Monash University
SCHOOL OF COMPUTER SCIENCE & SOFTWARE ENGINEERING

Referencing and Integrating Sources

Language and Learning Services Unit

Acknowledgments: Hariet Searcy, Toni Chang, Jill Turnbull, LLS, Monash;
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1. What should you reference?

There is no need to reference information regarded as common knowledge in the field. This may be difficult at first but use common sense. You will however, need to reference the following:

- statistics
- closely summarised information
- ideas that are not your own (even though these ideas are expressed in your own words).
- direct quotations

2. Referencing Style and Citation Types

The following information overviews the types of citations conventionally used in academic writing using the Author-Date and Vancouver styles of referencing.

2.1 Types of Citations

**Information-prominent references** do not include the author’s name as part of the sentence. This technique is commonly used in technical writing when you wish to convey the informational content, rather than a particular author’s opinion or ideas.

*The effects of . . . . have been carefully documented (Jones 1996).*
*The effects of . . . . have been carefully documented [2].*

**Author-prominent citations** include the author’s name as part of the sentence. This type of reference can be used to refer to studies closely related to your own, or to highlight a contrast between the ideas of two separate authors. Note that there are two types, weak and strong.

**Weak author-prominent citations** are often used to introduce the research theme in a general way in combination with information-prominent citations.

**Strong author-prominent citations** follow as your discussion becomes more specific or because you want to highlight the particular researcher’s work.

**Weak form:**

*A number of researchers have investigated . . . (Brown 1987; Jones 1996; Smith 1998)*

*A number of researchers have investigated . . . [1,2,3]*
Strong form:

Research by Smith (1998) suggests that ...
Smith and Jones (1996) argue that . . .
According to Smith (1998) there are . . .

Research by Smith [3] suggests that ...
Smith and Jones [4] argue that . . .
According to Smith [3] there are . . .

NB: Avoid using a [...] citation in place of an author’s name when the author is the subject/theme of your sentence ie.

NOT According to [3] there are . . .
BUT According to Smith [3] there are . . .

3. Paraphrasing and Quoting

Paraphrase is when you summarise in your own words the important points made by other authors. Because the ideas are not yours, you must provide citations for any paraphrased material. To paraphrase, consider:

- re-organising the section you want to paraphrase
- using different sentence structures
- substituting appropriate synonyms for key vocabulary where possible
- using alternative word forms i.e. a verb phrase instead of a noun phrase. This will usually lead to further restructuring of the section you are discussing.
- using linking phrases such as Typically....., Usually....., For example......, Critical to this conception is.........., etc. and transition markers such as however, although, since, on the other hand, by , etc.

Quotation involves quoting the exact words of the original. It can be used to give support to a major idea, but paraphrase is more commonly used to cite other authors’ ideas in computing research. If you must quote the exact words of the original, page numbers must be included. At other times, i.e., when paraphrasing, they are optional. You may need to quote directly for the following situations:

- where a particularly effective, powerful or controversial statement is made
- when defining or providing part of a definition
- when giving a theory, law, regulation or principle
- when using a specific term or expression created by a particular author
- any of the above quoted in the source you are reading

eg.
Sakkinen (1992) argues that the introduction of C++ Release 2.0. has created ‘new possibilities for truly misleading overloading.’


4. The Author-Date System

When citing an authority, the Author-Date system of referencing instantly identifies both the authority's surname and the year of publication of the work. Page numbers are added when quoting. The system is easy to use, entries can easily be added and removed, and readers can quickly track the idea to its source and date of publication. This section gives a brief account of appropriate referencing and citation conventions. For a more comprehensive account, a useful reference is the Style Manual (see Section 5 for information about this and other useful references). You should also consult any departmental style guides.

Online referencing guides are also listed in Section 5.

4.1 In-Text Referencing

All sources must be acknowledged even if you have re-written someone else’s ideas in your own words. Full information, including book titles and publication details, will be placed in the bibliography at the end of the essay. Some examples follow.

1. A summarised statement of various research findings. No specific page numbers required (author's surname, date).

There is a growing body of literature on the management of electronic records with several being of particular relevance to the research noted here (Hedstrom 1993; O’Shea 1994; Parer & Terry 1993; Picot 1995; Reed & Roberts 1991, and Theodore 1991).


2. Author's surname becomes part of the sentence so no brackets are used. (Date however is attached in brackets. Page number not required if paraphrasing).

As Nielsen (1999) remarks in a recent article, issues of design on the Internet still revolve around the interactive limitations of human beings with computers and the nature of hypertext, and by implication are likely to remain so.

3. Direct quote from one page (author's surname, date: page number/s required)
One writer believes that the Web is best ‘reserved for what it is good at: browsing
information as well as lightweight interactions like entering a search query. . .’
(Nielsen 1999, p. 68).

Adapted from: T.Chang, Assignment Writing for Sociology Students,(1992)

4.2 The Bibliography

- A list of all sources cited in your essay must be attached on a separate page at the end. This is sometimes known as the List of References.
- Alphabetical order is followed throughout the bibliography.
- Page numbers are required when citing an article from a journal, or a chapter in an edited book.
- You need to maintain a consistent format throughout your bibliography in terms of font/style, punctuation and order of parts:

**Journal Reference:**
Surname, Initials, Date, Article Title, Journal Title (underlined/in italics), volume and page numbers.

**Book Reference:**
Surname, Initials, Date, Book Title, (underlined/in italics), Edition (if relevant), Place of Publication, and page numbers (chapter in a book).

**Electronic Reference:**
The relevant details of electronic or Internet sources should always be recorded. Be sure to include the date you visited the site (in brackets at the end of the reference). Due to the often temporary nature of electronic sources, it is a good idea to print the relevant pages of the source as a precautionary measure. In the example List of References below, note how the email and web site sources are presented.

**Example List of References**

Bruckman, A. S. MOOSE crossing proposal. mediarnoo@media.mit.edu (20 Dec. 1994).


5. Useful References

Books:


Internet:

Referencing printed sources


Referencing electronic or Internet sources

How to Cite the Internet, Louisiana State University, College of Arts and Science, <http://www.lsu.edu/guests/poli/public_html/lis.html> (Accessed 15 Nov, 1999)
