

Chapter 11

Referencing

Shakirat Oluwatosin Sulyman-Haroon

Naeem Atanda Balogun

*Department of Information and Communication Science,
University of Ilorin, Nigeria*

11.1 What is Referencing?

Basically, there are two aspects of referencing; in-text citation (written within the text or write up) and the reference list (written at the last page of the article, essay, assignment or research paper). This chapter will focus more on the reference list. Referencing involves an author of a write up mentioning and providing details of the different sources that were consulted or from which information were borrowed during the write up. It is an important requirement in academic writing, used in order to acknowledge and appreciate the works, concepts and ideas of other writers or authors that were consulted or borrowed. The consultation of earlier research works and information sources is a very important requirement in order to achieve a successful research and academic writing. It is a way of including sources or citations in a write-up (paper), in order to recognize the quality or importance of the sources used by the writer. Referencing also allow readers to discover or make use of the source(s) (Monash University, 2015).

11.2 Why Referencing?

Referencing is required of a student, writer or researcher in order to identify the use of someone else's concepts or ideas during the course of a write-up, thereby. Failure to reference indicates a form of plagiarism or cheating, which is seen as a great academic misconduct. Referencing demonstrates that a student, writer or researcher had read, understood and recognized the intellectual worth of the contents of an article, book, journal or paper, and that he acknowledges this by referencing it (University of Exeter, 2001). Thus, it is very essential to reference works consulted to obtain facts and ideas or extract text, tables

or diagrams. Also important is to specify the references using a particular reference system or style.

11.3 Types of References

There are different types of references (i.e. different types of sources than can be referenced in a write up). In most cases, a writer can use more than one reference type at a time depending on the choice of the writer. Some of the available reference types are listed below:

1. Journal article
2. Book
3. Internet/Web/Online
4. Conference proceedings
5. Thesis (or Dissertation)
6. Student Project
7. Newspaper or Magazine article.

11.4 Properties or elements of References

Even though all the above reference types are cited differently, there are still some elements which need to be present in all of the reference types irrespective of the way they are cited. Some of these elements or properties are under listed below:

1. Author(s) name
2. Article title
3. Publisher's name
4. Year of publish
5. Volume number
6. Page numbers

11.5 Referencing Styles

It is very essential to reference a work by making use of one particular reference system or style, and to stick to that particular reference style throughout the write up in order to avoid inconsistency. Some institutions adopt and stipulate a specific reference style to be used by their students for assignments or project reports. For example, the Department of Information and Communication Science, University of Ilorin has adopted the use of APA reference style for both assignments and

research work carried out by their students. Among the several available reference styles are:

1. American Chemical Society (ACS) style
2. American Institute of Physics (AIP) style
3. Australian Guide to Legal Citation (AGLC) style
4. American Psychological Association (APA) style
5. Chicago Manual of style
6. Harvard style
7. Institute of Electrical and Electronics Engineer (IEEE) style
8. MLA (Modern Language Association of America) style
9. Oxford reference style
10. Vancouver style

11.5.1 The American Chemical Society (ACS) reference style is one of several styles used by academia, researchers and students in their academic writing. The ACS style was developed by the American Chemical Society mostly and thereby mostly used in chemistry and other related disciplines (Williams Libraries, 2016).

The general rules for an ACS style includes:

- Italicize journal titles; volume numbers and the comma after the volume number (do not italicize the issue number and the comma after it).
- The publication year and comma after it are always in Bold for a journal article
- The ACS style allows the use of the original source of information only in the citation, and does not allow the use of secondary sources.

Examples of ACS style:

- i. **Article:** Haroon, S.O; Abdulrauf, T.O. A Virtual Reality Prototype for Learning Maize Planting. *Communication on Applied Electronics* **2015**, 2,(1), 10-14.
- ii. **Book:** Balogun, N. A. *The Influence of Personality Traits on Internet Usage Activities: In Organization*; LAP Lambert Academic Publishing: Germany, 2012.
- iii. **Conference Proceedings:** Bello, O.W; Nwagwu, W.E. Electronic Journals Usage Profile in Africa: New Dimensions of An Old Problem. In a conference on Electronic Publishing and Dissemination putting Africa

Journals Online: Opportunities, Implications and Limits, Dakar, Senegal, Oct 6-7, 2008.

