

HOW TO REFERENCE

Providing sources to support your arguments is vitally important. You also need to cite the sources you use, and provide a list of all these sources either at the end of your writing in a reference list, as footnotes, or as endnotes. If you don't, this counts as plagiarism. For more guidance on plagiarism, have a look at “**How to avoid plagiarism**” in this series.

■ Referencing styles

In order to reference, you first need to choose a referencing style. Each style comes with its own list of instructions regarding how to provide in-text citations and create a reference list. While many styles exist, academic works in the sciences generally use the APA style.

▶ **APA (American Psychological Association)**

Although originally drawn up for use in psychological journals, APA style is now widely used, including in:

- social sciences
- education
- business
- economics
- numerous other disciplines

More information on this referencing style can be found on the official APA website: <http://www.apastyle.org/> and at <https://owl.english.purdue.edu/owl/section/2/10/>.

■ Referencing management software

In regard to referencing, life has been made much easier now thanks to referencing management software. You no longer have to worry so much about knowing all the rules associated with the style you choose: it does it all for you! All you have to do is choose which style you want it to use at the start. It then helps you to order your citations within the text, as well as create a reference list at the end. There are a number of programs to choose from, and three of the most popular are outlined below.

▶ **Citavi:** <https://www.citavi.com/>

- **Free to use: Baden-Württemberg license agreement (through the University of Hohenheim)**
- Requires downloading
- Searches resources worldwide
- Manages references
- Analyzes and highlights texts
- Saves ideas and structures your work
- **KIM offers training courses**
- **KIM support online:** <https://kim.uni-hohenheim.de/94980?L=1>

▶ **Refworks:** <https://www.refworks.com/>

- **Free to use: campus-wide license**
 - No downloading required: Internet-based
 - Organizes and creates a personal database online
 - Formats bibliographies and manuscripts
 - Imports references from a variety of databases
 - **KIM offers training courses**
 - **KIM support online:** <https://kim.uni-hohenheim.de/94979?L=1>
- ▶ **Mendeley:** <https://www.mendeley.com/>
- Free to use
 - Need to create an account
 - Requires downloading
 - Securely stores data and accessible across devices
 - Use online or offline
 - Publicly or privately shares reading lists, references or full-text articles
 - Creates groups

Word of warning: make sure you check over your citations and references before handing in your work. If you didn't indicate the correct type of source, i.e., that it comes from a journal as opposed to an edited book, you can end up with bizarre automatic interpretations in your reference list!

■ Citation tables

As much as such referencing software saves time, there may still be a few moments where you have to know yourself how to write an in-text citation, or what to include, for instance, when citing the work of an author found in another book. But do not worry! Provided here, for APA and MLA, are tables with the main situations should you get stuck.

Make sure to:

- ▶ note where parts are in *italics* or “quotation marks”
- ▶ note where to use commas and periods
- ▶ be careful when using blogs or YouTube videos: only use such material if from sound sources (see “**Sourcing academic materials**” in this series for more guidance on this issue)

Citing books	
General book format	Surname, First name initial(s) (Year). <i>Book title</i> . City of publication: Publisher.
Single author	Smith, A. (2007). ...
Two authors	Smith, A., & Jones, P. (1996). ...
More than two authors	Smith, A., Jones, P., David, R. T., Harlow, D., & Cornwall, S. (1987). ...
Organization	United Nations. (2012). ...
Unknown author	<i>Encyclopaedia Britannica</i> . (2015). ...
Two or more works by the same author	Drummond, R. (1997). ... Drummond, R. (2001). ...
Two or more works by same author, same year	Drummond, R. (2014a). ... Drummond, R. (2014b). ...
Author with an editor	Ciconi, A., & Torres, N. (2013). South America. In P. Grant (Ed.), <i>State of the world's minorities and indigenous peoples 2014: Events of 2013</i> (pp. 96-105). London: Minority Rights Group International (MRG).
Author with a translator	De Cervantes, M. (2005). <i>Don Quixote</i> . (E. Grossman, Trans.). London: Harper Perennial.
Editor and no author	Chatterjee, D. (Ed.). (2011). <i>Encyclopaedia of global justice</i> . London: Springer.
Edition other than first	Freeman, S., & Quillin., K. (2013). <i>Biological Science</i> (5 th ed.). San Francisco, Benjamin Cummings.
Periodicals	
Magazine	Tumulty, K. (2006, April). Should they stay or should they go? <i>Time</i> , 167(15), 3-40.

