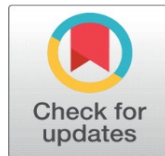
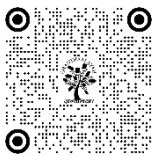


REFERENCING AND REFERENCING STYLES

Dr. Mamta Srivastava ¹

¹ Assistant Professor, Department of Education, SunRise University, Alwar, Rajasthan



DOI

[10.29121/shodhkosh.v5.i4.2024.3571](https://doi.org/10.29121/shodhkosh.v5.i4.2024.3571)

Funding: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Copyright: © 2024 The Author(s). This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

With the license CC-BY, authors retain the copyright, allowing anyone to download, reuse, re-print, modify, distribute, and/or copy their contribution. The work must be properly attributed to its author.



ABSTRACT

Generally any research work follows following steps: Introduction, Review of Related Literature, Research Methodology, Data Analysis and Interpretation, Conclusion, Suggestions and finally Reference Section. Writing an academic paper or thesis, requires citation of all sources of information that has been used or referred to in the work. Referencing is how one acknowledges the source of the information that has been used (referred to) in the work. It helps to make clear to the reader how one has used the work of others to develop one's own ideas and arguments. There are many reasons to reference sources correctly in the work. There are many different conventions, or approaches, to effective referencing, depending on the referencing style being used, and these can be separated into three standard systems for citing sources.

- Author-date system, e.g. Harvard.
- Numeric system, e.g. Vancouver.
- Notes and bibliography system, e.g. MHRA.

The citation style sometimes depends on the academic discipline involved. Total 20 styles of referencing have been mentioned in this paper, out of which five referencing styles i.e. APA, MLA, Chicago, Harvard and Vancouver have been discussed with examples

Keywords: Referencing, Referencing Styles, APA, MLA, Chicago, Harvard and Vancouver

1. INTRODUCTION

Research Thesis writing, Project work writing and Research Paper writing requires certain steps to be followed. Generally it follows following steps: Introduction, Review of Related Literature, Research Methodology, Data Analysis and Interpretation, Conclusion, Suggestions and finally Reference Section.

Reference section contains the sources from which certain matter has been taken for the work. Reference section is very important section as it provides the information referring which readers can have more information on the related content and it also verifies the source of the content.

Referencing:

Writing an academic paper or thesis, requires citation of all sources of information that has been used or referred to in the work. Citing sources is one of the most important aspects of writing and publishing a paper. It allows those reading to either fact-check or learn more about the topic that has been included in the work. It also shows the credibility and prevents instances of plagiarism. Referencing is how one acknowledges the source of the information that has been used (referred to) in the work. It helps to make clear to the reader how one has used the work of others to develop one's own ideas and arguments.

Academic writing relies on more than just the ideas and experience of one author. It also uses the ideas and research of other sources: books, journal articles, websites, and so forth. These other sources may be used to support the author's ideas, or the author may be discussing, analyzing, or critiquing other sources.

Referencing is used to tell the reader where ideas from other sources have been used in the work. There are many benefits to reference sources correctly:

- It shows the reader that you can find and use sources to create a solid argument
- It properly credits the originators of ideas, theories, and research findings
- It shows the reader how your argument relates to the big picture

Failure to properly acknowledge sources is called plagiarism, and it can carry significant academic penalties. Fortunately, plagiarism is easy to avoid by following a few basic principles.

- Whenever an assignment uses words, facts, ideas, theories, or interpretations from other sources, those sources must be referenced. Referencing is needed when:
 - If one has copied words from a book, article, or other source exactly (quotation)
 - If one has used an idea or fact from an outside source, even if you haven't used their exact wording (paraphrasing and summarising)

Whether one is quoting directly from a book, summarizing an idea from a journal article, illustrating a point with an image, or paraphrasing an opinion from a newspaper article, one needs to give credit to the original creator of the work.

The only exception to this is when the information is common knowledge, which is something that anyone is likely to know. If you are uncertain whether to reference something or not, it is better to reference it.

