Referencing Matters

Expected to Research =
Expected to Reference

- Your markers are not interested in what you already know.
- If you have been given time to research, you are expected to do so.
- You will be expected to show your research and acknowledge your sources.
- You are expected to reference.

Academic Skill

Being able to find and evaluate information is a core academic skill. Your referencing shows that you know where your information comes from — and that you know you need to find good information.

Research Widely

Think of your references as evidence — evidence that you have researched widely. Make sure you have a mixture of books, journal articles and websites, and that these come from reliable, good quality sources.

Appropriate vs Correct

You reference appropriately by acknowledging where you got your information from in the text of your assignment and including a complete reference list at the end.

You reference correctly by following the pattern of the style to layout your references and include all of the relevant details.

Back-up your claims

Your references are also evidence that you know what you are talking about — you actually checked to make sure your information is correct and your claims are valid.

Plagiarism

Plagiarism is claiming someone else’s information as your own original work. If you do not acknowledge your sources, you are saying “this is my idea” -- and, if that is not completely true, it can lead to severe academic penalties.
**WHEN TO CITE**

### Quotes
If you use the exact words, put the words in “quotation marks” and use the appropriate in-text citation pattern.

- **Their words**
- **Cite it!** and use “quotation marks”

### Paraphrase
If you use the information but put it into your own words, you still need to put the in-text citation next to the information used.

- **Their info, your words**
- **Cite it!**

### Original work
You don’t need to cite your own ideas — but you do need to be sure the information is original.

- **Your original info/ideas**
- **Nothing to cite**

### Are you sure?
Sometimes, when you’ve been looking at a lot of information, you can forget that you heard something in a lecture, or read it in a textbook. Always check your notes to see if you can identify where your idea came from.

### “Common Knowledge”
You do not need to cite common knowledge -- but you do need to be careful. Common knowledge can be wrong, and it can make you lazy in your research. Find proof -- see if someone can back you up, and cite them.
APA is an Author-Date system, which means you put the authors’ surnames and the year next to the relevant information when you use it in the text. Any part of the citation information that is not part of the sentence should go in (brackets).

Quotes
Put the quoted words in “quotation marks” and the citation data in (brackets), and include a page number

EXAMPLE:
Injuries “commonly occur around the home” (Thomson & Barry, 2006, p. 6).

Paraphrase
Put the citation data after the information used - do not use a page number

EXAMPLE:
Injuries often happen in the home (Thomson & Barry, 2006), which indicates...

Authors’ names
If you use the authors’ names in the sentence, put the year right next to the name. In a sentence, treat the names like normal words

EXAMPLE:
Thomson and Barry (2006) state injuries “commonly occur around the home” (p. 6).

Multiple authors
If you have more than three authors, list up to six the first time, then use the first author and et al. from then on

EXAMPLE:
First time: (Black, Smith, Brown, & Jackson, 2012)
Second time: (Black et al., 2006)
First time: Green, Fields, and Zacks (2009) state...
Second time: Green et al. (2009) point out...

NB: when the authors are in (brackets), you put an & between the last two names

About quoting...
It is always better to use your own words. If you must quote, make sure the quote does not take up a whole sentence -- your words should be in every sentence in your assignment.
APA is an Author-Date system, so each reference starts with the authors followed by the year of publication. The reference list should be in alphabetical order according to the first author for each entry.

**The Basics**

For every reference you need the following information:

- **Authors’ names**
- **Year published**
- **Title of the part**
- **Title of the whole**
- **Publication details**

**Publication Details**

For a **Book** or part of a book:
- **Place of publication and name of publisher**

For a **Journal Article**:
- **Volume number, issue number and page numbers** (represented by ‘n’ in the example); the URL or DOI (if electronic)

For a **Web Page**
- **The URL**

**Pattern Examples:**

**Book:**


**Book Chapter:**


**Journal Article:**


**Web pages:**


**Reference Lists vs Bibliographies**

Reference lists (or “works cited” lists) contain only the works that you have referred to in the text of your assignment. If you didn’t cite it in text, don’t put it in your reference list.

