

Referencing, Quoting and Bibliography

55F152 - Academic Writing and Defending



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání

MŠMT
MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY



Sources

You need to be able to precisely distinguish your own, original ideas from whatever you have taken from other sources

Also, an educated person has to have some idea about the origin of his or her opinions...

- We judge the resources by their **quality, relevance** and **novelty**

What Do We Have to Quote?

Rule No. 1: Everything that did not originate in your own mind, has to have a source attached

- All data have to be referenced to a source
 - For data obtained by your own research, you have to link to the "own research" source.
- With resources, the more you have, the better
 - Nevertheless, keep them relevant!

Exception: 'Publicly known' information does not require a link to the source

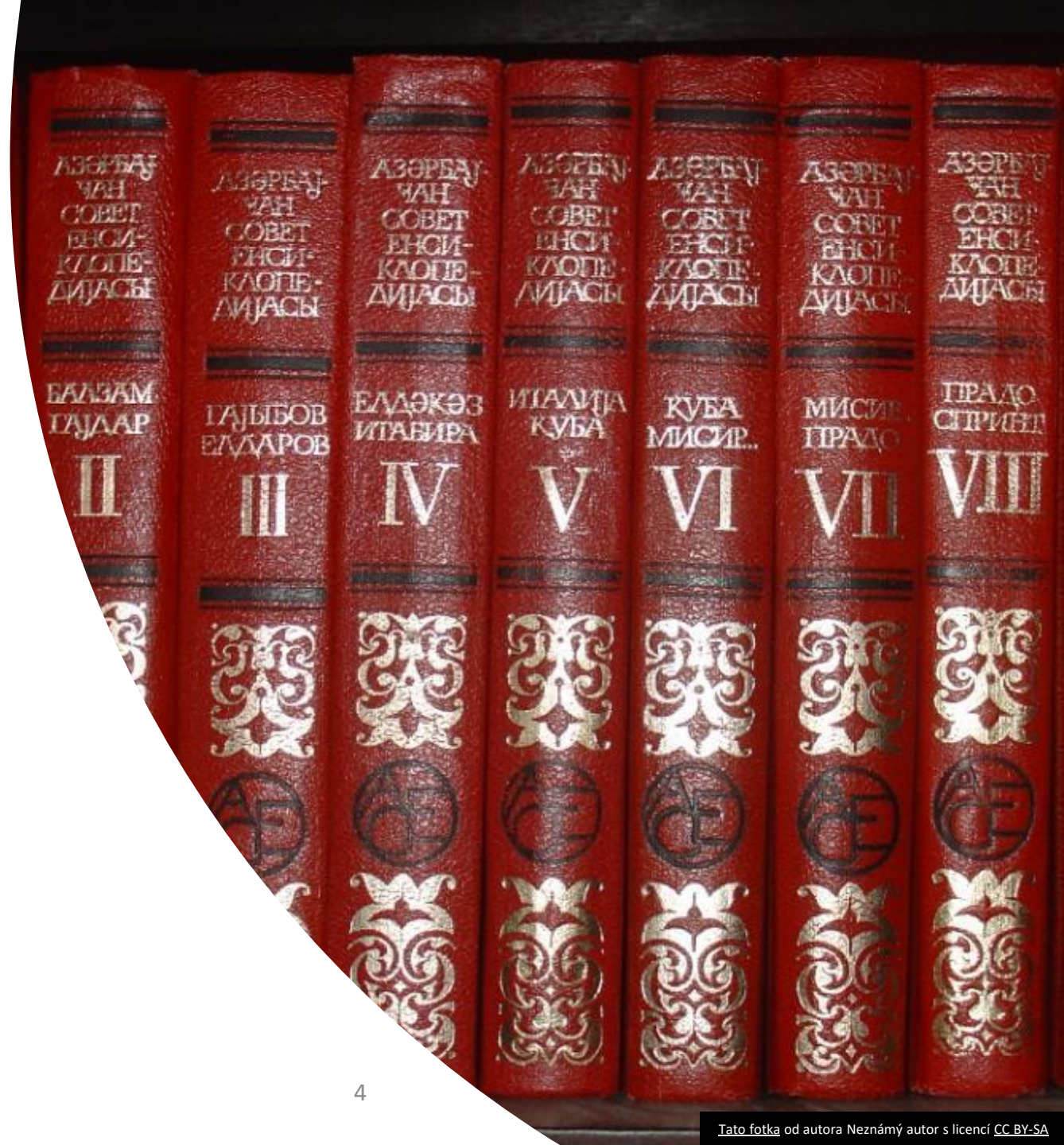
- E.g. "Louis XIV lived from 1638 to 1715."



