Citing and referencing

Ana Roxo e Rosário Duarte

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In a scientific or academic essay or report it's necessary to find a balance between the input coming from the bibliographic sources you read and your own ideas!

Exercices

The following extract from an article has 4 citations.

Let's read carefully the next two paragraphs and suggest where these 4 quotes should be placed.

Exercice 1

Forests play a significant role in maintaining the ecological balance of the ecosphere. Forest maintains microclimate and water cycle, prevents soil erosion, and sequesters carbon dioxide from the atmosphere, as well as the source of wood, energy, medicine, and fodder. The World Bank estimates that about one billion people worldwide depend on the forest as a primary source of medicine. Furthermore, forests provide habitat for 80%-90% of the terrestrial biodiversity. The highest ratio of endemics per area of all biodiversity hotspots is found in the forests of the eastern arc of mountains in Tanzania and Kenya; it occupies an area of 2000 km2 and offer habitat to about 121 endemic vertebrate species.

Forests play a significant role in maintaining the ecological balance of the ecosphere [1]. Forest maintains microclimate and water cycle [2], prevents soil erosion, and sequesters carbon dioxide from the atmosphere [3], as well as the source of wood, energy, medicine, and fodder [4]. The World Bank estimates that about one billion people worldwide depend on the forest as a primary source of medicine [5]. Furthermore, forests provide habitat for 80%-90% of the terrestrial biodiversity [6]. The highest ratio of endemics per area of all biodiversity hotspots is found in the forests of the eastern arc of mountains in Tanzania and Kenya [7]; it occupies an area of 2000 km2 and offer habitat to about 121 endemic vertebrate species [5].

Exercice 2

The literature also mentions many other reasons for plagiarism. Some of them are a lack of awareness, language issues, a tight schedule and deadlines, teachers' attitudes, high competition and expectations, a fear of failure, and peers' influence. Different types of pressures have also been pointed out as contributing factors. Some authors mentioned students' desire to obtain high marks, exam pressure, and stiff peer competition as the most important reasons. Time-related issues are also quite significant, as students often have to complete assignments and other tasks in a limited amount of time.

The literature also mentions many other reasons for plagiarism. Some of them are a lack of awareness, language issues, a tight schedule and deadlines, teachers' attitudes, high competition and expectations, a fear of failure, and peers' influence [13,15–21]. Different types of pressures have also been pointed out as contributing factors [22–24]. Songsriwittaya et al. [25] mentioned students' desire to obtain high marks, exam pressure, and stiff peer competition as the most important reasons. Time-related issues are also quite significant, as students often have to complete assignments and other tasks in a limited amount of time [2].

Exercice 1

Ibrahim M. Fanuel, Damian Kajunguri, Francis Moyo, "Modelling the Impact of Human Population and Its Associated Pressure on Forest Biomass and Forest-Dependent Wildlife Population", Journal of Applied Mathematics, vol. 2023, Article ID 4826313, 9 pages, 2023. https://doi.org/10.1155/2023/4826313

References

1. M. A. Kumar and L. Kusum, "Depletion and conservation of forestry resources: a mathematical model," *Differential Equations and Dynamical Systems*, vol. 23, no. 1, pp. 25–41, 2013.
   View at: Publisher Site | Google Scholar

2. P. Prabir, "Is the forest biomass a key regulator of global warming?: a mathematical modelling study," *Geology, Ecology, and Landscapes*, vol. 6, no. 1, pp. 66–74, 2020.
   View at: Publisher Site | Google Scholar

3. S. P. Kumar, *Environmental Management: Issues and Concerns in Developing Countries*, Springer International Publishing, 1 ed. edition, 2021.
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4. H. Z. Chi, K. Chiho, and S. Osamu, "Interaction between rural people's basic needs and forest products: a case study of the Katha district of Myanmar," *International Journal of Forestry Research*, vol. 2017, Article ID 2105012, 18 pages, 2017.
   View at: Publisher Site | Google Scholar

5. K. J. Ramadhani, "Realities on deforestation in Tanzania: trends, drivers, implications and the way forward," in *Precious Forests*, Intech Open, 1 ed. edition, 2015.
   View at: Google Scholar

6. FAO, *State of the World's Forests; Enhancing the Socio-Economic Benefits from Forests. Technical Report*, FAO Rome, 2014.

7. S. Carl, "A review of endemic species in the eastern arc Afromontane region: importance, inferences, and conservation," *Macalester Reviews in Biogeography*, vol. 1, no. 1, pp. 1–20, 2008.
   View at: Google Scholar

Before using a source, ask yourself …

What's the purpose of including a specific source in your essay/report:

- Contextualize information about your topic?

- Arguing, asking questions, suggesting a line of thought, or provoke some kind of reaction/challenge?