- iv. **Student Project/Dissertation/Thesis:** Balogun, N.A. Factors contributing to e-learning success in Nigeria institutions of higher learning. PhD. Thesis. International Islamic University Malaysia, Kuala Lumpur, Malaysia, February 2016.
- v. **Webpage:** University of Ilorin. Events: 165th Inaugural Lecture.
<http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture> (accessed Feb 28, 2017).

Note: the column sign (:) in the BOOK example for the above style and some others below isn't part of the formatting rule but as contained in the book title example used.

11.5.2 The American Institute of Physics (AIP) style was developed by the American Institute of Physics and is mostly used in the field of physics. It specifies that references must be numbered in the order of appearance in an article and also listed in the same numbered order at the end of the article (Virginia Tech, 2016).

The general rule for an AIP style includes:

- References should be cited in numerical order and the numerals placed after the punctuation
- Authors should be referred to in the in-text citation by surname only
- All authors' names should be used for a maximum of three authors'. If there are four authors or more than, use only the first author's name followed by 'et al'. (Monash University, 2015).

Examples of AIP style:

- i. **Article:** S.O. Haroon and T.O. Abdulrauf, CAE. **2**(1), 10 (2015)
- ii. **Book:** N. A. Balogun, The Influence of Personality Traits on Internet Usage Activities: In Organization (LAP Lambert Academic Publishing, Germany, 2012), pp. 1-92
- iii. **Conference Proceedings:** O.W. Bello and W.E. Nwagwu, in: *Conference on Electronic Publishing and Dissemination Putting Africa Journals Online:*

Opportunities, Implications and Limits, (CODESRIA, Dakar, Senegal, 2008), pp. 1-9.

- iv. **Webpage:** University of Ilorin, *Events*, 165th Inaugural Lecture,
(<http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>)

11.5.3 The Australian Guide to Legal Citation (AGLC), as its name implies, is a reference style used mostly in Law related course as well as for legal citations (Melbourne University, 2010).

The general rule of the AGLC style of referencing includes:

- Superscript numbers to be used as an in-text citation
- Italicize book titles

Examples of AGLC style:

- Article:** Haroon Shakirat and Abdulrauf Tosho, 'A Virtual Reality Prototype for Learning Maize Planting,' (2015) 2(1) *Communication on Applied Electronics* 10, 14.
- Book:** Balogun Naeem, *The Influence of Personality Traits on Internet Usage Activities: In Organization*, (LAP Lambert Academic Publishing, Germany, 2012) 92.
- Conference Proceedings:** Olayiwola Bello and Williams Nwagwu, 'Electronic Journals Usage Profile in Africa: New Dimensions' of an Old Problem (Paper presented at Conference on Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits, Senegal, 6-7 October 2008).
- Webpage:** University of Ilorin, *Events*, 165th Inaugural Lecture, <<http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>>.

11.5.4 The American Psychological Association (APA) style is one of the popular reference styles. It was developed long time ago by some group of psychologists and anthropologists who establish simple sets of procedures and rules for scientific writing and research. It is commonly used in the fields of the social sciences (Official APA website, 2017) (American University of Sharjah, 2016) (Auckland University of Technology, 2017).

