

## THE ROLE OF THE ACADEMIC LIBRARIES FOR RESEARCH

Part 2: Acknowledging your resources: Terminology; Plagiarism; Research and Reference Process; Citing & Referencing; RefWorks; ISI Journal Citation Report (JCR); Useful Links

UNEDRA Workshop  
"Writing for Research proposals and Publications", 26-31 March 2007

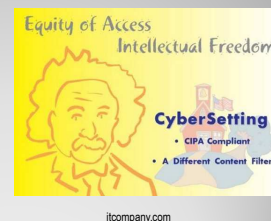


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## PRESENTATION OUTLINE

1. Background
2. Terminology
3. Research and Reference Process
4. Citing & Referencing sources
5. RefWorks
6. ISI Journal Citation Report (JCR)
7. Useful Links



## TERMINOLOGY

Referencing (also called citing or attributing)	Acknowledging someone else's ideas, words and/or work; includes both in-text and end-text referencing.
Reference (also called citation or attribution)	The details about the source of the ideas; words and/or work; includes both in-text and end-text referencing.
Referencing Styles & Methods	The format, style or way the reference details have to be recorded, in both in-text and end-text references.
Referencing Guides	Documents that outline, usually with examples, how to reference using a particular style, eg the Library's <a href="#">Referencing Guides</a> .
In-Text Referencing	Referencing detail that is included in the text of your document or work. Types of in-text references include direct quotes and indirect quotes.
Quote	Using someone else's words.
Direct quote	Using someone else's exact words.
Indirect quote	Paraphrasing or summarising someone else's words.
Paraphrasing	Adapting, converting and/or changing someone else's ideas, words or work into your words or work.
Summarising	Similar to paraphrasing, except a summary is a brief account of someone else's ideas or words; only the main points are covered with the details being left out.
Copy	Using someone else's table, diagram, figures, illustrations, flowcharts, structures etc.
End-Text Referencing	A reference list or bibliography.
Reference List	Placed at the end of your work, a complete list of all the resources you referred to or cited in your work.
Bibliography	Placed at the end of your work, a complete list of all the resources you referred to in your work, as well as other resources you may have used to prepare your work but did not cite in your work.
Plagiarism	The use of the published or unpublished work of another person without full and clear acknowledgement.

## PLAGIARISM

### What is plagiarism?

Plagiarism is the use of the words, thoughts, findings, ideas etc. of others without acknowledging them as such. Some instances of plagiarism are deliberate, for example, if work is copied in order to meet a deadline. In other cases it may be done in innocence or ignorance, when a student may be experiencing difficulty in approaching a task, or because they do not understand the importance of citing sources correctly. Either way, plagiarism is a form of cheating.

### What is collusion?

Collusion is another form of plagiarism. While collaboration and group work are often required to encourage researchers to exchange ideas and work as a team, this must not result in the submission of individual work that is essentially the same or very similar. In such cases, collaboration becomes collusion.

## HOW TO AVOID PLAGIARISM

By adopting good study techniques you can learn to avoid plagiarism:

- Use your own words when taking notes, picking out keywords rather than phrases, or using diagrams to illustrate relationships between key concepts.
- When making notes, always keep full details of your sources.
- Treat a web page like any published resource and make notes in your own words.
- Make sure it's absolutely clear which are your thoughts and which are those of someone else by using quotation marks and citations as appropriate - see unit on Citation and Referencing.
- Don't be tempted to use the same sentence structure and replace a few words with synonyms - this is still plagiarism.
- If you take an idea and summarise it in your own words and style, (paraphrasing), the idea is still not your own, so you must cite the source.
- Ensure that the original source can be easily located by citing it correctly.
- Try not to rely on one or two sources, utilize as wide a range of resources as appropriate
- If in doubt, cite it anyway.

## RESEARCH AND REFERENCE PROCESS

### Research and Reference Process

A typical research and reference process involves:

- Locating an information resource;
- Reading the information;
- Summarising and/or paraphrasing information or determining a direct quote;
- Recording details about the source, eg author, date, title, who published it and where it was published;
- Including the necessary referencing details when you refer to the information in your work using the appropriate style; and
- Recording the full details of the resource in your reference list using the appropriate style.

