

A circular botanical illustration border surrounds the central text. It features various plants including ferns, a red leaf, a green leaf, a yellow flower, a purple flower, and a green leaf with a red vein. The background is a light blue-grey color.

Referencing & Citation Workshop

31st October 2023

delivered by the Kidsploration Library



Objectives

What is REFERENCING

HOW to reference

What is CITATION

HOW to cite





Overview

- ❖ Types of sources in research
 - ❖ Plagiarism in academia
 - ❖ Referencing style: APA (7th edition)
- ❖ Citing & Referencing in APA style with the different formats
 - ❖ Doing a bibliography – list of references





Introduction

What is Referencing?

- Citation of sources of information
 - All work referenced throughout your work
- Ideas gathered and knowledge gained throughout your research process





Information Categories

Primary Source

Secondary Source





Primary Source

Immediate, first-hand accounts of a topic, from people who had a direct connection with it

Examples:

Texts of laws and other original documents.

Newspaper reports, by reporters who witnessed an event or who quote people who did.

Speeches, diaries, letters and interviews - what the people involved said or wrote.

Original research.

Datasets, survey data, such as census or economic statistics.

Photographs, video, or audio that capture an event.





Secondary Source

Added a layer of interpretation and analysis

Examples:

Most books about a topic

Analysis or interpretation of data

Scholarly or other articles about a topic, especially by people not directly involved

Documentaries (often includes photos or video portions that can be considered primary sources)





Secondary Reading

- Identify and evaluate the line of reasoning in the text
- Search for hidden agendas and assumptions
- Identify and evaluate the evidence used in the text
- Identify the writer's conclusions
- Decide whether the evidence used is sufficient to support the conclusions made





Referencing

- When do you use a quote?
- What do you need to reference?
- Why is it important to reference?





What to reference

- Direct quotes
- Evidence
- Paraphrase





Direct Quote

- Quote verbatim
- A section from other work
- Common in Arts & Humanities





Evidence

- From datasets
- Statistics, case studies ...
- Accountable and Verifiable





Paraphrase

- Alternative to direct quote
- As a way to provide evidence
- To express / encapsulate someone else's ideas in your own words





Paraphrasing

Why you might paraphrase?

- Translating technical material into simpler language
- Because lecturer / tutor has explicitly requested that you do so
- “Translating” a poem into simpler language





What is Plagiarism?

- Academic Integrity
- Using a source without acknowledging the author
- Presenting another person's ideas or written material as your own





Types of Plagiarism

Submitting someone else's work as your own

- A friend's essay
- An essay copied from the internet
- A purchased essay
- Asking someone else to write or rewrite your essay for submission





Types of Plagiarism

Creating a patchwork essay

- Bringing together paragraphs and ideas taken from different sources
- Although the research was required to find the paragraphs and ideas, your analysis or discussion of those ideas is missing
- Even if sources are cited, then what you have is research notes rather than your own essay





Avoiding plagiarism (I)

- Cite all the material you have used, including lecture notes
- Have a clear understanding of what is, and is not, common knowledge





Avoiding plagiarism (II)

- Keep track of your electronic resources
- File and label your sources
- Do not copy and paste material into your work
- Keep your notes and your essay draft separate
- Ensure you have cited paraphrased material explicitly
- If in doubt, delete or reference





Referencing style: APA 7th edition

How to format pages in APA style

How to quote source in APA style

How to paraphrase a source in APA style

How to cite sources in APA style





APA In-Text Citations

The 2 types

1. **Parenthetical** in-text citation
2. **Narrative** in-text citation





APA In-Text Citations

- Parenthetical in-text citation:

Traumatic experiences can produce toxic stress in children (Baldwin, 2022)





APA In-Text Citations

- **Narrative** in-text citation:

According to Baldwin (2022), traumatic experiences can produce toxic stress in children



APA In-Text Citations

- **Parenthetical** in-text citation:

Traumatic experiences can produce toxic stress in children (Baldwin, 2022)

- **Narrative** in-text citation:

According to Baldwin (2022), traumatic experiences can produce toxic stress in children

Baldwin, C. D. (2022). Child adversity and trauma-informed care teaching interventions: A systematic review. *Pediatrics*, 149(3). <https://doi.org/10.1035rev0000126>



Using sources in APA

Only 2 options





Using sources in APA

QUOTE





Using sources in APA

PARAPHRASE





Using sources in APA

QUOTE
or
PARAPHRASE





How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” **(p. 85)**.



How to cite a quotation

Source used as a quotation



Introduce the quote

Jonathan Butler(1984) found that:
“the listener’s familiarity with the
topic of discourse greatly facilitates
the interpretation of the entire
message” (p. 85).

