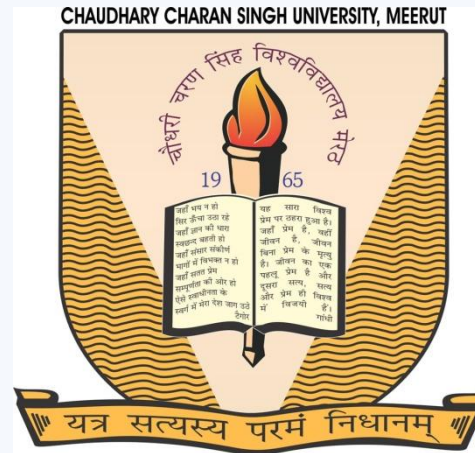


# Referencing style & Format



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## What is Reference?

- The detailed description of the document from which you have obtained your information. Referencing is a way of demonstrating that you have done that reading.
- When you summarize, refer to or quote from an author's work you need to give them credit. You have to provide a reference.
- References include sources that have been directly cited in your research paper. For each source, you will have at least one in-text citation in the body of your research paper.

# WHY TO REFERENCE ?

- Gives credit to other people's work .
- Enables others to follow up on our work.
- Avoids charges of plagiarism.
- Required to support all significant statements.
- Used to indicate the origin of material & source for research & further reading.
- To make the work informative. (Quality)
- To get recognition and authentication of the work.
- To help the researcher to find the original source.

# What is a Bibliography

- A bibliography is a list of books (or other sources of information) that you have referenced or consulted when writing your thesis.
- A bibliography is an orderly list of resources on a particular subject .
- A bibliography provides the full reference information for all the sources which you may have consulted in preparing a particular project.
- The purpose of a bibliography is to allow the reader to trace the sources used.
- Bibliographies, on the other hand, contain all the sources that you have used for your thesis., whether they are directly cited or not. In a bibliography, you should include all of the materials you consulted in preparing your thesis.

## DIFFERENCE BETWEEN REFERENCE BIBLIOGRAPHY

- The terms References and Bibliography are often used same, but there is a difference in meaning between them.
- References are the items you have read and specifically referred to (or cited) in your work, and your list of sources at the end of the assignment will be headed References.
- Bibliography is a list of everything you read -whether or not you referred specifically to it .
- reference is a list of work you have cited in your work. A bibliography also lists the works you have cited in your work, but it may also additional books and articles you have read to find information, but not cited in your work.

तुलना के लिए आधार	संदर्भ	ग्रन्थसूची
अर्थ	संदर्भ से तात्पर्य स्रोतों की सूची से है, जिन्हें शोध कार्य में संदर्भित किया गया है।	ग्रंथ सूची उन सभी सामग्रियों को सूचीबद्ध करने के बारे में है जिन्हें अनुसंधान कार्य के दौरान परामर्श दिया गया है।
व्यवस्था	वर्णानुक्रम में और संख्यात्मक रूप से	वर्णक्रम
शामिल	केवल इन-टेक्स्ट उद्धरण, जिनका उपयोग असाइनमेंट या प्रोजेक्ट में किया जाता है	दोनों में पाठ उद्धरण और अन्य स्रोत, जो विचार उत्पन्न करने के लिए उपयोग किए जाते हैं।
सहायक तर्क	एक तर्क का समर्थन करने के लिए एक संदर्भ का उपयोग किया जा सकता है।	तर्क का समर्थन करने के लिए एक ग्रंथ सूची का उपयोग नहीं किया जा सकता है।

References and bibliography are almost same, The primary use of references is to get *recognition and authentication of the research work*, whereas bibliography is appended with the aim of giving the reader the *information on the sources relating to the topic*.

|

# DIFFERENT STYLES OF WRITING REFERENCES :

- American Psychological Association style (APA)
- MLA citation style (Modern language association ).
- The Chicago manual of style.
- Harvard style of referencing.
- Royal society of chemistry style.
- Vancouver style.



# HOW TO ADD SOURCE IN OUR WORK



**Quote**



**Paraphrase**

## Quote:

According to Allport (1971) —“Personality is the dynamic organization within the individual of those psychophysical systems that determine his unique adjustment to his environment.”

## Paraphrase :

Personality is the dynamic arrangement of those psychophysical processes within the individual that define his particular adjustment to his environment says Allport.

# IN-TEXT CITATION :

An in-text citation is **the brief form of the reference that you include in the body of your work**. It gives enough information to uniquely identify the source in your reference list. The brief form usually consists of: family name of the author(s), and. year of publication.

