

Understanding bibliographies, references and citations

An extended essay must reflect intellectual honesty in research practices and provide the reader with the **exact** sources of quotations, ideas and points of view using a standard consistent means of referencing.

Understanding and using an acceptable method of documentation is a skill that students should seek to perfect. In academic writing, accurately documenting your research is vital; it allows readers to evaluate your evidence themselves, and it shows your understanding of the importance of the sources used.

Failure to comply with this requirement will be viewed as plagiarism and treated as a case of malpractice.

What is a bibliography?

A bibliography is an alphabetical list of every source used to research and write the essay. Depending on the documentation style you choose, the list of sources used may also be titled “works cited” or “references.” The bibliography should list only those sources cited in the essay. Sources that are not cited in the body of the essay, but were important in informing the approach taken, should be placed in an appendix on a page titled “works consulted.”

There are a number of different documentation styles that can be utilized when writing research papers; several are appropriate for use across academic disciplines, but others are not. Finding information about such systems is not difficult. Entering a string such as “academic referencing” into an Internet search engine will bring up lots of useful material. Reputable university sites often provide guidelines for choosing a documentation style (and do not usually disappear overnight). Two examples (accessed 2 July 2013) that can help you choose an appropriate documentation style for your essay are:

- Referen@ite – The University of Auckland’s online academic referencing resource (http://www.cite.auckland.ac.nz/index.php?p=faculty_styles).
- Owl – Purdue University’s online writing lab (<http://owl.english.purdue.edu/owl/resource/585/02/>)

The supervisor should also help you decide on the documentation style suited for the particular subject of your essay. It is important to remember that, whatever style is chosen, it must be applied consistently. The documentation style should be applied in both the final draft of the essay and in the initial research stages of taking notes. This is good practice not only for producing a high-quality final product but also for reducing the opportunities and temptation to plagiarize.

Major documentation styles

The following are examples of acceptable documentation styles.

- American Political Science Association (APSA)
- American Psychological Association (APA)
- Chicago/Turabian
- Council of Biology Editors (CBE)
- Harvard citation and referencing guide
- Modern Language Association (MLA)
- Numbered references

For further guidance on the use of these documentation styles, you should consider accessing any of the following websites:

- Referen©ite – Links to Documentation Styles
(http://www.cite.auckland.ac.nz/index.php?p=useful_links)
- Hacker and Fister – Research and Documentation Styles
(<http://bcs.bedfordstmartins.com/resdoc5e/list-of-style-manuals.htm>)
- Owl – Links to MLA, Chicago and APA Documentation Guidelines
(<http://owl.english.purdue.edu/owl/section/2/>)
- University of Central Florida – Documentation Styles by Discipline
(<http://uwc.ucf.edu/stylediscipline.php>)
- The University of Wisconsin – Documentation Styles by Discipline
(<http://writing.wisc.edu/Handbook/Documentation.html>)

There are numerous other online guides to creating bibliographies; as well, all documentation styles are available as printed writers' handbooks.

What is a reference?

A reference is a way of indicating to the reader, in an orderly form, where information has been obtained. A reference provides all the information needed to find the source material. References must be cited because they acknowledge the sources used, and enable the reader to consult the work and verify the data that has been presented. References must be given whenever someone else's work is quoted or summarized. References can come from many different sources, including books, magazines, journals, newspapers, e-mails, Internet sites, online databases, and interviews. It is important that you follow the referencing format of the documentation style chosen for your essay. While many styles follow a similar referencing format, there are differences among documentation styles that you must be aware of. For example:

- In APA style, a reference for a personal interview is only cited parenthetically in the text of the essay and is not included on the reference list because it is not recoverable data.
- In MLA style, a reference for a personal interview is noted both parenthetically in the essay and included on the works cited page.
- In Chicago style, references to personal communications such as e-mails, telephone calls, or unpublished interviews are usually cited in the text or a note but rarely are they included in the bibliography.

As the researcher and writer of the extended essay, it is your responsibility to thoroughly know and apply the guidelines of the documentation style that you have chosen.

What is a citation?

A citation is a shorthand method of making a reference in the body of an essay and in turn must establish a clear link to the full reference on the alphabetical list of sources at the end of the essay. Citations should be brief and accurate, giving only the information needed to identify the source. Typically, an author's name and page number are enough, but you must be familiar with and apply the citation rules for the documentation style chosen for your essay.

Basic MLA Citation Format

Margaret Atwood, whose works often address the theme of alienation and need for human community, is arguably “one of Canada’s preeminent writers” (Johnson 263).

One of the most important writers in Canadian literary history, Margaret Atwood’s fiction and poetry often address the theme of alienation and the need for human community (Johnson 263).

Johnson has described Margaret Atwood as “one of Canada’s preeminent writers” (263).

Basic APA Citation Format

For material that is **paraphrased** or when making reference to an entire work, an author’s name and year of publication should be used in the citation; page numbers are not necessary. For example:

- Eyewitness testimony, although proven to be unreliable, continues to be an admissible form of evidence in death penalty cases (Jones, 2008)
- Jones (2008) found that although eyewitness testimony has proven to be unreliable it is still used as an admissible form of evidence in death penalty cases.

For material that is directly quoted, APA style requires that the citation contains the author’s name, year of publication, and the page number for the reference.

- “Over the past 30 years, a significant body of scientific evidence has revealed a troubling lack of reliability in eyewitness testimony” (Rankin, 2011, p.12).
- In 2011, Rankin stated that “over the past 30 years, a significant body of scientific evidence has revealed a troubling lack of reliability in eyewitness testimony (p. 12).

Basic Chicago Citation Format

The Chicago Style Manual offers two forms of referencing: the author-date system that is similar in format to MLA and APA styles and shares characteristics of both, and the notes-bibliography system (NB) often used by writers in literature, history and the arts. In the NB system, a numbered note is included (endnote or footnote) each time you use a source. The information in

a note remains the same whether you directly quote, paraphrase or summarize information from a source. Footnotes are added at the end of the page on which the source is referenced; endnotes are listed by number on a separate page at the end of the essay. Footnotes or endnotes must be linked to the bibliography which is an alphabetical list of all sources referenced in the essay. For example:

- ² Scott Lash and John Urry, *Economies of Signs & Space* (London: SAGE Publications, 1994), 241-51. (footnote format)
- Lash, Scott, and John Urry. *Economies of Signs & Space*. London: SAGE Publications, 1994. (bibliographic format)

Once again, it is important to understand that there must be consistency of method when citing sources. There are a number of online resources that can help you understand the citation requirements and conventions employed by standard forms of documentation.

- Owl – Research and Citation Help (<http://owl.english.purdue.edu/owl/section/2/>)
- Quickcite – Guide to Referencing and Citations (<http://www.cite.auckland.ac.nz/index.php?p=quickeite>)
- The Writer’s Handbook – Citation Guide (<http://writing.wisc.edu/Handbook/Documentation.html>)

Appendices, footnotes and endnotes

Appendices, footnotes and endnotes are not an essential section of the extended essay and examiners are not required to read them, so care should be taken to include all information of direct relevance to the analysis and argument in the main body of the essay. An essay that attempts to evade the word limit by including important material in notes or appendices risks losing marks under several criteria. Unless considered essential, complete lists of raw data should not be included in the extended essay. Students should not constantly refer to material presented in an appendix as this may disrupt the continuity of the essay.