CITATION & REFERENCES

WHAT IT IS

Academic writing involves quoting, paraphrasing and summarising information from your sources. It is necessary to use citations in your writing to attribute any thoughts, words, and ideas that are not your own to the original author. Citation styles vary across disciplines, journals, and, occasionally, the authors' preference.

In this guide, you will learn about citation styles, in particular the American Psychological Association's (APA) style – 7th edition, how to use the Library's citation tools and the importance of copyright.

Citation is a practice that allows you to enter the scholarly conversation by showing what researchers before you have found in their work and which works you have used in your research. It supports your ideas using others' research and is an expected aspect of academic writing.

WHAT TO CONSIDER

CITATION STYLES**

Citation style determines the formatting of your manuscript, including headings, seriation, images, and figures; the organisation of content; as well as the format of individual references to external materials within the text (in-text citations) and in the bibliography (references list). Each academic discipline has its preferred citation style. Language and literature prefers the Modern Languages Association (MLA) style. History prefers the Chicago Manual of Style (CMS). For social sciences, business, and areas such as those relevant to Transnational Governance, the preferred style is American Psychological Association (APA), and the latest edition is the 7th edition. For Law, OSCOLA or Bluebook are among the most used.

TIPS

CITATION MANAGEMENT

In addition to keeping good notes either digitally or on paper, it is important to manage your citations throughout your writing process. Many people find that citation management software is the simplest way to proceed. Zotero is available for free and offers EUI members unlimited storage.

In addition to the resources mentioned above, the Library catalogue and databases have tools to help you with citation. The important thing to remember is that the metadata may be flawed, which will affect the citation generated, and you must verify any automatically generated citation.

- In the Library Catalogue, when you select a catalogue record, in the right-hand corner click the three dots [...], a menu will appear below and you can choose "Citation." Select your citation style from the left-hand menu and a citation will be generated. Select "copy citation to clipboard," and the copied citation may then be pasted into your document.
- Most databases have a cite tool that will work in a similar fashion.

Citing is like following a recipe; you need to know where to look to find the format to use for your citations. The resources below are useful in finding help with APA 7:

- APA Style Blog
- Publication Manual of the American Psychological Association : The Official Guide to APA Style
- Purdue Online Writing Lab APA Formatting & Style Guide

IN-TEXT CITATION

- APA 7 follows the Author-date method for in-text citations: (Author, date).
- If you are quoting directly from a work, you must include the page number(s): (Author, date, pp.).
- Titles of works mentioned in the text are written in title case and italicized, for longer works (books, films, etc.), or enclosed in double quotation marks, for shorter works (articles, short stories, etc.).

REFERENCES LIST

- All material cited in-text must be added to the references list at the end of the document, with the exception of "personal communications," and all material in the references list must appear in-text.
- References supply the information necessary for the reader to find the resources you used in your research.
- All entries are formatted with hanging indentation, where the first line is at the margin and subsequent lines are indented 1.27 cm (using the "Tab" key).
- Entries are alphabetical by author(s)' last name, with the first and middle names entered as initials, followed by the year of publication in parentheses: Mahon, R., & McBride, S. (2008). *The OECD and transnational governance*. UBC Press.
- The titles of works should be in sentence case with the first word and any proper nouns capitalised. The first word after a colon in title must also be capitalised. Longer works are italicised.
- Titles of shorter works, such as journal articles, are not italicised but the title of the journal itself is italicised.
  - Mahon, R., & McBride, S. (2008). *The OECD and transnational governance*. UBC Press. [book]
  - Howland, D. (2016). Cholera quarantine and territorial sovereignty in the age of imperialism: The limits of transnational governance. *International Journal of Social Science Studies*, *4*(6), 94–104. [article]

LIBRARY TOOLS

ZOTERO

The Library supplies training in Zotero, a free citation management software. You can use Zotero to manage and organize citations, make notes on materials, and create reference lists.

- Searching, Citing, Managing Documentation and Information with Zotero
- Using Zotero

TURNITIN

TurnItIn is a software that checks your work for originality and assigns you a score. As a researcher or member of the academic staff at EUI, you are expected to register for and use TurnItIn.

