Citing and referencing - part 1

Introduction:

During the International Baccalaureate (IB) studies and afterwards, we undertake the dissemination of authentic scientific research. Following good academic practice, it is expected that we appropriately acknowledge any ideas, words, or work of other people. Not doing so might have negative effect on our work (plagiarism).

In academic writing, and in any work presented for assessment, not only is it necessary to acknowledge our sources appropriately, but it is regarded as important that the acknowledgments be made using a consistent style. The use of a style guides helps us to ensure consistency and ease of use, of our references.

What to cite:

As authors, we are expected to acknowledge every resource that we used for our work, that is not ours, such as quotation, paraphrase or summary. Resources include written, oral or electronic material, such as the following:

- Text
- Photographs
- Video
- Songs
- Letters
- Maps
- Interviews
- Podcasts

Note that basic and common knowledge (average) within the field or subject does not need to be acknowledged. However, if in doubt, it is better to cite.

When to cite:

In documents, we should cite at the point of the text where we have used a resource and include a reference in bibliography at the end of the paper. For example:

In [3] the authors mention that…

References:

[3] *Spelman et al. Journal of Library Science, August 2018, "On the subject of researching library guides and user needs",* https://doi.org/10.1109/5.76258

In *presentations*, we can provide our audience with a handout of our references, or list our sources on one of the final slides.

During an *oral presentation*, we can acknowledge the sources we are using by the use of phrases, for example, "As Gandhi put it …" or "According to …". We can show a direct quotation by saying, "Quote … Unquote" or by signaling with "rabbit's ears" or "air quotes".

We can include references or acknowledgments of other people's work in the final *credits of a film*. *Programme notes*, mentioning influences and direct sources, can accompany a piece of music. *Art on display* can be labelled or captioned.

How to cite:

As discussed, it is important to provide the reader the opportunity to distinguish between our work and the work of others. In addition, we should make clear whether we have quoted exactly a small phrase-sentence or we have used our own words, to paraphrase it according to our understanding. There are two main types of in-text citations:

1. Author (author-date)

- The last name of the author, and
- Page number(s) from which the quotation or paraphrase is taken, if applicable.
- The year of publication from which the quotation or paraphrase is taken, and the page number, if applicable

2. Numbered footnote

- superscript note numbers that come after the referenced passage, and after the final punctuation mark, if used, and
- Corresponding footnotes placed at the bottom of their page of reference containing all reference details from which the quotation or paraphrase is taken; when using a source for a second or subsequent time, a shorter footnote reference is sufficient.

Examples:

In-line citation with quotation

Peterson points out that "deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others' work through plagiarism or collusion" [2].

<u>Footnote:</u>

As Carroll has noted[1], "deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others' work through plagiarism or collusion"

(Find the relevant footnote at the bottom of the page)

<u>In-line citation paraphrasing:</u>

While some students still try to bring unauthorized materials into examination rooms with a clear intention to cheat, the vast majority of breaches (80%) relate to plagiarism and collusion; establishing responsibility and intent in such cases is not always easy [2].

<u>Reference:</u>

[2] Carroll, J. July 2012. Academic honesty in the IB. IB Position Paper. http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf.

Style guides:

Style guides are published manuals that provide rules on citation and references, to ensure that resources used are documented consistently and they are easily identifiable. Some even include guidelines for spelling, abbreviations, punctuation, figures, tables, formulas, etc.

Some of the most popular styles guides in academia include:

- APA (American Psychological Association)

- MLA (Modern Language Association)

- Chicago/Turabian

- Harvard

There is no need to learn or study guides. As we go, preparing our documents and including different elements, we will search a specific guide to discover what rules apply. Authors should only use one given style guide, for each paper. Even if the style makes optional the use of URLs and DOIs, its best if we use them. Before following a guide, we should consult with our tutor or advisor.

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[1] Carroll, J. 2012. Academic honesty in the IB. IB Position Paper
http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf. p 2.

Definitions:

Citation

A citation is an indication in the text that the text, comes from an external research. Every citation should be given a full reference at the end of the document.

Reference

A reference gives full details regarding the source cited in our work. Styles ensure the consistency in the writing of references and that all required elements are included.

Bibliography

A list, usually at the end of the document, containing all references. It can be in alphabetical order, or sorted by citations. The title of this section can vary, depending on the style's recommendations.

Bibliography example:

REFERENCES

Baoli Li and Liping Han. 2013. Distance Weighted Cosine Similarity Measure for Text Classification. , 611-618 pages.

[Clare Llewellyn, Claire Grover, and Jon Oberlander. [n.d.]. Summarizing Newspaper Comments. http://gu.com/p/3bb88

Hadi Mohammadzadeh, Thomas Gottron, Franz Schweiggert, and Gerhard Heyer. 2012. Title finder: Extracting the headline of news web pages based on cosine similarity and overlap scoring similarity. International Conference on Information and Knowledge Management, Proceedings, 65–71. https://doi.org/10.1145/2389936.2389950

Daniel Müllner. 2011. Modern hierarchical, agglomerative clustering algorithms. (9 2011). http://arxiv.org/abs/1109.2378