The general rule of APA style includes:

- An Author's name followed by its initials
- Year of publication
- Article title followed by a full stop
- Name of journal in italic form
- Volume followed by a comma and
- Page number

Examples of APA style:

- i. **Article:** Haroon, S.O., & Abdulrauf, T.O. (2015). A Virtual Reality Prototype for Learning Maize Planting. *Communication on Applied Electronics*, 2(1), 10-14.
- ii. **Book:** Balogun, N.A. (2012). *The Influence of Personality Traits on Internet Usage Activities: In Organization*. Germany: LAP Lambert Academic Publishing.
- iii. **Conference Proceedings:** Bello, O.W., & Nwagwu, W.E. (2008). Electronic Journals Usage Profile in Africa: New Dimensions' of an Old Problem. *Proceedings on Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits* (pp.1-9). Dakar: Senegal. CODESRIA
- iv. **Newspaper/Magazine:** Akogun, K. (2017, May 1). 23 Unillorin Programmes get NUC's full accreditation. *Unillorin Bulletin*, pp. 1, 3.
- v. **Student Lecture Note:** In a lecture during ICS 401 class, it is reported that, normalization of database refers to the grouping of attributes into tables such as to minimize the problems that administrators and users of the database may encounter when updating the database (Professor M.A Tihamiyu, Database Management Systems and Administration Lecture, Jan. 18, 2017)
- vi. **Student Project/Dissertation/Thesis:** Adetola, D.A. (2015). *Design and Implementation of an Electronic Voting for University of Ilorin Students Union* (Unpublished Bachelor's project/Master's/PhD's). University of Ilorin, Ilorin. Nigeria.
- vii. **Webpage:** University of Ilorin. (2017). Events: 165th Inaugural Lecture. Retrieved from <http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>.

Note: For an APA reference style, lecture note can only appear as an in-text citation alone and not in the reference list or reference page, because it is considered as a personal communication.

11.5.5 The Chicago style which got its name from the University of Chicago, is a reference style generally used in the field of Arts, Humanities and related fields (University of York, 2014).

The general rule of Chicago style includes:

- Name of author
- Article title in double quotation mark
- Title of journal in italic
- Volume, Year of publication and
- Page number

Examples of Chicago style:

- Article:** Haroon, Shakirat, and Abdulrauf, Tosho. 2015. "A Virtual Reality Prototype for Learning Maize Planting." *Communication on Applied Electronics*, no. 2 (2015): 10-14.
- Book:** Balogun, Naeem. *The Influence of Personality Traits on Internet Usage Activities: In Organization*. Germany: LAP Lambert Academic Publishing, 2012.
- Conference Proceedings:** Bello, Olayiwola, and Nwagwu, Williams. "Electronic Journals Usage Profile in Africa: New Dimensions' of an Old Problem." *In Conference Proceedings on Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits, October 6-7, 2008*. Dakar: Senegal, 2008.
- Webpage:** University of Ilorin. "165th Inaugural Lecture." Accessed Feb 28, 2017. <http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>.

11.5.6 The Harvard style is also known as the author- date referencing style. It is a style used across many fields of study (University of Western Australia, 2017).

The general rule of the Harvard style of referencing includes:

- An Author's name followed by initials

- Article title with the single quotation mark followed by full stops
- Name of journal in italic form
- Volume followed by comma and
- Issue no. in brackets

Examples of Harvard style:

- i. **Article:** Haroon, S. & Abdulrauf, T., 2015, 'A Virtual Reality Prototype for Learning Maize Planting', *Communication on Applied Electronics*, 2(1), 10-14.
- ii. **Book:** Balogun, N. (2012) *The Influence of Personality Traits on Internet Usage Activities: In Organization*, Germany: LAP Lambert Academic Publishing.
- iii. **Conference Proceedings:** Bello, O., & Nwagwu, W., 2008, 'Electronic Journals Usage Profile in Africa: New Dimensions' of an Old Problem', *Conference Proceedings*, Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits, Senegal, October 6-7, 2008, pp. 1-9.
- iv. **Newspaper/Magazine:** Akogun, K 2017, '23 Unillorin programmes get NUC's full accreditation,' *Unillorin Bulletin*, 01 May, pp.1, 3.
- v. **Student Lecture Note:** Tihamiyu, M 2017, 'Database Systems and Administration', lecture notes distributed in the topic ICS 401 Database Normalization, University of Ilorin, Nigeria, 18 January.
- vi. **Student Project/Dissertation/Thesis:** D.A Adetola, "Design and Implementation of an Electronic Voting for University of Ilorin Students Union," Bachelor Project, Univ. of Ilorin, Ilorin, Kwara State, Nigeria, 2015.
- vii. **Webpage:** University of Ilorin 2017, 165th *Inaugural Lecture*, viewed 28 February 2017, <<http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>>.

