**Lesson 11: Types of citation**

**Introduction :**

There are many types of citation that differ according to methodological schools, and through this lesson we will learn about the most common methods of writing references in scientific research.

**1-Chicago's Bibliography:**

Chicago has two different ways of citing works consulted: using a bibliography or a references page. Use of a bibliography or a references page depends on whether you're using author-date parenthetical citations in the paper or footnotes/endnotes. If you're using parenthetical citations, then you'll follow the references page formatting. If you're using footnotes or endnotes, you'll use a bibliography. The difference in the formatting of entries between the two systems is the location of the date of the cited publication. In a bibliography, it goes at the end of an entry. In a references list in the author-date style, it goes right after the author's name, similar to APA style.[[1]](#footnote-2)

**2-The Harvard Referencing style:**

* The most commonly used system in College
* Also known as the “author date system”
* There are very specific rules for textual citations
* There are very specific rules for listing your references at the end of your essay

**Book by a single author :**

* Leshin, C.B. (1997). Management on the World Wide Web. Englewood Cliffs, NJ: Prentice-Hall.

**Book by more than one author**:

* Cornett, M., Wiley, B.J., & Sankar, S. (1998). The pleasures of nurturing (2nd ed). London: McMunster Publishing.

**Journal Article:**

Author, A., & Author, B. (year). Title of article. Title of Journal, volume number (issue number), page numbers.

* Barry, H. (1996). Cross-cultural research with matched pairs of societies. Journal of Social Psychology, 79 (1), 25-33.
* Jeanquart, S., & Peluchette, J. (1997). Diversity in the workforce and management models, Journal of Social Work Studies, 43, 72-85**.**

**Referencing Electronic Sources:**

Author, A. (year, month day). Title of article. Title of Newspaper. Retrieved from home page web address

* Nader, C. (2009, June 19). Mental health issues soar among children. The Age. Retrieved from <http://www.theage.com.au>[[2]](#footnote-3)

**3-The APA Referencing style:**

This style of citations and bibliography is the one used by the American Psychological Association (APA), and it is the style adopted by most of the journals. Only in journal titles are all words capitalized.

* + Book titles and titles of articles are lower case except for the first word.
	+ In some cases, your bibliography will have one source, the article that you are reviewing.[[3]](#footnote-4)

**How to Cite Documents using APA:**

The information you need on how to cite a PowerPoint presentation using the APA style guidelines and how to APA cite a slideshow includes these basic elements:

* **Author(s).**The author is the first component of any APA citation. The author of a source can be a single person, a group, or a company. For a single author, you should write the full last name followed by a comma and then the author name’s initial. If there are two authors, follow the aforementioned format and list authors in the order that they appear in your source. If there are more than eight authors, list the first six authors followed by three ellipsis points, then the last author.
* **Date.**The date when the presentation was delivered is the second component of APA citation. There is no need to get the full date of the presentation. Just write the year of publication inside a parenthesis, followed by a period. If there is no discernable date, write n.d for no date inside the parenthesis. [[4]](#footnote-5)
* **Title of the Presentation.**The title is the third component of APA citation. When writing the title, you should capitalize the first word of the title and subtitle, any proper nouns, and all significant words in the title. It is important to indicate the format of the source, such as video, PowerPoint slides, etc., after the title of the presentation. Write the format within brackets.
* **Venue Where the Presentation was Delivered.**Another component that one should add is the venue where the presentation was delivered. This often includes the name of the event and the city/state and country where it took place. However, it might be important to note that this information will not always be available. [[5]](#footnote-6)
* **Retrieval Information.**The retrieval information is the last component of APA citation. It helps your readers easily locate your sources. You can use the PowerPoint Presentation’s Uniform Resource Locator (URL ) if there is any.

With these components in mind, how do you cite a PowerPoint presentation source? One can cite a source inside a reference slide in the PowerPoint presentation using APA style by following this format:

* Author, A. A. (year of publication). Title of presentation [file format]. Presented at name of event, location. Retrieved from URL.

There is, however, one key component of a citation from a PowerPoint presentation that makes it different from the rest. That is, in the title, the format of the source is always “PowerPoint Slides.” It is enclosed within brackets so it would look like [PowerPoint slides]. This is added after the title of the source. This is how to cite PowerPoint slides. [[6]](#footnote-7)

So in summary, how to reference a PowerPoint slide deck or cite a PowerPoint presentation means just following the standard APA format. State the author, date of publication, the presentation title [PowerPoint slides], and the retrieval information. Basically, it goes like this:

* Author, A. A. (year of publication). Title of presentation [PowerPoint slides]. Presented at name of event, location. Retrieved from URL.

**Examples:**

1. Tenten, B. A. (2018). Outlining your APA research paper: An overview [PowerPoint slides]. Retrieved from http://www.xxx.edu/ppt/xxxx
2. Jones, A. B. (2014). How to include APA citations in a PowerPoint presentation [PowerPoint slides]. Retrieved from http://jones.uvm.edu/ppt/40hrenv/index.html.
3. Smith, M. (2011). Introduction to APA Citations [PowerPoint presentation]. 2nd Annual National Conference for Researchers, New York, NY, United States. Retrieved from http://www.ncr.com/archives[[7]](#footnote-8)

**4-RefWorks" as a citation manager program:**

**Save your references:**

* Keep a record of the literature you collect
* Record where and when you retrieved the information
* Use a citation manager program like RefWorks

or EndNote

* Better to record too many references than

 have to return a few weeks or months hence

 and spend hours trying to relocate documents.[[8]](#footnote-9)

**Citation Management Tools:**

* Managing the references you find and use in your review will take a significant amount of work
* Using a citation management tool like RefWorks or EndNote will save you much time and effort
	+ Organize and store references
	+ Make in-text citations based on required style (ex. APA)
	+ Create a list of references based on required style

**RefWorks:**

* Free program (for BU affiliates) that collects and formats the references used in scholarly writing.
	+ You can save the references you plan to cite in

 your review and ensure that they are automatically

 formatted in the appropriate style: MLA, APA,

 Chicago, hundreds more.

