

SOME OF THE REFERENCING STYLES YOU WILL USE IN YOUR RESEARCH

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OBJECTIVES

Welcome to this theme which acquaints you with various referencing styles At the end of this theme you should be able to:

- Understand why referencing is crucial in research as a critical element of scholarly communication
- Identify some major styles used in reporting research
- Choose a referencing style and use it consistently in your research
- Use the referencing style that is preferred by your College or Department
- Appreciate that knowledge is accumulative and it should acknowledge the layers it is building upon
- Understand why information that is not common knowledge should be referenced

REFERENCING UNPACKED

- Referencing (refer) is some times referred to as citing (citation)
- Referencing is important in research: remember research is a social activity that depends on networks (as your lecturers we are part of your network, so as your fellow researchers, librarians, authors, supervisors, funders and family to mention a few)
- It is important to recognise all the people who form part of our research network
- Referencing is part of recognising and acknowledging the work(s) of those sources that we use in our research
- This fosters academic integrity and reduces academic dishonesty
- The word you may be familiar with is plagiarism
- Avoiding plagiarism is an ethical thing to do
- You are going to learn about similarity detecting applications such as Turnitin
- Remember referencing greatly reduces the similarity index since the similarity index is directly related to those sources you would not have acknowledged, cited or referenced

IMPORTANCE OF REFERENCING

- Provides evidence that your research recognises that knowledge does not exist in a vacuum
- Talking of the knowledge that exists and how other researchers depend on it, I reminded of the famous expression made by Isaac Newton in 1675: "If I have seen further it is by standing on the shoulders of Giants"
- Newton is acknowledging his network in the quest for knowledge
- The shoulders of your giants are the sources of information that you use to conceptualise and conduct your research, and you need to make the readers aware of the literature that gave you all the wisdom in your academic work
- Even in indigenous context the fact that wisdom and knowledge is gained from others is recognised
- Take a step back and identify indigenous expressions in various languages that recognise that wisdom is gained from others or those who have before your generation
- Please post a few on our Facebook page:

<https://www.facebook.com/groups/UnisaTrainingWorkshops>

REFERENCING IS CRUCIAL

- Acknowledges other people's work and ideas (giving appropriate credit to sources used)
- Demonstrates that your research was rigorously conducted
- Contextualizes your work and shows its relation with to the existing body of knowledge related to your research
- Show that your ideas are not farfetched as there would be evidence to support them
- Reflects the thoroughness of literature search (Parmar and Gupta 2018:183)
- Distinguishes your ideas from those of others (who owns the ideas)
- Gives the reader an opportunity to refer back to any materials used to support research (this underscores the fact the bibliographic details should be as complete as possible)
- Gives the reader an indication that the researcher has used authoritative sources in their research
- Assists you to avoid **plagiarism**

REFERENCING STYLES

- Referencing is a skill that is learnt through practice
- You must know the core components of your chosen referencing style
- Have a copy of the referencing style that used in your College or Department and always refer to it as you write in order to be consistent
- There are many references styles to choose from
- They include: American Psychological Association (APA), Harvard, Oxford, IEEE, MLA, Vancouver and Chicago or Turabian
- These are listed in the next slide and links are given to enable you to check on how you may reference various sources
- You will learn how to cite different source types (i.e., books, chapters in edited books, e-books, journal articles in print or online, newspaper articles, magazine articles, non print materials such as paintings, TV programmes, songs, and websites)
- You will be able to get tips on in-text referencing and compiling reference lists

LINKS TO STYLES

- American Psychological Association (APA) (now available in the 7th edition(an author-date system): <https://apastyle.apa.org/>
- Chicago 17th ed./Turabian (9th ed.) a notes-bibliography system)
- Turabian is a simpler version of Chicago style:
<https://pitt.libguides.com/citationhelp/chicago>
- Harvard <https://www.mendeley.com/guides/harvard-citation-guide>
- IEEE (now available in the 9th edition): numbered referencing style):
<https://pitt.libguides.com/citationhelp/ieee>
- Modern Language Association (MLA) (now available in the 8th edition): <https://www.mla.org/>
<https://pitt.libguides.com/citationhelp/mla8thedition>
- Oxford (note citation system)
- Vancouver (author-numbered system)
- Please visit the relevant website to get the examples of each referencing style or consult your subject librarian listed @
<http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support/Personal-librarians>

CITATION SOFTWARE

- Citation software helps to keep track of your references, especially if they are many
- There are various citation applications
- The software tools to manage reference that the Unisa library subscribes to are covered in the next theme of these workshops, please check them, e.g. RefWorks: <https://refworks.proquest.com>
- There are several reference management tools available:
 - BibTex: www.bibtex.org/booken
 - Bookends: www.sonnysoftware.com/bookends/bookends.html
 - Citavi: www.citavi.com/
 - CiteULike: www.citeulike.org/
 - Connotea: www.connotea.org/
 - EndNote: <http://endnote.com/>
 - EndNote Web: <https://www.myendnoteweb.com>
 - Mendeley: www.mendeley.com/
 - Microsoft Word: <http://office.microsoft.com/en-us/word-help/apa-mla-chicagoautomatically-format-bibliographies-HA102435469.aspx>
 - Papers: www.mekentosj.com/papers/
 - Sente: www.thirdstreetsoftware.com/site/SenteForMac.html
 - Zotero: www.zotero.org/
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RECAPPING

- Remember: Referencing has a lot of benefits for yourself and the reader
- By referencing you demonstrate that you have conducted rigorous scholarly work which is linked to the existing body of knowledge
- The reader can find more about your ideas and where you got them
- You should always reference when you:
 - Use quotes (page numbers are always required. In some instance you may indent quotes that are more than 30 words)
 - Paraphrase (some Departments require page numbers for the ideas, but it is not always mandatory. However, my advise is check with your supervisor and Departmental norms)
 - Employ an approach that has already been advanced by someone
 - Make specific reference to the work of others
 - Acknowledge the work(s) that have been fundamental to the development of your ideas

CONCLUSION

- Remember: “The ‘why’ to reference is straight forward than ‘when’ and ‘how’...”
- Referencing “...helps to expand and spread the web of knowledge, *and* guiding readers, ... to the original work for critical scrutiny and verification of the research questions, the methods used to obtain the results, and discussions to compare and contrast with the available literature” (Shah 2019:1)

LIST OF REFERENCES

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Thank you...

