

## *A Quick Guide for Referencing*

We all know we cannot claim any other's property, same way we cannot claim someone else's works, ideas or expressions in our own assessment or assignments. As a responsible writer or an academician, it is important to mention the work of other authors or academicians if their work has been used. Failure to give proper references may tempt the reader to think that one has cheated by claiming someone else's work as his own. In the academic environment this is a serious offense almost equal to sin and it is known as Plagiarism. Plagiarism not only occurs when we copy-paste other's work and fail to mention them, but also occur when we change the words and phrases in other's write up and take the credit

As a responsible writer, referencing is an imperative part of content writing. When we write we express our own ideas but very often we also need to support and validate our ideas with the help of similar documents developed earlier. In those cases we need to mention the authors' names for our own credibility and authenticity. Therefore, referencing can be taken as a basis of content writing. We need references to validate our work, to generate a lead in our work flow and to highlight significant points by quoting the original document.

### **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.

### **Why do I need to reference my work?**

- To avoid plagiarism, a form of academic theft.
- Referencing your work correctly ensures that you give appropriate credit to the sources and authors that you have used to complete your assignment.
- Referencing the sources that you have used for your assignment demonstrates that you have undertaken wide-ranging research in order to create your work.
- Referencing your work enables the reader to consult for themselves the same materials that you used.