* Any member of the BU community (students, faculty, staff) is eligible to register for free personal accounts: you can sign up at <http://www.bu.edu/library/refworks/>.
* Web-based service
	+ Access your account and work with your references

 from any internet-capable computer around the

 world.

**Collecting References With RefWorks:**

* Once RefWorks has the data for a citation, it will create citations and bibliographies for you
* Four ways to put references into RefWorks:

1. Import references from a database

* + - PubMed, MEDLINE, Web of Science, Google Scholar, more

 2. Import web pages from Ref-Grab-It bookmarklet downloaded from

 RefWorks, scraps the screen for information.

* + - Best used when the source itself exists only as a webpage

3. Search the library catalog or PubMed from within RefWorks

* + - Best for books or when you have a list of citations

4. Manually create a reference by filling out a form

* + - Good for websites, unusual references
* For directions on how to work with references, see <http://medlib.bu.edu/tutorials/refWorks>
* **RefWorks Tutorials:**
	+ - Basic RefWorks
			* <http://www.refworks.com/tutorial/>
			* <http://medlib.bu.edu/tutorials/refWorks/>
		- BU and Medical Library specific tutorials:
			* Searching the BU Library ([text](http://medlib.bu.edu/tutorials/refWorks/addingReferences.cfm), [video](http://medlib.bu.edu/training/gms_2009/modules/litReview/searchBU2/searchBU2.htm))
			* Searching PubMed through Refworks ([text](http://medlib.bu.edu/tutorials/refWorks/refWorksPubMed.cfm), [video](http://medlib.bu.edu/training/gms_2009/modules/litReview/pubmedSearch_demo2/pubmedSearch_demo2.htm))
			* Importing citations from PubMed ([text](http://medlib.bu.edu/tutorials/refWorks/refWorksPubMed.cfm), [video](http://medlib.bu.edu/training/gms_2009/modules/litReview/pubMedImport3/pubMedImport3.htm))
			* Importing citations from Ovid Medline ([text](http://medlib.bu.edu/tutorials/refWorks/refWorksOvid.cfm), [video](http://medlib.bu.edu/training/gms_2009/modules/litReview/ovidRefWorks_demo3/ovidRefWorks_demo3.htm))

**EndNote:**

* Similar to RefWorks
	+ Import citations, searches catalog and PubMed

 from within the program

* + Has feature (“cite while you write”) that inserts in-text

 into your word document

* Distinctions from RefWorks
	+ Not free
		- Buy at discounted student rate
	+ Not web-based
	+ Has more output styles than RefWorks (2 times as many)
	+ Easier to create custom output styles
	+ “Cite while you write” easier to work with than

 Ref Work’s Write-N-Cite

 **Other Citation Management Tools:**

* Zotero
	+ Free Firefox extension
* Connotea
	+ Open source, aimed at scientists.
	+ Works with DOI
	+ Encourages tagging
* Papers

 For Macs.[[9]](#footnote-10)

**5-Avoid Plagiarism:**

According to the definition given in the 1997 New Webster's Encyclopaedic Dictionary of the English Language, plagiarism is "the unauthorized use of the language and thoughts of another author and the representation of them as one's own".

**Forms of Plagiarism:**

* Downloading a free research paper
* Translating a foreign article
* Quoting less than the words copied
* Copying an article from the web or e-database
* Changing some words but copying whole phrases
* Faking a citation
* Buying a paper from a free research mill
* Cutting and pasting from various sources
* Paraphrasing/Summarizing without attribution. [[10]](#footnote-11)

The availability of text in digital form increases the possibility of accidentally using someone else's material without acknowledgement

Make sure you record all the details of the material you make notes on at the time so that you know who’s it is later

By all means use quotes and paraphrased material but cite it properly.[[11]](#footnote-12)

**Conclusion :**The difference in types of citation does not mean at all fanaticism for a particular methodological school.

All methods are correct and subject to a set of principles. Only care must be taken not to fall into what is called methodological overlap, that is relying on more than one method of citation at the same time, and this negatively affects the research work.

1. [Grace Fleming](https://www.thoughtco.com/grace-fleming-1856759) : **What Is a Bibliography**? June 24, 2018 [↑](#footnote-ref-2)
2. Ms. Badger: **Let’s Get Ready to RESEARCH** [↑](#footnote-ref-3)
3. **Citations and Bibliography** , https://local.psy.miami.edu.rsrch.howtocite [↑](#footnote-ref-4)
4. [Imed Bouchrika](https://research.com/author/imed) : **How to Cite a PowerPoint Presentation in APA** [↑](#footnote-ref-5)
5. ibid [↑](#footnote-ref-6)
6. ibid [↑](#footnote-ref-7)
7. ibid [↑](#footnote-ref-8)
8. Asian Institute of Technology. Writing up research: Using the literature. Retrieved 2009, [↑](#footnote-ref-9)
9. Alumni Medical library : **Introduction to Biomedical information** [↑](#footnote-ref-10)
10. MRS.V.ELIZABETH RANI, READER,VHSMACCON :**Research & Referencing**,2020 [↑](#footnote-ref-11)
11. Citing and referencing academic sources, student.learning@tcd.ie [↑](#footnote-ref-12)