



MATRIKULASI

REFERENCE MANGEMENT

SUHENDRO Y. IRIANTO

MAGISTER TEKNIK INFORMATIKA

INSTITUT INFORMATIKA DAN BISNIS DARMAJAYA

APA ITU REFERENCING (PUSTAKA)

- **Adalah penghargaan atau tanda terimakasih karena anda telah menggunakan ide atau pendapat orang lain yang tulis di buku, jurnal, dsb.**
- **Suatu cara untuk menunjukkan kepada pembaca bahwa anda telah menggunakan pustaka yang sesuai dan relevan dengan penelitian yang anda kerjakan.**

KENAPA HARUS MENGGUNAKAN PUSTAKA

- **Pustaka sangat penting untuk keberhasilan penelitian anda, dan penting juga pembaca sehingga mereka memahami penelitian yang telah anda kerjakan.**
- **Dengan mengetahui pentingnya pustaka , berarti anda telah mengerti mengapa pustaka itu penting.**

APA YANG HARUS DITULIS UNTUK PUSTAKA (KUTIPAN)

- **Anda harus menulis pustaka untuk semua yang anda gunakan didalam karya ilmiah anda.**

APA ITU CITATION (KUTIPAN)

- **Pada saat anda menggunakan atau menulis pendapat atau pernyataan orang lain didalam penelitian atau karya ilmiah anda, inilah yang dinamakan KUTIPAN.**

MENAGAPA HARUS MENGUTIP

Your benefit

- **Merkenalkan diri**
- **Untuk menambah argumen**
- **Memperkuat kevalid-an tulisan anda**

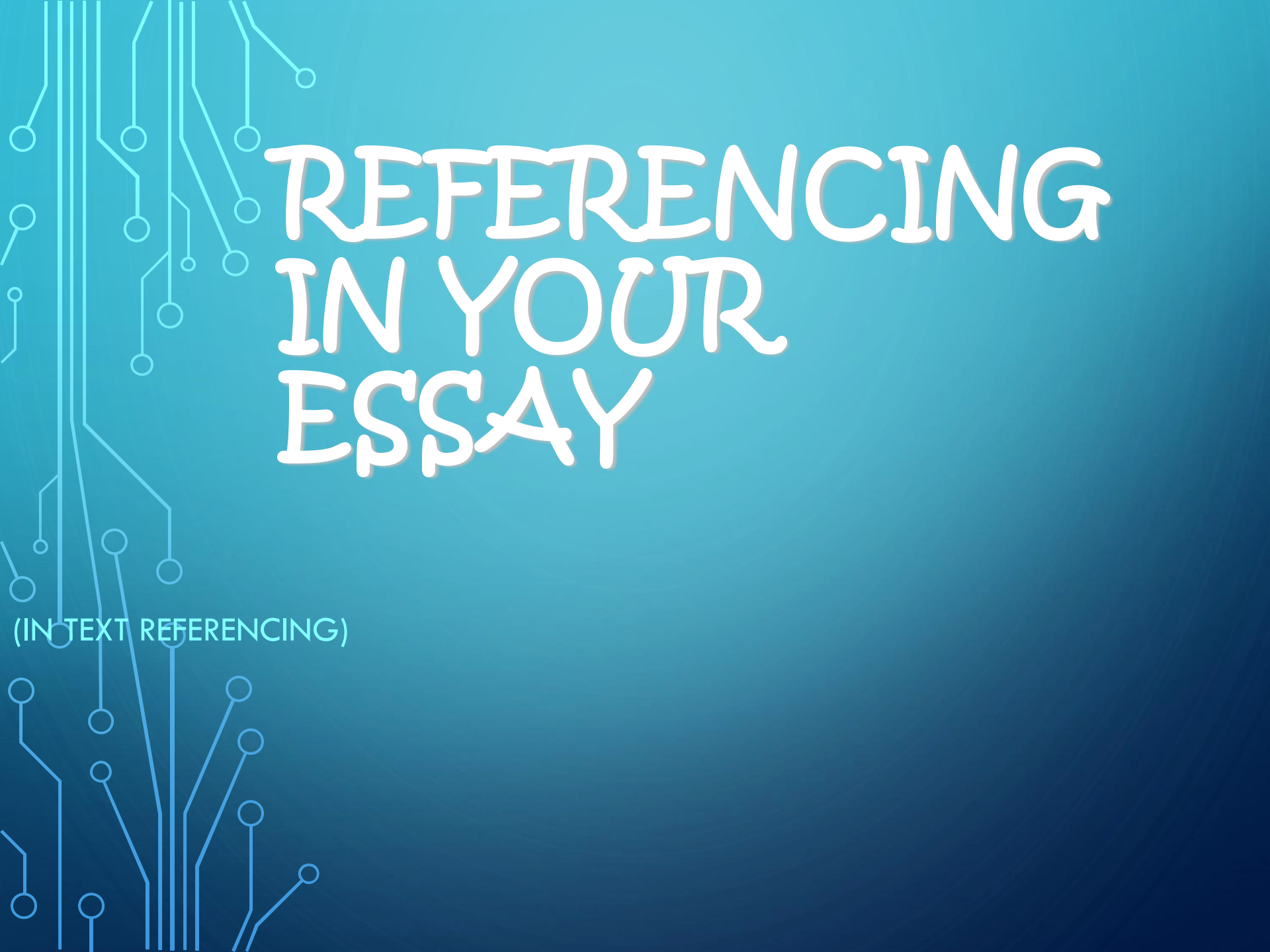
Reader's benefit

- **Memahami tulisan anda**
- **Membantu pembaca menelusuri peneltain yang sudah anda kerjakan**

Why Reference?