- TurnItIn Procedure for Researchers
- TurnItIn Procedure for Professors
- EUI Code of Ethics in Academic Research

The EUI Library's Law Information Specialist, Valentina Spiga, is the best place to get assistance in understanding the use of TurnItIn.

COPYRIGHT

The EUI Library is committed to upholding copyright law, as well as following license agreements of purchased or subscribed resources.

At the same time, the EUI Library wishes to protect the rights of its academic community to make lawful and limited use of copyrighted works for educational and research purposes.

The Library Copyright Policy explains the ways in which copyright affects EUI members.

PLAGIARISM

Plagiarism is an academic offense that involves using words and ideas that have been previously published and not attributing them to the original source. One of the purposes of citation is to avoid plagiarism and promote academic integrity.

Ideas about plagiarism vary across cultures and disciplines. At the EUI, you are expected to understand correct citation practices and use them in your work.

Basic ways to avoid plagiarism:

- QUOTATIONS After identifying a phrase or phrases you wish to quote, enclose the words in quotation marks, include an in-text citation or footnote (depending upon style) identifying the author, date and page number(s), and a reference list entry using the approved citation style for your discipline.
- PARAPHRASE After identifying ideas or information you wish to include in your work, write a sentence or sentences in your own words that capture the ideas and/or information, include an in-text citation identifying the author and date, and a reference list entry using the approved citation style for your discipline.

In addition to the EUI Library Information Specialists, the EUI Centre For Academic Literacies and Lanuguages (CALL) is the best place to get assistance in understanding citation. The EUI Library's Law Information Specialist, Valentina Spiga, is the best person from whom to get assistance in understanding plagiarism.

OTHER RESOURCES

- APA Style Blog
- Bernnard, D., Bobish, G., Hecker, J., Holden, I., Hosier, A., Jacobson, T., Loney, T., & Bullis, D. (2014). Manage: Organizing information effectively and ethically. In *The information literacy user's guide: An open, online textbook*.
- Publication Manual of the American Psychological Association : The Official Guide to APA Style.
- Purdue Online Writing Lab APA Formatting & Style Guide
- Searching, Citing, Managing Documentation and Information with Zotero
- Using Zotero
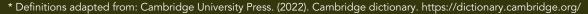- Writing Effectively & Avoid Plagiarism, UCL

DEFINITIONS*

- Academic integrity: includes practices and policies that ensure fairness, honesty, trust, respect, responsibility, and courage. In academic writing, it means avoiding plagiarism and copying.
- Citation: words or ideas taken from a written work and attributed to the original author. Citation may take the form of a direct quote, a paraphrase, or summary.
- Copyright: a form of intellectual property that gives the owner or creator the exclusive right to copy, reuse, and distribute their work. Copyright agreements forbid reproduction of copyrighted materials without the permission of the copyright owner. Under fair dealing, limited use of parts of copyrighted works for educational purposes is allowed in some cases.
- Creative Commons licenses: Creative Commons licenses give everyone from individual creators to large institutions a standardized way to grant the public permission to use their creative work under copyright law.
- Intellectual property: someone's idea, invention, creation, etc., that can be protected by law from being copied by someone else.
- Paraphrase: to repeat something written or spoken using different words, often [...] in a simpler and shorter form that makes the original meaning clearer.
- Plagiarism: The EUI Code of Ethics defines plagiarism as, "The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement."
- Quote: to repeat the words that someone else has said or written.
- Summarise: to express the most important facts or ideas from a work in a short and clear form.

ZOTERO WORKSHOPS

Your librarians are pleased to provide Zotero training in the form of workshops. Workshops are listed on the Library's Events page under Research Skills and may also be requested at any time by contacting your Liaison Librarian, Mary Greenshields.

NEXT STEPS
Research Data Management or Publishing Your Work

* Definitions adapted from: Cambridge University Press. (2022). Cambridge dictionary. https://dictionary.cambridge.org/
** This information adapted from: Online Writing Lab. (2022). APA formatting & style guide. Purdue.edu
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html