## RESERCH AND REFERENCE PROCESS

### Why is referencing important?

Referencing is an important part of your writing at the University. It is essential because referencing is the way you:

- Show respect for and acknowledge the work of others
- Give your work credibility and reliability
- Demonstrate to your lecturer that you have read and considered the relevant literature
- Allow your lecturer to validate and read further on a particular point that you have made
- Follow academic writing standards
- Avoid plagiarism

### When do you need to reference?

There are a number of resources you may use to construct your work including: books, journals and magazines; print and electronic information; newspapers; government publications; media such as videos, DVDs and sound recordings; websites; lectures; and personal communications such as e-mails. In your work whenever you use the ideas, words or the work of another person or organisation, then you need to provide a reference to the source. The easiest way to reference is to plan your research paper and to ensure that you record the details of the source as you read, take notes and write your drafts.

## RESERCH AND REFERENCE PROCESS

### Which referencing style to use

There are many different referencing styles and methods. Either your faculty or your supervisor will nominate the referencing style that you are required to use. If you are studying courses from different departments or faculties, then you may need to confirm which referencing style to use, as styles differ between faculties and courses. If you are in doubt which referencing style to use, then consult your lecturer.

Also consider the **leading journals referencing** in your area of research that have been followed. For example, the two methods preferred by the UJ Geography Department are: Adjusted Harvard method, as used by "**South African Geographical Journal**" particularly for human geography and for the quantitative earth sciences they use the referencing from American Geophysical Union, for example "**Journal of Geophysical Research**". Many general principals are common for both styles.

**See:** Annexure 1 & 2 attached for examples from these two Referencing methods

## RESERCH AND REFERENCE PROCESS

### Where to find the referencing guides

The Libraries provides Referencing Guides on the most commonly used referencing styles and methods. These guides present you with general information about applying the referencing style. Some details in these guides, eg punctuation, may differ from Faculty or Department guidelines. University of Johannesburg Library for example provides access to Harvard and APA reference techniques to researchers through the main library webpage. For advice relating to the specific requirements of referencing, always consult your supervisor.

### How to reference

When acknowledging the ideas, words or work of someone else you will need to record a reference in two places:

- Within your work, eg in the text of your paper
- In a reference list or bibliography at the end of your assignment.

The way you record the references will vary according to the referencing style you are required to use.

### Getting Help with Referencing

- The researchers can ask their Subject Librarian for assistance with the referencing.
- Ask your supervisor
- On the Internet you can find lots of examples of reference techniques made available from different Universities all over the world.

## In-text referencing examples: Harvard Method

Established facts quoted from another author's work- only the surname of the author and year of publication are cited in the text.

### Examples:

"...to promote deep learning of geographical skills and perspectives within area based or regional courses (Halseth and Fondahl, 1998; van Hoven and de Boer, 2001; Klein, 2003)."

"Although it has been widely played in Asia, Africa and the USA (Chapman, 2003) this game has received scant scholarly analysis, a rare exception being the paper produced by Park *et al.* (1995)."

"...about Africa through a reflection exercise held a short time after the game (Fox and Rowntree 2004)."

"...two positions and incorporates Biggs' (1987) and Ramsden's (1992) concepts of surface, deep and strategic learning styles. Ramsden's (1992) work distinguished..."

## In-text referencing examples American Geophysical Union (AGU)

"We use the technique of Ji *et al.* [2002] to invert for..."

"...we try models from regions to the north [Wollard, 1975; Hartzell and Langer, 1993] (henceforth called the Wollard model), and south [Husen *et al.*, 1999] (called the Husen model)."

"...distribution deviates from the average distribution [Michael and Jones, 1998; Helmstetter *et al.*, 2003; Helmstetter and Somette, 2003]."

"Ziv [2003] used numerical simulations..."

"According to Engebretson *et al.* [1985]..."