There are many reasons to reference sources correctly in the work.

- 1) To distinguish your ideas
- 2) To reinforce your argument
- 3) To show different perspectives
- 4) To allow fact-checking
- 5) To ensure the moral rights of the author
- 6) To avoid plagiarism

Sometimes the words used to describe referencing can be confusing, especially as they are often used interchangeably. To keep things simple, here is a quick summary of key referencing terms:

Citation:

This is an acknowledgement that you place in your writing at the point you have referred to someone else's work. It may be in the author-date format (e.g., Jones, 2020) or in numeric format (e.g. [1].)

Reference:

Each citation should have a corresponding reference, which provides further details about the source of information one has used. This may include the creator's name, date of publication, title of the work, publisher details and a URL if accessed online. References are usually placed at the end of the writing in a reference list.

Bibliography:

This is another name for the list of references at the end of your document. A reference list usually only contains references for material one has cited in the work. A bibliography may also include references for materials one has read or consulted but not cited.

Referencing Styles:

There are different styles of Referencing, each is used depending on various factors. The referencing style you choose largely depends on the subject or the academic discipline one is involved in. Some instructors require students to use a specific referencing style for their work, so it's always best to check with the professor or instructor before submitting the work. One can also check one's course handbook to see what the discipline's preferred referencing style is.

For manuscripts, refer to the publisher to see if they need the citations in a certain style. If one is allowed to choose one's own style, do so with discretion as some styles suit certain subjects better than others.

There are many different conventions, or approaches, to effective referencing, depending on the referencing style being used, and these can be separated into three standard systems for citing sources:

- Author-date system, e.g. Harvard.

- Numeric system, e.g. Vancouver.
- Notes and bibliography system, e.g. MHRA.

The citation style sometimes depends on the academic discipline involved. For example:

- APA (American Psychological Association) is used by Education, Psychology, and Sciences
- MLA (Modern Language Association) style is used by the Humanities
- Chicago style is generally used by Business, History, and the Fine Arts

There are many styles of referencing, some of them are mentioned below:

- 1) American Anthropological Association
- 2) American Chemical Society
- 3) Australian Guide to Legal Citation
- 4) Academy of Management Journal
- 5) American Meteorological Society
- 6) American Psychological Association
- 7) American Political Science Review
- 8) Chicago Referencing Style
- 9) Council of Science Editors
- 10) Harvard Referencing Style
- 11) Institution of Electrical and Electronics Engineers
- 12) Modern Humanities Research Association
- 13) Modern Language Associations
- 14) International Committee of Medical Journal Editors
- 15) Numerical Style
- 16) Oxford Standard for the Citation of Legal Authorities
- 17) Oxford Referencing
- 18) Royal Society of Chemistry
- 19) Turabian Style
- 20) Vancouver Referencing

Some of the above mentioned referencing styles are being discussed below:

1) American Psychological Association (APA):

APA is predominantly used by Education, Psychology, health, social sciences and Sciences. The APA referencing style uses an author-date system. The sources are cited by providing the surname of the author and the year of publication in brackets.

• Citation at the end of the sentence. Both surname and year within brackets.

A recent research showed that students use generative AI in more than 90% of their assignments (Jones, 2014).

• Citation integrated into the text. Surname outside the bracket and year within brackets.

Jones (2014) showed that students use generative AI in more than 90% of their assignments.

Reference notes list the Author(s), Publication Year, *Title*, Edition, and Publisher.

For example:

- Smith, A. (1992). *Nature vs. Nurture: The Twin Experiment*. 23. The Guardian.

2) Chicago Referencing Style:

The Chicago referencing style is commonly used in the field of humanities. The Chicago referencing style uses a footnote system. The sources are cited by adding a superscript¹ after the information and the reference details are given in the footnote at the bottom of the page.

- **Reference number is given at the end of the information in superscript. The reference details are given as a footnote at the bottom of the page.**

A recent research showed that students use generative AI in more than 90% of their assignments¹.