## Referencing Styles:

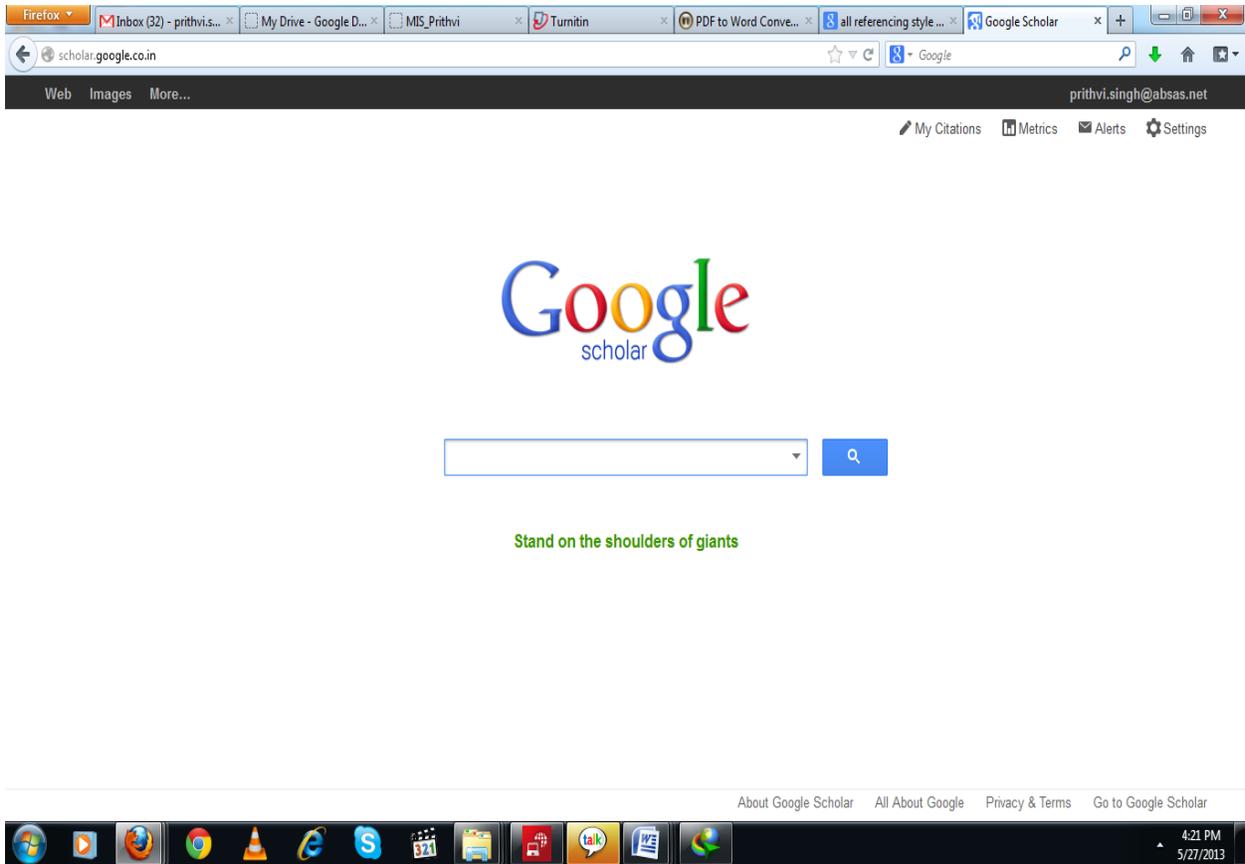
<b>Abbreviation</b>	<b>Full Name</b>
<a href="#"><u>ACS</u></a>	American Chemical Society <a href="http://library.williams.edu/citing/styles/acs.php">http://library.williams.edu/citing/styles/acs.php</a>
<a href="#"><u>AGLC</u></a>	Australian Guide to Legal Citation <a href="http://www.usq.edu.au/library/referencing/australian-guide-to-legal-citation">http://www.usq.edu.au/library/referencing/australian-guide-to-legal-citation</a>
<a href="#"><u>AGPS/AGIMO</u></a>	Australian Government Publishing Service/Australian Government Information Management Office <a href="http://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide">http://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide</a>
<a href="#"><u>AMA</u></a>	American Medical Association <a href="http://medlib.bu.edu/facts/faq2.cfm/content/citationsama.cfm">http://medlib.bu.edu/facts/faq2.cfm/content/citationsama.cfm</a>
<a href="#"><u>APA</u></a>	American Psychological Association <a href="http://www.waikato.ac.nz/library/study/guides/apa.shtml">http://www.waikato.ac.nz/library/study/guides/apa.shtml</a>
<a href="#"><u>Chicago</u></a>	Chicago Manual of Style <a href="http://www.york.ac.uk/integrity/chicago.html#">http://www.york.ac.uk/integrity/chicago.html#</a>
<a href="#"><u>CSE (CBE)</u></a>	Council of Science Editors/Council of Biology Editors <a href="http://www.utm.utoronto.ca/asc/Handouts/CSE%20SBE%20Style%20Manual.pdf">http://www.utm.utoronto.ca/asc/Handouts/CSE%20SBE%20Style%20Manual.pdf</a>
<a href="#"><u>Harvard</u></a>	<a href="http://library.uws.edu.au/uws_library/sites/default/files/cite_Harvard.pdf">http://library.uws.edu.au/uws_library/sites/default/files/cite_Harvard.pdf</a>
<a href="#"><u>IEEE</u></a>	Institute of Electrical and Electronics Engineers <a href="http://www.york.ac.uk/integrity/ieee.html">http://www.york.ac.uk/integrity/ieee.html</a>
<a href="#"><u>MLA</u></a>	Modern Language Association of America <a href="http://www.ucd.ie/t4cms/Guide70.pdf">http://www.ucd.ie/t4cms/Guide70.pdf</a>
OSCOLA	Oxford Standard for the Citation of Legal Authorities <a href="https://www.law.ox.ac.uk/published/OSCOLA_Quick_Reference_Guide_001.pdf">https://www.law.ox.ac.uk/published/OSCOLA_Quick_Reference_Guide_001.pdf</a>

### What do I need to reference?

While providing the references there are certain things that a writer needs to know. These elements of references help the readers to reach to the article or source from which the ideas are taken. The elements which are required to provide an appropriate referencing are mentioned below:

- **Name of the authors:** An article is always written by authors and while providing the references you need to give the names of the authors who have written the article. Sometimes you might not be able to find the name of authors in case of websites. In such cases you provide the name of the website.
- **Date:** a date is always attached with an article and you need to provide the date on which that article was written. Generally we provide year of the article if specific date is not given.
- **Title of the article:** title makes readers able to search the article easily that is why while providing the references title of the article is must. In case of books and journals you need to provide the title of the book as well as title of the journal.
- Apart from above mentioned elements there are other elements such as volume number, issue number in case of a journal article or magazine; url of the website in case of web resources; edition in case of books and so on.

