

ACADEMIC REFERENCING GUIDE

OF INTERNATIONAL BURCH UNIVERSITY



PREPARED BY

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Welcome to Academic Writing!

Why is this guide important?

This writing guide has been prepared for students and staff of International Burch University. It clearly indicates some of the writing and referencing rules which should be applied in all kinds of writings present at University, let it be student assignment or scientific articles.

International Burch University's management encourages plagiarism free content and material, therefore it is important that each stakeholder of this University becomes aware of some rules before entering the process of writing.

It is important to note that official referencing style at International Burch University is APA style. APA acronym stands for American Psychological Association.

Academic vs. Other Writing Styles

There is a clear distinction between academic and other writing styles. The most important rules for academic writing to be remembered are:

- It is formal – you cannot approach academic writing with some loose terms or jargon
- It has structure – compared to other types of writing where you do not need to care how you start and finish your sentences or paragraphs, academic writing is completely structured with beginning, middle and last part. Sometimes when it comes to more serious writings such as journal article or book author has to follow the prescribed structure by the give journal or publisher.
- Grammar is important! – One cannot allow grammar and punctuation mistakes in academic writing. Authors should do a proofreading of the final version of their work before publishing or submitting it to the second party.
- Citing is important! – In academic writing you cannot share your thoughts and conclusions without arguments and source of information. Indeed citing actually shows that you went deep in the literature and settled the ground with good literature before starting to write about some topic.

It is Important to Know...

Before commencing the writing journey it is important to adopt some basic knowledge and rules regarding writing which will be useful to know and to help to start your work with a good ground.

The Difference between Primary and Secondary Sources

Primary Sources

A primary source provides direct or firsthand evidence about an event, object, person, or work of art. Primary sources include historical and legal documents, eyewitness accounts, and results of experiments, statistical data, pieces of creative writing, audio and video recordings, speeches, and art objects. Interviews, surveys, fieldwork, and Internet communications via email, blogs and newsgroups are also primary sources. In the natural and social sciences, primary sources are often empirical studies—research where an experiment was performed or a direct observation was made. The results of empirical studies are typically found in scholarly articles or papers delivered at conferences. (Ithaca College Library, 2014)

Secondary Sources

Secondary sources describe, discuss, interpret, comment upon, analyze, evaluate, summarize, and process primary sources. Secondary source materials can be articles in newspapers or popular magazines, book or movie reviews, or articles found in scholarly journals that discuss or evaluate someone else's original research. (Ithaca College Library, 2014)

What is Referencing?

When writing an assignment we usually build our thought based on someone else ideas. This is why it is necessary to show whose original work we used. Therefore referencing represents clearly indicating the source you used while writing certain material. One can do that by so called in-text citation and reference list at the end of the work which will be explained more in the following parts of this guide.

What is Referencing Style?

There are several different referencing styles that could be used in your list of sources. It can be MLA, Harvard Style, APA style and others. Each style has different ways of writing of authors name, title, publisher and similar. Official referencing style of International Burch University is APA 6th style.

What is Plagiarism?

Plagiarism represents an unethical deed of taking words, phrases, sentences or ideas of someone else and representing them as your own, without any indication of the source they come from. (Council of Writing Program Administrators, 2003)

How Can You Present Referenced Material in Your Work?

Most common two ways to present the works of other authors are:

Paraphrasing- which allows you to make a briefing of someone else ideas by using your own words while still clearly indicating the source you used. Therefore it is important to remember that mere paraphrasing does not release you from the obligation of referencing the original source.

Quoting- can also be used, however in scholarly and academic work it is not encouraged to use too long quotation as well as too often. Quoting also requires proper referencing. Direct quotations usually appear under quotation marks and are used only when directly connected with the content of the paper (Referencing According to the APA 6th style, 2014)

What is the Difference between a Reference List and Bibliography?

