

Making Citations, References/Bibliography in Academic Writings

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Abstract

This paper offers a guide on how to make citations, references or bibliography in academic research. It describes the task of a writer in quoting, paraphrasing, summarizing and evaluating other peoples' works/ideas while writing an academic paper (seminars, conferences, workshops, journal articles etc.). The paper defines reference, highlights its purposes and describes its essential components as well as qualities. Such referencing styles as the American Psychological Association (APA), Chicago University Press (CUP), Council of Biology Editors (CBE), Modern Language Association (MLA), Harvard, Oxford and Turabian styles were also highlighted. The paper then dwelt on the APA style for it is increasingly growing popular among researchers. Based on the APA therefore, a general guide was given on how to reference different sources of information – textbooks, journal articles conference papers internet materials/sources, dictionaries, magazines, music and television sources etc. finally basic rules governing referencing as offered by APA 6th edition were used to conclude the paper.

Key words: citations, references and academic writings.

Introduction

Academic works (books, articles in journals or other sources, papers for presentation in class or at a workshop, seminar or conference, etc) are not just written from memory but a number of sources related to the relevant subject areas are mostly read, identified and cited to support what the author is trying to advance or argue (Gama 2006). He maintained that, all areas cited by way of direct quotation or paraphrasing should be adequately acknowledged and documented. Other writers, example Nenty (1999), stressed that during a review, a researcher's activities are quoting, paraphrasing, summarizing and evaluating. Each of these should be done in a manner as to protect the right of the author and avoid plagiarism. Thus, when you read a scholarly work, you find the author making reference to other works. In other words, researchers do label all the materials drawn from other writers with enough information to enable readers locate the source. This in research is known as referencing which consists of different segments depending on the source and style in the citation. This paper therefore, highlights such aspects as meaning, style and types of referencing with special focus on American Psychological Association (APA).

Meaning, Functions and Components of Referencing

Reference is defined as citation, quotation and/or use of any sources of information used in a body of writing for evidence and proper clarification on relevant matters of discussion (Jumare 2017). It is therefore an appropriate acknowledgement of ideas and/or work originated from other people/sources. This is Important in academic context in a number ways, for it:

1. Helps writers in constructing, structuring, supporting and communicating ideas/arrangement.
2. Links ones work to the existing body of knowledge and places it on the context of current research.
3. Earns credibility to researcher's work.
4. Provides evidence of thoughtful consideration to one's topic.
5. Helps in avoiding plagiarism, etc.

Essential Components of Referencing

There are usually two important components to any reference, these are:

1. In-text Reference: - an indicator within the text denoting that material has been drawn elsewhere.
2. End of text or bibliographic reference – a detailed information about the source(s) at the end of the work. Where it is put at the bottom of a page, it is often referred to as footnote.

Qualities of a Good Referencing

A good reference should be:

1. Complete – should have full detail including author, title, place and year of publication, publisher, page number, etc.
2. Correct – should enable readers locate the source.
3. Appropriate – should support and make writer's claims legitimate as well as prevent plagiarism.
4. Consistent – should use a single style for a particular writing task.

Referencing Style

Style in referencing refers to models used to reference in the body of the work and also at the bibliographic list at the end of research study (Jumare 2017). There are a number of styles used by researchers. They include:

1. American Psychological Association (APA) style.
2. Chicago University Press.
3. Council of Biology Editors (CBE) style.
4. Harvard Style
5. Modern Language Association (MLA)
6. Oxford Style
7. Turabian Style, etc.

Although these styles differ, they share a lot of things in common and their use is subject to what a university, faculty or department requires. Thus, how you format your reference depends upon the style you use. E.g. Vancouver (A numbered system), APA, (an author – date system), Chicago (a note – bibliography system) etc.

As earlier pointed out, the focus of this paper is greatly on the APA style for its increasingly growing popular among researchers in recent years. This is especially in the sciences, social sciences, humanities and education.