Primary and Secondary Sources

A **primary source** approaches the subject in a new way, gives original information, expands the knowledge about the area, sheds new light on the phenomena under study

- A **secondary source** summarizes the state of knowledge in a given area based on primary sources
 - E.g. a textbook or an encyclopedia
- **Beware!** In your paper, you need to use at least 2 primary sources



Primary and Secondary Quotations

- A **primary quote** originates in a primary source
- A **secondary quote** is a “quote of a quote.”
 - Secondary quotations must be clearly marked as secondary.
 - E.g. “quoted in:”
- Try to always quote directly from the primary source – secondary quotes are reserved for ‘emergency cases’



Plagiarism

Plagiarism means taking over other people's ideas or parts of their texts without mentioning the source.

- If you plagiarize part of your paper, you will fail the *Academic Writing*.
- If you do not know how to refer to the source properly you are at risk of committing plagiarism inadvertently.



Direct Quotation

A direct quotation is a precise reproduction of the text of the source

1. Use quotation marks!
 - Adam Smith wrote: „No society can surely be flourishing and happy, of which the far greater part of the members are poor and miserable.“



Direct Quotation

2. You have to refer to a specific page!
 - Exception: Some „classic“ books allow a special system of quotation (e.g. Book, Chapter, Paragraph):
Smith, Adam. *Wealth of Nations*.
London: Methuen & Co., Ltd., 1776,
Book 1, Chapter 8, §36.
 - When citing longer parts of some text use *block quotes*



Direct Quotation

E.g.: “[...] I hold it to be true that Fortune is the arbiter of one-half of our actions, but she still leaves us to direct the other half, or perhaps a little less.” (Machiavelli, 2003 [1513], p. 120)

- If we intervene in a direct quotation, it is necessary to make the reader aware of that



Paraphrase

A paraphrase is a reproduction of contents of your source in your own words

- A paraphrase is shorter than the original expression
- The original meaning must not be altered
- *E.g.:* Machiavelli (2003 [1513]) rejects fatalism and holds humans for at least partly responsible for their own destiny
- Link to the source is given at the end of each paraphrase
- If the paraphrase is long, link is added at the end of each paragraph



What Do We Quote in Full?

We cite **economically**, **functionally**, and **precisely**

- Important expressions that we cannot express in our own words
- Characteristic, or otherwise remarkable figures of speech
- Things we want to highlight



What Do We Quote in Full?

- We do not use lengthy irrelevant quotations whose only purpose is to make the text seem longer and save us some work
- We never cite passages taken out of context to alter their intended meaning



How Does a Final List of References Look Like?

There are many norms available – take the following as an example

Book

- Author's surname, first name. Year of Publication. *Title: subtitle*. Place of Publication: Publisher.
- Clark, Gregory. 2009. *A Farewell to Alms: A Brief Economic History of the World*. Princeton: Princeton University Press.

