

**2013**

Referencing and  
reference citation  
techniques

Applicable for all  
journal of IPA and its  
associates

## Referencing and its importance

### What is referencing?

Referencing is a system used in the academic community to indicate where ideas, theories, quotes, facts and any other evidence and information used to undertake an assignment, can be found. (Staffordshire University manual, 2013). Referencing is a method used by researchers, academia and others who publishes books, articles, research papers to indicate from where they had adopted the idea, theories, facts that is used in their work.

### Who should know about referencing?

Any researchers, academia, students, scholars and anyone who wish to publish their work in public domain, should be well versed with the various methods of referencing and also should be thorough with the technique of referencing their work.

### Why referencing is important?

- Referencing helps to avoid plagiarism, a form of academic theft and an academic offense which is seriously viewed nowadays.
- It gives proper credit to the sources and authors who had put painstaking effort to produce a result which is referred in your research work.
- Referencing helps to identify the reader about various related sources that are available to read and helps in enhancement of knowledge.
- Referencing enables readers to consult various materials related to the particular work and helps them to arrive to a conclusion.
- It helps in correcting any error that might be overlooked in preparing the article by cross checking with various related sources.
- Referencing increases the authenticity of your work and validates the hard effort you had put in preparing the research paper.

### Qualities of good referencing

- It should be highly comprehensive covering all materials author(s) used in preparing the paper.
- For review papers referencing is the key and backbone of validation, it should cover all important materials that is used in the review.
- Proper citation is provided to all original authors, publishers etc.
- Reference is properly validated and found to be legitimate.

### What do you need to prepare reference list?

- Collect the information on what are the materials, books, websites, online and offline content, journal articles that are used in the study

- Collect the sources of images, texts, tables, and data etc which are used in the study.
- Verify that not a single source is missed.

## Referencing method

There are various methods employed in providing references in an articles, some of them which are widely used includes

- American Psychology Association (APA) APA style can now be managed directly in Microsoft Word 2010 under References
- Harvard Also known as the author-date system
- Oxford Also known as the documentary-note method
- Vancouver

There are sources that can generate references if the input parameters are known which are available at the following links

- <http://www.harvardgenerator.com/>
- <http://www.easybib.com/>
- <http://library.albany.edu/reference/citegen.html>
- [http://www.myt4l.com/index.php?v=pl&page\\_ac=view&type=tools&tool=bibliography maker](http://www.myt4l.com/index.php?v=pl&page_ac=view&type=tools&tool=bibliography maker)
- <http://writecite.com/>

which authors can use while preparing references.

## What can be a source for reference?

Authors can use wide variety of materials as source for their research work, in the internet era we cannot predefine that this are the sources that might be used, the following are the widely used sources used by authors.

- Internet resources
- Books ( Single author, multiple author, edited books) and e-books
- Journal articles
- Conference proceedings
- Videos ( Online and offline)
- Films
- Thesis works ( Masters and PhD)
- Online pictures

## **What data you should know from the sources?**

To prepare a good reference list which is comprehensive you need to know various parameters from the above mentioned sources which are as follows

- Author name with their surname and initials (if applicable)
- Year of publication
- Volume number, issue number
- Edition number
- Pages (starting page and ending page)
- URL of the website resource and date accessed
- Author of the website resource
- Title of the article/ content
- Organizers of the conference
- Proceeding volume number
- Publisher information ( Title of publisher, country)
- Editorial board (Edited books) or Editor

Once the above data is available you can directly proceed in preparing the reference list, please ensure that all data are readily available before proceeding in preparing referencing.