## Example paragraph with in-text citation

- A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech **Derwing et al. (2002)** Their training techniques are based on the research described above indicating that comprehension improves with exposure to non-native speech. conducted their training with students preparing to be social workers, but note that other professionals who work with non-native speakers could benefit from a similar program. **(Thomas, 2004)**.

## References :

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

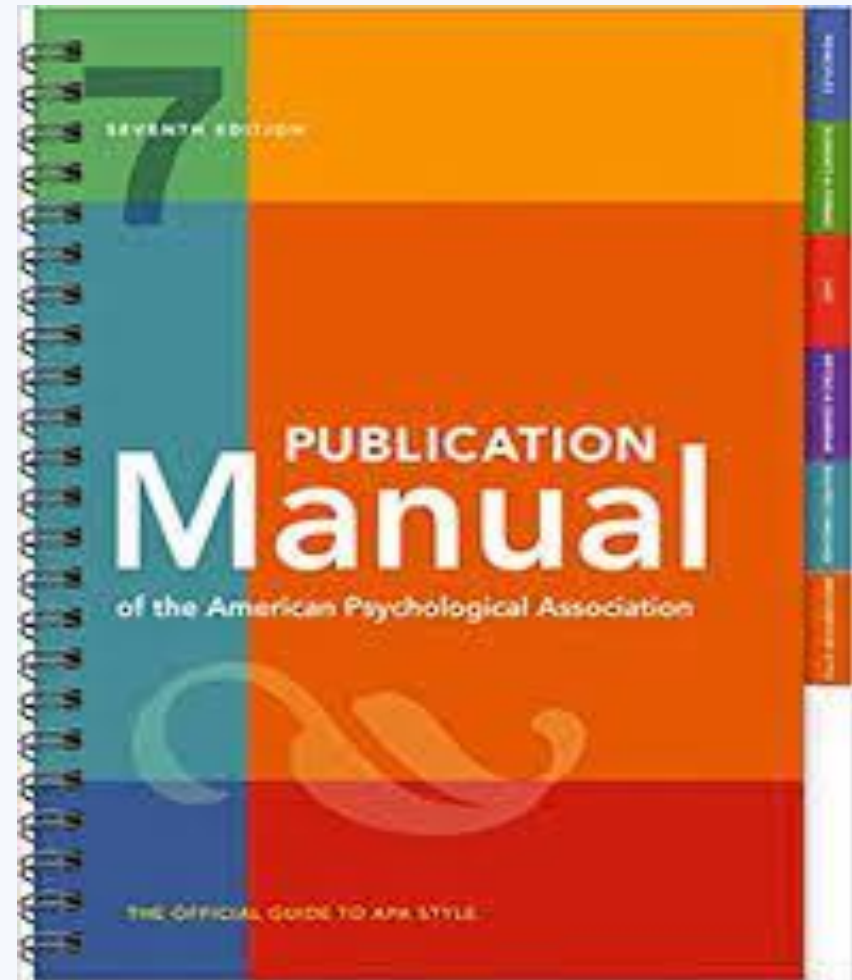
Thomas, H. K. (2004). *Training strategies for improving listeners' comprehension of foreign-accented speech* (Doctoral dissertation). University of Colorado, Boulder.

# SOURCE OF REFERENCES :

- Books
- Journal articles & Research papers.
- Newspapers and magazines
- Pamphlets
- Films, Documentaries, Television Programs or Advertisements
- Websites or Electronic Resources
- Letters, Emails, Online Discussion Forums
- Personal Interviews
- Lecturers
- Tweets

# APA style:

- American Psychological Association (1923).
- In 1929, published instructions for authors on how to prepare manuscripts for APA journals.
- Later used for thesis, term papers, etc.
- Latest edition 7<sup>th</sup> in 1 October 2019.
- Widely used in social sciences.



# APA BOOK 7<sup>th</sup> Edition :

Author's last name, Initial(s). (Year of publication). *Title of book*.  
Publisher.

Kaul, L. (2010). *Methodology of Educational Research*. Vikas  
Publishing House.

Best, J. W. & Kahn, James V. (2010). *Research in Education*. Prentice Hall of  
India.

गुप्ता, एस०पी० (2006). *आधुनिक मापन एवं मूल्यांकन*. शारदा पुस्तक भवन.

## **APA BOOK (More than 3 Authors):**

Author's last name, Initial(s)., Author's last name, Initial(s)., & Author's last name, Initial(s). (Year of publication). *Title of book*. Publisher.

