



STUDENT NOTES FOR SUCCESS

No 9

Referencing: keeping research clear and connected

Referencing is an important part of research in academic writing. It indicates to your reader the sources of information you have consulted and provides substantial evidence that what you have written is reasonably valid. There are a number of referencing systems used by academics across the world. The Curtin Business School uses the Chicago referencing system.

What is referencing?

Referencing is the convention used when writing assignments at university to acknowledge ideas you have used from relevant source texts. You do this both in the body of your 'assignment' (essay or report) and at the end of the assignment, in the reference list.

Paraphrasing means describing the views/opinions of another writer (with acknowledgment) in your own words.

Why reference?

Referencing lends authority to what you have written. You show the reader that you can support your ideas with 'evidence', found in scholarly texts and sources written by others. Referencing allows us to:

- acknowledge our sources of information
- enable the reader to go to the same sources (to read more, to verify, to explore)
- avoid plagiarism - that is, stealing another person's ideas without due acknowledgement.

Plagiarism is considered an extremely serious offence in academic study and can lead to you being terminated from your course.

How do we reference?

There are a number of referencing styles. Chicago 17 (and AGLC) is used in this faculty. The Library website at <http://libguides.library.curtin.edu.au/referencing/chicago>

provides you with extensive examples of Chicago referencing. However, as well as the technical aspects of referencing, or doing it 'correctly', you should also pay attention to doing it 'elegantly', in a way which makes your writing smooth, easy to read and coherent.

Ensuring flow and continuity

Acknowledging your sources and incorporating references into your writing is an academic skill that must be learned – it does not come naturally. Of particular importance are the ways you lead in to and out of paraphrasing and quotations.

When including researched information in your writing, it is important that flow and the reasoning of the sentence be maintained. Students often find this part of the essay writing process difficult but with a little attention, it can easily be achieved.

Leading in

When referencing, it is important to lead in to quotes or paraphrasing. The lead-in allows the reader to follow the reasoning of the up-coming information.



Examples of leading-in:

Jones (2005, 4) states that "company managers must regulate office procedures".

Jones and Watson (2007) believe teamwork issues must be carefully considered and monitored. On the other hand, Smith (2009) recognises the impact that cultural differences will have on teamwork.



Leading out

Leading out concludes an idea.



Example of leading-out:

In conclusion, the views expressed by Johnson (2006) would indicate that successful cross-cultural interactions are necessary for business success.

Verbs that reflect critical thinking

The use of verbs which show your reader that you are synthesising or evaluating the information you have gathered (rather than just describing it) produces more powerful writing.



Examples:

While Jones (2003, 325) argues that “.....,” Kim (1992, 16) disagrees, claiming that “....”

Martin (2008) supports the claim by Richards (2007) that the market structure will not survive.

Introducing quotations and paraphrasing smoothly and efficiently

Quotations (quotes) and paraphrases should flow smoothly into the essay or report you are writing. There are several things to keep in mind in order for this to happen:

- Use a variety of appropriate verbs to introduce your quote or paraphrase
- Use the quote to *support* the point/s you are making and *not instead* of your voice
- Don't overuse quotes.



Examples of ways you can introduce a quote or paraphrase:

Weston and Roberts (2005, 15) state that “.....”

Weston and Roberts (2006, 150) argue that “....”

Weston and Roberts (2009) conclude that....

Weston and Roberts (2002) believe that....

According to Weston and Roberts (2005) ...

Experts claim that “the housing market will not survive” (Lau and Phillips 2008, 42).

Researchers in this area agree that tourism markets in Asia are likely to improve in the next five year period (Lai and Jones 2008; Maine and Tao 2008; Richards 2009).

Note that you need to add a page number if using a direct quotation. It is very important that you acknowledge, by using inverted commas (“..”) where you have used the exact words of another writer. Failure to do this means you will be accused of plagiarism. Keep your own list of good lead-ins to quotes and paraphrasing and add to it from phrases you find when reading researched journal papers.

Secondary Sources

If the author you are reading (Smith) has quoted or paraphrased another author (Watson), then refer to Watson and Smith in-text and include only the source you read it (Smith) in the Reference List.



Example:

Watson (2006, cited in Smith 2008) believes companies do not recognise these limitations.

Watson (in Smith 2008) believes companies do not recognise these limitations.

Citing secondary sources is useful for publications that are difficult to find, for example, because they are internal company reports or out-of-print. As much as possible, you should always read and cite the original publication.

AGLC (Australian Guide to Legal Citation)

Legal references have their own particular style and you are advised to check these with your lecturer/tutor. The library has extensive examples of AGLC on their website and in their guide.

<http://libguides.library.curtin.edu.au/referencing/aglc>

Find out more at the CBS Academic Communication Development website:

<https://businesslaw.curtin.edu.au/study/student-experience/academic-communication-development/>

You might also be interested in *Handy Handout 1. Developing your own ideas.*

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