Ethical reasons:

- Integritas intelektual
- Untuk Membedakan antara:
 - Ide anda dan ide orang lain
- Masalan kekayaan Intellectual

A decorative background featuring a light blue gradient with a white circuit board pattern on the left side. The pattern consists of vertical lines with horizontal branches and small circles at the ends, resembling a printed circuit board (PCB) layout.

REFERENCING IN YOUR ESSAY

(IN-TEXT REFERENCING)

WHAT SHOULD BE REFERENCED?

- Ide, informasi, hasil penelitian , pendapat dari berbagai sumber yang dapat ditulis dengan cara atau teknik summarised, paraphrased, atau directly quoted
- Definisi istilah istilah
- Ilustrasi, tabel, gambar

REFERENCE MANAGER

- EndNote
- Zotero
- Mendeley

WHAT IS REFERENCE MANAGEMENT SOFTWARE?

- Reference management software is software for scholars and authors to use for recording and utilizing bibliographic citations (references).
- Once a citation has been recorded, it can be used time and again in generating bibliographies, such as lists of references in scholarly books, articles and essays. The development of reference management packages has been driven by the rapid expansion of scientific literature...

THESE SOFTWARE PACKAGES NORMALLY CONSIST OF A DATABASE IN WHICH FULL BIBLIOGRAPHIC REFERENCES CAN BE ENTERED, PLUS A SYSTEM FOR GENERATING SELECTIVE LISTS OR ARTICLES IN THE DIFFERENT FORMATS REQUIRED BY PUBLISHERS AND LEARNED JOURNALS.

MODERN REFERENCE MANAGEMENT PACKAGES CAN USUALLY BE INTEGRATED WITH WORD PROCESSORS SO THAT A REFERENCE LIST IN THE APPROPRIATE FORMAT IS PRODUCED AUTOMATICALLY... THEY WILL ALSO HAVE A FACILITY FOR IMPORTING THE DETAILS OF PUBLICATIONS FROM BIBLIOGRAPHIC DATABASES.

[HTTP://EN.WIKIPEDIA.ORG/WIKI/REFERENCE_MANAGEMENT_SOFTWARE](http://en.wikipedia.org/wiki/Reference_management_software)
ARE

[03 MAY 2009]

WHAT IS ENDNOTE^{WEB}?

- EndNote^{Web} is a commercial reference management software package, used to manage bibliographies and references when writing essays and articles. It is made by Thomson Scientific.
- Users can add references to a 'library' manually or via importing or exporting via the program. Via PubMed, users can select citations, select a specific format, and save them as .txt files
 - <http://en.wikipedia.org/wiki/EndNote> [26 April 2009]

2. WHAT IS ZOTERO? THE BASICS

- Zotero is an **easy-to-use tool** to help you collect, organize, cite, and share your research sources.
- Zotero **automatically senses** content, allowing you to add it to your personal library with a single click.
- Zotero collects all your research in a **single, searchable interface**.
- You can manually **add** PDFs, images, audio and video files, snapshots of web pages, and really anything else.
- Zotero automatically **indexes the full-text content** of your library, enabling you to find exactly what you are looking for.



What is Mendeley?

Mendeley is a free academic software used to manage, share, read, annotate and cite your research papers.

It is a reference manager.

Mendeley is based in London, and was developed by over 30 researchers, graduates and software developers. It is backed by co-founders and former executives of:



...and Supported
by:



PRISIP MENULIS KUTIPAN

- Kita harus menghargai
 - Ciptaan orang lain
 - Kekayaan intelektual orang lain
- Kita harus menulis ucapan terimakasih terhadap kontribusi orang lain

But,

- Jangan me- reference “pengetahuan umum yang orang banyak sudah tau”

WHAT IS COMMON KNOWLEDGE?

As **general** rules of thumb:

- Jika anda belum pernah belum tahu ,sebelum anda membacanya, maka anda perlu perlu menulis kutipanya.
- Jika semua orang sudah tau maka itu disebut common knowledge, maka tidak perlu menulis kutipanya atau reference-nya

TIGA TEKNIK PENLIŞAN KUTIPAN

- Quote Directly
- Summarize
- Pparaphrase

A decorative background pattern of white circuit lines and nodes on a blue gradient background. The lines are vertical and horizontal, with small circles at the nodes, resembling a printed circuit board (PCB) layout.

CITING AND REFERENCING MENGUTIP DAN MENULIS PUSTAKA

HARVARD STYLE

[HTTP://WWW.HW.AC.UK/](http://www.hw.ac.uk/)

CITE AND REF!