How to Reference based on the Guide to the APA Referencing – 6th Edition

1. Text Book

In textbook referencing, the following are required:

- (i) Author(s) or Editor(s) last name (surname) appears first, followed by initials.
- (ii) Year(s) of publication in bracket.
- (iii) Full title of the book. Capitalize only first word of the title, and the sub-title if any and proper names between the title and sub-title, italicize the title, then use a colon(:).
- (iv) Place of publications. Place of publication refers to town, city or state where the book was published (e.g. London).
- (v) Publisher's name as briefly as possible.
- (vi) Number of edition (if applicable) in brackets after the title or subtitle (3rded) or (Rev. ed). Note: no full stop after the title, if there is an edition.

Examples on Book Referencing

- (i) **Book with One Author**
Musa, I. D. (2015) *Introduction to Geomorphology and Soil Geography*, Kano: Adamu Joji Press.
- (ii) **Book with Chapters**
Gama, U. M. (2006) *Referencing and Bibliography*: In Adamu, Y. M., Mohammed, H. and Dandago, K. I. (eds). *Readings in Social Science Research*. Kano: Adamu Joji Press.
- (iii) **Book with two Authors**
Musa, I. D. & Duala, T. (2018). *The Vegetal Resources of Nigeria*. Zaria: Nigeria. University Press Ltd.

2. Journal Articles

Journal articles have the following as requirement in referencing:

- (i) Author(s) surname followed by initials
- (ii) Year of publication in bracket.
- (iii) Title and sub-title (if any) of the article. All first letter of every word in upper case use a colon between the title and sub-title.
- (iv) Title of the journal in full and italics.
- (v) Volume number of the journal in italics. Do not use "vol" between the number.
- (vi) Issues number of the journal. This is bracketed immediately after the volume number but not italicized.
- (vii) Month, season and any other identity of the publication where there is no volume or issue number.
- (viii) Page number.
- (ix) Include any digital object identifiers.

Examples of Journal Referencing

- (i) **Single Author Article**
Ibinola, T. (2014) Impact of School Supervision on Students' Academic Performance in Secondary Schools in Gombe State, Nigeria. *Azare Journal of Education Aminu Saleh College of Education Azare*, 6(2):19-32.
- (ii) **Two Author Article**
Abdullahi, S. & Musa, I. D. (2016) Evaluation of Teacher Quality Variables on the Performance of SS I Chemistry Students in Northeastern Nigeria. *Journal of Educational Measurement and Evaluation*. 5(2): 141-149.

(iii) Journal Article with more than Two Authors Online

Musa, I. D., Duala, T. and Baba, M. S. (2011) Causes and Effect of Students Drop-Out in NCE Programme of Aminu Saleh College of Education, Azare, Bauchi State Nigeria. *Azare Journal of School of Education*, Retrieved from <http://www.nzma.org.nz/journal,123-1327/4469/>

3. Internet Referencing Sources:

Online information has the following format of referencing:

- (i) Author(s) of document of information (this could be individual, group, organization and/or corporate, author).
- (ii) Date of publication (if no date use (nd)).
- (iii) Title of the document of webpage in italics.
- (iv) Complete and correct web address/URL

Note: APA 6th edition does not require retrieval date for most online information, but that is important for materials that may change over time (e.g. wikis)

Examples of Internet Reference Source

(i) Organization/Corporate Author

Ministry of health (2015) Ebola: Information for Public: Retrieved from <http://www.health.govt.nz/ourhealth/conditions-and-treatments/diseases-and-illness/ebola-informationpublic>

(ii) Internet No Author, No Date Pet Therapy (nd) retrieved from <http://www.holisticsonline.com/stress/stress-pet-therapy.htm>

(iii) Legislation/Status online referencing: Health and Safety in Employment Act 1992 (2013, December 16) retrieved from <http://www.legislation.govt.nz>.