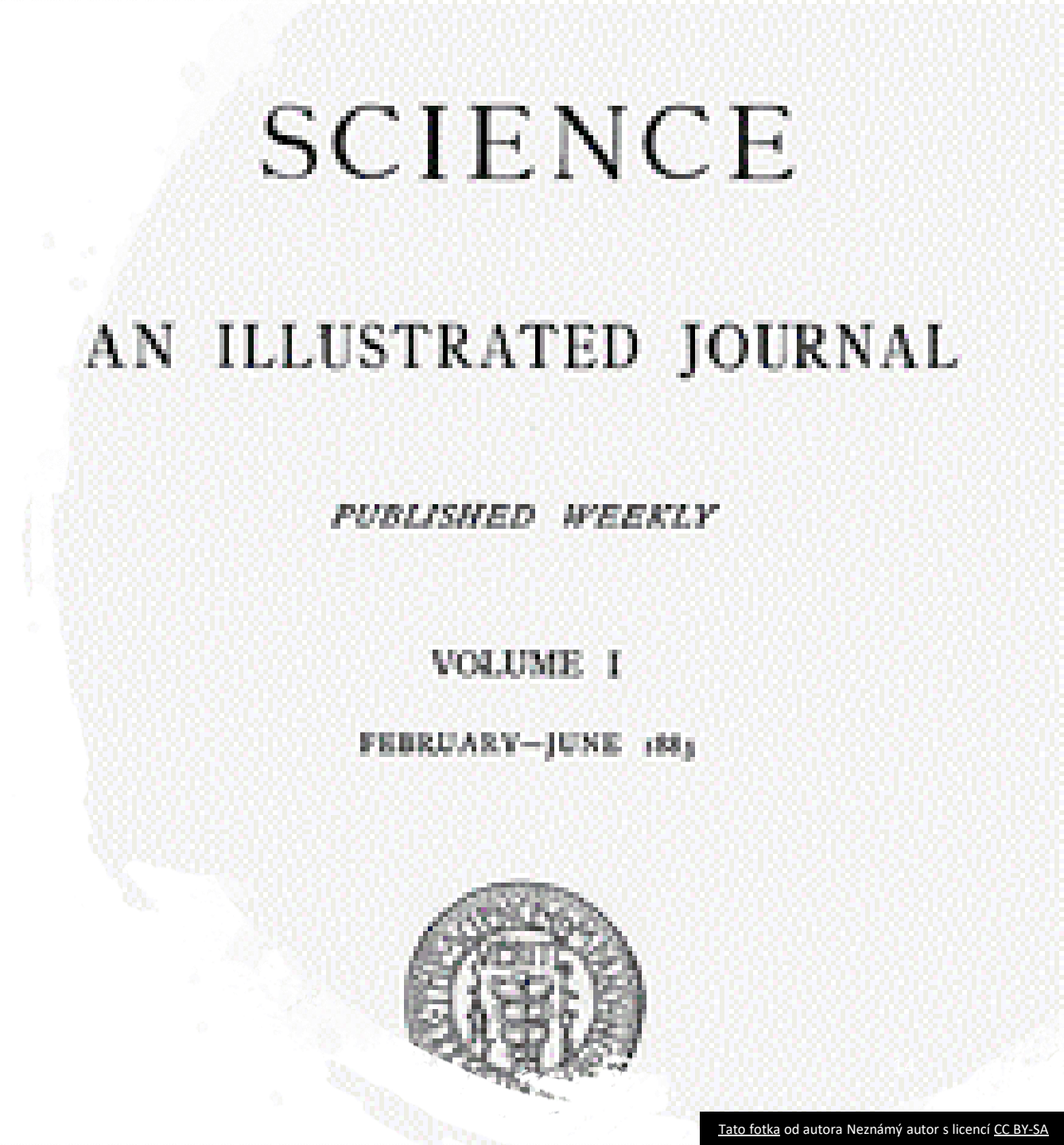


How Does a Final List of References Look Like?

There are many norms available – take the following as an example

Journal article

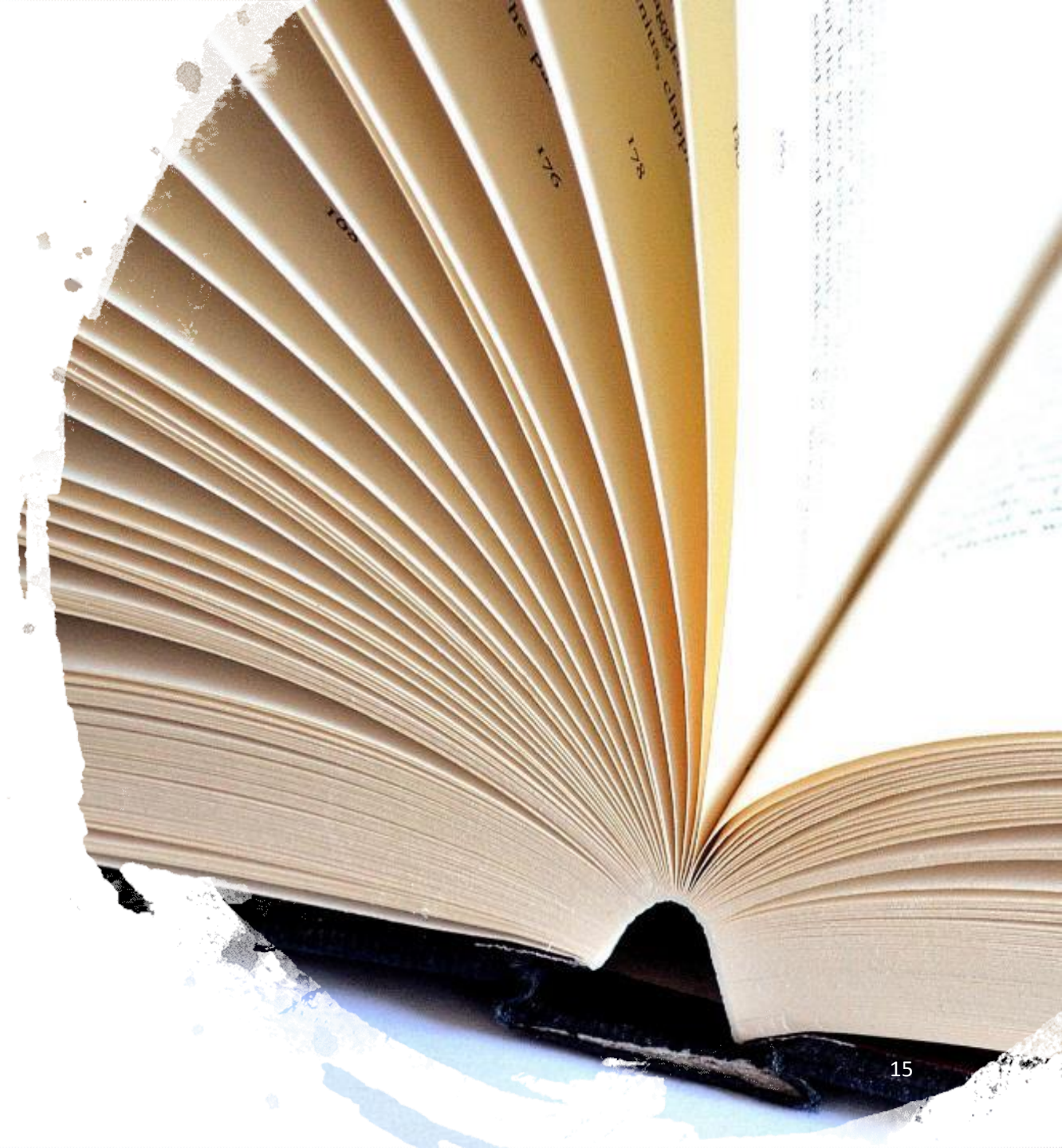
- Author's surname, first name. Year of Publication. "Title: subtitle of the article." *Title of the journal*, Volume, issue: page range.
- Mäki, Uskali. 1995. "Diagnosing McCloskey." *Journal of Economic Literature*, 33 (3): 1300–1318.