- In your assignments you must demonstrate that you have used relevant, good quality sources to support your arguments by:
 - providing in-text citations in the body of your work

AND

- a reference list at the end of your work

CITE AND REF STYLES

- Harvard style (author/ date)
- American Psychological Assoc. (author/ date)
- Modern Language Assoc. (author/ date)
- Modern Humanities Research Assoc. (author/ date)
- Chicago, Vancouver & Footnote (all numeric)

****ask your tutor which system you should use****

NUMERIC STYLE

Citation

- According to Myers[1] the reason for....

The reference is presented as a footnote at the bottom of the page or at the end of your work:

[1]Myers, D. (2008) *Construction economics: a new approach*, 2nd ed., London: Taylor and Francis, p.159

HARVARD STYLE REQUIRES:

- An in-text citation, that provides the following information:
 - The name of the author(s)/ editor(s) of the source
 - it's date of publication
 - AND wherever possible, the page numbers you have used material from

AND

- A reference list that provides full details of the sources you have cited in your text

WHAT'S AN IN-TEXT CITATION?

- According to Clegg (1985, p.543) the inter-war period was....
- Barter (2003, p.258) has shown that.....
- As Evans, Jamal and Foxall (2006, p.76) point out....
- It has been suggested by Reed (2008, pp.30-31)....
- Barter (2003, p.258) and Stuart (2001, p.85) note...
- A number of authors including Smith (2008, pp.21-24) and Adams (2001, pp.165-166) have argued that...

p. - page number / pp. - page numbers

WHAT'S AN IN-TEXT CITATION?

- 25% of manufacturing jobs were lost in the 1980's (Jones, 1995, p.64).
- Several authors (Ray, 2002, p.23; Smith, 2004, p.70) conclude..
- A recent survey (Gordon, 2001, pp.21-28) has found...

Page numbers

Always cite page numbers except if you merely wish to mention the existence of a book, journal etc. without using material from it. For example:

- A number of recent studies (Gray, 2002; Toms, 2004; Lee, 2008) have considered the Scottish economy in the 1990's.

WHAT'S A REFERENCE LIST?

- It's a list of all the sources you have cited in the text of your assignment
- It's presented at the end of your work in alphabetical order by author/ editor

Note: a bibliography lists all of the sources you have read to help write your assignment, not just those cited in the text.

Bibliography and/ or reference list? Ask your tutor!

see reference list handout

WHEN MUST I PROVIDE A CITATION?

- Quote directly: use another person's ideas in their words
- Paraphrase: present another person's ideas in your words
- Summarise: express another person's ideas in fewer words
- Use ideas, theories, facts, experiments, case studies, from a source
- Adopt another person's research method, survey or experiment design
- Use statistics, tables, diagrams etc. – not just words! (see reference list handout)

QUOTE DIRECTLY

If you present information exactly as it appears in a source, indicate this by using quotation marks:

‘Market segmentation is where the larger market is heterogeneous and can be broken down into smaller units that are similar in character’ (Easy and Sorensen, 2009, p.133).

PARAPHRASE

- Original: MP's were not paid a salary until 1912. In medieval times constituents sometimes paid their members and met some of the expenses of sending an MP to Westminster, but the practice died out by the end of the 17th century and thereafter MP's needed personal wealth or a personal patron in order to sustain a political career (Rush, 2005, p. 114.)
- Until the 20th century, when MP's received a salary, personal wealth or the support of a patron was essential for a long-term career in politics. Financial support for MP's had on occasion come from their constituents in the medieval period but this system had ended by the 17th century.

Cite?

- Yes. Sentence 2 has been re-written but the meaning is the same as the original

SUMMARISE

- Original: The proportion of manual workers in the ranks of the parliamentary Labour Party declined from 1945 to 1979, from approximately 1 in 4 to 1 in 10..... Of the 412 Labour MP's elected in 2001, 12% were drawn from manual backgrounds (Criddle cited in Norton, 2005, p.23).
- Since 1945 the proportion of manual workers in the parliamentary Labour Party has fallen from 25% (approx.) to 12% in 2001.

Cite?

- Yes. Sentence 1 has been shortened and rewritten but the key point is maintained

EXERCISE

- Lebih lanjut dikatakan bahwa sistem biometrik adalah suatu system pengenalan pola sehingga tercipta suatu identifikasi personal dengan cara menetapkan autentisitas karakteristik-karakteristik psikologis dan perilaku yang dimiliki suatu individu. Idealnya suatu system *biometric* memiliki ciri-ciri: *universal, permanent, distinctive, robust, dan acceptable*, (Wayman, 2000).

NO CITATION REQUIRED

- Your own ideas, theories, arguments, conclusions
- Surveys and experiments designed and carried out by you
- Your own research method
- Very basic common knowledge: i.e. Glasgow is in the west of Scotland

BUT

- Glasgow is in the west of Scotland and has a population of 530,000 (cite source!)

CITING BOOKS: 1 AUTHOR

Citation

- In the 1980's sales of blue jeans slowed and then declined (Ransom, 2002, p.100).

or

- According to Ransom (2002, p.100) the sales of blue jeans....

Reference list

- Ransom, D. (2002) *The no-nonsense guide to fair trade*, Oxford: New Internationalist

or

- Ransom, D. (2002) The no-nonsense guide to fair trade, Oxford: New Internationalist

if no italics available - use an underline

CITING BOOKS: 2 OR 3 AUTHORS

Citation

- As Sloman and Wirde (2009, p. 65) point out...
- Unemployment rates are traditionally higher among women (Sloman and Wirde, 2009, p.419).