## REFERENCING A JOURNAL ARTICLE: Harvard Method "South African Geographical Journal"

- ☐ Author(s)
- ☐ Year
- ☐ Title of article
- ☐ Journal title (in Italics OR Underline)
- ☐ Volume number
- ☐ Pages

### Examples:

Bunksé, E.V., 1981: Humboldt and an aesthetic tradition in geography. *Geographical Review* 71, 127-146.

Halseth, G. and Fondahl, G., 1998: Re-situating regional geography in an undergraduate curriculum: an example from a new university. *Journal of Geography in Higher Education*, 22, 335-346.

## REFERENCING A JOURNAL ARTICLE:

### American Geophysical Union (AGU)

Article in Journal	Article in Journal with Digital Object Identifier (DOI)
<ul style="list-style-type: none"> <li>☐ Author(s)</li> <li>☐ Year (in parentheses)</li> <li>☐ Title of article</li> <li>☐ Journal title (in Italics)</li> <li>☐ Volume number (in Italics)</li> <li>☐ Issue number(in parentheses)</li> <li>☐ Page(s)</li> </ul>	<ul style="list-style-type: none"> <li>☐ Author(s)</li> <li>☐ Year (in parentheses)</li> <li>☐ Title of article</li> <li>☐ Journal title (in Italics)</li> <li>☐ Volume number (in Italics)</li> <li>☐ Issue number (in parentheses)</li> <li>☐ Page(s) (or Citation number)</li> <li>☐ DOI</li> </ul>

Farr, T. G., and M. Kobrick (2000), Shuttle Radar Topography Mission produces a wealth of data, *Eos Trans. AGU*, 81(48), 583.

Pritchard, M. E., and M. Simons (2004), An InSAR-based survey of volcanic deformation in the central Andes, *Geochem. Geophys. Geosys.*, 5, Q02002, doi:10.1029/2003GC000610.

## REFERENCING A BOOK

### Harvard Method

### American Geophysical Union (AGU) method

<ul style="list-style-type: none"> <li>☐ Author(s)</li> <li>☐ Year</li> <li>☐ Book title (In Italics or Underline)</li> <li>☐ Edition (if any)</li> <li>☐ Publisher</li> <li>☐ Location (city and state/country)</li> </ul>	<ul style="list-style-type: none"> <li>☐ Author(s)/Editor(s)</li> <li>☐ Year (in parentheses)</li> <li>☐ Book title (In Italics)</li> <li>☐ Series title and volume (if any)</li> <li>☐ Total page(s) (optional)</li> <li>☐ Publisher</li> <li>☐ Location (city and state/country)</li> </ul>
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#### Examples:

Erickson, B.H. and Nosanchuk, T.A., 1977: *Understanding Data*, McGraw-Hill, Toronto.

Grove, A.T., 1990: *The Changing Geography of Africa*, Oxford University Press, Oxford.

#### Example:

Pritchard, M. E. (2003), *Recent cristal deformation in west-central South America*, Ph.D. thesis, Calif. Inst. of Technol., Pasadena.

## REFERENCING ARTICLE IN A BOOK

### Harvard Method

### American Geophysical Union (AGU) method

<ul style="list-style-type: none"> <li>☐ Author(s) book article</li> <li>☐ Year</li> <li>☐ Title of article</li> <li>☐ Author(s)/Editor(s) book</li> <li>☐ Book title (In Italics)</li> <li>☐ Edition (if any)</li> <li>☐ Publisher</li> <li>☐ Location</li> <li>☐ Page(s) of article in book</li> </ul>	<ul style="list-style-type: none"> <li>☐ Author(s) book article</li> <li>☐ Year (in parentheses)</li> <li>☐ Title of article</li> <li>☐ Book title (In Italics)</li> <li>☐ Edition (if any)</li> <li>☐ Editor(s) (if any)</li> <li>☐ Publisher</li> <li>☐ Location</li> <li>☐ Page(s) of article in book</li> </ul>
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#### Example:

Massey, W.F., 1997: Life on the wired campus: how information technology will shape institutional futures. In: Oblinger D.G. and Gold S.G. (eds.) *The Learning Revolution: the Challenge of Information Technology in the Academy*, Anker Publishing, Bolton N.Y., 195-210.