How Does a Final List of References Look Like?

Collective monograph or Conference proceedings

- Author's surname, first name. Year of Publication. "Title: subtitle." In *Title: subtitle of the source document*. Name of the editor (ed.), page range. Place of Publication: Publisher.
- Koppl, Roger, and Mie Augier. 2009. "Alfred Schutz and Fritz Machlup." In *Alfred Schutz and His Intellectual Partners*, Hisashi Nasu, and Ilja Srubar (eds.), 539–69. München: UVK Verlags GmbH.



How Does a Final List of References Look Like?

- **Web article**

- Author's surname, first name. Year of Publication. Title: subtitle of the article. *Title: subtitle of the source document / site* [Type of medium]. Date of release of the article, date of update / revision [Date of quotation for online document]. <Link>.



How Do We Quote?

The complete information (as on the previous slide) appears only in the final list of references!

Manual bibliography

- Advantage: you can write the references exactly as you need
- Disadvantage: relatively labor intensive method

[TU95] L. Amsaleg, P. Bonnet, M. Franklin, A. Tomasic, and T. Urhan. Improving Responsiveness for Wide-Area Data Access. *IEEE Data Engineering Bulletin*, Vol. 20, No. 3, 1995.

[TU98] L. Amsaleg, M. J. Franklin, and A. Tomasic. Dynamic Query Operator Scheduling for Wide-Area Remote Access. *Journal of Distributed and Parallel Databases*, Vol. 6, No. 4, July 1998.

[TU96] L. Amsaleg, M. J. Franklin, A. Tomasic, and T. Urhan. Scrambling Query Plans to Cope With Unexpected Delays. *PDI Conf.*, Miami, USA, 1996.

[Ant93] G. Antoshenkov. Dynamic Query Optimization in db/VMS. *ICDE Conf.*, Vienna, Austria, 1993.

[Brown92] K. Brown. Prpl: A database workload specification language. Master's thesis, University of Wisconsin, Madison, Wisconsin, 1992.

[Chen89] Chen, D. Brill, M. Templeton, and C. Yu. Distributed Query Processing in a Multiple Database System. *IEEE Transactions on Selected Areas in Communications*, 7(3), 1989.

[DeWitt92] DeWitt. Of Objects and Databases. Ph.D. thesis, University of Bombay, India, 1992.

How Do We Quote?

Citation managers:

- MS Word – integrated support for references
- Zotero
- EndNote
- And others...

[95] L. Amsaleg, P. Bonnet, M. Franklin, A. Tomasic, and T. Urhan. Improving Responsiveness for Wide-Area Data Access. *IEEE Data Engineering Bulletin*, Vol. 20, No. 3, 1996.

[98] L. Amsaleg, M. J. Franklin, and A. Tomasic. Dynamic Query Operator Scheduling for Wide-Area Remote Access. *Journal of Distributed and Parallel Databases*, Vol. 6, No. 4, July 1998.

[TU96] L. Amsaleg, M. J. Franklin, A. Tomasic, and T. Urhan. Scrambling Query Plans to Cope With Unexpected Delays. *PDI Conf.*, Miami, USA, 1996.