For accuracy and credibility, we encourage our Tutors and Writers to refer to the articles, journals and citations from a well known scholar search engine: “**scholar.google.com**”. We also recommend our writers not to use web sources which are not authenticated such as **123helpme.com, about.com, Wikipedia, or any blog.**



- This search engine incorporates all the journals, articles from books and newspapers and many more authentic articles. These articles are sorted by relevance or by date. He can also customize his search for a range of years. The user also has the options to sort the information on the basis of patents and citations.

The screenshot shows a Google Scholar search for "Referencing styles". The search results are displayed in a list format. The first result is a PDF titled "Multiple uses of applied linguistics literature in a multidisciplinary graduate EAP class" by CP Casanave, published in the ELT Journal in 2003. The second result is a citation titled "Coaching managers through their conflicts" by T Roberts, published in Management Services in 2005. The third result is a citation titled "A review of referencing styles in UK universities" by LM Keating, published in the Open Journal of Referencing in 2010. The fourth result is a book titled "The complete guide to referencing and avoiding plagiarism" by C Neville, published in 2010. The fifth result is a DOC titled "The challenge of referencing" by C Neville, published in 2007. The search interface includes a search bar, a search button, and a "My Citations" button. The search results are sorted by relevance, and the user has selected to include patents and citations. A "Create alert" option is also visible.

- ‘My Citations’ option can be used to track citations of any publication if basic information is available to us, therefore, it serves as a great help for him while citing the references. The user can get number of citations based on either name of the author or date or any area of interest.

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Web Images More... prithvi.singh@absas.net

Google referencing styles

Scholar About 44,600 results (0.03)

Any time  
 Since 2013  
 Since 2012  
 Since 2009  
 Custom range...

Sort by relevance  
 Sort by date

include patents  
 include citations

Create alert

**Cite**

Copy and paste a formatted citation or use one of the links to import into a bibliography manager.

MLA Casanave, Christine Pearson. "Multiple uses of applied linguistics literature in a multidisciplinary graduate EAP class." *ELT Journal* 57.1 (2003): 43-50.

APA Casanave, C. P. (2003). Multiple uses of applied linguistics literature in a multidisciplinary graduate EAP class. *ELT Journal*, 57(1), 43-50.

Chicago Casanave, Christine Pearson. "Multiple uses of applied linguistics literature in a multidisciplinary graduate EAP class." *ELT Journal* 57, no. 1 (2003): 43-50.

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Track citations to your publications. Appear in Google Scholar search results for your name.

Name:\*  
 Prithvi Singh Rajawat

Affiliation:  
 For example: Professor of Computer Science, Stanford University

Email for verification:  
 Use an email address at your institution. For example: yourname@mit.edu  
 prithvi.singh@absas.net

Areas of interest:  
 For example: Artificial Intelligence, Conservation Biology, Pricing Theory

Next step

Dates and citation counts are estimated and are determined automatically by a computer program.

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2.

- ‘Metrics’ is the ocean of information which embraces innumerable articles under nine academic fields in ten international languages. These field are Business, economics and management, Chemical and material sciences, Engineering and Computer Science, Health and Medical Sciences, Humanities, Literature and Arts, Life Sciences and Earth Sciences, Physics and mathematics and Social Sciences in English, Chinese, Portuguese, German, Spanish, French, Italian, Japanese, Dutch and Korean languages. The journals in themselves contain a huge amount of reference lists which helps a lot.
- We can also send a request or a query if we want articles under any author or publication which we are unable to find by using ‘Alert’ option.

**Writing is a very noble profession. Let us make it nobler by acknowledging the actual workers for their own work. We must deliberately try not to plagiarize. We should have developed this understanding because we all want to pursue our career in writing for many more years to come and who knows, one day your work will be acknowledged too.**