4. Conference Paper Referencing

The following are the requirement for conference paper referencing:

- (i) Authors name and initials.
- (ii) Year the conference held.
- (iii) Title of the conference paper with all first letters of words in upper case.
- (iv) Editor's surname and initials in the conference.
- (v) Theme of the conference
- (vi) Dates, place and sponsors of the conference.
- (vii) Pages and volumes of the conference proceedings

Example of Conference Referencing Materials

(i) Conference with more than one Author:

William, J. & Seary, K. (2012) Bringing the Devide: Scaffolding the Learning Experience of the Mature age Students. In J. Terrell (Ed) Making the Links. Learning Teaching and High Qualities Students' Outcomes. Proceeding of the 9th Conference of the New Zealand Association of Bridging Educators (Pp 104-1160) Wellington, New Zealand.

(ii) Conference Paper Online:

Cannan, J. (2008) using Practical Based Learning at Dul Sector Tertiary Institution: A Discussion of Current Practice. In R.K. Coll, & K. Hoskyn (Eds) Working Together: Putting the cooperative not cooperative Education Conference Proceedings of the New Zealand Association of Cooperative Education, Newcealin of Cooperative Education, New Plymouth, New Zealand. Retrieved from <http://www.nzace.ac.nz/conferences/paper.proceedings2008pdf>

5. Dictionary Print and Online References:

The following are some examples of references of dictionary printed and online:

- (i) **Printed Dictionary**
Weller, B. F. (Ed) (2009) Baillere's Nurses Dictionary: for Nurses and Health Care Workers (25th Ed). Edinburgh, Scotland: Eslevier.
- (ii) **Online Dictionary**
Cambridge Dictionary Online (2011) Retrieved from <http://www.dictionarycambridge.org/acquiescence> (2011) in Merriam Websters online dictionary. Retrieved from <http://www.merriam-webster.com/dictionary/acquiescence>

6. DVD/Video/Motion Pictures Online References:

The following are some examples of DVD, Video and motion pictures online references:

- (i) Gardiner, A. Curtins, C. & Micheal, E. (Producers) and Waitle (Director (2010).
- (ii) Boy: Welcome to my interesting world (DVD), New Zealand: Transmission.
- (iii) Competenz, N.Z. (2014, October, 16) The Tattoped Baker: (Video File) Retrieved from <http://www.youtube.com/watch?V=GriLaBVXKL&ListUUFK07PVDAHZROYWOPZryg> and News Paper

7. Magazine References:

The following are some guidelines on magazine and newspapers:

- (i) Author's name
- (ii) Year of publication
- (iii) Title of article
- (iv) Title of the newspaper/magazine.
- (v) Day and month
- (vi) Paper references.

Example of Magazine and Newspaper References:

- (i) Tilde, A. U. (2008) The Unwanted divide. Daily Trust Newspaper 2nd June p. 25.
- (ii) Umar, M. B. (2012) "Towards Better Teaching of Literature". Tell Magazine, 19th July, P. 18.

8. Music Research Reference:

The following are some requirement on music reference:

- (i) Singers name and initials.
- (ii) Year.
- (iii) Title of the song.
- (iv) Source (CD, Cassette, etc)
- (v) City/Town
- (vi) Producer(s).

Example of Music References

- (i) Musa, U. T. (2017) Garkuwa (CD), Azare: SYS Music.
- (ii) Haruna, A. N. (2008) PDP Jam'iyata. Bauchi: Baushe Media.

9. Television Series Reference:

The following are some requirement in television series for referencing according to APA 6th edition:

- (i) Surname and initials of producers and directors.
- (ii) Year
- (iii) Title of the program.
- (iv) Initials and surname of the executive producers.
- (v) Name of channel.
- (vi) Country/Town
- (vii) Channel number

The following are some examples of TV series references:

- (i) Flanagan, A. & Philipson, A. (Series Producers & Directors) (2011) 24 Hours in A & E (Television and Series) Breakfast Ireland: Channel 4.
- (ii) Beadury, C. (Series Producers) (2014) North Land Havbours (Television Series Episode) in Curran (Executive Producer) Our Big Blue Backyard. Ounedin New Zealand Nural History of New Zealand: Channel 6.