Reference list represents the summary of all sources you used and referred to while writing your paper. This means that from all of the sources from reference list you took some ideas and included them in your work. On the other hand bibliography represents all the sources you read but did not refer to in your work. This means that bibliography and reference list will never duplicate any source because first represents the sources you read but did not use and the latter represents the sources you used in your final work. (Referencing According to the APA 6th style, 2014)

Guide to APA 6th Referencing Style

APA style stands for rules and conventions established by the American Psychological Association for documenting sources used in a research paper. APA style requires both in-text citations and a reference list. At International Burch University APA 6th edition is used as main citing and referencing style. For more information about the APA style one can visit the following page <http://www.apastyle.org/>.

In the following part there will be brief explanation of how to present different type of resources in your reference list and by using in-text citation. Note that each table shows three important facts: general rule regarding referencing certain source, example of the rule adopted and an example of in-text citation of the same source.

Books and book chapters

Single author

Rule	Last name, initial(s). (Year). <i>Title</i> . Place: Publisher
Reference list	Porter, M. E. (1985). <i>Competitive Advantage, Creating and Sustaining Superior Performance</i> . New York: The Free Press
In- text	Porter (1985) stated that.... Or It is suggested that..... (Porter, 2011)

Two authors

Rule	Last name, initial(s)., & Last name, initial(s). (Year). <i>Title</i> . Place: Publisher
Reference list	Welch J. & Welch S. (2005). <i>Winning</i> . New York: Perfect Bound
In- text	Welch and Welch (2005) argued that.... Or In their findings(Welch and Welch, 2005)

Three or more authors

Rule	Last name, initial(s)., Last name, initial(s)., & Last name, initial(s). (Year). <i>Title</i> . Place: Publisher
Reference list	Schneider, Z., Whitehead, D., & Elliott, D. (2007). <i>Nursing and Midwifery Research: Methods and Appraisal for Evidence-based Practice</i> (3rd ed.). Mauriceville, Australia: Elsevier Australia.
In- text	First citation: Schneider, Whitehead, and Elliot (2007) showed that... Subsequent citations: Schneider et al. (2007) showed that

Edited book

Rule	Last name, initial(s). (Ed.). (Year). <i>Title</i> . Place: Publisher
Reference list	Cash, T.F., & Smolak, L. (Eds). (2011). <i>Body Image: A Handbook of Science, Practice, and Prevention</i> (2 nd ed.) New York: Guilford Press
In- text	Cash and Smolak (2011) stated that... Or It was argued..... (Cash and Smolak, 2011)

Unknown author

Rule	<i>Title</i> (ed). (Year). Place: Publisher
Reference list	<i>Merriam-Webster's Collegiate Dictionary</i> (10th ed.).(1993). Springfield, MA: Merriam-Webster
In- text	The Merriam-Webster's Collegiate Dictionary (1993, p. 11) defines this as... Note: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (<i>Merriam-Webster's</i> , 1993).

E-book

Rule	Last name, initial(s). Year. <i>Title</i> (ed). Retrieved from URL
Reference list	Krames, J.A. (2002). <i>The Jack Welch Lexicon of Leadership</i> . Retrieved from http://www.strategicmanagement.ir/portal/files/articles/eBooks/
In- text	Krames (2002) stated that It was mentioned that (Krames, 2002)

Thesis

Thesis found on a database (ProQuest, Ulrichs, etc.)

Rule	Last name, initial(s). (Year). <i>Title of master's thesis or PhD dissertation</i> (PhD dissertation or master's thesis). Retrieved from Name of Database (Accession or Order No.)
Reference list	Richards, R. A. (1987). <i>A Geographical Analysis of Patterns of Mortality and Ill-Health in Wales</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses A&I. (DX97003)
In- text	Richards (1987) stated that... Or It argued.... (Richards, 1987)

Official publication

*An official publication is a publication published by Parliament, a governmental body (BH or foreign), devolved government or an international organization such as the EU or WHO.