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

“the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

“the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

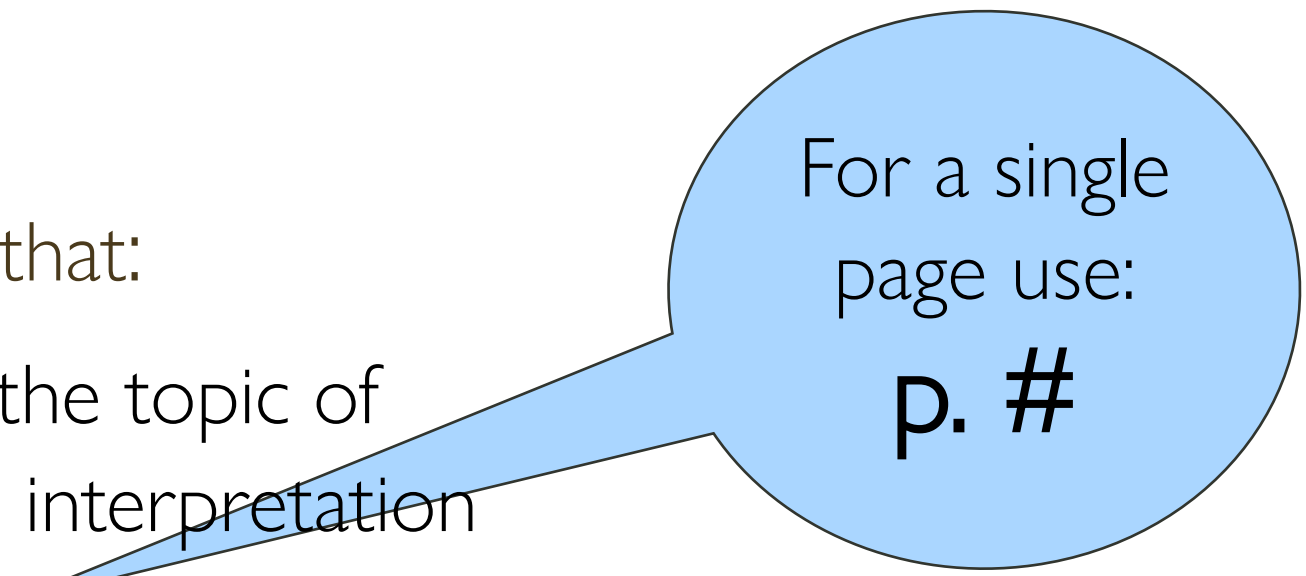
“the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

“the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).



For a single
page use:

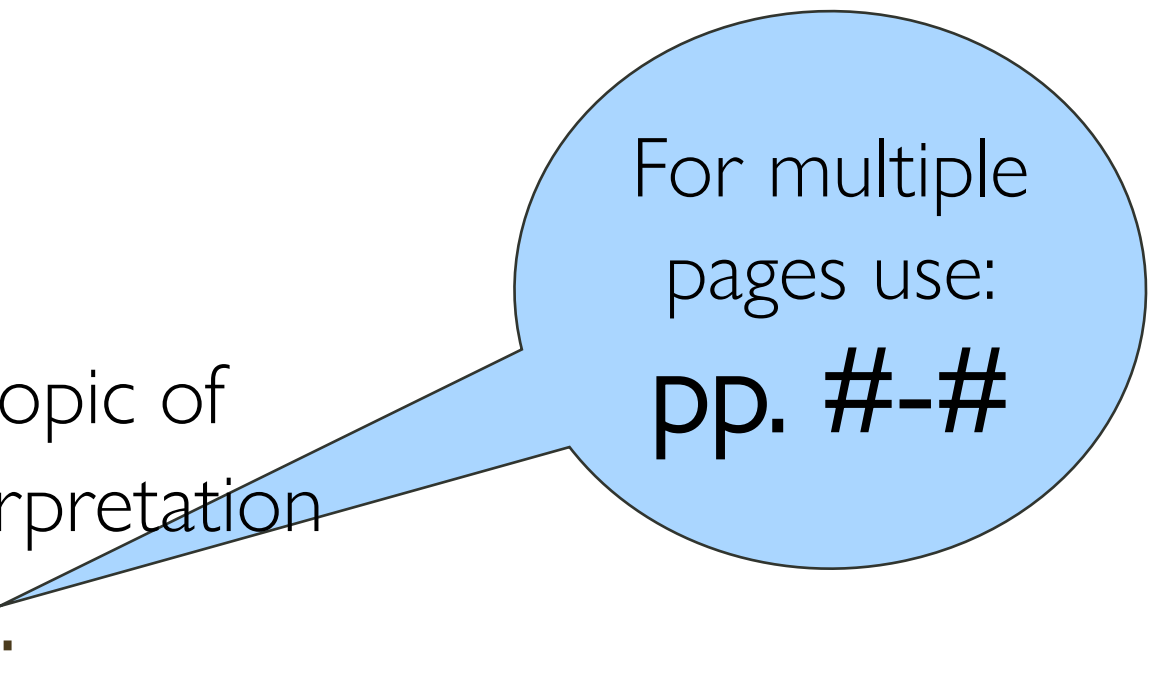
p. #

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

“the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (pp. 85-87).



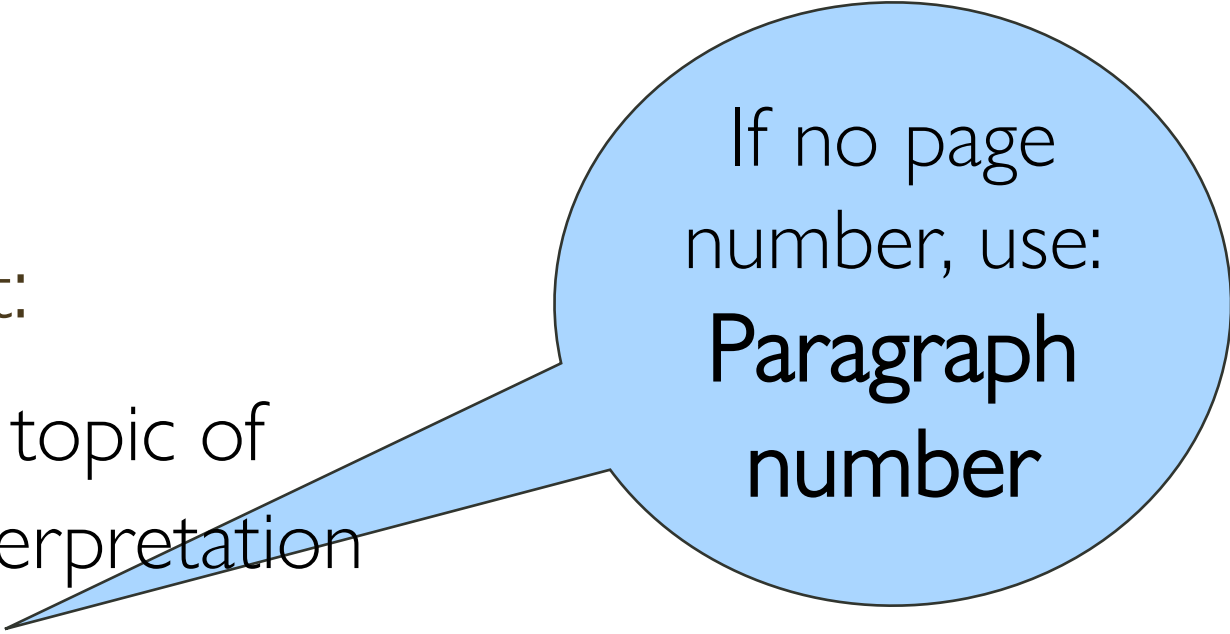
For multiple
pages use:
pp. #-#

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

“the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (para. 21).