Smith, T., Williams, B. M., & Street, R. (2020). *Educational Research*. Harper Collins.

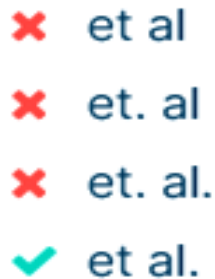
## **In text citation :**

(Smith et al., 2020)

# What is “Et al.”?

“Et al.” is short for the Latin term “et alia,” meaning “*and others.*” (और दूसरे) It is used in academic citations when referring to a source with multiple authors:

- Singh et al. (2019) argue that ...



- ✗ et al
- ✗ et. al
- ✗ et. al.
- ✓ et al.

**(Smith et al., 2013)**

“Et al.” should not be confused with “etc.”; it is used for lists of people, whereas “etc.” is used for lists of things and concepts:



# JOURNAL ARTICLE:

Author's last name, Initial(s). (Year of publication). Title of article. *Title of Journal*, Volume(Issue), Pages. <https://URL>

Andrew, W. (2000). The evolving European model of professional sports finance. *Journal of Sports Economics*, 1(3), 257–276. <https://www.journal-of-sports-economics.com/european-model-finance>

Mohanty, S.B. (1999). Education for Human rights. *University News*. 37(49), 14-19.

दुबे, बी.सी. (2011). विद्यार्थियों की शैक्षिक उपलब्धि पर शैक्षिक अभिप्रेरणा तथा समायोजन का प्रभाव का अध्ययन. *भारतीय आधुनिक शिक्षा*, 31(3), 89–95.

# JOURNAL ARTICLE ONLINE:

Patil, M. & K, Shivkumara (2016). Frustration level of high school students among their gender. *The International Journal of Indian Psychology*, 3(2), 30-42.  
[http://cjoe.naspublishers.com/vol\\_1Issue\\_3.html](http://cjoe.naspublishers.com/vol_1Issue_3.html). (Accessed on 11/06/2021.)

रानी, आर. (2017). अम्बाला मण्डल के सरकारी एवं निजी माध्यमिक विद्यालयों के विद्यार्थियों के समस्याओं का उनके समायोजन पर पड़ने वाले प्रभाव का अध्ययन. *International Research Journal of Commerce, Arts And Science*, 8(1), 22-29.  
[http://www.casirj.com/article\\_pdf.aspx?id=5008.pdf](http://www.casirj.com/article_pdf.aspx?id=5008.pdf) on 29/06/2017

# THESIS PRINT :

Author last name, Initials. (Year). *Dissertation title* [Unpublished type of dissertation/thesis]. University Name.

Srivastava, P. (2021). *Reduction in mental haze of students with hearing impairment through conflict resolution training an experimental study (Doctoral thesis)*. University of Lucknow.

# THESIS ONLINE:

Yadav, G. P. (2021). *Role of financial institution in enhancing quality education through corporate responsibility and education loan an appraisal (Doctoral thesis)*. University of Lucknow. Retrieved from <https://shodhganga.inflibnet.ac.in/handle/10603/286520>.

# GOVERNMENT DOCUMENTS.

Organization Name. (Year, Month Day). *Page title*. Site Name. URL

Occupational Safety and Health Administration. (2021, January 29). *Protecting workers: Guidance on mitigating and preventing the spread of COVID-19 in the workplace*. <https://www.osha.gov/coronavirus/safework>

# YouTube Video :

Channel. (Year, Month Day of publication). *Title of video* [Video]. Website.  
<https://URL>

Unacademy (2020, August 20). *Develop a theoretical framework in 3 steps* [Video]. YouTube. <https://youtu.be/4y1BAqOnhMM>

# PRINT NEWSPAPER :

Author's last name, Initial(s). (Year, Month Day of publication). Title of article. *Newspaper*. <https://URL>

Popkin, G. (2020, August 12). Global warming could unlock carbon from tropical soil. *The New York Times*. <https://www.nytimes.com/2020/08/12/climate/tropical-soils-climate-change.html>

# Twitter :

Author name, Initials [@username]. (Year, Month Day). *Text of tweet* [Tweet]. Twitter. URL

Davidson, L. [@lisa\_b\_davidson]. (2021, March 22). *Has anyone ever written about why some initials work as names in English (KC, JP, and most things followed by* [Tweet]. Twitter. [https://twitter.com/lisa\\_b\\_davidson/status/1374036090038988802](https://twitter.com/lisa_b_davidson/status/1374036090038988802)

For tweets longer than 20 words, only include the first 20 in your reference.