Rule	Corporate author. (Year). <i>Title</i> . (Series or reference number). Place: Publisher
Reference list	Agencija za statistiku BiH. (2014). <i>Industrijska proizvodnja u Bosni i Hercegovini u 2013</i> . (TB 05). Fojnica: Štamparija Fojnica d.d.
In- text	Agency for Statistics of Bosnia and Herzegovina (2014) reported that... It was reported that... (Agency for Statistics of Bosnia and Herzegovina, 2014)

Online official publication

Rule	Corporate author. (Year). <i>Title</i> . (Series or reference number). Retrieved from URL
Reference list	Agency for Statistics of Bosnia and Herzegovina (2013). <i>Annual Report for 2012</i> . Retrieved from http://www.bhas.ba/dokumenti/IZVJESCE%20O%20RADU%202012.pdf
In- text	Agency for Statistics of Bosnia and Herzegovina (2013) reported that... It was reported that... (Agency for Statistics of Bosnia and Herzegovina, 2013)

Journal articles and conference proceedings

Journal article from printed version

Rule	Last name, initial(s)., & Last name, initial(s). (Year). Article title. <i>Journal title, Volume Number</i> (issue or part number if needed), page numbers
Reference list	Dursun S., & Acar R. (2011). Reasons of the arid aria formation in Turkey and the necessary measure applications. <i>Journal of Science and Technology, 1(1), 9-20</i>
In- text	Dursun and Acar (2011) stated that... Or It was shown....(Dursun and Acar, 2011)

Online journal article

Rule	Last name, initial(s)., & Last name, initial(s). (Year). Article title. <i>Journal title, volume, page numbers. DOI or journal homepage URL</i>
Reference list	Lusardi, A. & Mitchell, O. S. (2014). The economic importance of financial literacy: theory and evidence. <i>Journal of Economic Literature, 52(1): 5-44. DOI: 10.1257/jel.52.1.5</i>
In- text	Lusardi and Mitchel (2014) stated that... It was argued that.... (Lusardi and Mitchel, 2014)

Article from the internet

Rule	Last name, initial(s). (Year, Month, Day of posting the article online). Title. <i>Web page title</i> . Retrieved from URL
Reference list	Schlesinger, J. (2012, July 17). How to protect against financial scams. <i>Moneywatch</i> . Retrieved from: http://www.cbsnews.com/news/how-to-protect-against-financial-scams/
In- text	Schlesinger (2012) explained that... It was emphasized that... (Schlesinger, 2012)

Newspaper article

Rule	Author, A.A. (date). Title of article. <i>Title of Newspaper, page.</i>
Reference list	Ruddick, G. (2013, October 3). Tesco suffers sales slump in all global businesses; UK rivals gain ground but boss Clarke confident turnaround plan is working. <i>Daily Telegraph, p. 1</i>
In- text	Ruddick (2103) stated that... Or It was shown.... (Ruddick, 2013)

Conference and Symposium proceedings

Conference paper in published proceedings

Rule	Last name, initial(s)., Last name, initial(s). (Year). Paper title. <i>Proceedings title, volume, page numbers</i> . DOI: number* (if there added)
Reference list	Herculano-Houzel, S., Collins, C.E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences, USA, 105</i> , 12593-12598. DOI: 10.1073/pnas.0805417105
In- text	Herculano-Houzel et al. (2008) stated that ... Or It was explained... (Herculano-Houzel et al., 2008)

Conference paper (unpublished)

Rule	Last name, initials. (Year, Month). <i>Title of paper or poster</i> . Paper or poster presented at the meeting of Organization name, Location.
Reference list	Ryan, R. M., & Openshaw, L. (2003, January). <i>Flavor enhancement and public perceptions of health risks</i> . Paper presented at the meeting of the Institute of Food Science and Technology, London.
In- text	Ryan and Openshaw (2003) stated that... Or It was argued.... (Ryan and Openshaw, 2003)

Web pages

Rule	Author, A. (date). Title of document [Format description]. Retrieved from http://xxxxxxxxx
Reference list	Lee, J. (2014, October, 29). Kinship and family ties. Retrieved from http://www.postcolonialweb.org/nz/maorijlg2b.html
In- text	Lee (2014) stated that... Or It was explained ... (Lee, 2014)

Other examples and solutions offered by American Psychological Association

How to Cite Something You Found on a Website in APA Style: What to Do When Information Is Missing?