## **IPA method of referencing**

We follow unique method of referencing in several journals and in our newer journals we adopt Harvard system of referencing, authors submitting articles to any of the IPA journals will be asked to follow our pattern of referencing strictly. Articles that do not follow proper referencing will not be processed further and will be sent for corrections. The method of referencing various sources is listed in table 1:

**Table 1:** Method of citing various sources in an article which is being considered for publication in IPA Journals

Type	Data to be collected	Format	Remarks
Journal article (Single author)	Author name with their surname, initials if any, article title, volume and issue number, pages author referred ( starting and ending page), year of publishing	A'khabuhaya J., (1988), Metal pollution of River Msimbazi, Tanzania, Environment International, 14(6), pp 511-514.	Use capital letters wisely, unwanted capitals are to be avoided While quoting in text use as (authorname, year) Ex ( A'khabuhaya J., 1988)
Journal article (Two authors)	Author(s) name with their surname, initials if any, article title, volume and issue number, pages author referred ( starting and ending page), year of publishing	A'khabuhaya J., and Lodenius, M., (1988), Metal pollution of River Msimbazi, Tanzania, Environment International, 14(6), pp 511-514.	While quoting in text use as (authorname, year) Ex ( A'khabuhaya J., and Lodenius, M., 1988)
Journal article (Multiple authors)	Author(s) name with their surname, initials if any, article title, volume and issue number, pages author referred ( starting and ending page), year of publishing	De Wolf H., Ulomi S.A., Backeljau T., Pratap H.B., and Blust R., (2001), Heavy metal level in the sediments of four Dar es Salaam mangroves. Accumulation in and effects on the morphology of the Periwinkles, <i>Littorina scabra</i> (Mollusca, Gastropoda), Environment International, 26(4), pp 243-249.	Use italics only if it's a botanical/ zoological name or its required, do not use unnecessary italics or underlining any where. While quoting in text use as (authorname, year) Ex ( A'khabuhaya Jet al, 1988) Use semicolon and cite any number of references in the content Ex: ( A'khabuhaya Jet al, 1988; De wolf et al, 2001....)

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Journal articles (with doi)	Author(s) name with their surname, initials if any, article title, volume and issue number, pages author referred ( starting and ending page), year of publishing, doi	De Wolf H., Ulomi S.A., Backeljau T., Pratap H.B., and Blust R., (2001), Heavy metal level in the sediments of four Dar es Salaam mangroves. Accumulation in and effects on the morphology of the Periwinkles, <i>Littorina scabra</i> (Mollusca, Gastropoda), Environment International, 26(4), pp 243-249, Doi: 10.xxxx.234555	Use of doi is highly promoted
Journal article ( Printed version)	Same as online journal article	Trefts, K. and Blacksee, S. (2000), Did you hear the one about Boolean Operators? Incorporating comedy into the library induction. Reference Services Review, 28(4), Pp 369-378	
Website or online information	Author of website Family/Surname, Initials or Website name if no author is available. (Year - in brackets) Title of website in italics or underlined. Any numbers if necessary or available if website is part of a series, Online in square brackets Available from: URL, Accessed: followed by date in square brackets.	Michael Arthur, (2012), How to prepare referencing? Available at <a href="http://www.preparereference.org/referencing">http://www.preparereference.org/referencing</a> accessed on 2nd March 2013.	Try to provide author name for all online articles without fail, also do not fail to provide accessed date since website data are prone for deletion and may not be available if the site is down
Newspaper article ( Online)	Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. Title of Newspaper - italicised	Randerson, J, (2008), Researchers find fish that can count up to four, <i>The Guardian</i> . Online 26th February. available at <a href="http://theguardian.co.uk">http://theguardian.co.uk</a> , accessed on 22nd May 2012, pp14-18.	

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	<p>or underlined. [Online in square brackets]          Name of Database article is from if appropriate. Day and month of the article.          Page number of the article if applicable.          Available from: URL.          [Accessed: followed by the date viewed in square brackets].</p>		
<p>Newspaper article ( Printed)</p>	<p>Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. Title of Newspaper - italicised or underlined. Day and month of the article. Page number of the article if applicable.</p>	<p>Randerson, J, (2008), Researchers find fish that can count up to four, <i>The Guardian</i>. pp14-18.</p>	
<p>Book – Single author</p>	<p>Author Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.</p>	<p>Neville, C. (2010), <i>The Complete Guide to Referencing and Avoiding Plagiarism</i>. 2nd edition, Maidenhead: Open University Press.</p>	