Reference list

- Sloman, J. and Wirde, A. (2009) *Economics*, 7th ed., Harlow: Pearson Education

3 Authors

Citation

- According to Torrington, Hall and Taylor (2008, p.579) companies that discriminate..
- Companies that discriminate against various groups lose talent (Torrington, Hall and Taylor, 2008, p.579).

Reference list

- Torrington, D., Hall, L. and Taylor, S. (2008) *Human resource management*, 7th ed., Harlow: Prentice Hall

** in citations authors names must appear in same order as source**

edition - ed./ note ed. if not the first edition

CITING BOOKS: 4+ AUTHORS

- Use the Latin abbreviation 'et al' (and the others) in the citation

Reference list

Provide all authors surnames and initials:

- Solomon, M., Bamossy, G., Askegaard, S. and Hogg, M.K. (2006) *Consumer behaviour: a European perspective*, 3rd ed., Harlow: Financial Times

Citation

- Solomon **et. al.** (2006, p.69) suggest that....

or

- People have been consumers for a long time, but consumption has only recently become a focus for study (Solomon **et. al.**, 2006, p.23).

Not

X Solomon, Bamossy, Askegaard, and Hogg (2006, p.23)...

CITING A CHAPTER IN AN EDITED BOOK

- Many academic books are comprised of chapters written by different authors + the book will have an editor(s)
- Cite the chapter author(s) not the book editor(s)

Reference list

Include page numbers of entire chapter:

- Tiesdell, S. (2010) '**Glasgow: renaissance on the clyde?**', in Punter, J. (ed.). *Urban design and the British urban renaissance*, Abingdon: Routledge, **pp.262-279**

Citation

- Tiesdell (2010, p.263) provides an overview of...

or

- A major development challenge has been the Clyde waterfront (Tiesdell, 2010, p.272).

when citing chapters with 4+ authors – use et. al.

CITING BOOKS: EDITOR

Reference list

- Palmer, A. (ed.) (1996) *Who's who in world politics: from 1860 to the present day*, London: Routledge
- Newmark, L. (ed.) (1999) *Albanian-English dictionary*, Oxford: OUP

Citation

- Palmer (1996, p.74) notes that...
- Kohl won elections in 1983, 1987 and 1990 (Palmer, 1996, p.200).
- According to an entry in *Who's who in world politics: from 1860 to the present day* (Palmer, 1996, p.80)...
- In the *Albanian-English dictionary* (Newmark, 1999, p.90)

ensure that you are not citing from a chapter that has it's own author(s)

editor - ed. / editors - eds.

CITING BOOKS: NO DATE/ AUTHOR

Reference list

- Hendry, S. (n.d.) *Flora and fauna of Scotland*, Glasgow: Collins

Citation

- Hendry (n.d., p.21) describes....

No author:

Reference list

- *Understanding SPSS* (2009) London: SPSS Press
- *Harraps' pocket Portuguese dictionary* (1988) London: Harrap

Citation

- *Understanding SPSS* (2009, p.26) describes....
- *Harraps' pocket Portuguese dictionary* (1988, p.65) defines....

CITING BOOKS: TRANSLATIONS

Reference list

Provide information about the translator:

- Vondung, K. (2000) *The apocalypse in Germany*. Translated from German by S.D. Ricks, Columbia: University of Missouri Press

Citation

- According to Vondung (2000, p.64).....

or

- In Vondung's *The apocalypse in Germany* (2000, pp.36-50), translated by S.D. Ricks,

CITING BOOKS: E-BOOK

- E-books can be accessed via the library catalogue & are supplied by Netlibrary, Dawsonera etc.

Citation

- Chudley and Greeno (2006, p.26) show that....
- (Chudley and Greeno, 2006, p.26).

Reference list

- Chudley, R. and Greeno, R. (2006) *Building Construction Handbook* [online], 6th ed., Oxford: Elsevier. Available from: <http://www.netlibrary.com/> (Accessed 21 January 2010)

****always use 'Available from:' prior to providing a URL****

****Accessed: date you accessed the source****

CITING JOURNAL ARTICLES: PAPER

- Journals contain articles by different authors
- Cite the article author(s) not the journal title

Reference list

- Motluk, A. (2010) 'Who killed the Maples?', *New Scientist*, 16 January, pp. 30-33

in the reference list provide page numbers for entire article

Citation

- Chalk River reactor is the worlds largest supplier of radioactives (Motluk, 2010, p.30).

or

- Motluk (2010, p.31) concludes that...

CITING JOURNAL ARTICLES: 4+ AUTHORS

Citation

- Krams et. al. (2009, p.513) suggest that....
- According to a recent article in the *Proceedings of the Royal Society B* by Krams et. al. (2009, pp.513-518) there are....

Reference list

(Provide all authors surnames and initials):

- Krams, I., Berzins, A., Krama, T., Wheatcroft, D., Igaune, K. and Rantala, M.J. (2009) 'The increased risk of predation increases cooperation', *Proceedings of the Royal Society B*, vol.277, no.1681, 22 February, pp.513-518

volume - vol. / number - no.