If no page number, use:
Paragraph number



In-Text Citation for a Paraphrase

- Rephrase original in your own wording
- To repeat certain words



Paraphrases

Parenthetical format:

Personality develops over the lifespan (Redford, 2019).

Narrative format:

As discussed by Redford (2019), personality develops over the lifespan.

In-Text Citation for a Paraphrase

Rephrase original in your own wording:

According to Graham (2021), **although the public perception is that breast cancer is the number one killer of women, the reality is that more women die of lung cancer.** Clearly, media can shape perceptions about a matter of life and death.

In-Text Citation for a Paraphrase

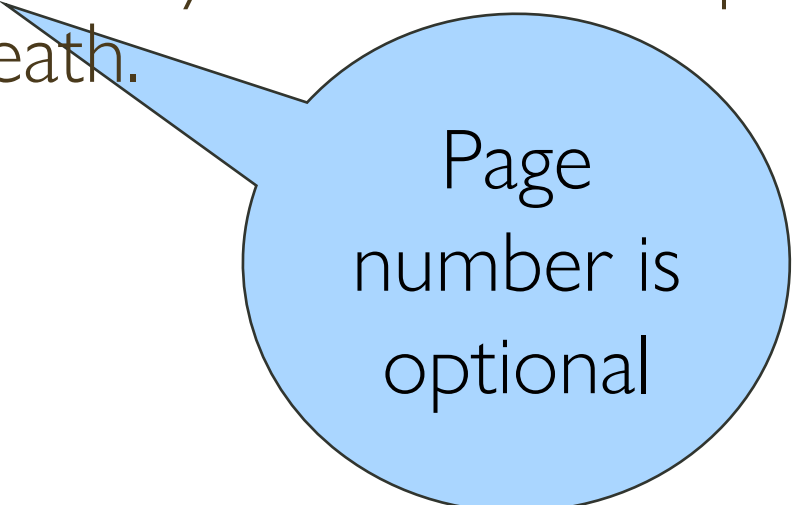
Rephrase original in your own wording:

According to Graham (2021), although the public perception is that breast cancer is the number one killer of women, the reality is that more women die of lung cancer. Clearly, media can shape perceptions about a matter of life and death.

In-Text Citation for a Paraphrase

Rephrase original in your own wording:

According to Graham (2021), **although the public perception is that breast cancer is the number one killer of women, the reality is that more women die of lung cancer.** Clearly, media can shape perceptions about a matter of life and death.



Page
number is
optional



Block Quotation

Quotations longer than 40 words must use the block quote format

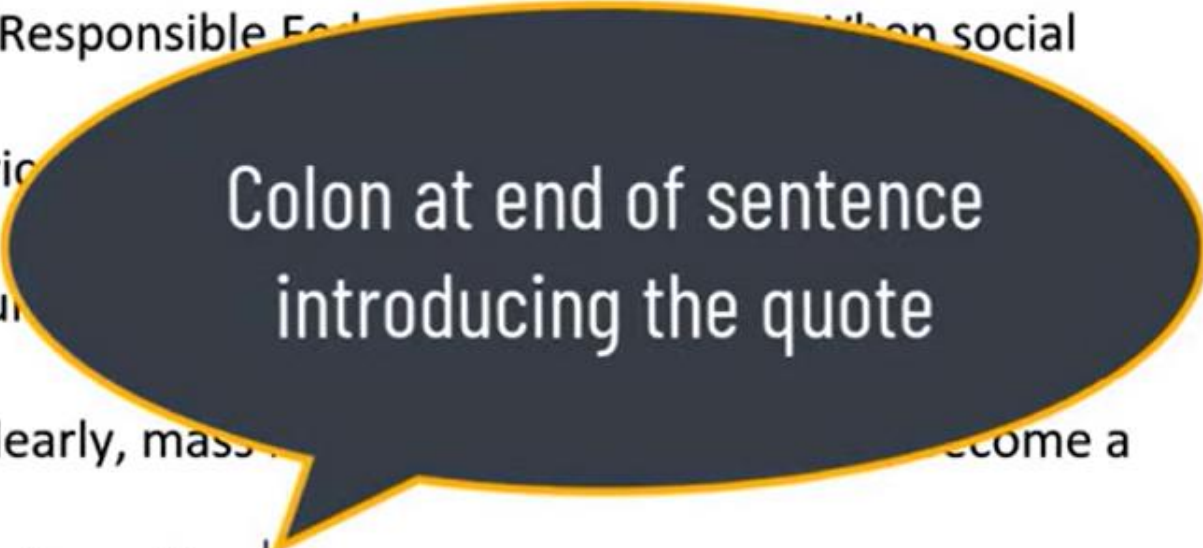


Block Quotation

which means a steady increase of prisoners housed in poor conditions. The current cost of America's prison system is \$80 billion per year (Committee for a Responsible Federal Budget, 2019). When social costs to families and communities are added in, the price swells to \$1.2 trillion (McLaughlin, Pettus-Davis, Brown, Veeh, & Renn, 2016). However, this figure does not include the emotional and psychological damage to families of the imprisoned. Clearly, mass incarceration in the U.S. has become a financial, social, and moral failure that demands corrective action:

