

**Monash University**

SCHOOL OF COMPUTER SCIENCE & SOFTWARE ENGINEERING

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**Referencing and Integrating Sources**

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**Language and Learning Services Unit**

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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 ...*  
*Brown (1987) identifies three types of . . .*  
*Smith and Jones (1996) argue that . . .*  
*According to Smith (1998) there are . . .*

*Research by Smith[3] suggests that ...*  
*Brown [1] identifies three types of . . .*  
*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 ie. 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, ie., 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 overloadings.'*

M. Sakkinen, (1992). The darker side of C++ Revisited, *Structured Programming*, v.--:18.

## 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).**

*(Adapted from: J. Kennedy & C. Schauder. (1998). Records Management, (2nd ed.) Longman, Australia:89.)*

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](mailto:mediarnoo@media.mit.edu) (20 Dec. 1994).

Clark, P. and T. Ng. (1989). The CN2 Induction Algorithm. *Machine Learning*, 3: 261-283.

Kosko, B. (1992). *Neural Networks and Fuzzy Systems: A Dynamic Systems Approach*. Prentice-Hall, USA.

Michalski, I., Mozetic, J., Hong, J. and N. Lavrac. (1986). The multi-purpose incremental learning system AQL and its testing application to three medical domains. In *Proceedings of AAAI, 1986*: 1041-1045.

Tilton, J. 1995. Composing good HTML (Vers. 2.0.6). <http://www.cs.cmu.edu/~tilt/cgh/> (1 Dec. 1996).

Wu, X. (1993). The HCV induction algorithm. In *Proceedings of the 21st ACM Computer Science Conference*:168-175.

## 5. Useful References

### Books:

Australian Government Publishing Service (1992). *Style Manual for Authors, Editors and Printers*. 4th ed. Canberra: AGPS.

### Internet:

#### Referencing printed sources

*Analysing citations*, Language and Learning Services Unit, Monash University  
<[http://www.monash.edu.au/lls/sif/Tutorials/Writing/Viewprint/Essay\\_Writing\\_Tutorial/Analysing\\_citations/analysing\\_citations.html](http://www.monash.edu.au/lls/sif/Tutorials/Writing/Viewprint/Essay_Writing_Tutorial/Analysing_citations/analysing_citations.html)> 4 Nov. 1999 (Accessed 15 Nov, 1999)

*How to acknowledge what you've read*, Virtual Librarian, Monash University Library  
<<http://www.lib.monash.edu.au/vl/cite/citecon.htm>> 20 Aug. 1999 (Accessed 15 Nov, 1999)

*Referencing: A basic guide for students*, Division of Distance and Continuing Education, Central Queensland University <<http://www.ddce.cqu.edu.au/refandcitation/home.htm>> 1 Nov. 1999 (Accessed 15 Nov, 1999)

#### 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](http://www.lsu.edu/guests/poli/public_html/lis.html)> (Accessed 15 Nov, 1999)

*World Wide Words: Exploring the English Language*, Michaels Quinion's language pages, <<http://clever.net/quinion/words/citation.htm>> 28 May 1999 (Accessed 15 Nov, 1999)

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