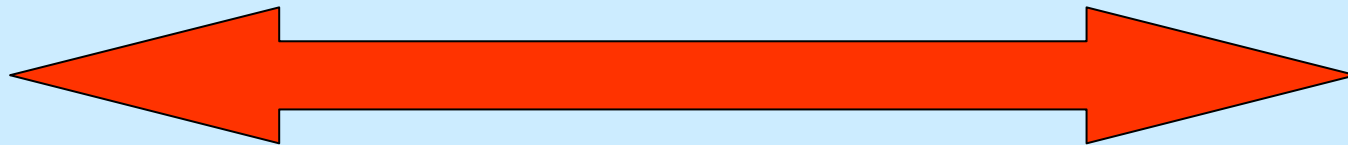
Coyle, Karen. *Coyle's information highway handbook: a practical file on the new information order*. Chicago: American Library Association, 1997.

McGregor, Joy H. "Do Scribes Learn? Copying and Information Use." *School Library Media Quarterly Online* 1998, June 1998. 3 February 2004
<<http://www.ala.org/ala/aasl/aaslpubsandjournals/slmrb/slmrc ontents/volume11998slmqo/mcgregor.htm>>

Spink, John. *Children as readers : a study*. London: Bingley/ Library Association, 1989.

References and citations

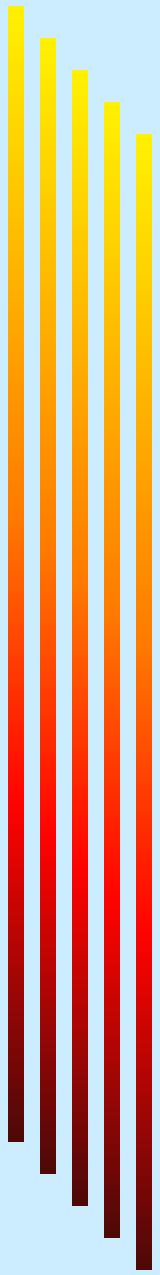
- All citations in the text lead to a reference in the Works Cited list.
- All references in the Works Cited list are signalled by a citation in the text.





Why cite?

- To show that this (words, ideas, pictures, etc) is not yours
- To say thank you
- To show you've done your homework
- To strengthen your arguments
- To build on what is known
- To share the blame if you get it wrong!
- To allow interested reader to follow up
- In turn, you, when famous, will want, expect, & deserve recognition



The basic information needed for a reference,
any reference, all references

- Author/s
- Title
- Publisher details
- Date



The basic information needed for a book

- Author/s
- Title
- Publisher details
- Date

- The citation in the text will give the author, and usually the page number/s as well.



The basic information needed for a book

Handy (78) calls it "selective perception", seeing only what we want to see. Two and more people can look at the same scene, but each may note different things, sometimes conflicting things. "We look for data to support our initial assumptions, and neglect or do not notice contradictory evidence."

Handy, Charles. *Understanding Organizations*.
London: Penguin, 1993.



The basic information needed for a periodical

- Author/s
- Title of article
- Title of magazine or journal
- Date
- Page number/s

- The citation in the text will give the author; if there is no author, then the first few words of the title. Also (usually) the page number/s as well.



The basic information needed for a periodical

Or, as Winn puts it, “The opposite of ‘critical thinking’ is ‘uncritical thinking’” (497).

Winn, Ira. “The high cost of uncritical teaching.” *Phi Delta Kappan* March 2004: 496-497.



The basic information needed for a web page

- Author/s
 - Title
 - Date of page
 - Title of site (publisher)
 - Date of visit
 - URL
-
- The citation in the text will give the author; if no author, then the first few words of the title.



The basic information needed for a web page

There is nothing wrong with bias; the information may be accurate and pertinent. When the reader is aware of bias, s/he can then be aware of what may have been omitted from the discussion. Kirk repeatedly emphasizes the need to check the information and the sources, and not to use anything which cannot be verified.

Kirk, Elizabeth E. "Evaluating Information Found on the Internet." June 5, 2002. Johns Hopkins University, The Sheridan Libraries. 1 April 2006. <<http://www.library.jhu.edu/researchhelp/general/evaluating/>>



The basic information needed for an Adobe .pdf file

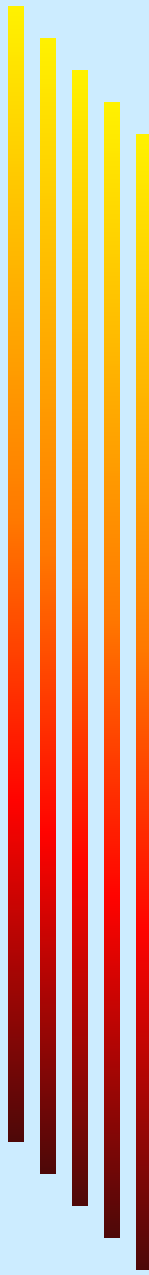
- Author/s
- Title
- Date
- Date of download
- URL / file name

- The citation in the text will give the author.



The basic information needed for an Adobe .pdf file

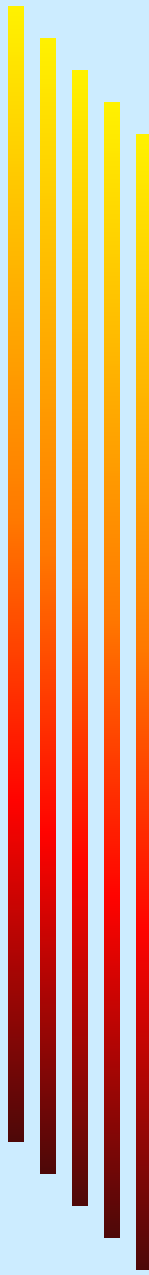
- In the Wellesley College study, the majority of students said they know that information found on the Internet may be unreliable, yet few students made any effort to verify the information they found (Graham and Metaxas).
- Graham, Leah & Panagiotis Takis Metaxas. “Of course it's true; I saw it on the Internet!” Critical thinking in the Internet era.” *Communications of the ACM* May 2003: 71-75. 2 February 2005.
<<http://www.wellesley.edu/CS/pmetaxas/CriticalThinking.pdf>>



The basic information needed for a periodical found in a database

- Author/s
- Title of article. Title of magazine or journal
- Date. Page number/s
- Database title
- Database URL (not the page URL)

- The citation in the text will give the author; if there is no author, then the first few words of the title.



The basic information needed for a periodical found in a database

Stimac offers a number of tips for actors trying to memorize their lines. Many of them could work for students trying to remember information for tests.

Stimac, Elias. "Try to remember new ways to strengthen your memorization skills." *Back Stage* July 23, 2004: 24-27. Infotrac. Robert College Library. May 31, 2005.
<<http://infotrac.london.galegroup.com/itweb/iarl/>>



T*I*P*S

- Note the sources as you go along.
 - Photocopy title-pages of print materials.
 - Include the URLs on printouts.
- Be sure to show what's not yours.
- If you can't cite it, don't use it!



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