CITING JOURNAL ARTICLES: ONLINE

Reference list

- Hogan, J. (2006) 'Snapshot, face facts: a blow for Mars conspiracy theorists', *Nature* [online], vol. 443, 28 September, p.379. Available from: <http://www.nature.com/nature/journal/v443/n7110/full/443379a.html> (Accessed 24 January 2010)

Citation

- As Hogan (2006, p.379) notes.....
-(Hogan, 2006, p.379).

CITING JOURNAL ARTICLES: DATABASES

- HW library databases: ScienceDirect, Web of Knowledge, Ebsco etc.

Reference list

- Geraskin, S.A., Fesenko, S.V. and Alexakhin, R.M. (2008) 'Effects of non-human species irradiation after the Chernobyl NPP accident', *Environmental International* [online], vol.34, no.6, pp.880-897. Available from: <http://www.sciencedirect.com/> (Accessed 21 January 2010)

Citation

- Geraskin, Fesenko and Alexakhin's (2008, p.881) findings..
-(Geraskin, Fesenko and Alexakhin's, 2008, p.881).

****if possible, avoid very long URL's****

DIGITAL OBJECT IDENTIFIER

- Some databases (such as ScienceDirect) provide a DOI: a unique permanent identifier provided by publishers so that an article can always be found online. You can use this instead of the URL

- [doi:10.1016/j.envint.2007.12.012](https://doi.org/10.1016/j.envint.2007.12.012)

- Geraskin, S.A., Fesenko, S.V. and Alexakhin, R.M. (2008) 'Effects of non-human species irradiation after the Chernobyl NPP accident', *Environmental International* [online], vol.34, no.6, pp.880-897. Available from: [doi:10.1016/j.envint.2007.12.012](https://doi.org/10.1016/j.envint.2007.12.012) (ScienceDirect) (Accessed 21 January 2010).

CITING NEWSPAPERS: ONLINE

Citation

- According to Travis (2010)....

or

- An article in *The Guardian* by Travis (2010)....

Reference list

- Travis, A. (2010) 'Crime drops 8% despite recession', *The Guardian* [online], 21 January. Available from: <http://www.guardian.co.uk/uk/2010/jan/21/police-figures-unexpected-drop-crime> (Accessed 3 January 2010)

no need for page numbers

CITING NEWSPAPERS: PRINT

Reference list

- Macleod, A. (2010) 'Public sector pay freeze', *The Times*, 21 January, p.3

Citation

- Macleod (2010, p.3) notes...
- Macleod's article in *The Times* (2010, p.3) points out...

No author

Reference list

- *The Times* (2010) 'Diplomacy without arms', *The Times*, February 1, p.2

Citation

- An article in *The Times* (2010, p.2) argues...

CITING A THESIS/ DISSERTATION

Citation

- As Arnot (1985, p.167) notes....

or

- The experiment took place over a 10 year period (Arnot, 1985, p.70).

Reference list

- Arnot, R.J. (1985) *The Schekino experiment: the question of control over the Soviet industrial workforce*, **PhD. thesis**, Glasgow: University of Glasgow.

****MSc. thesis****

CITING THE WEB

Reference list

- BBC (2010) *Obama makes jobs priority* [online]. Available from: <http://news.bbc.co.uk/1/hi/world/americas/8484400.stm> (Accessed 21 January 2010)

Citation

- A BBC (2010) report argues....

Reference list

- H.M. Treasury (2009) *Reforming financial markets* [online]. London: TSO. Available from: http://www.hm-treasury.gov.uk/d/reforming_financial_markets080709.pdf (Accessed 25 January 2010)

Citation

- According to a H.M Treasury report (2009, p.16).....

or

- In *Reforming financial markets* (H.M. Treasury, 2009, p.20) it is stated...

cite page numbers where available i.e. PDF documents

CITING THE WEB

Reference list

- Kenway, P. (2008) *Addressing in-work poverty* [online]. Available from: <http://www.jrf.org.uk/publications/addressing-work-poverty> (Accessed 21 January 2010)

Citation

- Kenway's (2009, p.10-13) findings suggest....
- A recent report from the Joseph Rowntree Foundation entitled *Addressing in-work poverty* (2008) considers a range of issues.

Reference list

- Vodafone Group Plc (2010) *Code of ethical purchasing* [online]. Available from: http://www.vodafone.com/start/responsibility/supply_chain/code_of_ethical_purchasing.html (Accessed 21 January 2010)

Citation

- Vodafone's *Code of ethical purchasing* (2010)...

CITING A CONFERENCE

Reference list

- IEEE (2005) *10th IEEE conference on emerging technologies and factory automation. EFTA 2005*. Catania, Italy, 19-22 September, 2005.

Citation

- The findings of the *10th IEEE conference on emerging technologies and factory automation (2005)*...

Citing a conference paper

Reference list

- Harashima, F. (2005) 'Human Adaptive Mechatronics: interaction and Intelligence', in *10th IEEE conference on emerging technologies and factory automation. EFTA 2005*. Catania, Italy, 19-22 September, 2005, p.3

Citation

- Harashima's (2005, p.3) findings suggest...