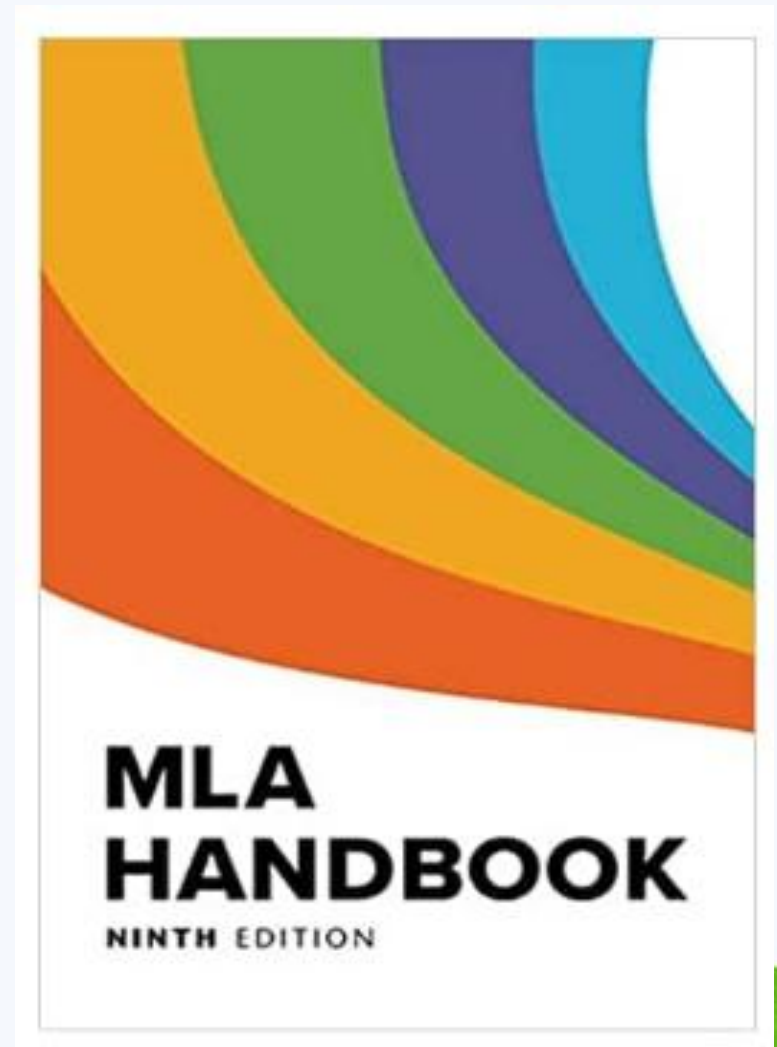
# Missing information :

When the *author, publication date or locator is unknown*, take the steps outlined below.

Missing element	What to do	In text citation
Author	Use the source title.*	( <i>Source Title</i> , 2020)
Date	Write “n.d.” for “no date”.	(Gupta, n.d.)
Page number	Either use an alternative locator or omit the page number.	(Goyal, 2020, Chapter 4) or (Goyal, 2020)

# MLA 8th Edition Formatting and Style

- MLA stands for the **Modern Language Association**. It is the principal professional organization of language and literature scholars.
- MLA style citations are commonly used by students and academics in the humanities. This guide follows the *9th edition (the most recent)* of the [MLA Handbook](#), published by the *Modern Language Association in 2021*.



# MLA BOOK :

- Author's last name, First name. *Title of Book*. Publisher, Year of publication.

Santrock, John. *Educational Psychology*. McGraw-Hill Education, 2017.

Author's last name, First name, and Author's first name  
Last name. *Title of Book*. Publisher, Year of publication.

Smith, Thomas, and Barbara Michelle Williams. *The Citation Manual for Students: A Quick Guide*. Wiley, 2020.

# MLA JOURNAL :

Author's last name, First name. "Title of Article." *Title of Journal*, vol. Volume, no. Issue, Month Year of publication, pp. Pages, doi:DOI.

Andreff, Keat. "The Evolving European Model of Professional Sports Finance." *Journal of Sports Economics*, vol. 1, no. 3, Sept. 2000, pp. 257–76, doi:10.1177/152700250000100304.

Author's last name, First name, and Author's first name Last name. "Title of Article." *Title of Journal*, vol. Volume, no. Issue, Month Year of publication, pp. Pages, URL.