What's Missing	Solution	Reference template			
		Position A	Position B	Position C	Position D
Nothing: I've got all the pieces	N/A	Author. A.	(date)	Title of the document [Format]	Retrieved from URL
Author is missing	Substitute title for the author	Title of the document [Format]	(date)	Retrieved from URL	
Date is missing	Use "n.d" for no date	Author. A.	(n.d)	Title of the document [Format]	Retrieved from URL
Title is missing	Describe the document inside the square brackets []	Author. A.	(date)	[Description of the document]	Retrieved from URL
Author and date are both missing	Combine author and date methods	Title of the document [Format]	(n.d)	Retrieved from URL	
Author and title are both missing	Combine author and title methods	[Description of the document]	(date)	Retrieved from URL	
Date and title are both missing	Combine date and title methods	Author. A.	(n.d)	[Description of the document]	Retrieved from URL
Author, date and title are missing	Combine all three methods	[Description of the document]	(n.d)	Retrieved from URL	

Source: American Psychological Association

How to Capitalize and Format Reference Titles in APA Style

APA Style has special formatting rules for the titles of the sources you use in your paper, such as the titles of books, articles, book chapters, reports, and web pages. The different formats that might be applied are capitalization, italics and quotation marks, and they are used in different combinations for different kinds of sources in different contexts. (Lee, 2012)

The formatting of the titles of sources you use in your paper depends on two factors: (a) the independence of the source (stands alone vs. part of a greater whole) and (b) the location of the title (in the text of the paper vs. in the reference list entry). The table below provides formatting directions and examples:

Independence of source	Text		Reference List	
	Treatment	Example	Treatment	Example
Stands alone (e.g., book, e-book, report [technical, government, etc.], dissertation, thesis, film, video, television series, podcast, YouTube video, artwork, map, music album, unpublished manuscript)	Italic, title case	<i>Gone With the Wind</i>	Italic, sentence case	<i>Gone with the wind</i>
Part of a greater whole (e.g., journal article, book chapter, e-book chapter, newspaper article, magazine article, blog post, television episode, webisode, webpage, tweet, Facebook update, encyclopedia entry, Wikipedia entry, dictionary entry, song)	Inside double quotation marks, title case	“Longitudinal Impact of Parental and Adolescent Personality on Parenting”	Not inside any quotation marks, sentence case	Longitudinal impact of parental and adolescent personality on parenting

Source: American Psychological Association

Additional instructions

Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first).

- Berndt, T. J. (1981).
- Berndt, T. J. (1999).

When an author appears both as a sole author and in another citation, as the first author of a group, list the one-author entries first.

- Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.
- Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author or the last name of the third if the first and second authors are the same.

- Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law*, 6, 629-654.
- Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

- Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.
- Berndt, T. J. (1981b). Effects of friendship on pro-social intentions and behavior. *Child Development*, 52, 636-643.

Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

- Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English Grammar* (pp. 1-2). Needham, MA: Allyn and Bacon.

Final note

We truly hope that you found this guideline useful in your writing and that we solved some ambiguities you had. As a final note remember that for good writing you need to...



We wish you successful writing.

Publication Office

International Burch University.

References

References

American Psychological Association. (2014). Retrieved November 4, 2014 from <http://www.apastyle.org/>

Cornell University Library. (2014, November 2). APA Citation Style. Retrieved from <https://www.library.cornell.edu/research/citation/apa>

Ithaca College Library. (2014, November, 1). Primary and Secondary Sources. Retrieved from <http://www.ithacalibrary.com/sp/subjects/primary>

Lee, C. (2012, March, 1). How to Capitalize and Format Reference Titles in APA Style. Retrieved from: <http://blog.apastyle.org/apastyle/2012/03/how-to-capitalize-and-format-reference-titles-in-apa-style.html>

Referencing According to the APA 6th style [Pdf document] . (2014, November 3). Retrieved from <https://blackboard.swan.ac.uk/bbcswebdav/institution/LibraryISSResources/Referencing%20Guides/Full%20APA%20referencing%20guide.pdf>

Council of Writing Program Administrators. (January, 2003). Defining and Avoiding Plagiarism: The WPA Statement on Best Practices [Pdf document]. Retrieved from <http://www.princeton.edu/writing/university/resources/WPAPlagiarism.pdf>