10. Reference in Unpublished Materials:

Thesis, occasional papers, speeches, letters, mimeographed materials, etc.

The following are guidelines on referencing unpublished materials:

- (i) Surnames of author and initials
- (ii) Year
- (iii) Title of the materials
- (iv) Nature of the material.
- (v) Place presented

Example of Unpublished Reference Materials

- (i) Musa, I. D. (2007) Problems of Enrolment and Retention of Girl-Child in Rural Primary Schools of Bauchi State. Unpublished M. Ed. Thesis: Department of Education, Bayero University Kano.
- (ii) Musa, I. D., Duala T. & Baba, M. S. (2016) Assessing the State of Urban Recreational Spaces in Kano Metropolis, Northeastern Nigeria. A paper presented at the First International Conference in the Future of Urban Public Spaces held at Federal University, Dutse, Nigeria, 2 – 5 October
- (iii) Anonymous (2000) Unpublished minutes of the Sixth Meeting of Colleges of Education Academic Staff Union, Aminu Saleh College of Education Azare, Nigeria, 4 -6 February.

11. Peculiar References

In some situations, cases arise with peculiar reference styles, some of the following could be examples:

(i) Reference to more than one Publication of the Same Author and Year

In this case the reference in the body of the work is expected to carry a sign and that sign will also be attached at the reference list. These sign could be star (*), if the references are only two while more than two could carry sign like (a,b,c,d,etc.).

Example of two publications:

- (i) Duala, T. (2005) *Introduction to Climatology and Biogeography*. Azare, Hamida Press Limited.
- (ii) Duala, T. (2005*) *Introduction to Map Reading and Geostatistics*. Bauchi. Ramadan Press Limited.

Example of more than Two Publications:

- (i) Musa, I. D. (2001a) *Elementary Land Survey*. London, Ring Publishers.
- (ii) Musa, I. D. (2001b) *Elements of Geographic Information System*. London. Three Star Publishers.
- (iii) Musa, I. D. (2001c) *Introduction to Computer Cartography*. New York: Bush Publication Company Limited.

(ii) Unknown Date Publication

In a situation where the date of a published material is not known, it is given the inscription (nd) meaning no date. For example:

- (i) Baba, M. S. (nd) causes of Bullying among Primary School Pupils in Bauchi Metropolis. *Azare Journal of Education* 3(3) p. 213-224.

Basic Rules on Referencing in Research Writing APA 6th Edition

The following are some basic rules in research writing referencing according to APA 6th Edition.

- (i) The reference list is arranged in alphabetical order using author's last names.
- (ii) If there is more than one work by the same author, order them by publication date-oldest, to newest (therefore a 2004 publication would appear before 2008 publication).
- (iii) If there is no author, the title moves to that position and the entry is alphabetized by the first significant word, excluding words such as 'A' or 'The'. If the title is long, it may be shortened when citing in text.
- (iv) Use '&' instead of 'and' when listing multiple authors of a source.
- (v) The first line of the reference list entry is left-hand justified, while all subsequent lines are consistently indented.
- (vi) Capitalize only the first word of the title and of the sub-title, if there is one, plus any proper name(s). i.e. only those words that would normally be capitalized.
- (vii) Italicize the title of the book, the title of the journal/serial and title of the web document.
- (viii) Do not create separate list for each type of information source, books, articles, web document, brochures, etc, are all arranged alphabetically in one list.

References

- American Psychological Association (2015) *A Guide to the APA 6th Edition Referencing Style*.
- Gama, U.M. (2006) *Referencing and Bibliography* in Adamu, Y.M., Mohammed, H. and Dandago, K.I. (eds) *Readings in Social Science Research*. Kano: Adamu Joji Press.
- Jumare, A.M. (2017) *Research Methodology in Education: A Practical Approach*. Zaria: Concept Design and Prints.
- Nenty, H. J. (2009) Writing a Quantitative Research Thesis. *International Journal of Educational Science*. 1(1): 19 – 32