Block Quotation

which means a steady increase of prisoners housed in poor conditions. The current cost of America's prison system is \$80 billion per year (Committee for a Responsible Federal Budget, 2016). When social costs to families and communities are added in, the price of mass incarceration is even higher (Davis, Brown, Veeh, & Renn, 2016). However, this figure does not account for the psychological damage to families of the imprisoned. Clearly, mass incarceration has become a financial, social, and moral failure that demands corrective action: | I



Colon at end of sentence
introducing the quote

Block Quotation

- Indent the entire quotation 0.5 in. from the left margin.
- Do not use quotation marks.
- For a parenthetical citation of a block quotation, include the author, year, and page number in parentheses after the final punctuation mark of the quotation.
- For a narrative citation of a block quotation, include the author in the narrative followed by the year in parentheses. Put the page number in parentheses after the final punctuation mark of the quotation.
- Do not add a full-stop or other end punctuation after the closing parenthesis.

Block Quotation

Parenthetical format

Most personality researchers today

have adopted a view of personality in which traits are a, if not the, core feature. Although variously defined, traits are generally thought to be more-or-less consistent and enduring dispositions manifest in patterns of thoughts, feelings, and behaviors; operationally, they are what standard personality scales measure.

(Costa et al., 2019, p. 424)

Block Quotation

Narrative format

Costa et al. (2019) stated that most personality researchers today

have adopted a view of personality in which traits are a, if not the, core feature. Although variously defined, traits are generally thought to be more-or-less consistent and enduring dispositions manifest in patterns of thoughts, feelings, and behaviors; operationally, they are what standard personality scales measure. (p. 424)



Quotations

●●● If you need to leave out some words from the quote replace them with ●●● (three dots)

[Brackets] to insert your own words into the quote to ensure it makes grammatical sense in your work, write your words in [square brackets] to distinguish them from the author's

CAUTION: In both cases be careful not to alter the meaning of the quote by removing or adding too many words





APA Reference Citation Formats

Book

Periodical

Reports

Videos

Websites

ChatGPT



Journal Article (I)

Citing Journal articles – Print Journal

Author, A. A. (Date). Title of article: Subtitle. *Name of Journal, volume*(issue), page numbers. DOI

Chong, S., & Lu, T. (2019). Early childhood teachers' perception of the professional self and in relation to the early childhood communities. *Australian Journal of Teacher Education*, 44(7), 53–67.
<https://ro.ecu.edu.au/cgi/viewcontent.cgi?article=4195&context=ajte>

Parenthetical citation: (Chong & Lu, 2019)

Narrative citation: Chong and Lu (2019)

Example: **Prisons do not reduce crime: High cost of ignoring science.**

Sentence capitalisation – capitalise only first word and proper nouns. Full-stop at end.

Journal Article (II)

Citing Journal articles – e-Journal

Author, A. A. (Date). Title of article: Subtitle. *Name of Journal, volume*(issue), page numbers. DOI

Knapik, J.J., Cosio-Lima, L.M., & Reynolds, K.L. (2015). Efficacy of functional movement screening for predicting injuries in coast guard cities. *Journal of Strength and Conditioning Research*, 29(5), 1157-1162. doi: 10.1249/01.mss.0000495803.09668.62

Book Reference (I)

Citing the entire book:

Author, A. A. (Date). *Title of book: Subtitle* (edition). Publisher.

Palaiologou, I. (2019). *Child observation: A guide for students of early childhood* (4th ed.). Learning Matters.

Parenthetical citation: (Palaiologou, 2019)

Narrative citation: Palaiologou(2019)

Book Reference (II)

Citing a book chapter:

Author, A. A. (Date). Title of chapter. In E. E. Editor & E. E. Editor (Eds.), *Title of book: Subtitle*(edition, page numbers). Publisher.

Karagiannidou,E. (2017). Children's technological learning journeys. In L. Arnott(Ed.),*Digital technologies and learning in the early years*(pp.20-31). Sage.

Parenthetical citation: (Karagiannidou, 2017)

Narrative citation: Karagiannidou(2017)

Book Reference (III)

Citing Children's Book (I)

Author, A. A. (Date). *Title of book: Subtitle* (I. I. Illustrator, Illus.). Publisher.

Denise, A. A. (2019). *Bunny in the middle* (C. Denise, Illus.). Henry Holt and Company.

Parenthetical citation: (Denise, 2019)

Narrative citation: Denise (2019)

Book Reference (IV)

Citing Children's Book (II)

Author, A. A. (Date). *Title of book: Subtitle* (I. I. Illustrator, Illus.). Publisher.

Gay, M. (2014). *Any questions?* (M. Gay, Illus.). GroundwoodBooks.

Parenthetical citation: (Gay, 2014)

Narrative citation: Gay (2014)

Report & Code of Ethics

Citing Reports

Author, A. A. (Date). *Title*[Description]. URL

NAEYC. (2020). *Developmentally Appropriate Practice* [Position Statement].
https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/dap-statement_0.pdf

Parenthetical citation: (NAEYC, 2020)

Narrative citation: NAEYC (2020)

Online Videos

Citing online videos

Uploader, U. U. (Date). *Title*[Description]. URL

The University of Birmingham (2010, December 15). *The University of Birmingham experience* [Video file]. Retrieved from: <https://www.youtube.com/watch?v=YLxV5L6laFA>

Parenthetical citation: (The University of Birmingham, 2020)

Narrative citation: The University of Birmingham (2020)

Websites

Citing websites - caveat

Author, A. A. (Date). *Title of work: Subtitle*. Site Name. URL/Retrieval Date

Zero To Three. (2020, October 15). *Pro tips for managing toddler tantrums*. https://www.zerotothree.org/resources/3716-pro-tips-for-managing-toddler-tantrums?utm_medium=social&utm_campaign=parenting

Parenthetical citation: (Zero To Three, 2020)

Narrative citation: Zero To Three (2020)

Websites

Citing websites - caveat

Author, A. A.(Date). *Title of work: Subtitle*. Site Name.URL/Retrieval Date

NAEYC. (n.d.). *Coping with COVID-19*. Retrieved February 2, 2021,
from<https://www.naeyc.org/resources/topics/covid-19>

Parenthetical citation: NAEYC (n.d.)