Bibliographies contain every work that contributed to your understanding — even if you didn’t cite it. Most assignments ask for a reference list, not a bibliography.
# CITING: QUICK PATTERNS

## Book:
Author, A. A. (Year of publication). *Title of work: Subtitle if necessary.* Location: Publisher.

## Book Chapter:
Author, A. A., & Author, B. B. (Year of publication). *Title of chapter.* In A. Editor & B. Editor (Eds.), *Title of book* (pp. page range of chapter). Location: Publisher.

## Journal Article:
Author, A. A., & Author, B. B. (Date of publication). *Title of article.* *Title of Journal, volume number* (issue number), page range. doi:10.00000/000000000000 OR

## Website:

## Systematic Reviews:

## JBI Best Practice Guidelines:

## JBI Evidence Based Recommended Practice:
CITING: BOOKS

Books

When to cite a book:
> Cite the whole book if the same author(s) wrote the entire book. If each chapter was written by the same people, you do not cite the individual chapters.

You need:
>> Author(s)
>> Year of publication
>> Title of the book (in italics)
>> City of publication, and the state abbreviation (if in USA) or country name.
>> Name of the publishers.

Where do you find it?
Not on the front cover (it doesn’t always have the correct title). Look at the title page and the verso — or look up the book in a library catalogue.

Book example:

Chapter of a Book

When to cite a Chapter:
> If the chapters were written by separate authors, and the book was put together by one or more editors.

You need:
>> Author(s) of the chapter
>> Year of publication
>> Title of the chapter (no italics)
>> Title of the book (in italics)
>> City of publication, and the state abbreviation (if in USA) or country name.
>> Name of the publishers.
>> DOI (if electronic)

Where do you find it?
Title page, verso and table of contents — and sometimes at the top of the chapter

Chapter example:
EXAMPLE REFERENCES

BOOKS
Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pp. xxx-xxx). Location of publication: Publisher.


Chapter in a print book

eBook


Chapter in an eBook


Edited book or eBook
Where there is an editor instead of an author, follow the author rules, but also include the abbreviation ‘Ed.’ or ‘Eds.’ in parentheses ( ) following the editor names


EXAMPLE REFERENCES

BOOKS — Special Examples

Kozier & Erb’s Fundamentals of Nursing

This is a book with more than 8 authors, no named editors, multiple volumes and chapters with contributions from different combinations of authors from the American and Australian editions. To simplify matters, we recommend citing the whole work, rather than individual chapters:


In text, you would always refer to this book as Berman et al.

Examples:

Berman et al. (2012) note that outreach programmes can minimise barriers to health care for high-risk populations.

Outreach programmes can minimise barriers to health care for high-risk populations (Berman et al., 2012).

Medical-Surgical Nursing

This is a book with more than 8 authors, no named editors, multiple volumes and chapters with contributions from different combinations of authors from the American and Australian editions. To simplify matters, we recommend citing the whole work, rather than individual chapters:


In text, you would always refer to this book as LeMone et al.

Examples:

As LeMone et al. (2011) point out, water “provides form for body structure and acts as a shock absorber” (p. 207).

Among other functions, water “provides form for body structure and acts as a shock absorber” (LeMone et al., 2011, p. 207).
When to cite an online Journal article:
> If you downloaded the article from a database or website, you should include the URL or DOI.
> However, APA prefers DOIs and doesn’t like long URLs, so try to find the DOI (or pretend you found it in print if the URL isn’t short and simple).

You need:
>> Author(s)
>> Year of publication
>> Title of the article (no italics)
>> Title of the journal (in italics)
>> Volume (in italics), issue and page numbers
>> DOI or URL (preferably DOI)

Journal example (online):

Where do you find it? The details should be on the PDF — usually there is a front-page that lists all of the important information. Also, look at the top and bottom of the pages. However, you can also find these details in the database you used to find the article, or in OneSearch. Ask your librarian for help.

When to cite an Article without online details:
> If you found the article in a paper-based journal (for example, in the Library building), or you have a copy of an article without the electronic details, you do not need to cite the URL or the DOI as long as you have all the “normal” journal details.