[93] G. Antoshenkov. Dynamic Query Optimization in db/VMS. *ICDE Conf.*, Vienna, Austria, 1993.

[2] K. Brown. Prpl: A database workload specification language. Master's thesis, University of Wisconsin, Madison, Wisconsin, 1992.

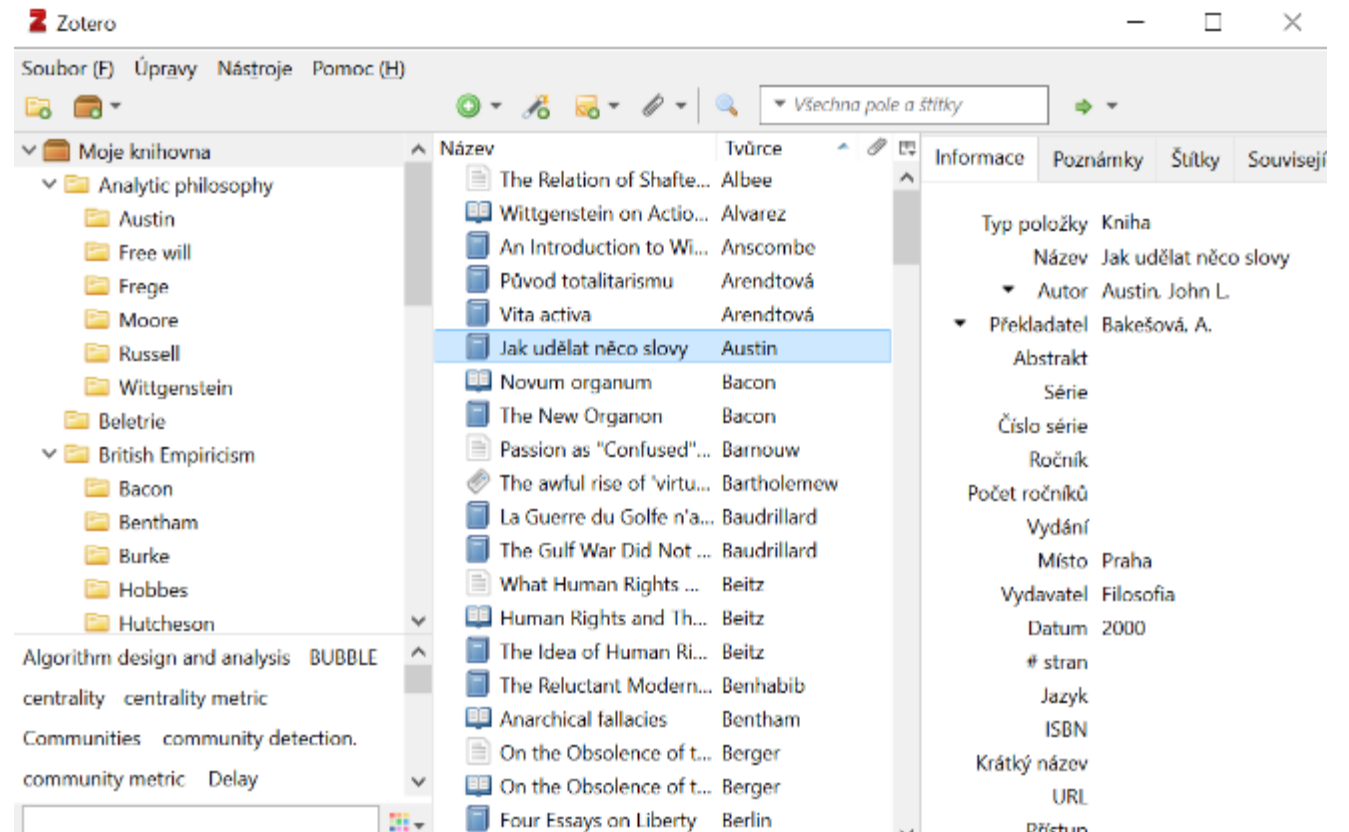
[95] Chen, D. Brill, M. Templeton, and C. Yu. Distributed Query Processing in a Multiple Database System. *IEEE Selected Areas in Communications*, 7(3), 1989.

[95] DeWitt. Of Objects and Databases. *Proceedings of the ACM*, 22(1), 1989.

How Do We Quote?