#### Example:

Goldstein, P., D. Dodge, M. Firpo, and L. Mimmer (2003), SAC2000: Signal processing and analysis tools for seismologists and engineers, in The IASPEI International Handbook of Earthquake and Engineering Seismology, Part B, edited by W. H. K. Lee et al., chapter 85.5, Elsevier, New York.

## REFERENCING ONLINE SOURCES: Harvard Method

Central Intelligence Agency, 2003: *World Factbook 2002*, [On-line]

<http://www.odci.gov/cia/publications/factbook/index.html>

[Available: May 2003].

Pan, D., 2000: Paradigm Shift. [On-line] *Ideas on Teaching Issue No 12*, [Available, October 2002].

Svensson, L., 2003: Less is more in distance education. The contradictory relationship between rapid adoption and radical innovation. [On-line]: *Educational Technology & Society*. 6(1) [Available: November 27th, 2003].

WorldNet, 2004: Overview for 'Africa'. [On-line]

<http://www.cogsci.princeton.edu/cqibin/webwn2.0?stage=1&word=africa>

[Available: 14 December 2004]

## REFERENCE LIST GUIDELINES

- At the end of the research paper we need to place a list of all sources that have been consulted. This is known as "Reference list", "Source List" or "Consulted Literature".
- UJ Geography Department want to avoid the use of the term "Bibliography", because a bibliography very often refers to a list of all possible sources that deal with a particular subject.
- References must be always listed in Alphabetical order according to the surname of the Authors. The surname of the first author should be given as the first word of a reference item, followed by the author's initials.
- More than one paper from the same first author in the same year must be identified by the letters a, b, c, etc., placed after the year of publication.
- The information contained in a reference list should be sufficient for easy retrieval of the original source from various information resources (databases, catalogues, Internet, etc.)
- That is why certain layouts and abbreviations have been implemented to convey the essential information with the minimum space requirement and avoidance of redundancy.

UJ Geography requirements

## REFERENCE LIST GUIDELINES

### Harvard Method: Examples

#### REFERENCES

Bunksé, E.V., 1981: Humboldt and an aesthetic tradition in geography, *Geographical Review* 71, 127-146.

Erickson, B.H. and Nosanchuk, T.A., 1977: *Understanding Data*, McGraw-Hill, Toronto.

Grove, A.T., 1990: *The Changing Geography of Africa*, Oxford University Press, Oxford.

Halseth, G. and Fondahl, G., 1998: Re-situating regional geography in an undergraduate curriculum: an example from a new university, *Journal of Geography in Higher Education*, 22, 335-346.

Massey, W.F., 1997: Life on the wired campus: how information technology will shape institutional futures. In: Oblinger D.G. and Gold S.G. (eds.) *The Learning Revolution: the Challenge of Information Technology in the Academy*, Anker Publishing, Bolton N.Y., 195-210.

WorldNet, 2004: Overview for 'Africa'. [On-line] <http://www.cogsci.princeton.edu/cqibin/webwn2.0?stage=1&word=africa> [Available: 14 December 2004]

## REFERENCE LIST GUIDELINES

### American Geophysical Union (AGU): Examples

#### REFERENCES:

- Abercrombie, R. E., and J. Mori (1996). Occurrence patterns of foreshocks to large earthquakes in the western United States, *Nature*, 381, 303–307.
- Ake, J., K. Mahrer, D. O'Connell, and L. Block (2005). Deep-injection and closely monitored induced seismicity at Paradox Valley, Colorado, *Bull. Seismol. Soc. Am.*, 95, 604–633.
- Aki, K. (1969). Analysis of seismic coda of local earthquakes as scattered waves, *J. Geophys. Res.*, 74, 615–631.
- Benioff, H. (1951). Earthquakes and rock creep. part I: Creep characteristics of rocks and the origin of aftershocks, *Bull. Seismol. Soc. Am.*, 41, 31–62.
- Ben-Zion, Y., and Y. Lyakhovskiy (2006). Analysis of aftershocks in a lithospheric model with seismogenic zone governed by damage rheology, *Geophys. J. Int.*, 165, doi:10.1111/j.1365-246X.2006.02878.x.
- Brodsky, E. E., E. Roeloffs, D. Woodcock, I. Gall, and M. Manga (2003). A mechanism for sustained groundwater pressure changes induced by distant earthquakes, *J. Geophys. Res.*, 108(B8), 2390, doi:10.1029/2002JB002321.

