

# References and Citations

## → What is research?

*Oxford Student's Dictionary of English:*

**\*research** /rɪːsɜːtʃ/ **noun** [U] **research** (**into/on sth**) a detailed and careful study of something to find out more information about it

Research includes reading and taking notes on information related to your report or thesis topic.

## → What is a reference?

When you read a book, a magazine article, or an Internet page for research, you must **make a record** of your reading. When you use ideas from your reading in your writing, you must **provide a reference** of the book or article or Internet page and also **cite** the book or article or Internet page where you got your ideas. When you cite, this is called using a **citation**.

### **CITATIONS ARE LINKED TO REFERENCES!**

→ → → For every reference in the reference list, there must be a citation that matches it.

→ → → Similarly, if you provide a citation, there must be its reference in the reference list.

IF POSSIBLE, include as much of the following in your references as you can:

- author (the person who wrote it)
- date it was published (year)
- title
- publisher
- city of the publisher

## REFERENCE EXAMPLES

### *Example of a book reference:*

Ellis, Rod. (1994). *The Study of Second Language Acquisition*. Oxford University Press, Sacramento, California, USA.

### *Example of a journal article reference:*

Rubrecht, Brian G. (2003). *Japanese Writing and the Writing of English in Japan: A Progression Toward Simplicity or Increased Complexity?* *Literacy Across Cultures*, 6, pp. 11-24.

### *Example of an Internet webpage reference:*

Goober, Cleatus. (2018). *Study Skills and Independent Study*. Retrieved September 19, 2018, from <http://opinion.goober.jp/~goober/StudySkills/index.html>

The reference for an Internet page also includes the url (the http:// address), and date when you looked at it.

If the above reference examples are used in your report or thesis, there must be citations of these references within your report or thesis. In other words, because you used these reference sources for information for your report or thesis, you need to tell the reader **what information came from which source**! That is the purpose of citations.

## NO CITATIONS IN A REPORT OR THESIS WITH REFERENCES = PLAGIARISM

**Plagiarism** is not accepted at this university.

**Plagiarism** is not accepted by your instructor.

**Evidence of plagiarism** – intentional or by accident – will result in course failure.

## TAKING NOTES

When you do research, you are attempting to find information relevant to the topic of your report or thesis. Because your report or thesis will have references and require citations, you need to be VERY CAREFUL when taking notes. When you take notes from a reference, you need to remember where the information for your report or thesis came from. This is because you have to provide a citation.

When taking notes, it is a good idea to include:

- WHERE you got the information (the full reference information)
- WHERE in the reference you got that information (ex: page number)
- ONLY information that is important for your thesis

The following are examples of what research and reference notes should look like (the topic of research is English learning in the classroom):

**REFERENCE #1:** Pintrich, Paul & Schunk, Dale. (1996). *Motivation in Education*. Prentice Hall, New York.

p. 331: There are competitive, cooperative, and individualistic situations in the classroom. How the students are allowed to learn affects which of these situations will be more prevalent.

p. 336: Teacher feedback to students is a major function in the classroom.

p. 346: Teachers will expect certain things from students as far as their performance is concerned.

**REFERENCE #2:** Baker, Colin. (1996). *Foundations of Bilingual Education and Bilingualism*. Multilingual Matters, New York.

p. 172: There are many kinds of bilingual education.

p. 179: Mainstream education is ESL, or foreign language teaching to non-natives, but does not give students much chance to improve their language skills.

**REFERENCE #3:** xxxxxxx. (xxxx). XXXXXXXXXXXXXXXXXXXXX. XXXXXXXX.

p. xx: XXXXXXXXXXXXXXX. XXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

p. xx: XXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXX.

Why is it important to take good notes? There are several reasons:

1. You can never remember all of your references. You may have to go back and check some information, or get more information from a reference.
2. Good notes from a reference helps you answer your research question or write on a specific theme. Good notes help you to build your main idea sentence and topic sentences. If you have bad notes, you will have a bad report, essay, or thesis.
3. It is necessary to be organized when you do research. It is easy to become confused. Be clear by using a set pattern every step of the way.
4. Your paper requires citations. To include them, you must know which reference gave you which information.

Please **DO NOT** put your notes in your reference list. They are not needed there. Your notes are just for you.

## CITATIONS

Here is an example of how citations work in the body of a report or thesis:

Every language learning situation has, in one form or another, differential influences on motivational processes (Clement, 1980). In any given language learning situation one may expect there to be norms, for people will generally behave in culturally appropriate ways (Gudykunst & Nishida, 1994). Pintrich and Schunk (1996) state that norms are the intersection between what is internal and what is external. That is, norms are defined by groups outside the individual but that the individual must recognize, understand, and perhaps internalize them at some point.

Thus, citations are usually author last name plus year of publication, separated by a comma. Please use Romaji for the citations. You may use the original Japanese for the references.

Remember: at the end of the report or thesis, there will be the references that match these citations in full. In other words, for each of these citations, there will be a reference for it in the reference list.

If any information is found that was NOT your idea, you must give a citation showing who said that information. These citations must match the reference you have listed at the end of your thesis. Internet webpages must also be cited! You can cite them by giving the author of the webpage article and paragraph number (if available). For example:

It was found that language learners felt motivated to study before tests (Smith & Jones, 2002, ¶3).

The URL of a webpage is **NOT NOT NOT** to be put in the citation. It is to be put in the reference. If you cannot find the webpage author, use the webpage title. If you cannot find that, use PART of the webpage address in your citation.

Some final points:

1. Citations are not references.
2. Do not use references as citations.
3. If you read a translation (for example, a translated book), you may use the translator's name in the citation and the reference.
4. Do NOT use PAGE NUMBERS in citations unless you are quoting 100%. In most cases, just giving the author's family name and year of publication in the citation is enough.

**FINALLY:**

**IF YOU HAVE ANY QUESTIONS, PLEASE ASK YOUR INSTRUCTOR!!!  
JUST PLEASE REMEMBER TO READ ALL OF THE HANDOUTS FIRST!**

**THE ANSWERS ARE PROBABLY ALREADY THERE! ☺**