Narrative citation: (NAEYC, n.d.)

Conference Paper (I)

Conference Paper (I)

Author, A. A. (Date). *Title of book: Subtitle* (edition). Publisher.

Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), *Sociology for the New Millennium*. Papers presented at The Australian Sociological Association, Churchill, Victoria: Celts.

Parenthetical citation: (Wilkinson, 1999)

Narrative citation: Jones (1999) explained...

Conference Paper (II)

Conference Paper (II)

Author, A. A. (Year, Month). **Title of paper**. In **A. Author**, *Title of Conference*, City.

Smith, P. (2006, March). How to make the most of the time you spend commuting. In M. Fox & P. Smith, *Work-life balance in today's world Conference*, London.

Parenthetical citation: (Smith, 2006)

Narrative citation: Smith (2006) proposed...

Sources with 2 Authors

Number of authors: 2

Reiss M.J., & White, J. (2013). *An aims-based curriculum: the significance of human flourishing for schools*. London: IOE Press.

Parenthetical citation: (Reiss & White, 2013)

Narrative citation: Reiss & White (2013)

Sources with 3 - 5 Authors

Number of authors: 3 - 5

Rogers, L., Hallam, S., Creech, A., & Preti, C. (2018). Learning about what constitutes effective training from a pilot programme to improve music education in primary schools. *Music Education Research*, 10(4), 485-497.

Parenthetical citation: (Rogers et al., 2018) - subsequent references

Narrative citation: Rogers, Hallam, Creech & Preti (2018) - first time

Sources with 6+ Authors

Number of authors: 6+

Battersby, C., Armus, L., Bergin, E., Kataria, T., Meixner, M., Pope, A., Stevenson, K. B., Cooray, A., Leisawitz, D., Scott, D. Bauer, J., Bradford, C. M., Ennico, K., Fortney, J. J., Kaltenegger, L., Melnick, G. J., Milam, S. M., Narayanan, D., Padgett, D., & Wiedner M. C. (2018). The Origins Space Telescope. *Nature Astronomy*, 2, 596-599.

Parenthetical citation: (Battersby et al., 2018)

Narrative citation: Battersby et al. (2018)

Sources: A.I.

How to cite ChatGPT?

Author. (Date). *Title* (Version) [Large language model]. URL

OpenAI. (2023). *ChatGPT* (ChatGPT 3.5) [Large language model]. <https://openai.com/chatgpt>

Parenthetical citation: (OpenAI, 2023)

Narrative citation: OpenAI (2023)



Bibliography: List of References

Each essay should contain a list of references

Placed at end of paper / essay

In alphabetical order

Include all material used in writing and preparing for the essay



Bibliography: an example

References

- Amrein-Beardsley, A., & Holloway, J. (2017). Value-added models for teacher evaluation and accountability: Commonsense assumptions. *Educational Policy*, 33(3), 516–542.
<https://doi.org/10.1177/0895904817719519>
- Ballou, D., & Springer, M. G. (2015). Using student test scores to measure teacher performance. *Educational Researcher*, 44(2), 77–86. <https://doi.org/10.3102/0013189x15574904>
- Ballou, D., Sanders, W., & Wright, P. (2004). Controlling for student background in value-added assessment of teachers. *Journal of Educational and Behavioral Statistics*, 29(1), 37–65.
<https://doi.org/10.3102/10769986029001037>
- Robbins, S., & Judge, T. (2019). *Organizational behavior*. Pearson Education Limited.
- Whitehead, M. (n.d.). *Teachers look at supervision - ASCD*.
http://www.ascd.org/ASCD/pdf/journals/ed_lead/el_195211_whitehead.pdf

How to sort references alphabetically?

1. In Word
2. Get your reference ready
3. Highlight all the references

References

Baldacchino, L. (2019). Intuition in entrepreneurial cognition. In A. Caputo & M. Pellegrini (Eds.), *The anatomy of entrepreneurial decisions* (pp. 29–56). Springer. https://doi.org/10.1007/978-3-030-19685-1_3

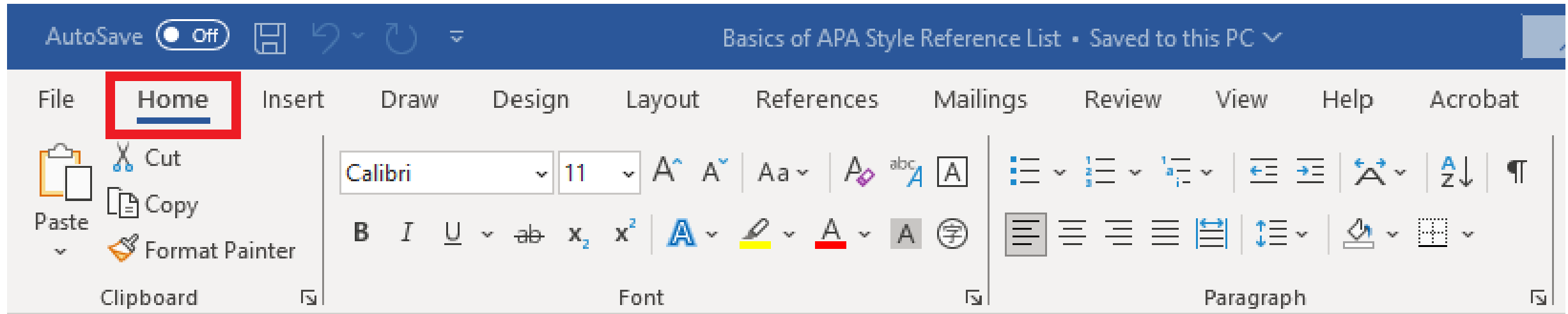
Hammer, D., Melhuish, E., & Howard, S. J. (2017a). Do aspects of social, emotional and behavioural development in the pre-school period concurrently predict later cognitive and academic attainment? *Australian Journal of Education*, 61(3), 270–287. <https://doi.org/10.1177/0004944117729514>