Make sure you include *all* the names

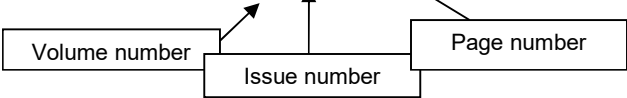
If there's no author given, use the organization

If you don't know the name of the author, use the name of the work

For or more than one, editor use Eds.

Use lowercased letters

For one translator, use Tran.



Journal	McDermott, M. J. (2012). Constitutionalizing an enforceable right to food: A tool for combating hunger. <i>Boston College International and Comparative Law Review</i> , 35(2), 543-574.
Newspaper	Rasmusson, E. (2014, July 10). Women hold the key to a world with zero hunger. <i>The Guardian</i> , pp. 78-80.
Editorial in newspaper	Japan's Peaceful Self-Defense (2015, July 17). [Editorial] <i>Wall Street Journal</i> , p. A14.
Letter to the editor	Davey, R. (2015, May/June). [Letter to the editor]. <i>Washington Post</i> , 5.
Book or film review	Kermode, M. (2015, July 1) Self/less review – Tarsem Singh's dopey sci-fi romp [Review of the film <i>Self/less</i> , directed by Tarsem Singh, 2015]. <i>The Guardian</i> .
Online sources	
General format	Author. (Year [use n.d. if not given]). Article or page title. <i>Larger Publication Title</i> , volume or issue number. Retrieved on [date] from http://url address
Page from website	Food and Agricultural Organization (2015). <i>Investment in agriculture</i> . Retrieved on July 9, 2015, from http://www.fao.org/investment-in-agriculture/en/
Page from website with unknown author	Germany country profile: overview. (2015). <i>Europe</i> . Retrieved from BBC News on July 24, 2015, from http://www.bbc.com/news/world-europe-17299607
Image from website	Picasso, P. (1912). Still life with chair caning. <i>National Gallery</i> . Retrieved on 20 July, 2015 from http://www.theartstory.org/artist-picasso-pablo-artworks.htm#pnt_4
Online book	Plato (380 BC). The republic. <i>Project Gutenberg</i> . Retrieved on 20 July, 2015, from https://www.gutenberg.org/files/1497/1497-h/1497-h.htm
Portion of an online book	Duellman, W. E. (1961) "Geography of the Herpetofauna." The amphibians and reptiles of Michoacán. <i>Project Gutenberg</i> . Retrieved on 20 July, 2015, from https://www.gutenberg.org/files/33543/33543-h/33543-h.htm
Article in an online journal	Chappell, M. J., Wittman, H., Bacon, C. M., Ferguson, B. G., García Barrios, L., García Barrios, R., Jaffee, D., Lima, J., Méndez, V.E., Morales, H., Soto-Pinto, L., Vandermeer, J., & Perfecto, I. (2013). Food sovereignty: An alternative paradigm for poverty reduction and biodiversity conservation in Latin America. <i>F1000 Research</i> , 2.235. doi:10.12688/f1000research.2-235.v1
Article in an online magazine/newspaper	Harris, A. (2015). This video analysis of Looney Tunes characters will make you think differently about them. <i>Slate Culture Blog</i> . Retrieved on 14 May, 2015, from http://www.slate.com/blogs/browbeat/2015/07/17/a_video_essay_on_the_artistry_of_chuck_jones_and_the_looney_tunes_video.html

Don't forget to include the date that you looked at the website (day, month and year)

Use the title of the work instead

Use the name of the artist

Blog entry	Boryga, A. (2015, July 14). Born free in South Africa. [Web log]. Retrieved on 15 January, 2015, from http://lens.blogs.nytimes.com/2015/07/14/born-free-in-south-africa/?module=BlogPost-Title&version=Blog%20Main&contentCollection=Multimedia&action=Click&pgtype=Blogs&region=Body
Comment/response on a blog post	Writer's name. (Date of comment). Subject of post. [Web log comment]. Retrieved on (date) from: URL or DOI
CD-ROM	Discovery Channel Multimedia. (1996). <i>Beyond planet Earth</i> .
Email	Not included in the references
Multimedia sources	Also include the producer if stated, after the director: & [producer's name] (Producer)
Video or film	Hunt, C. J. (Director). (2012). <i>The perfect human diet</i> [DVD]. USA: Hunt Thompson Media & ECG Productions.
Podcast or YouTube video	Chomsky, N. (2015, March 25) "Democracy Is a Threat to Any Power System." [YouTube]. <i>A conversation with Noam Chomsky</i> . Retrieved on 16 June, 2015, from https://www.youtube.com/watch?v=x2dw7OZD-mg
Lecture or public address	Giles, N., & Hayman, M. (2015). How can business be a force for good. [Presentation]. <i>Paper presented at the London School for Economics</i> . London, UK.
Other sources	
Dissertation	Sseguya, H. (2009). Impact of social capital on food security in southeast Uganda (Doctoral dissertation). Available from Graduate Theses and Dissertations. Paper 10747.
In-text citations	
Books	
Author named in single phrase	As explained by De Schutter (2014), states also hold extraterritorial obligations
Author named in single phrase with a direct quote	As explained by De Schutter (2014), states have a "duty to control activities of individual or legal interests within other states" (p. 14) ← Always state the page number with a direct quotation (for more than one page, use pp.)
Author not named in single phrase	States have a "duty to control activities of individual or legal interests within other states" (De Schutter, 2014, p. 14) Use the name of the publisher

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ACADEMIC WRITING AID SERIES**

Unknown author	Civil society in Russia is being quashed (<i>Deutsche Welle</i>, 2013)
Unknown page number	The World Bank states that its “overarching mission of a world free of poverty is as relevant today as it has ever been” (World Bank, 2015, para. 3)
Two authors	Hurlow and Granger (1992)... or ...(Hurlow & Granger, 1992)
More than two authors	Dauids et al. (1987) ... or (Dauids et al., 1987)
Organization author	United Nations (2010) ...
Authors with the same last name and same year of publication	Differentiate with the first initial, e.g., (H. Granger, 2015) and (D. Granger, 2015)
Encyclopedia	Ancient Greek Law had particular traditions (Katz, 2009)
Multivolume work	Just use the page number and date (not the volume – that goes in the reference section)
Two or more works in same sentence	Separate them with a semi-colon, e.g., (Preston, 1982; Emerson, 1993)
An entire work	Orwell’s “1984” was published in 1949
Multimedia sources	
Video or film	Make sure you cite the release date, e.g., The case for an economic system that would decrease financial inequalities is discussed in Michael Bohmeyer’s <i>Money for Free</i> (2015)
Podcast/YouTube	Cite the video’s/podcast’s author name – if known – the title, and the posting date, e.g., A comparison of religion and science are discussed by Brian Cox and Robin Ince in the podcast “Science and Religion” on <i>The Infinite Monkey Cage</i> (2012)
Lecture/public address	Cite the speaker(s), the year and the location, e.g., How business can be a force for good was documented by Giles and Hayman in an address delivered at a public lecture at the London School of Economics (2015)
Other sources	
Government publication	Provide the organization and date, e.g., (Ministry of South Africa, 2003)