Include page numbers of entire conference paper in reference list

CITING AN ELECTRONIC CONFERENCE

Reference list

- IEEE (2005) *10th IEEE conference on emerging technologies and factory automation. EFTA 2005* [online]. Catania, Italy, 19-22 September, 2005. Available from:
<http://ieeexplore.ieee.org/xpl/RecentCon.jsp?punumber=10734>
(Accessed 1 January 2010)

Conference paper

- Harashima, F. (2005) 'Human Adaptive Mechatronics: interaction and Intelligence', in *10th IEEE conference on emerging technologies and factory automation. EFTA 2005* [online]. Catania, Italy, 19-22 September, 2005. p.3. Available from:
<http://ieeexplore.ieee.org/xpl/RecentCon.jsp?punumber=10734>
(Accessed 1 January 2010)

CITING COMMAND PAPERS

- Command Papers are parliamentary papers presented to parliament by a government minister

Reference list

- Department for Children, Schools and Families (2010) *Support for all*, Cm. 7787., London: TSO.

Citation

- According to *Support for all* (2010, p.16), published by the Department for...
- A report by the Department for Children, Schools and Families (2010, pp.35-36) provides....

Online

- Department for children, schools and families (2010) *Support for all* [online], Cm. 7787. London: TSO. Available from: <http://www.official-documents.gov.uk/document/cm77/7787/7787.pdf> (Accessed 25 January 2010)

** Command - Cm.**

CITING A BILL

- A Bill is a draft law. It becomes an Act of Parliament if approved by the House of Commons, House of Lords and the monarch

Name of Bill/ HL or HC/ parliamentary session/ Bill number

Reference list

- *Children's Rights HL Bill (2009-10) [8]*
- *Identity Cards HC Bill (2005-06) [49]*

Citation

- *The Children's Rights Bill (2009-10) seeks to....*

House of Lords – HL / House of Commons – HC

CITING AN ACT OF PARLIAMENT / STATUTORY INSTRUMENT

- An Act of Parliament is a law, enforced in all applicable areas of the UK

Reference list

- Great Britain (2009) *Banking Act 2009. Chapter 1*. London: HMSO

Citation

- *The Banking Act (2009, c.1, section 112, p.64)* states....

- A statutory instrument is issued by a government minister or committee, named within an Act of parliament which affects the working of the original Act.

Reference list

- *The Employers' Duties (Implementation) Regulations (2010) SI 2010/4*. London: HMSO

Citation

- *The Employers' Duties (Implementation) Regulations (2010)* sought to...

CITING A LAW REPORT

Law report

- Names of parties / year of report / vol. number in which case is reported / abbreviation for law report title / page number or case number / court

Mullin v Richards [1998] 1 WLR 1304 (CA)

- WLR: Weekly Law Reports
- CA: Court of Appeal

Citation

- The decision in *Mullin v Richards* [1998] 1 WLR 1304 (CA)...

Oxford Standard for Citation of Legal Authorities:

<https://ilrb.cardiff.ac.uk/citingreferences/oscola/tutorial/>

Cardiff Index to Legal Abbreviations:

<http://www.legalabbrevs.cardiff.ac.uk/>

CITING TV / DVD

Reference list

- *Newsnight* (2010) [TV Programme] BBC2, 25 January, 22.30.

Online

- *Newsnight* (2010) [TV Programme] BBC2, 25 January, 22.30. Available from: <http://www.bbc.co.uk/iplayer/newsnight> (Accessed 25 January 2010)

Citation

- In an interview with *Newsnight* (2010)...

or

- *Newsnight* (2010) examined...

DVD

- *To kill a mockingbird* (1961) [DVD]. Directed by Alan Pakula. USA: Universal Pictures

E-MAIL / DISCUSSION LIST / BLOG

- Smith, V. (V.Smith@hw.ac.uk) (2010) *UK consumers and fair-trade* [E-mail]. Message sent to J. Adams (J.Adams@hw.ac.uk). Sent 23 January.
- Finn, P. (P.Finn@cam.ac.uk) (2010) *Digital libraries* [E-mail]. Message sent to J. Smith (J.Smith@hw.ac.uk). Sent 26 January. *Lis-Link*. Available from: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=LIS-LINK;bfLuBw;20100120132720%2B0000> (Accessed 26 January 2010)
- Plait, P., (2010) 'Wise uncovers its first near-Earth asteroid!', *Bad Astronomy* [weblog], 25 January. Available from: <http://blogs.discovermagazine.com/badastronomy/> (Accessed 26 January 2010)

****Quality?***

QUOTING DIRECTLY: 1 AUTHOR

- According to Royle (2000, p.167) 'the British state was strong because it was militarily effective and relatively efficient at raising taxes.'

OR

- The state in Britian was strong because it was 'militarily effective and relatively efficient at raising taxes' (Royle, 2000, p.167).

Also

- According to Royle (2000, p.167) 'the British state was strong because it was.....relatively efficient at raising taxes.'