Zotero

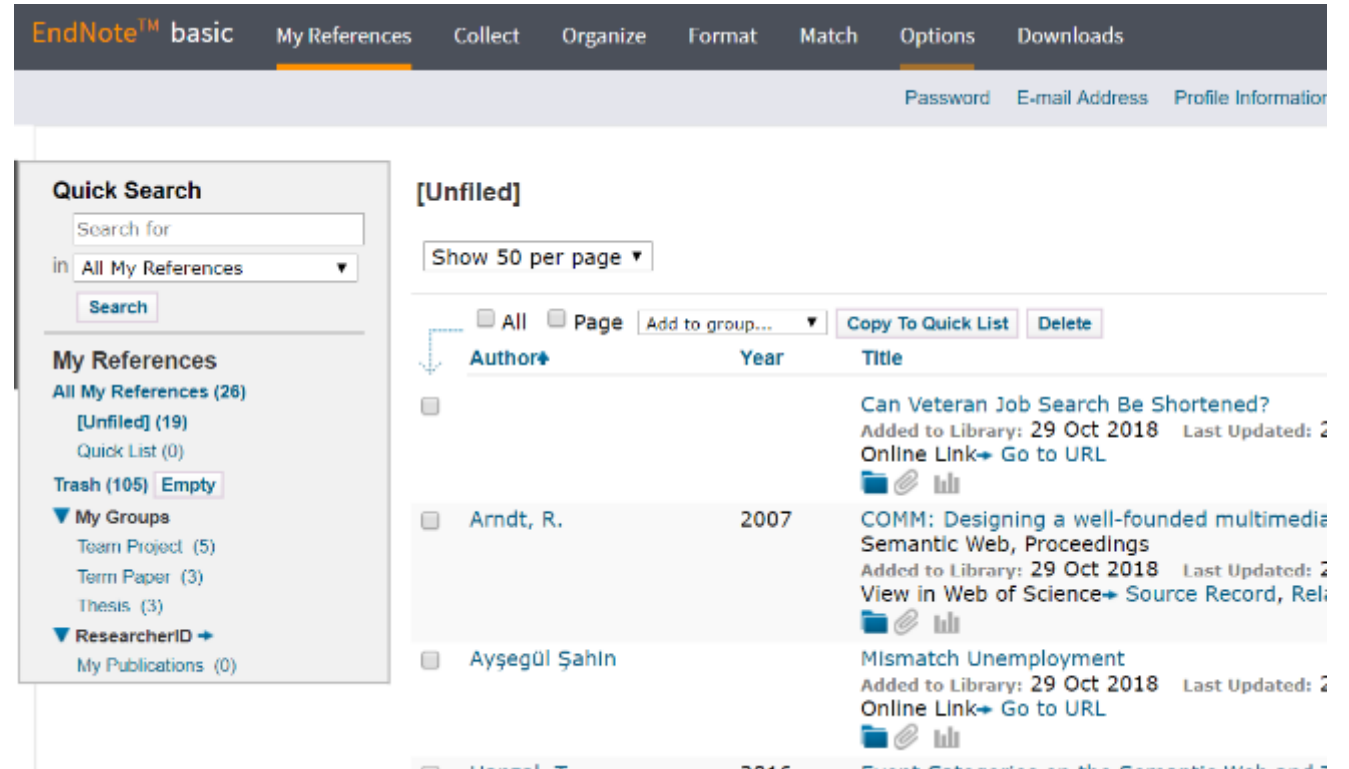
- Advantages: professional quality, export to the program directly from the database, a wide range of options, FREE.
- Disadvantages: not entirely intuitive controls



How Do We Quote?

EndNote

- Advantages: professional quality, export to the program directly from the database, a wide range of options, free web version.
- Disadvantages: expensive desktop version. Web version limited.