11.5.7 The Institute of Electrical and Electronics Engineer (IEEE): As its name implies, it is a reference style which is widely used in the electronics, engineering and computing related field (University of Pittsburgh, 2017) (Murdoch University, 2017).

The general rule of IEEE style includes:

- Authors' initials is written first followed by the author's last name
- Title of an article is enclosed in quotation marks
- Journal or Book title is written in italics

Examples of IEEE style:

- i. **Article:** S.O. Haroon and T.O. Abdulrauf, "A Virtual Reality Prototype for Learning Maize Planting 2015," *Communication on Applied Electronics*, vol. 2, no. 1, pp. 10-14, June 2015.
- ii. **Book:** N.A. Balogun (2012) "The Influence of Personality Traits on Internet Usage Activities," in Organization, Germany: LAP Lambert Academic Publishing, 2012, pp. 1-92.
- iii. **Conference Proceedings:** O.W. Bello and W.E. Nwagwu. "Electronic Journals Usage Profile in Africa: New Dimensions' of an Old Problem," in *Conference Proceedings, Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits.*, Senegal, Oct. 6-7, 2008. pp. 1-9.
- iv. **Newspaper/Magazine:** K. Akogun. "23 Unillorin programmes get NUC's full accreditation," *Unillorin Bulletin*, pp.1, 3, May 1, 2017.
- v. **Student Lecture Note:** M.A Tihamiyu, Class Lecture, Topic: "Database Normalization." ICS 401, Information and Communication Science Department, University of Ilorin, Nigeria, Jan., 18, 2017.
- vi. **Student Project/Dissertation/Thesis:** D.A Adetola, "Design and Implementation of an Electronic Voting for University of Ilorin Students Union," Bachelor Project, Univ. of Ilorin, Ilorin, Kwara State, Nigeria, 2015.
- vii. **Webpage:** University of Ilorin. "165th Inaugural Lecture." Internet: <http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>, Feb. 27, 2017 [Feb. 28, 2017].

11.5.8 The MLA (Modern Language Association) style is used widely in the humanities, especially in the field of literature and language (Monash University, 2015).

The general rule of MLA style includes:

- Author's name
- Title of article
- Name of journal
- Volume number followed by decimal & issue number
- Year of publication
- Page numbers and
- Medium of publication

Examples of MLA style:

- i. **Article:** Haroon, Shakirat and Abdulrauf Tosh. "A Virtual Reality Prototype for Learning Maize Planting." *Communication on Applied Electronics* 2.1 (2015):10-14. Web.
- ii. **Book:** Balogun, Naeem. *The Influence of Personality Traits on Internet Usage Activities: In Organization*. Germany: LAP Lambert Academic Publishing, 2015. Print
- iii. **Conference Proceedings:** Bello, Olayiwola, and Nwagwu Williams. "Electronic Journals Usage Profile in Africa: New Dimensions' of an Old Problem." *Conference Proceedings on Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits, Senegal, 6-7 October 2008*, pp. 1-9.
- iv. **Webpage:** 165th Inaugural Lecture. University of Ilorin, Feb. 2017. Web. 28 Feb. 2017. <<http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>>

11.5.9 The Oxford reference style is known as a documentary style system and sometimes referred to as a note citation reference system (University of Western Australia, 2017). The general rules of Oxford style include:

The general rule of Oxford style includes:

- Authors last name, author initials
- Article title
- Journal Title
- Volume
- Issue Number
- Year of Publication
- Page Numbers

Examples of Oxford style:

- i. **Article:** Haroon, S., and Abdulrauf, T., 'A Virtual Reality Prototype for Learning Maize Planting', *Communication on Applied Electronics*, vol. 2, no.1, 2015, pp.10-14.
- ii. **Book:** Balogun, N., *The Influence of Personality Traits on Internet Usage Activities: In Organization*, Germany, LAP Lambert Academic Publishing, 2015.
- iii. **Conference Proceedings:** Bello, O., and Nwagwu, W., 'Electronic Journals Usage Profile in Africa: *New Dimensions' of an Old Problem*', *Conference Proceedings on Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits*. Senegal, 2008, pp. 1-9.
- iv. **Webpage:** University of Ilorin, 'Events', *165th Inaugural Lecture*, 2017, <http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>, (accessed 28 February 2017).
- v. **Student Project/Dissertation/Thesis:** Balogun, N., *Factors contributing to e-learning success in Nigeria institutions of higher learning*, PhD thesis., Kuala Lumpur, Malaysia, International Islamic University, 2016.

11.5.10 The Vancouver style is mostly used in the field of sciences and related fields. It involves the use of numbers instead of text for its in-text citation (Melbourne University, 2010).

The general rule of the Vancouver style includes:

- Author surname followed by initials
- Title of article followed by double quotation
- Title of journal(abbreviated)
- Date of publication followed by double quotation
- Volume number and
- Issue number in bracket

Examples of Vancouver style:

- i. **Article:** Haroon S, Abdulrauf T. A Virtual Reality Prototype for Learning Maize Planting. *Communication on Applied Electronics*. 2015 June; 2(1):10-14.
- ii. **Book:** Balogun N. *The Influence of Personality Traits on Internet Usage Activities: In Organization*. Germany: LAP Lambert Academic Publishing; 2015

- iii. **Conference Proceedings:** Bello O, Nwagwu W. Electronic Journals Usage Profile in Africa: New Dimensions' of an Old Problem. In: *Conference Proceedings on Electronic Publishing and Dissemination Putting Africa Journals Online: Opportunities, Implications and Limits*, 2008 Oct 6-7, Dakar, Senegal. 2008. p. 1-9.
- iv. **Student Lecture Notes:** Tihamiyu, M. *Relational Algebra Concepts and Operations*. [Lecture]. ICS 401 Database management systems and administration. University of Ilorin. 7th February 2018.
- v. **Webpage:** University of Ilorin 2017. Events: 165th Inaugural Lecture. Available from: <http://www.unilorin.edu.ng/index.php/events/5574-165th-inaugural-lecture>. [Accessed 28th February 2017].

11.6 In-text Citation

This is the other aspects of referencing, which depicts how a citation is written within the text of a write-up. Some examples of in text citation are cited below.

1. APA in-text citation style:
 - i. **Author's name in text:** when citing an author(s) at the beginning of a text, only the publication year will be in a parenthesis (bracket). For example:
 - Haroon and Abdulrauf (2015) made an assertion that the advent of multimedia technology has greatly improved the educational system.
 - ii. **Author's name in citation:** when citing an author(s) at the end of the text, both the author(s) name and publication year will be in a parenthesis (bracket), while an ampersand (&) will be used to separate the authors. For example:
 - Virtual Reality has been reported to be an educational tool to provide a simulated learning environment (Haroon & Abdulrauf, 2015)
 - iii. **Citing 3 or more authors:** When citing three or more authors, cite all the authors' last name for the first citation, then subsequently use *et al* if the names are to be cited again in the write up. For example:
 - The study shows that rural dwellers used mobile phones majorly for phone calls and text messaging

