Pacific Immigration Development Community

REFERENCING GUIDE

How to reference sources for academic writing

Objective & Outline

Objective:

Learn how to reference correctly for academic writing purposes

Outline:

* What is referencing; when to use referencing & why do we need to reference?
* Referencing styles
* Examples

When & Why do we need to reference?

When do we need to reference?

Every time you use someone's ideas or quotes, you need to reference that source

Why do we need to reference?

1. To avoid plagiarism i.e. using other peoples' work as if its your own

2. To give credit to the sources you've used

3. So the reader can do they

Styles of Referencing

1. APA Style

2. Footnotes

Comparison Table

	APA STYLE	FOOTNOTES
Example:	Apple is related to Orange (Smith, 2020, p. 170)	Smith argues that "Apple is related to Orange".[1]
Bibliography	✔ ✔ ✔ Smith, J. (2020). *The relationship between Apple and Orange.* Retrieved from www.appleandorange.com.	✘ ✘ ✘
MS Word function under *References* tab	Insert Citation	Insert Footnote

APA Style

APA Reference consists of two elements:

1. In text citation
2. Reference/Bibliography

In-Text Citation

In-text Citations: direct quotation example

- Caruth (1996) states that a traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (p.11).

- A traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (Caruth, 1996, p.11).

In-Text Citation & Bibliography

Reference/Bibliography

Update Citations and Bibliography

Bibliography

o Feliuai, S. (2021). *Guides for an Essay Structure* . Chicago: Uni Printing Printing Press.

o MNRE. (2019). *Research Publications*. Apia: Apia Printing Press.

o UNIVERSITY, G. (2016, September 15). *15 Steps to Good Research | Georgetown University Library*. Retrieved May 17, 2021, from 15 Steps to Good Research: https://www.bing.com/search?q=how+to+conduct+research+student+&qs=n&form=QBRE&sp=-1&pq=how+to+conduct+research+student+&sc=0-32&sk=&cvid=51AA4F90D6D14CA182192544C2ACFC08

Footnote Style

Features:

* Appears at the bottom of the page, corresponding to the reference numbers in the text

* The reference number appears in superscript at the end of the clause or sentence it refers to

Davis argues that the theory is "sound,"[1] but other researchers have contradicted this assessment.[2] Regardless, our concern in this essay is to show that the theory is inadequate for

Footnote numbers

[1] Davis, "Data Analysis," 15.
[2] Lee et al., "A New Methodology for Data Analysis"; Johnson, "Reflections on Data Analysis in the Sciences," 25–27.

Footnotes

2 types of footnotes

1. Full notes

Full note example

1. Virginia Woolf, "Modern Fiction," in *Selected Essays*, ed. David Bradshaw (Oxford: Oxford University Press, 2008), 11.

2. Short notes

Short note example

2. Woolf, "Modern Fiction", 11.

ibid = same as last entry

Use ibid when two references in a row are from the same source.

Example:

[11] K Reid, *Higher Education or Education for Hire? Language and Values in Australian Universities*, CQU Press, Rockhampton, 1996, p. 87.

[12] ibid., p. 26.

[13] M Doyle, 'Captain Mbaye Diagne', *Granta*, vol. 48, August 1994, p. 99.

[14] Reid, op. cit., p. 147.

Links for Footnotes

Demonstration on how to insert footnotes

Insert footnotes and endnotes - Word (microsoft.com)

Full notes citation

The Footnote / Bibliography Referencing System | UNSW Current Students

Key Takeaways

* Identify which style of referencing you will use
* Use references relevant to your discussion
* Make a note of all the sources you use for your essay
* Cite correctly according to your style of referencing
* If you're using quotes, someone's ideas, or paraphrasing, must cite those sources
* Don't forget your Bibliography (depending on your style)

Chicago Style Footnotes | Citation Format and Examples (scribbr.com)

https://library.aut.ac.nz/__data/assets/pdf_file/0017/123245/200114-Example-essay.pdf

How to Write References on Essays | Examples