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<p style="text-align: center;">Book – two authors</p>	<p>All Author (s) Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.</p>	<p style="text-align: center;">Bradbury, I., and Morse, A. (2002), <i>Scientific Principles for Physical Geographers</i>. Harlow: Prentice Hall</p>	<p style="text-align: center;">Use only “and” do not use “&amp;”</p>
<p style="text-align: center;">Book – Multiple authors</p>	<p>All Author (s) Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.</p>	<p style="text-align: center;">Bradbury, I., et al, (2002), <i>Scientific Principles for Physical Geographers</i>. Harlow: Prentice Hall</p>	
<p style="text-align: center;">A chapter in an edited book</p>	<p>Author Family/Surname, Initials of the author writing the chapter. (Publication year in brackets) Title of chapter. In: FAMILY/SURNAME, Initials. of author or editor of book (ed.) or (eds.). Book title -</p>	<p style="text-align: center;">Marshall, W. A. (1975), <i>The Child as a Mirror of his Brain’s Development</i>. In Sants, J. and Butcher, H. J. (eds.). <i>Development Psychology</i>. Aylesbury, Bucks: Hazell Watson &amp; Viney Ltd.</p>	



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	italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher.		
Conference proceedings	Author'(s) surname(s) and initials, Year of publication, in brackets , Title of paper , Title of conference proceedings, in italics or underlined , Date of conference, Location of conference, Page numbers, Place of publication, Publisher of proceedings	Riley, D, (1992), 'Industrial relations in Australian education', in Contemporary Australasian industrial relations, Proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp 124-140.	Do not cite unpublished conference proceedings.
Conference proceedings-Online version	Author'(s) surname(s) and initials, Year of publication, in brackets , Title of paper , Title of conference proceedings, in italics or underlined , Date of conference, Location of conference, Page numbers, Place of publication, Publisher of proceedings , URL	Jones, J. (1994), 'Polymer blends based on compact disc scrap', in Proceedings of the Annual Technical Conference - Society of Plastics Engineers, May 1-5, 1994, San Francisco, pp 2865-2867, Brookfield, CT: Society of Plastics Engineers. <b>Or</b> Fan, W, Gordon, MD and Pathak, R, (2000), 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34. available at <a href="http://www.acm.org/conference/2012/23.pdf">http://www.acm.org/conference/2012/23.pdf</a> , accessed on 2 <sup>nd</sup> June 2012	
E-Book	Author(s),	Sadler, P. (2003), Strategic Management. Sterling, VA	

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	Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. [Online] Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. Available from – URL. [Accessed: date].	Kogan Page, available at <a href="http://www.netlibrary.com/reader/">http://www.netlibrary.com/reader/.</a> ,accessed on 6th May 2012.	
Citing reports of groups, committees, companies, etc	Country. Name Of Issuing Body. (Year of publication in brackets) Title of publication – in italics or underlined. Place of publication: Publisher. (Report Number – if applicable in brackets).	India, The Energy Research Institute, (2012), Energy report of India: Recent trends in Energy usage pattern, Energy papers-46	
Citing a video	Title, year, production agency, country, distributor if any.	Concrete technology, (1979), University of Plymouth students, Plymouth film corporation, distributed by Newland pictures, India.	
Citing a video available on website	Title, year, production agency, country, distributor if any, URL	Concrete technology, (2007), Preparing various types of concrete, online video, available at <a href="http://www.youtube.com/watch?v=abMIHjO2nh4">http://www.youtube.com/watch?v=abMIHjO2nh4</a> accessed 31 July 2007,	
Electronic mail	Author, author's details (eg. email address), date of posting, title of posting (from the	Rajesh Manigangan mani@usernet.com, (2006), ' Concepts and techniques of OOPS, list server, 19 <sup>th</sup> January, Science and Humanities department of Delhi University, available at <a href="http://www.univt.ac.in/~usernet67.pdf">http://www.univt.ac.in/~usernet67.pdf</a> , accessed on	

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	'subject' line in the message), format (listserver), name of list owner, accessed day month year (the date of viewing), URL or Internet address (between pointed brackets)	12 <sup>th</sup> June 2012.	
CD-ROM	title (in italics), year of recording, format, publisher place of recording	Managing tough times, (2013), CD-ROM, Ram design videos, India	
For citing any other source follow Harvard style of references			

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