Reference list

- Royle, E. (2000) *Revolutionary Britain: Reflections on the Threat of Revolution in Britain, 1789-1848*, Manchester: Manchester University Press

(...- words left out of the original text)

QUOTING DIRECTLY: 3/ 4+ AUTHORS

Reference list

- Evans, M., Jamal, A., and Foxall, G. (2006) *Consumer Behaviour*, Chichester: John Wiley & Sons

Citation

- According to Evans, Jamal and Foxall (2006, p.176) 'cohesiveness is also closely connected with the affective nature of the group.'
- (Evans, Jamal and Foxall, 2006, p.176)

4+ authors

Reference list

- Solomon, M., Bamossy, G., Askegaard, S. and Hogg, M.K. (2006) *Consumer behaviour: a European perspective*, 3rd ed., Harlow: Financial Times

Citation

- Solomon *et. al.* (2006, p.176) note that 'the use of celebrity endorsers is an expensive but commonly used strategy.'
-(Solomon, et. al., 2006, p.176)

QUOTING DIRECTLY: LONG QUOTES

Leave space above/ below the quote, indent from left

According to Solomon et. al. (2006, p.177):

The effectiveness of celebrities as communications sources often depends upon their perceived credibility. Consumers may not trust a celebrity's motives for endorsing a product or they may question the star's competence to evaluate the product's claims.

Therefore

SECONDARY REFERENCING

- This occurs when the author of the source you are reading refers to the work of another author.
– and you want to use the work of the other author
- For example: Clarke's book refers to a book written by Taylor
- If you can't locate the original work (i.e. by Taylor) and you believe that Clarke's interpretation of Taylor's work is reliable:

To cite:

- According to Taylor, cited in Clarke (2008, p.17)...
- Clarke (2008, p.17) citing Taylor notes that....
-(Taylor cited in Clarke, 2008, p.17)

Reference list

- Clarke would appear in your reference list – not Taylor (unless you have read Taylor!)

WHY CITE + REF ?

- It's good academic practice and enhances presentation

It allows you to:

- acknowledge the work of others

AND

- allows your tutor to differentiate between your own work and the work of others AND to locate the sources you have used

It allows you to demonstrate that:

- You have gathered evidence to support your ideas/ arguments
- You have used credible, good quality sources
- Have read widely
- AND have read at an appropriate academic level

PLAGIARISM

- If you do not cite + ref ideas or quotes from other authors you may be accused of plagiarism!
- Plagiarism is defined as presenting someone else's work as your own.
- It's academic theft!
- To avoid plagiarism you MUST always note accurately and fully the details of all the sources you use
- See: HW Plagiarism Guide:
<http://www.hw.ac.uk/registry/resources/PlagiarismGuide.pdf>

TAKE NOTE...

Books

- Author(s)/ editor(s) name(s)
- Book title
- Publication date
- Edition (if not the first)
- Place of publication
- Publisher name
- Page numbers used

Electronic resources

- Web address / DOI
- Author/ title of source used
- Date of publication (if available)
- Page numbers used (if available)
- Date accessed
- Is it an e-book, e-journal, e-mail, discussion list, blog etc.?

Journal articles

- Name(s) of article author(s)
- Title of the article
- Title of the journal
- Date when journal was published
- The page number(s) of journal article
- Volume and issue numbers
- Page number's used

Conferences

- Author(s)/ editor(s)/ corporate author of conference proceedings
- Title of conference proceedings
- Title of conference paper
- Author of conference paper
- Page numbers of conference paper
- Page number's used

SUMMARY

- When you use ideas from, refer to, or quote from, another person's work you MUST acknowledge this in your work by citing and referencing
- Ensure that your citations and references are complete, accurate and consistent, by keeping note of the sources you have used and where you found them
- If you present work containing ideas or quotes from other authors, without acknowledging their work (even if you do so accidentally) you may be accused of plagiarism!

PURPOSE OF REFERENCING

- Referencing systems are used for the following reasons:
 - To accurately identify source material for key concepts and ideas
 - To use the authority of a key source to support your ideas
 - To demonstrate broad understanding and familiarity with the field
 - To direct interested readers to the original sources.
 - To contrast different approaches or results from previous studies
 - To avoid plagiarism!

REFERENCING REQUIREMENTS

- Any material extracted directly from another source without alteration must be referenced
- This includes:
 - Quoted text or equations
 - Figures, schematics, tables
 - Source code (software or simulations)
 - Hardware details

REFERENCING REQUIREMENTS

- You must also reference any concept or idea discussed in the text which is:
 - Paraphrased but derived from a source, and
 - Not common knowledge
- **Example:**
 - Ohm's law would not need to be referenced
 - Kalman filtering should be referenced

REFERENCING SYSTEMS

- There are two major classes of referencing system:
 - In Text Referencing (Example : Harvard or Author/Date)
 - Numeric Referencing (Example : IEEE)
- You are free to choose from these styles, but:
 - IEEE is the recommended style
 - You must be consistent throughout the document.

IEEE REFERENCING SYSTEM

- References are numbered according to the order that they are cited in the text
- Sources have the same number throughout the document
- Each citation number is enclosed by square brackets on the text line. E.g. “This is an IEEE reference [4].”
- Do not state “In reference [3]...”
- State “In [3] it was found...”

IEEE REFERENCING SYSTEM

- Author names need not be mentioned.
- If they are to be mentioned:
 - Up to six authors can be mentioned in the text
 - Only the first author is preferable - followed by et al.
 - E.g. “In [4], Jones, Watson and Harris defined ...”
 - E.g. “In [3], Clark et al. demonstrated that ...”
- Do not include source titles, dates, etc. in the text.