## REFWORKS

### What is RefWorks?

An online research management, writing and collaboration tool to help researchers easily to gather, manage, store and share all types of information, as well as generate citations and bibliographies

RefWorks is web-based bibliographic software package that enables you to:

- ☐ **Organize** your research
- ☐ **Include citations** while you write your paper
- ☐ **Build a bibliography** in a variety of formats (e.g. Harvard, APA etc. RefWorks has an extensive format collection from different journals)
- ☐ **Import references** from many data sources (online databases, web pages, text files, other bibliographical managers, manually, RSS feeds)
- ☐ **Create bibliographies** in different document formats (Word, RTF, HTML, etc.)

## REFWORKS: Continues

RefWorks is an internet based software – this means you can access it either through the Library webpage or directly through the RefWorks database on <http://www.refworks.com>. Once you have an individual registration, RefWorks can be accessible anywhere, any time, regardless of your location.

PLEASE NOTE: The University you are registered must have a subscription to RefWorks for you to become a user. Currently University of Johannesburg Library subscribed to RefWorks and thus provide its researchers with an opportunity to better organise their research work.

## REFWORKS: Continues

### How can I import results of searches into RefWorks?

- ☐ After you perform a search in an online data source the results of your searches can be exported directly to RefWorks, so you don't have to download or e-mail them.
- ☐ When you are in any database, **select/mark** the articles you want to export to RefWorks. Click on marked **items/mark folder**. At the **Print/Save/Email/Export option**, click on **Export**. Choose **Export directly to RefWorks**. If you are not already in RefWorks, it will load automatically for you to log in.
- ☐ Your **articles** will be exported to the **Last Imported Folder**, from here you can move it to a folder of your choice.

### From which databases can I import references to RefWorks?

ACS Publications; *BioMed Central*; *BioOne*; *CABI databases*; *CSA databases*; *EbscoHost databases*; *Engineering Village 2*; *Scholar Google*; *HighWire*; *IEEE Xplore*; *ProQuest databases*; *ScienceDirect database*; *SilverPlatter Platform databases*; *Thomson Gale databases*; *WilsonWeb*, etc.

## RefWorks login center

Welcome to RefWorks  
Your Online Personal Database and Bibliography Creator

RefWorks User Login  
for  
University of Johannesburg

New to RefWorks?  
[Sign up for an Individual Account](#)

Log-in Name

Password

[Forgot your log-in?](#)

[Athens Users](#)

Not your Organization?  
[Login using your Group Code](#)

Login

## ISI Journal Citation Report (JCR)

JCR will help you with quantifiable statistical data that provides a systematic, objective way to evaluate the world's leading journals and their Impact and Influence in the global research community. The only/latest year available is 2005.

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## Useful Links

### Referencing websites:

- Reference terminology  
<http://www.usq.edu.au/plagiarism/infostud/avoidplag/referencing/referminol.htm>
- Leed University Library reference terms  
<http://www.leeds.ac.uk/library/training/referencing/definitions.htm>
- UJ Library Reference techniques  
[http://general.ui.ac.za/library/lidi/ujlic/Reference\\_Techniques.pdf](http://general.ui.ac.za/library/lidi/ujlic/Reference_Techniques.pdf)

### Journals abbreviations websites:

- <http://atlantis.ncmr.gr/abbreva.htm>
- <http://cweb2.loc.gov/hlas/rjaba-al.html>

## Useful Links

### Plagiarism links

- <http://www.indiana.edu/~wts/wts/plagiarism.html#terms>
- <http://www.liunet.edu/cwis/cwp/library/workbook/evaluate.htm#plagiarism>
- <http://www.georgetown.edu/honor/plagiarism.html>

## Thank you

Any Questions