Hammer, D., Melhuish, E., & Howard, S. (2017b). *Millennium cohort study* (ICPSR36952.v1; Version 1) [Data set]. ICPSR. <https://doi.org/10.3886/ICPSR36952.v1>

McCrae, R. R. (2015). A more nuanced view of reliability: Specificity in the trait hierarchy. *Personality and Social Psychology Review*, 19(2), 97–112. <https://doi.org/10.1177/1088868314541857>

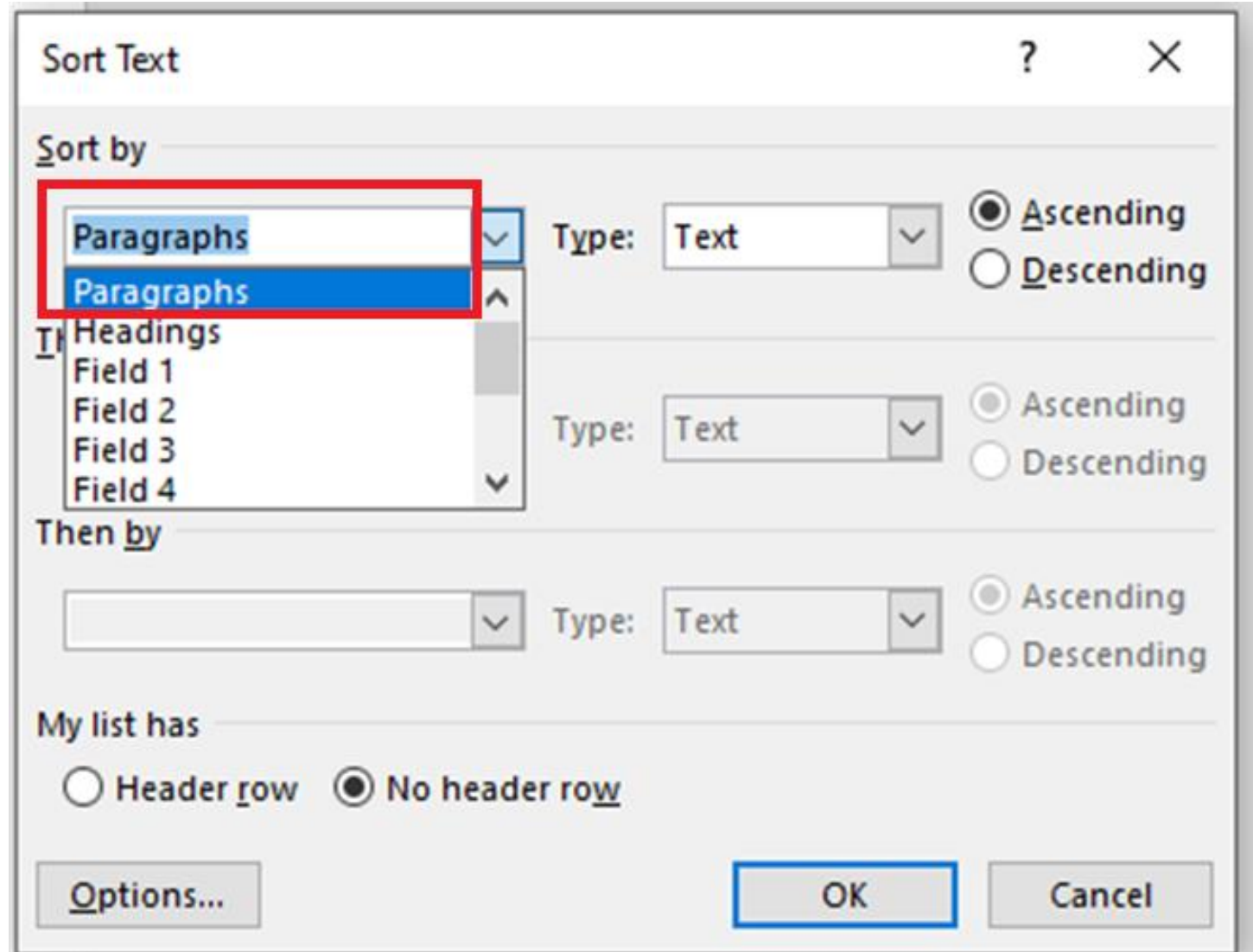
How to sort references alphabetically?

4. Go to Home --> Sort



How to sort references alphabetically?

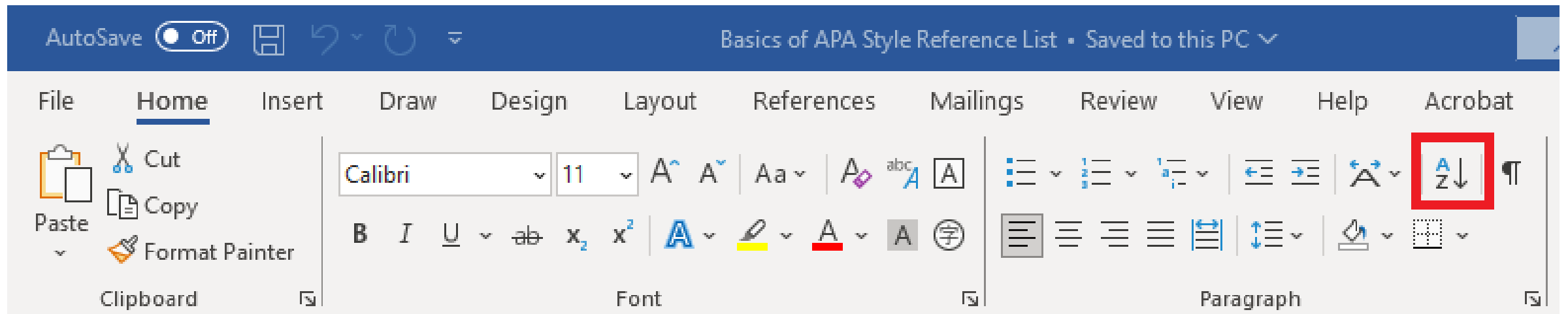
5. Set Sort by to Paragraphs



How to sort references alphabetically?