You need:
>> Author(s)
>> Year of publication
>> Title of the article (no italics)
>> Title of the journal (in italics)
>> Volume (in italics), issue and page numbers

Journal example (print):
EXAMPLE REFERENCES

JOURNAL ARTICLES

Author, A. A., & Author, B. B. (year of publication). Title of article. Journal Title, volume number (issue number), page-page. doi:xxxx

Single author


Two to seven authors


More than eight authors


Where no DOI is available for an online article – provide the URL of the journal home page


Print journal article, no DOI


CITING: WEB PAGES

Websites/Homepages

When to cite a site:
> When you are referring to the whole website, or information that appears on the home page of the site, cite the whole site (and italicise the title).
> Check if you are referring to a particular page on a larger site. You may

You need:
>> Author, or body responsible for the page
>> Year of publication
>> Title of the page (no italics)
>> Title of the site, if needed (in italics)
>> URL

Website example:

Where do you find it? The author details might be on the “about us” page. The date could be mentioned on the page, or it could be near the copyright declaration. The title of the page should be on the page — the site’s title might be on the homepage. The URL is in your address bar.

Document on the Web

When to cite a Document:
> If you downloaded a PDF or other kind of file from the Web.
> Whenever you download a document from the Web, make sure you note the URL

You need:
>> Author, or body responsible for the document
>> Year of publication
>> Title of the document (in italics)
>> URL

Document example:

Where do you find it? Hopefully on the document itself, but sometimes on the website you downloaded it from. There is often a title page and a page of “credits” at the front or the end. Ask a librarian for help.
CITING: JBI OR COCHRANE

Reviews from databases

When to cite a review:
> When you are using a review or systematic review from a database like the Cochrane Library or Joanna Briggs Institute
> This is similar to a journal article, but with some variations.

You need:
>> Author, or body responsible for the document
>> Year of publication
>> Title of the document
>> Title of the database (in italics)
>> Volume and issue numbers, if available.
>> Document ID for database
>> URL or DOI

Review examples:

Cochrane

Joanna Briggs

Protocols, etc

When to cite a protocol:
> When citing a protocol or a best practice summary, or something like that, you follow a similar pattern to the review, but add the type of document

Examples:

Protocol

Recommended Practice

You need:
>> Author, or body responsible for the document
>> Year of publication
>> Title of the document
>> [Type of document]
>> Title of the database (in italics)
>> Volume and issue (if available)
>> Document ID for database
>> URL or DOI
WEBPAGES


Hahn School of Nursing and Health Science, University of San Diego. (2012). Research resources: Research funding. Retrieved from http://www.sandiego.edu/nursing/research/nursing_theory_research.php/

GOVERNMENT REPORTS


COCHRANE


Cochrane Systematic Review: There appears to be no consistency in formatting of Cochrane Reviews among the various publications that use APA style, nor does the Publication Manual of the American Psychological Association, 6th ed. provide any examples of citing a Cochrane Review.


Putting it all together

Your reference list goes in alphabetical order by author’s surname. If you have more than one work by the same author, list them oldest to newest.


Keeping On Top of It

Keeping a Research File/Diary
> A Research File can be a notebook, a Word Document, a folder or an EndNote library — whatever works best for you.
> Keep everything to do with your assignment in the same place — photocopies of book chapters, journal articles… Use a list of links and details to keep track of things that can’t be physically kept together (like URLs and good search terms used in databases).

>> ALWAYS note the details you will need to write your reference list — don’t think it will be easy to find them again later <<

The Cornell Method
> The Cornell Method involves looking at what an author has said, and seeing how that fits in to the bigger picture.
> You can use the Template to take notes for your Research File — but it can also help you write your assignment.
> See the link on the LibGuide for the template.

Who Said What?

Who: (the details for referencing)
Said: (notes about the contents)
What: (why do you care?)

Name Dropping!
When brainstorming for your assignment, write down core ideas and put the names of the people who talked about them next to the ideas.
This will help keep things straight.