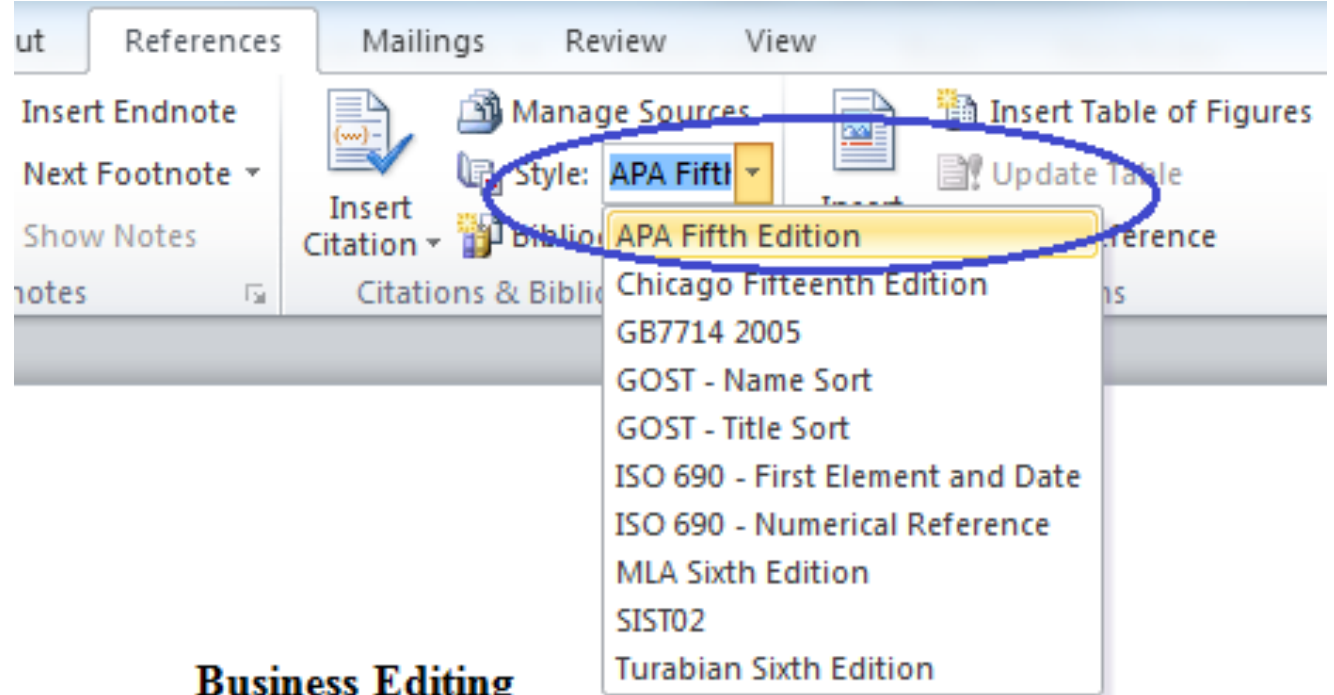
The screenshot displays the EndNote™ basic web interface. The top navigation bar includes 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Downloads'. A secondary bar contains 'Password', 'E-mail Address', and 'Profile Information'. On the left, a 'Quick Search' box is present, along with a sidebar for 'My References' showing 'All My References (26)', '[Unfiled] (19)', 'Quick List (0)', 'Trash (105) Empty', 'My Groups' (Team Project (5), Term Paper (3), Thesis (3)), and 'ResearcherID' (My Publications (0)). The main area shows the '[Unfiled]' group with a 'Show 50 per page' dropdown. Below this is a table of references with columns for 'Author', 'Year', and 'Title'. Each entry includes a checkbox, a 'Copy To Quick List' button, and a 'Delete' button. The references listed are:

Author	Year	Title
		Can Veteran Job Search Be Shortened? Added to Library: 29 Oct 2018 Last Updated: 2 Online Link → Go to URL
Arndt, R.	2007	COMM: Designing a well-founded multimedia Semantic Web, Proceedings Added to Library: 29 Oct 2018 Last Updated: 2 View in Web of Science → Source Record, Reli
Ayşegül Şahin		Mismatch Unemployment Added to Library: 29 Oct 2018 Last Updated: 2 Online Link → Go to URL

How Do We Quote?

MS Word

- Advantages: part of MS Word.
- Disadvantages: limited functionality, limited import export functions, limited number of formats.



Business Editing

Papercheck editors correct grammatical errors that writers of all levels make. They check for punctuation, verb tense, spelling, and sentence structure. The editors proofread statements, ensuring effective communication of the writer to the reader. Clients requiring academic editing can request standard writing styles: APA, Chicago, CSE, or MLA. Papercheck Microsoft Word Files (*.doc or .docx) Microsoft Excel Files (

What is necessary

You need to write references in a **uniform style**

- (author, year); (Machiavelli, 2007 [1513])
- OR (reference number); (1)
- *Use of footnotes is strongly DISCOURAGED in economics.*

Do not switch between different styles in one document!



The credibility of sources

Peer reviewed sources

- Prestigious peer-reviewed journals with high impact factor
- Publications and data from renowned organizations (WB, OECD...)
- Other journals and the books from a renowned publishing house
- Conference proceedings, unlisted peer-reviewed journals

Sources without the guarantee of a peer review

- Internationally recognized textbooks
- Regional (e.g. Czech) textbooks
- Newspapers, Wikipedia, magazines, non-fiction articles, forums, or blogs...

AUTHOR

How to recognize a good source

1. Who is the author?
 - What is his qualification? What are his previous publications? Is the present publication, within the framework of his professional expertise? Is he a scientist, writer, journalist, columnist? Is the author's work often quoted?
2. Publication date
 - The older the publication, the higher the risk that some of its information is outdated



How to recognize a good source

3. Who published the publication?
 - If issued by a renowned university or publishing house, it is some guarantee of professional quality
4. Who is the book for? Experts or the general public?