- Does the source works as an authority that supports your claim?

- Does the source constitute a counter-argument that opens up a discussion?

How to identify your sources?

They must be identified in 2 ways:

In text, in abbreviated form = direct and indirect citations

In detail at the end of the text **= bibliography**

Reference

It is the process used to identify the documents used in support of a given work

Using someone else's work, how?

summary

paraphrase

direct quote

paraphrase

- When you need to give the same detail as the original source; in this case, we are reproducing the author's idea in our own words
- The paraphrase is about the same size as the original source ≠ the summary which is always smaller than the original text

summary

- When you need to give readers a condensed version of an author's point of view
- The length of the summary will depend on the complexity of the text itself and the degree of detail you want to give the reader.
- Think "what does my reader need to know about this source to understand my main argument"

quote

- when it is important for the reader to see the language used by the original author
- when there is a risk of losing the essence of the author's ideas when translating the text/interpreting the ideas

What's a Citation

What are they for?

To identify where we have taken someone else's text or idea from, indicating its precise location.

e can cite a text that we are going to analyze or that we are going to use to support our own ideas (adaptation from Eco, 1995)

Where are they placed?

• Between parentheses within a text

• In footnotes

• At the end of a chapter

How to quote?

Indirect/conceptual quotes - reproducing someone else's ideas in our own words – paraphrase
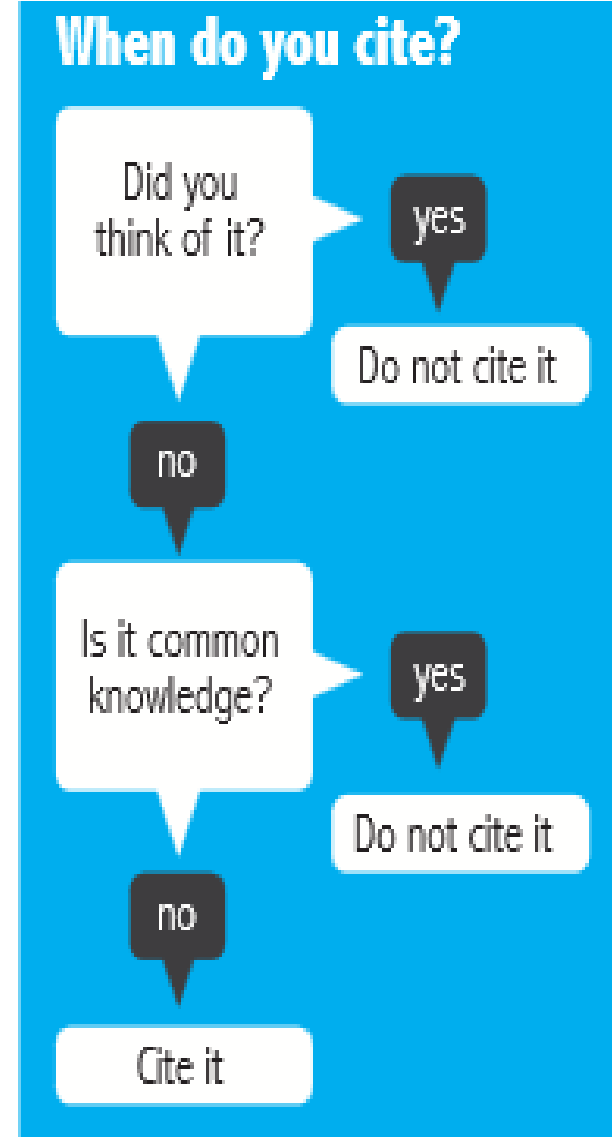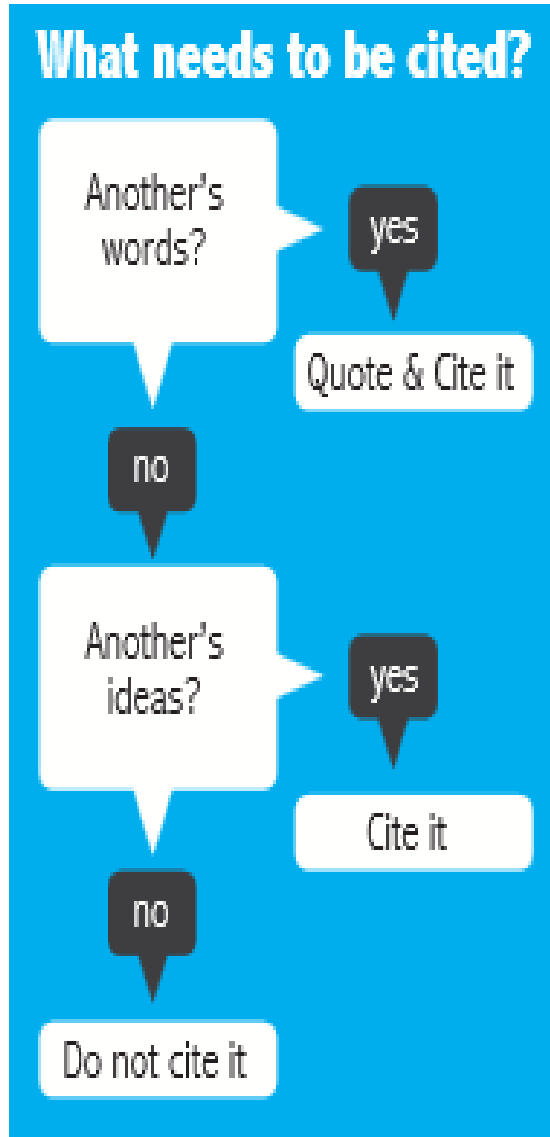
Direct/formal quotes - faithfully transcribing an author's words using quotation marks.