Sam Smith, "Use of AI in academia," *Education Journal* 29, no. 3 (2011): 109.

3) Modern Language Associations (MLA):

The Modern Languages Association (MLA) style is predominantly used in the field of humanities. The MLA referencing style uses an author-page number system. The sources are cited by providing the surname of the author and the page number(s) in brackets.

- **Citation at the end of the information. Both surname and page numbers within brackets.**

A recent research showed that students use generative AI in more than 90% of their assignments (Jones 6-7).

- **Citation integrated into the text. Surname outside the bracket and page number within brackets.**

Jones (6-7) showed that students use generative AI in more than 90% of their assignments.

For the works cited, follow this format:

- Author. Title of source. Title of Container, Other contributors, Version, Number, Publisher, Publication date, Location.

4) Vancouver Referencing:

The Vancouver Referencing style is commonly used in the field of science and medicine. It consists of in-text numbered citations in parenthesis and a sequentially numbered reference list at the end of the work with full references. It follows the pre-established rules of the ICMJE (International Committee of Medical Journal Editors).

For example:

- The health sciences community will likely take advantage of the technologies provided by the new venues (4).

The reference page at the end of the work follows this format: Author's surname then initials without any periods. Title of the book or article. Publication information. Pages.

For example:

- Smith A, Love PV, William AG, Robb K, and Orwell JS. Chimpanzees Form Numerous Vocal Sequences to Call Their Mates. J Publishing House. pp. 26-35.

5) Harvard Referencing Style

Harvard Style Referencing, also known as Parenthetical Referencing, is a citation style wherein citations are added inside parentheses within the text or after a sentence. Individual citations are accompanied by a full alphabetized list of citations at the end of the document.

This style of referencing is believed to have originated in an 1881 paper written by Edward Laurens Mark, a Professor of Anatomy at Harvard University.

The end-note format structure is as follows:

Author's surname, initials. (Publication year) 'Article title', Newspaper/Magazine Name, Day Month Published, Page(s). Available at: URL or DOI (Accessed: date).

Harvard Referencing uses two main styles: author-date and author-title or author-page.

The author-date referencing style is used in Social and Natural Sciences, and is often recommended by the ACS (American Chemical Society) and the APA (American Psychological Association).

The author-date/title is used in humanities and arts, and is recommended by the MLA (Modern Language Association).

Thus it can be concluded that each referencing style is unique of its type, each is referred in different subject areas and each is preferred by various Universities and Journals. It is required that one must follow the guidelines provided by the concerned University/Journal for using referencing style.

CONFLICT OF INTERESTS

None.

ACKNOWLEDGMENTS

None.

REFERENCES

- Gardiner, F. (2024). *Referencing: 20 Styles — University Librarian*. University Librarian. <https://www.universitylibrarian.com/blog/referencing-20-styles>
- Guides: Citation Styles: APA, MLA, Chicago, Turabian, IEEE: Overview*. (n.d.). <https://pitt.libguides.com/citationhelp>
- Guides and databases: References, citations and avoiding plagiarism: Referencing styles*. (n.d.). <https://library-guides.ucl.ac.uk/referencing-plagiarism/referencing-styles>
- MLA, APA, Harvard or MHRA?* Royal Literary Fund. (n.d.). <https://www.rlf.org.uk/resources/mla-apa-harvard-or-mhra/Referencing%20Academic%20Skills%20Kit%20Newcastle%20University>
- Referencing | Academic Skills Kit | Newcastle University*. (n.d.). <https://www.ncl.ac.uk/academic-skills-kit/good-academicpractice/referencing/#:~:text=Referencing%20is%20how%20you%20acknowledge,referred%20to%20in%20your%20work>
- Refnwrite. (2024). *An Introduction to Referencing Styles with Examples*. Ref-n-Write: Scientific Research Paper Writing Software. <https://www.ref-n-write.com/blog/an-introduction-to-referencing-styles-with-examples/>