6. Choose Ascending (A to Z)

7. Select OK



How to do indentation?

1. In Word
2. Get your reference ready
3. Highlight all the references

References

Baldacchino, L. (2019). Intuition in entrepreneurial cognition. In A. Caputo & M. Pellegrini (Eds.), *The anatomy of entrepreneurial decisions* (pp. 29–56). Springer. https://doi.org/10.1007/978-3-030-19685-1_3

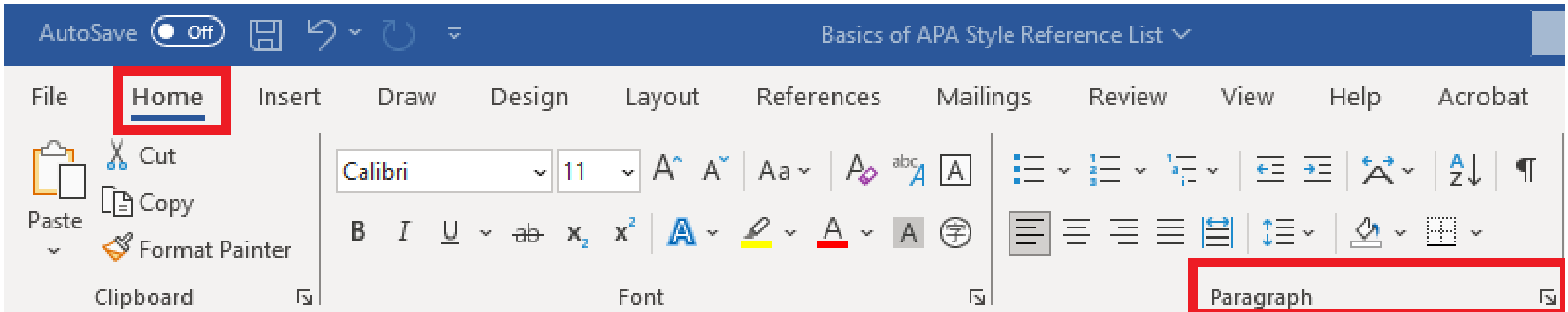
Hammer, D., Melhuish, E., & Howard, S. J. (2017a). Do aspects of social, emotional and behavioural development in the pre-school period concurrently predict later cognitive and academic attainment? *Australian Journal of Education*, 61(3), 270–287. <https://doi.org/10.1177/0004944117729514>

Hammer, D., Melhuish, E., & Howard, S. (2017b). *Millennium cohort study* (ICPSR36952.v1; Version 1) [Data set]. ICPSR. <https://doi.org/10.3886/ICPSR36952.v1>

McCrae, R. R. (2015). A more nuanced view of reliability: Specificity in the trait hierarchy. *Personality and Social Psychology Review*, 19(2), 97–112. <https://doi.org/10.1177/1088868314541857>

How to do indentation?