In this case, the citation should be as short as possible, but it should still be interpreted and show how it contributes to the argument of your work.

When is it necessary to cite?

It's necessary	It's not necessary
Exact words from an author	Common knowledge (facts/dates that can be found in various sources)
When paraphrasing or summarizing an author's ideas	The analysis or criticism made on the ideas of different authors
When using a map, a graph, a photo (regardless of format)	In the introduction, in the conclusion, in the abstract (this might vary according to the scientific area)
Someone's idea even if reproduced in our own words	

Decision tree on what and when to cite?

Common knowledge

- You do not need to cite common knowledge because this information can appear in many sources, it does not belong to anyone in particular.

- Facts, dates…

Deciding whether certain information is common sense or not can be difficult, so in case of doubt it is preferable to quote!

Everything that is the result of someone's thinking, research or analysis that someone has done, must be cited!

"It is not necessary to invoke someone's authority to demonstrate something that is evident."(Eco, 1995,p.169)

Where to place a citation?

It is important that whoever reads your work knows where the information from the source you are using begins and ends.

Placing the quote at the end of the paragraph may leave the reader in doubt, does the quote refer to the last sentence of the paragraph, to the whole paragraph or to a part of it?

One way to solve this issue is, for example:

According to Pereira (2003)……

Pereira (2003) maintains that …..

At the end of your essay put the **complete bibliographic reference**

Direct intext quotes

Citations up to 3 lines – merge them in to your text, between quotation marks

According to Hansen, Stith e Tesdell (2011) "policies and other responses to the issue focused on punitive, rather than on educative, measures."

More then 3 lines – place them in a separate paragraph, indented 1cm from the left and right margins of the text or placed them in italics, line spacing should be smaller

You can choose between writing it in italics or putting quotation marks, although the detach from the text already identifies it as being a direct quote

Whichever you choose, a comment must be made bearing in mind that this must be longer than the quote!

Citing to much?

It is important to bear in mind that one should not collect sources, ideas and facts.

Citations should only be the basis for developing ideas or supporting a conclusion/theory

The temptation to quote in almost every sentence may indicate that not enough thought has been given to the subject.

Still it depends on the type of work we are writing and the type of approach we want, a literature review will necessarily have many citations on each page.

Citation styles

Citations may obey to 3 systems:

Author,date:

Santos (2003) proposed….

A new model of… was proposed… based on… (Santos, 2003)

A citation with 2 authors (Santos, Correia, 2003)

With 3 authors (Santos, Correia e Silva, 2003)

More then 3 authors (Santos, et al., 2007)

Numerical system:

Each bibliographic reference is identified in the text with a number in square brackets, like this [1]

Ex.: IEEE

Bibliographical references are placed at the end of the work (bibliography) or at the end of the chapters

Citation styles

Mixed system:

In these systems, citation in text is numeric but the bibliography is sorted in alphabetical order by author.

Examples of mixed styles:

- Springer Lecture notes in Computer Science(sorted alphabetically)

- Council of Science Editors, Citation-Name (numeric sorted alphabetically)

Expressions you might use in place of a citation OR citations in a footnote

Idem = the same – it is used when we are refering to the same author as before

Ibidem = same place/same source

Idem, Ibidem - are two Latin words used in notes or in the body of a text to avoid complete repetition of a bibliographic reference

There is no rule that advocates the use of both terms with regard to bibliographic referencing. But there is a suggestion of its use in formal documents about academic writing.