- (Afolayan, Ehikhamenor, Mejabi, Oyekunle, Bello & Balogun, 2015)
- Afolayan et al. (2015) studied mobile phone usage among rural dwellers
 - Recommendations were made to address the challenges faced by the rural dwellers on the mobile phones usage (Afolayan et al., 2015)
2. IEEE in text citation style: These in text citation always appear in numerical order. For example:
- The study has shown the importance of internet technology to organizations [1]
 - The above on the reference list or page will be:
[1]. N.A. Balogun (2012) "The Influence of Personality Traits on Internet Usage Activities," in Organization, Germany: LAP Lambert Academic Publishing, 2012, pp. 1-92.
3. Harvard in text citation style:
- i. **Author's name in text:** when citing an author(s) at the beginning of a text, only the publication year will be in a parenthesis (bracket). For example:
 - Haroon and Abdulrauf (2015) made an assertion that the advent of multimedia technology has greatly improved the educational system.
 - ii. **Author's name in citation:** when citing an author(s) at the end of a sentence, both the author(s) name and publication year will be in a parenthesis (bracket) separated with '&' or 'and'. For example:
 - Virtual Reality has been reported to be an educational tool to provide a simulated learning environment (Haroon and Abdulrauf, 2015).
 - iii. **Citing 4 or more authors:** For this , write only the first authors last name and use *et al* afterwards. For example:
Afolayan et al. (2015) studied mobile phone usage among rural dwellers

11.7 Reference list versus Bibliography

A reference list is a listing of the sources used and cited as in-text citations by an author in document. On the other hand, a bibliography is a full list of all sources which an author or writer

used while working on the document or article, irrespective of whether they are cited or not in the document or article. Most students' projects or assignments generally involve a reference list.

11.8 Referencing Discipline and Consistency

A particular reference style may be stipulated as mandatory for use for a particular type of document, such as student project, dissertation or thesis. Any particular style may also be chosen if not mandatory. Nevertheless, the following rules must always be adhered to when using a particular required or chosen referencing style:

- (a) Follow strictly and consistently the guideline provided by the referencing style for each type of consulted publication.
- (b) Provide all the required details of information for each item in the reference list, as stipulated by the reference style.
- (c) Use the word spacing, punctuation marks and capitalisation to format the information for each item in the reference list as illustrated in the examples provided by the referencing style.
- (d) Format the citations in the text of the document in the manner prescribed by the referencing style.
- (e) Never use referencing styles prescribed by different referencing styles in the same document.

References

- American University of Sharjah (2016). APA 6th Edition Citation Style. Retrieved from <https://aus.libguides.com/apa/apa-theses>
- Auckland University of Technology (2017). APA Referencing Style. Retrieved from <http://aut.ac.nz.libguides.com/APA6th/theses>
- Huber, T. (2006). AIP Style Manual References. Retrieved from <http://physics.gac.edu/~huber/misc/aiprefs.htm>
- Melbourne University (2010). Australian Guide to Legal Citation. Retrieved from https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf
- Monash University (2015). Citing and Referencing: AIP. Retrieved from <http://guides.lib.monash.edu/citing-referencing/aip>

Murdoch University (2017). IEEE Style: Theses. Retrieved from <http://libguides.murdoch.edu.au/IEEE/theses>

The University of Western Australia (2017). Harvard Citation Style: Internet/Websites. Retrieved from <http://guides.library.uwa.edu.au/c.php?g=380288&p=2575703>

University of Exeter (2001). Referencing - The Harvard System. Retrieved from https://education.exeter.ac.uk/dll/studyskills/harvard_referencing

University of New England (n.d). APA: The Reference List. Retrieved from https://www.une.edu.au/__data/assets/pdf_file/0020/10874/REF_APA-Reference-list.pdfw

University of Pittsburgh (2017). Course and Subject Guides. Retrieved from <http://pitt.libguides.com/citationhelp/ieee>

University of York (2014). The Chicago Style. Retrieved from https://www.york.ac.uk/integrity/downloads/21980_Chicago%20style-2014.pdf

Virginia Polytechnic Institute. (2016). AIP (American Institute of Physics). Retrieved from <http://www.lib.vt.edu/find/citation/aip.html>

Williams libraries (2017). ACS Style Guide. Retrieved from <http://libguides.williams.edu/citing/acs>