IEEE REFERENCING SYSTEM

- To cite more than 1 source:
 - [1], [2], [6] or [1, 2, 6]
 - [6] – [15] or [6 – 15]
- Citations should be in plain font :-
 - No text formatting such as Superscript/Subscript/Italics

IEEE REFERENCING SYSTEM

- The Reference List:
 - In numerical order – i.e. the order of citation
 - Significant words in the source title must be capitalised
 - First word in article titles, papers, theses must be capitalised
- General Format:
 - Author, “Article or book title,” Source Title, Source information, Date, Pages.

EXAMPLES

- Books

- [1] G. O. Young, “Synthetic structure of industrial plastics,” in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York, McGraw-Hill, 1964, pp. 15–64.
- [2] W.-K. Chen, *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123–135.

EXAMPLES

- Journal Proceedings and Periodicals

[3] J. U. Duncombe, “Infrared navigation—Part I: An assessment of feasibility,” *IEEE Trans. Electron Devices*, vol. ED-11, pp. 34–39, Jan. 1959.

[4] E. P. Wigner, “Theory of travelling-wave optical laser,” *Phys. Rev.*, vol. 134, pp. A635–A646, Dec. 1965.

[5] A. Kurnia, H. Cherradi, D. M. Divan, “Impact of IGBT Behaviour on Design Optimisation of Soft Switching Inverter Topologies,” *IEEE Trans. Ind. Applicat.*, Vol. 31, No. 2, March/April 1995, pp. 280 – 286.

EXAMPLES

- Conference Proceedings

- [6] D. B. Payne and J. R. Stern, “Wavelength-switched passively coupled single-mode optical network,” in *Proc. IOOC-ECOC*, 1985, pp. 585–590.
- [7] V. Agelidis and M. Calais, “Application Specific Harmonic Performance Evaluation of Multicarrier PWM Techniques,” in *Proc. IEEE Power Electronics Specialists Conference (PESC)*, 1998, Japan, pp. 172 – 178.
- [8] D. Ebehard and E. Voges, “Digital single sideband detection for interferometric sensors,” presented at the 2nd Int. Conf. Optical Fiber Sensors, Stuttgart, Germany, 1984.

EXAMPLES

- Standards and Patents

[8] G. Brandli and M. Dick, "Alternating current fed power supply," U.S. Patent 4 084 217, Nov. 4, 1978.

- Websites

[9] Computational, Optical, and Discharge Physics Group, University of Illinois at Urbana-Champaign, "Hybrid plasma equipment model: Inductively coupled plasma reactive ion etching reactors," 11 December 1995, <http://uigelz.ece.uiuc.edu/Projects/HPEM-ICP/index.html>.

EXAMPLES

- Application Notes and Data Sheets

[10] Hewlett-Packard, Appl. Note 935, pp. 25-29. May 14 2004.

[11] Fairchild Semiconductor. Data Sheet MM74HC74A, pp. 3 – 4, January 12, 2001, <http://www.fairchildsemi.com>.

- Thesis or Dissertation

[12] H. Zhang, "Delay-insensitive networks," M.S. thesis, University of Waterloo, Waterloo, ON, Canada, 1997.

REFERENCES VS BIBLIIOGRAPHY

- **References** usually come at the end of a text (essay or research report) and should contain only those works cited within the text. So, use the term 'References' to cover works cited, and 'Additional Bibliography' to refer to works read as general background.
- A **Bibliography** is any list of references at the end of a text, whether cited or not. It includes texts you made use of, not only texts you referred to in your paper, but your own additional background reading, and any other articles you think the reader might need as background reading.

RESOURCES

- IEEEXplore to Bibtex:

- <http://www.unik.no/personer/fauske/bibconverter/ieeexplore.php>

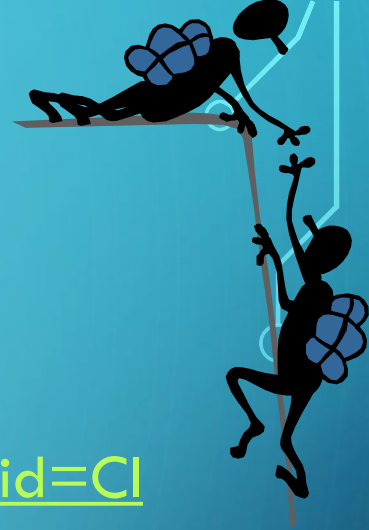
- IEEE Author guide (specifically for research publications)

- <http://www.ieee.org/portal/pages/pubs/transactions/information.html>

- Virginia Tech – Writing resource

- <http://www.writing.eng.vt.edu/index.html>

REFERENCING HELP



Websites

- UQ Library Citation Guides:
http://www.library.uq.edu.au/nott/subject_vr.php?id=C1
- UQ Library Referencing Software and Guides, e.g. EndNote, EndNoteWeb, RefWorks on-line library tutorials and library training courses available. Further information on course-relevant websites or contact Library for further.
- Citing Electronic Sources:
<http://www.bedfordstmartins.com/online/citex.html>
- General Information – APA & MLA styles:
<http://www.murdoch.edu.au/dirs/citegdes.html>
- General Information – Harvard and Vancouver Styles:
<http://lib.monash.edu.au/vl/cite/citecon.htm>