Andreff, Keat, and Paul David. "The Evolving European Model of Professional Sports Finance." *Journal of Sports Economics*, vol. 1, no. 3, Sept. 2000, pp. 257–76, [www.journal-of-sports-economics.com/european-model-finance](http://www.journal-of-sports-economics.com/european-model-finance).

# MLA THESIS: PRINT

Last, First M. *Title of the Thesis/Dissertation.* Year  
Published. Name of University, type of degree

Gupta, Mohit. *A comparative study of Adjustment and values of  
Higher secondary school students.* 2020. University of  
Lucknow, Ph.D. Thesis.

# MLA NEWSPAPER PRINT:

Author's last name, First name. "Title of Article." *Newspaper*, Day Month Year of publication, pp. Page.

Popkin, Gabriel. "Global Warming Could Unlock Carbon From Tropical Soil." *The New York Times*, 12 Aug. 2020, p. D3.

# Formatting the APA reference page :The basics

- On the reference page, you list all the sources that you've cited throughout your paper. Place the page, right after the main body and before any appendices.
- On the first line of the page, write the section label "References" (in bold and centered). On the second line, start listing your references in alphabetical order.
- Apply these formatting guidelines to the APA reference page:
- Double spacing (within and between references)
- Hanging indent of 1/2 inch
- Legible font (e.g. Times New Roman 12 or Arial 11)
- Page number in the top right header

35

References ← Section label

American Psychological Association. (2004, February). *Advertising and children*.  
<http://www.apa.org/pubs/info/reports/advertising-children> } Double spaced

Centers for Disease Control and Prevention. (2017, March 23). *E-cigarette ads and youth*. ← Webpage citation  
<https://www.cdc.gov/vitalsigns/ecigarette-ads/index.html>

Cheung, C. M. K., & Thadani, D. R. (2012). The impact of electronic word-of-mouth  
0.5" communication: A literature analysis and integrative model. *Decision Support Systems*,  
54(1), 461–470. <https://doi.org/10.1016/j.dss.2012.06.008> } Hanging indent

Chung, S., & Cho, H. (2017). Fostering parasocial relationships with celebrities on social media:  
Implications for celebrity endorsement. *Psychology & Marketing*, 34(4), 481–495. ← Journal citation  
<https://doi.org/10.1002/mar.21001>

Dahlén, M., Rosengren, S., Törn, F., & Öhman, N. (2008). Could placing ads wrong be right?:  
Advertising effects of thematic incongruence. *Journal of Advertising*, 37(3), 57–67.  
<https://doi.org/10.2753/JOA0091-3367370305>

De Veirman, M., Cauberghe, V., & Hudders, L. (2017). Marketing through Instagram influencers:  
The impact of number of followers and product divergence on brand attitude. *International  
Journal of Advertising*, 36(5), 798–828. <https://doi.org/10.1080/02650487.2017.1348035>

Erkan, I., & Evans, C. (2016). The influence of eWOM in social media on consumers' purchase  
intentions: An extended approach to information adoption. *Computers in Human Behavior*,  
61, 47–55. <https://doi.org/10.1016/j.chb.2016.03.003>

Kim, C. W., & Mauborgne, R. (2015). *Blue ocean strategy: How to create uncontested market  
space and make the competition irrelevant* (Expanded ed.). Harvard Business Review. ← Book citation

Lou, C., & Yuan, S. (2019). Influencer marketing: How message value and credibility affect  
consumer trust of branded content on social media. *Journal of Interactive Advertising*,  
19(1), 58–73. <https://doi.org/10.1080/15252019.2018.1533501>

Alphabetically sorted

# REFERENCING TOOLS :

- **CONNTEA** <http://www.connotea.org>
- **CITEULIKE.** <http://www.citeulike.org>
- **CITATION MACHINE** <http://citationmachine.net>
- **ZOTERO** <http://www.zotero.org/>
- **MENDELEY** <https://www.mendeley.com>

## FREE FEATURES OF THESE REFERENCING TOOLS :

- Web based
- Import from online databases/web pages
- Create bibliographies



## **NO NEED TO REFERENCE WHEN YOU ARE :**

- writing your own observations or experiment results, for example, a report on a field trip.
- writing about your own experiences, for example, a reflective journal.
- writing your own thoughts, comments or conclusions in research.
- evaluating or offering your own analysis.
- using 'common knowledge' (facts that can be found in numerous places and are likely to be known by a lot of people).
- using generally accepted facts or information.

धन्यवाद