They are universally recognized

Expressions you might use in place of a citation OR citations in a footnote

Apud = next to/in – used when the citation is in the text of another author

The *apud* must be placed in parentheses in the body of the text like this:

(Silva, 2005, apud Santos, 2020)

Or entered manually in the text, like this:

Silva, 1986 cited by Santos (2020) states that …

In everyday language this expression is replaced by "citado por" in Portuguese , "as cited in" in the APA style or "cited by" in English.

It's always best not to cite 2nd hand sources, but sometimes we can't help it.

Citations in a footnote

Op. Cit. = opus citatum = cited work, it is used when we want to refer to the previous citation

Cf. = check/confront/as (refers the reader to another page of the text or another work). It is used in the same circumstances as the *vide*

Vide = see . Word used to indicate that the reader will find more information elsewhere in the text or in another text.

It can be: see attachment or see chapter 2 or see work X .

It is used in the sense of "as an example of" ; (such as)

These expressions are used in footnotes and serve to identify a reference when necessary, to add something to a subject, to refer to another place in the text or to another document.
They can also serve to explain or complement information given in the text.

Other needs

Whenever part of the original text is omitted, an ellipsis should be used (...)

Whenever it is necessary to clarify the meaning of the quotation, this explanation should be placed between square brackets [ ]

In an academic work, the option of keeping the original language can be taken if we understand that the translation may jeopardize the accuracy of the information.

If it is a work intended for a diverse audience, the translation should be done writing [our translation]/ [author's translation]

When a part of a text that contains inaccuracies is cited, we identify it as [Sic] = as such

Bibliographic standards and styles

There are thousands of bibliographic referencing styles, the differences are in terms of the ordering of the elements and/or the way they are written (in full or abbreviated)

For a reference to be comprehensible to the reader, the so-called essential elements of the reference must be included.

It is common for each scientific area to have its own style of presenting bibliographic references.

Bibliographic standards and styles

The essential elements of any bibliographic reference are:

For books

- Name of the author
- Publication date
- Title
- Edition number
- Place of publication*
- Publisher

For journal articles

- Name of the author
- Publication date
- Article title
- Journal title
- Volume, n.º
- Pages XX-XX

* In APA 7 , this element is not part of the reference.

What style to use

Norma/Estilo	Área	Endereço
NP 405 (IPQ) (citations can be numerical, author-date or placed in a note)	Information Science, education, etc	http://www.ipq.pt
APA (American Psychological Association) Author-date system	Psychology, Anthropology, History, Political Science, MANAGEMENT; Industrial Engineering	http://www.apastyle.org/
IEEE (Institute of Electrical and Electronics Engineers) Numerical system	Engineering	https://www.ieee.org/documents/stylemanual.pdf
Harvard - This system represents styles that define in-text citations as author-date (as is the case for APA and Chicago)	Social Sciences	http://www.harvard.edu/
ACS (American Chemical Society) Numerical system	Chemistry, Physics, Materials Science	http://pubs.acs.org/
ACM (Association for Computing Machinery) Mixed ssytem)	Computing, Programming, Applied Computing, Web Design, Information and Education Technologies, Information Management, etc.	http://www.acm.org/

Manage automatically

There are several bibliographic management software:

➢Zotero

➢Mendeley (currently Mendeley Reference Manager)

➢EndNote Web (available through the Web of Science to which all Higher Education Institutions have access)

These software save automaticallythe bibliographic references of material available online, They allhave the functionality to enter references manually, through a guided form.

Exercises

A Economy researcher, specialist in fluctuations on the value of shares, is writing a scientific article on the Australian Stock Exchange and wants to talk about the change in the value of shares in ANZ Bank over the last year, he needs to introduce a quote?

Yes

The extract on the left is about the global housing boom. It is from page 15 of an article by Pam Woodall published in a journal in 2005. One student read Woodall's article and wanted to use her ideas in his assignment. The extract on the right is what he wrote. Has this student quoted correctly?

From the book	From the student's assignment
Measured by the increase in asset values over the last five years, the global housing boom is the biggest financial bubble in history.	Woodall refers to the global housing boom as being, by one measure, 'the biggest financial bubble in history' (2005, p.15).

Yes

The author's name and the date are not required to be both inside parentheses. The student uses the verb **refer** to translate into indirect speech and uses the author's original words in quotation marks, adds the year and the page from which he took the information.

The extract on the left is about concerns over pollution caused by cars. It is from page 53 of a book by David Elliot published in 1997. One student read Elliot's book and wanted to use his ideas in her assignment. The extract on the right is what she wrote.
Is this student's paraphrase acceptable?

From the book	From the student's assignment
In recent years there has been growing concern among environmentalists and some car owners about the pollutants that cars emit into the atmosphere.	Recently, there has been increasing concern among environmentalists and some owners of cars about the pollutants that cars send out into the atmosphere (Elliot, 1997, p.53).

No – She didn't paraphrase