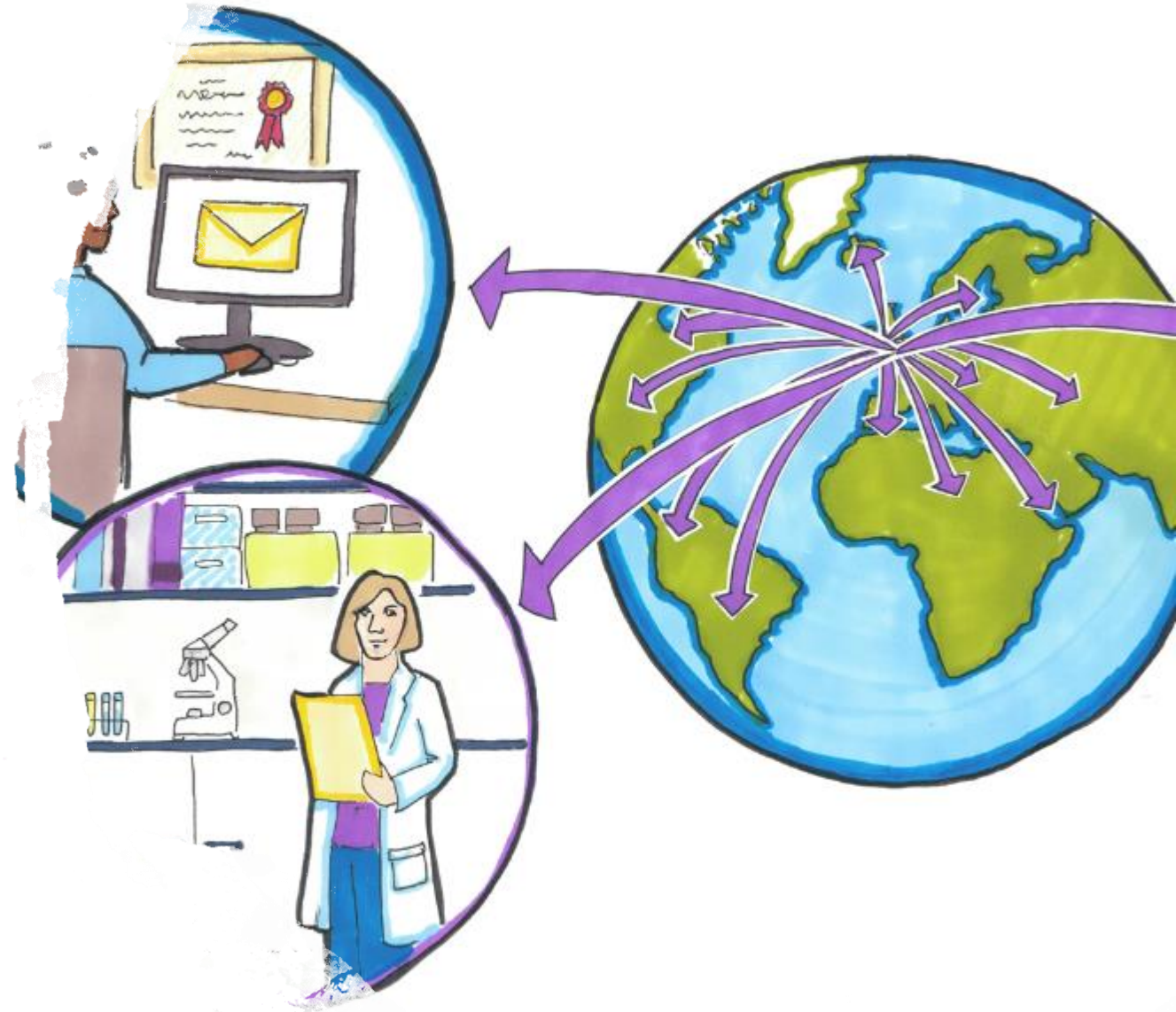
How to recognize a good source II

5. Does the publication bring something new, does it repeat old information, does it cover topics in enough depth and width?
6. How does the author write?
 - Clearly? Vaguely? Are the contents well-arranged? Does the book have an index?
7. What do the critics say?
 - In the case of controversial topics it is necessary (but difficult) to distinguish criticism from enemy propaganda



Peer-Review Process

- Double-blind review process
- An approval by the editorial board
- The idea is to select high-quality scientific work
 - Editorial board assesses the relevance of the article, and whether it is interesting for the journal
 - 2-3 referees assess the quality of the contents
- Similar to the evaluation method of students' theses to some extent



Thank you for your attention

Národohospodářská fakulta VŠE v Praze



This work is licensed under the Creative Commons Attribution-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-sa/4.0/> or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA.