

Citations and references - a quick guide for students

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This note is designed to provide a simple guide to citing the work of others and listing references. There must be a clear distinction between the ideas and concepts that originate from you - the author - and what has been quoted or referred to from other sources. The latter is cited or referred to in the text and the source is to be documented in the reference list. This helps to avoid any accusation of plagiarism (see page 5) as there is a clear distinction between your reasoning and the information and quotes from others.

Main referencing systems

Correct use of citation and referencing sources at the end is important in all reports, assignments and theses. There are numerous systems. The "author-year" system is used in many disciplines, with a variety of styles, like the *American Psychological Association Style* (APA) which is favoured in the social sciences and the *Harvard System of Referencing* which is widely used in science and engineering. Many use the reference style Chicago 15B which is a style within the Harvard system, documented in *The Chicago Manual of Style* (2003), 15th edition (web address at the end of this text). When using *EndNote*, choose the output style "Chicago 15B". There are a variety of formats used for listing references in a paper that is submitted to a specific journal. These may be given in the journal or on its website.

An alternative is the *Vancouver Referencing System* which places the reference to the author cited in the text as a digit inside parentheses or square brackets.

Two other common referencing systems are the *Modern Language Association (MLA)* method in the humanities and the *footnoting technique* which is common in subjects such as philosophy.

Use complete references

The reference must be complete so that the reader is able to find the source. Sources are given both in the text and in the reference list at the end of the report. The citation in the text must correspond with the entry in the reference list. Keep a complete reference list as you are compiling material for your report or thesis. A reference handling system, like *EndNote* or *Reference Manager* can be useful. These are available to staff and students at NTNU, <http://www.ntnu.no/ub/endnote>

Citations in the text

The citation of the source in the text should refer the reader to the reference list. In the Harvard system of referencing, use the author's last name and the year of publication. The use of parentheses depends on the structure of the sentence. When paraphrasing or using an indirect quotation, list:

- Author(s)
- Year of publication

...as proposed in strategic management processes (Hill 2003)
John Hill (2003) proposed in his analysis of strategic management processes that...

When using a direct quotation this has to be word for word and quotation marks are used for short quotations:

- Author(s)
- Year of publication/source
- In a publication, the page number is required

This can be embedded in the text, as here: '**email** noun & verb. As a noun this refers to a system for sending electronic messages...' (Clark and Pointon, 2009, p.115).

Indentation of both the left and right margins is usual with quotes that are longer than two lines. Note there are no quotation marks:

email noun & verb. As a noun this refers to a system for sending electronic messages between registered computer users. Most modern BE dictionaries favour the spelling **email** replacing the hyphenated **e-mail**. A formal alternative to **email** is *electronic mail*. An alternative to **email** is *mail*. As a verb this means sending a message to someone by email (Clark and Pointon, 2009, p.115).

Some journal styles suggest that there is no comma between the author(s) and the year as in (Hill 2003), others have a comma as in (Clark and Pointon, 2009). This leads to differences in punctuation if you list several references together, e.g. (Hill 2003, Jones 2008, Foss 2009) or (Hill, 2003; Jones, 2008; Foss, 2009)

In the Vancouver system of referencing that is also used in science, engineering and medicine, the reference comes in Arabic numerals usually in square brackets [1]. Other forms used are: parentheses (1), superscript¹, or a combination such as ^[1]. The numbering is usually in sequentially.

The development of AI is a business, and businesses are notoriously uninterested in fundamental safeguards — especially philosophic ones. (A few quick examples: the tobacco industry, the automotive industry, the nuclear industry. Not one of these has said from the outset that fundamental safeguards are necessary, every one of them has resisted externally imposed safeguards, and none has accepted an absolute edict against ever causing harm to humans.)^[34]

Two or three authors

All last names are included, each time they are referred to, e.g. (Arthur and Smith 2008).

More than one work in a year by the same author(s)

When the same author(s) publish a text in the same year, add lower case a, b, etc. after the year: (Smith 2007a), (Smith 2007b). In the reference list sort the entries by surname, year and letter.

More than three authors

Only the first author's last name is used, followed by et al.: 'In this ground-breaking work in robotics, Bushland et al. (1999) show that...'

Note that as et al. refers to a group of authors, the verb is plural.

An organization and no author

For sources without a personal author, the name of an organization can be used for citation: (IEEE 2003)

Primary and secondary sources

It is not enough to state the primary source (in the following example, John Dewey). The secondary source which means the author who quotes the primary source and the work where it is quoted and/or downloaded from must be given. In the following example the secondary source is George Hein.

Study is effectual in the degree in which the pupil realizes the place of the numerical truth he is dealing with in carrying to fruition activities in which he is concerned. This connection of an object and a topic with the promotion of an activity having a purpose is the first and last word of a genuine theory of interest in education. (Dewey 1916, in Hein 1991)

Always give the secondary source in the reference list. The format used will depend on the discipline or context:

Hein, George. 1991. Constructivist Learning Theory, *International Committee of Museum Educators Conference*, Jerusalem, Israel, 15-22 October.
<http://www.exploratorium.edu/IFI/resources/constructivistlearning.html> (cited 2010-04-06).

If relevant, also give the primary source:

Dewey, John. 1916. *Democracy and Education*. The Macmillan Company, New York.

Reference list

The reference should contain all information necessary for unique identification. Only references cited in the text should be included in the reference list. Examples: in the Harvard referencing system the list is sorted by the first author's surname name used in the text citation:

Clark, Stewart, and Graham Pointon. 2009. *Words - a User's Guide*. Pearson Education: Harlow, England.

Note that p. or pp. indicate the page(s) in a published work. For a paper in a journal the usual format before the page number is a colon:

Teng WL, Nicolson L and Yu LYY (1997a) Clonal propagation of *Spathoglottis plicata* from young plants. *Acta Hort.* 447: 115-119.

In the Vancouver referencing system the source is listed in the reference list after the number:

[34] Sawyer, Robert J. (1991). "On Asimov's Three Laws of Robotics".
<http://www.sfwriter.com/rmasilaw.htm>. Cited 2006-06-12.

Placing and layout

The reference list appears on a new page at the end of the document. Use the heading "References" or "Reference list".

Author

References are arranged alphabetically by first author's last name. The abbreviation et al. is to be avoided in the reference list unless there are numerous authors. (As the number of authors differs before et al., refer to a style guide for details.)

Year of publication

The year follows the full reference in most referencing styles but there are no general rules here.

Title

Use *italics* for book titles, journal titles and the name of conferences.

Edition

The edition is listed, if it is not first edition. Information on reprints is not included.

Place of publication

The place of publication is included for books, reports and theses. Only list the country if it is not easily identifiable. Be consistent with abbreviations for states in the USA and avoid mixing the language, such as Lund, Sverige and another reference with Karlskrona, Sweden.

Publisher

The publisher is usually a company or an institution or a publishing company. Be consistent with the language for the institution. In an English thesis, the Norwegian University of Science and Technology is preferable to NTNU or the Norwegian name of the university.

Electronic sources

For articles in journals use document object identification (example, [doi:10.1000/182](https://doi.org/10.1000/182), details available at <http://www.doi.org/hb.html>) For online sources (like websites or blogs), cite as much relevant information as possible, in addition to the URL, and with the date it was accessed/retrieved/cited in parentheses at the end of the reference. (Write the month in letters, 6 April 2010 or use the ISO 8601 format (YYYY-MM-DD): 2010-04-06.)

Some references to these systems:

Note that most journals have their own preferred style and it is worth consulting their website and look for a guide to authors. Here are some selected links to the main referencing systems:

- Harvard referencing system *The Chicago Manual of Style* (2003), 15th edition:
http://www.chicagomanualofstyle.org/tools_citationguide.html
- Vancouver referencing system,
<http://www.modelanswer.co.uk/referencing/vancouver-referencing-style.php>
- APA style, <http://www.apastyle.org/>
- MLA, <http://www.modelanswer.co.uk/referencing/mla-referencing.php>

The serious consequences of plagiarism

Plagiarism or cheating includes presenting quotes from textbooks, other sources, or the Internet that are not clearly marked as quotations and/or give no primary and secondary sources.

When the University Appeals Committee at NTNU decides that a student has cheated, this can have serious consequences. The least severe reaction is annulment of the examination. In the graver cases of cheating, the student may be excluded from NTNU and may lose the right to take examinations at most other institutions of higher education in Norway for a period of up to one year. In cases of cheating, Norwegian law defines the permitted forms of reaction by the university (Act of 1 April 2005 relating to Universities and University Colleges, Sections 4-7 and 4-8).

See NTNU's English website for more details:
<http://www.ntnu.no/studies/examinations/cheating>