4. Go to Home – Paragraph

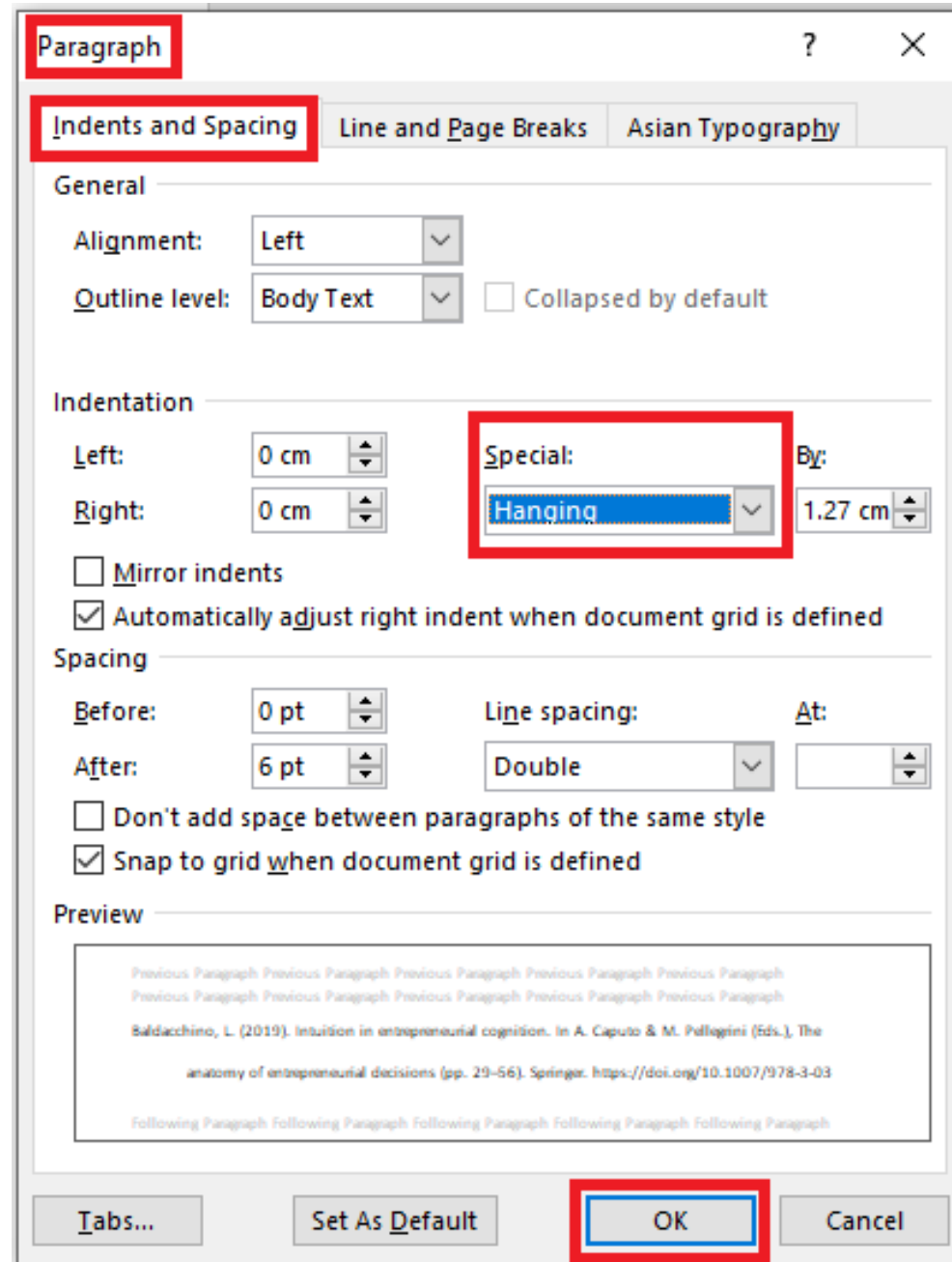


How to do indentation?

5. Paragraph – Indents and Spacing

Under Special, select Hanging

Select OK



How to do indentation?

Hanging indent by:
0.5 cm

The image shows the 'Paragraph' dialog box in Microsoft Word, specifically the 'Indents and Spacing' tab. The 'General' section shows 'Alignment' set to 'Left' and 'Outline level' set to 'Body Text'. The 'Indentation' section shows 'Left' and 'Right' indents set to '0 cm'. The 'Special' dropdown is set to 'Hanging', and the 'By' field is set to '0.5 cm', which is highlighted with a red box. The 'Spacing' section shows 'Before' and 'After' spacing set to '0 pt' and '6 pt' respectively, and 'Line spacing' set to 'Double'. The 'Preview' section shows a sample of text with a hanging indent.

Paragraph ? X

Indents and Spacing Line and Page Breaks Asian Typography

General

Alignment: Left

Outline level: Body Text Collapsed by default

Indentation

Left: 0 cm

Right: 0 cm

Special: Hanging

By: 0.5 cm

Mirror indents

Automatically adjust right indent when document grid is defined

Spacing

Before: 0 pt

After: 6 pt

Line spacing: Double

At:

Don't add space between paragraphs of the same style

Snap to grid when document grid is defined

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Baldacchino, L. (2019). Intuition in entrepreneurial cognition. In A. Caputo & M. Pellegrini (Eds.), *The anatomy of entrepreneurial decisions* (pp. 29-56). Springer. <https://doi.org/10.1007/978-3-03>
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tab... Set As Default OK Cancel

How to do indentation?

Hanging indent by:
0.5 cm

Reference

- Chong, S., & Lu, T. (2019). Early childhood teachers' perception of the professional self and in relation to the early childhood communities. *Australian Journal of Teacher Education*, 44(7), 53–67.
- Denise, A. A. (2019). *Bunny in the middle* (C. Denise, Illus.). Henry Holt and Company.
- Gay, M. (2014). *Any questions?* (M. Gay, Illus.). Groundwood Books.
- Karagiannidou, E. (2017). Children's technological learning journeys. In L. Arnott (Ed.), *Digital technologies and learning in the early years* (pp. 20-31). Sage.
- NAEYC. (2020). *Developmentally Appropriate Practice* [Position Statement].
https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/dap-statement_0.pdf
- NAEYC. (n.d.). *Coping with COVID-19*. Retrieved February 2, 2021, from <https://www.naeyc.org/resources/topics/covid-19>
- Palaiologou, I. (2019). *Child observation: A guide for students of early childhood* (4th ed.). Learning Matters.
- StorylineOnline. (2019, February 7). *Lotus & feather read by Michelle Yeoh* [Video].
<https://youtu.be/8bpXikqUvXw>
- Zero To Three. (2020, October 15). *Pro tips for managing toddler tantrums*. https://www.zerotothree.org/resources/3716-pro-tips-for-managing-toddler-tantrums?utm_medium=social&utm_campaign=parenting



Google Scholar



Google Scholar

☰ Google Scholar 🔍

📁 Articles About 3,590,000 results (0.04 sec)

Any time

Since 2023

Since 2022

Since 2019

Custom range...

Sort by relevance

Sort by date

Any type

Review articles

include patents

include citations

Create alert

[BOOK] Early childhood education

T Bruce - 2012 - books.google.com

... to **early childhood** practice and, across the years, the author has found that **early childhood**

... In **early childhood** practice, we need to look to the future by building on the past. The core ...

☆ Save 📄 Cite Cited by 790 Related articles All 5 versions 🔗

[PDF] Early childhood education

S Elango, JL García, JJ Heckman, A Hojman - Economics of means-tested ..., 2015 - nber.org

... By fostering **early-** life skills, **early childhood education** establishes a foundation that facilitates

the accumulation of skills later in life. **Early childhood education** promotes life- cycle skill ...

☆ Save 📄 Cite Cited by 494 Related articles All 23 versions 🔗

[PDF] Early childhood education

G Morrison, MJ Woika, L Breffni - Ohio: Charles Merrill, 2009 - pearsonhighered.com

... chapter of Fundamentals of **Early Childhood Education**, which is designed ... **education** and

early childhood education. Increasingly, special **education** practices influence **early childhood** ...

☆ Save 📄 Cite Cited by 1400 Related articles All 5 versions 🔗

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