Referencing is a way of acknowledging the work of others you have used to create your own work.

Part of the research project course
BAU faculty of medicine
Moayyad N. Nassar, Pharm.D.
Moayyad.Nassar@bau.edu.jo
Glossary

Bibliography
List of all sources used in preparing your work, including those that inspired you but which you did not cite in your work. Sometimes this term is used interchangeably with the term “reference list”.

Citation (in-text)
The short, formal acknowledgement of a source within your work (how this is done exactly depends on the particular referencing style you are using) whenever you paraphrase, quote, make use of an idea expressed by somebody else or refer to a specific body of work. Also used to mean the reference.

Common Knowledge
Information that is widely accessible and well-known, i.e. that Al-Salt is in west-central Jordan. What constitutes common knowledge may vary across subject areas.

Plagiarism
In general this refers to the act of taking someone else’s words, ideas or writings as your own without acknowledgement. This includes taking another person’s work intentionally or unintentionally in order to gain an academic advantage. reproducing in any work submitted for assessment or review(for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source.

Paraphrase
Restate a text in your own words. This does not need to be placed in quotation marks but it must be fully referenced.

Quote
A quote is the word for word repetition of the original text. Quoted sources need to be either shown in quotation marks or indented depending on whether the quote is long or short. What is considered a long quote or a short quote and exactly how to present these depends on your particular referencing style.
Glossary

Reference list
List of only those sources cited in your work. Sometimes this term is used interchangeably with the term bibliography.

Referencing style
Standardised rules for presenting information about the sources used in a text. Typically, a style will describe how to organise information about author(s), publication year, title and page numbers.

“RESEARCH IS CREATING NEW KNOWLEDGE” — Neil Armstrong
REMEMBER!
You must acknowledge all your sources in-text citations and the Reference list/bibliography (at the end of your work)

WHY do I need to provide references in my own work?

- Demonstration you have read carefully.
- To enable the reader where you obtained each quote or idea
- To show anyone who reads your work that you understand the topic and demonstrate your own thoughts on this.
- By providing sources, you are acknowledging and recognizing other author(s) ideas.
WHEN to reference?

- Giving the reader the source of tables, statistics, diagrams, photographs, and other illustrations included in your assignment.
- Describing or discussing a theory, model, or practice associated with a particular writer.
- Giving weight or credibility to an argument supported by you in your own work.
- Quoting words directly from some one else’s work.
- Paraphrasing someone else’s texts.
- Summarizing someone else’s ideas

WHEN not to reference?

- Writing or presenting your own experience.
- Historical overviews.
- The information regarded as common knowledge.
- Information considered a widely accepted fact.
- In conclusions, when repeating ideas previously referenced.
In University-speak, we say **LACK OF ACADEMIC INTEGRITY** which means **Plagiarism**.

In the case of unauthorized use of information provided by others in completing academic activities without proper citation, which is considered **CHEATING AND DISHONESTY**.
How to avoid Plagiarism

understand the ideas correctly “Do not copy and paste” in order to paraphrase correctly

Quote whenever you take texts from another work, the text should be exactly as it appears in the original source.

Identify when and when not to cite.

use plagiarism checkers such as iThenticate to detect if your work is plagiarized

Useful links: Medicine-specific online Interactive course on how to avoid Plagiarism

“Don’t cheat yourself” University of Leicester
How to reference?

different referencing styles currently used in institutions

The author–date (Harvard) style
The British Standard Running-notes numerical style

The author-number (Vancouver) style
The American Psychological Association (APA) style
The Modern Languages Association (MLA) style.

Useful links Interactive tutorial on How to reference
The University of Northampton
CHOOSING A REFERENCING STYLE

Your target journal or the referencing style of the academic institution to which you are submitting your work will determine the referencing style to be used.

Electronic Reference software

*Endnote* ([https://www.endnote.com/](https://www.endnote.com/))
PROS AND CONS of Harvard and Vancouver referencing styles

Harvard (Author-date)
More used in social sciences – help the reader to memorize the writer.

Precious space from text is taken in this style, in particular, when writing two or more authors, or repeating references.

Vancouver (Author-number)
Main text read more easily.

Can employ a single number and allows multiple citations e.g. [1,2, ..]

References in the reference list or bibliography are directly related to numbers which saves reader time in searching alphabetically for the author of a reference.

Numbers are meaningless without the source in the reference list.

The complete number sequence needed to be rechecked and reordered when a reference is removed or even moved around
Mathematical model description

There is no information available in the literature about the growth kinetic of thermophilic B. sphaericus on starch as a sole carbon source. However, Singh et al. (2004) used the unstructured kinetic model proposed by Kono (1968) for protease production by mesophilic B. sphaericus using glucose as a sole carbon source. In addition, this model has successfully been used for kinetic analysis of a number of fermentation processes (Singh et al., 2004). This model assumes that cell growth passes through lag phase, transition phase, exponential phase, declining phase, stationary phases and death phase. On the other hand, enzyme production according to this model starts at the exponential phase and continued in an additional growth phase. For this reason, the kinetic parameters of the cellular growth of thermophilic B. sphaericus will be determined using this model and compared by those of Singh et al. (2004) for mesophilic B. sphaericus for the production of alkaline proteases.

The growth rate in the exponential growth phase can be expressed by the following first order equation:


Author-number reference list

References


WORKSHEET.

LINK TO PDF FILE

REFERENCING

Why, When, and How to Reference

References are an important part of acknowledging the work of others and showing the extent of your own work. They also help readers to locate the sources of your ideas or arguments. References can be used to support your work or to provide additional evidence of your argument.

When to Reference

When to use references is important. They should be included in the following circumstances:

1. When you quote a direct statement
2. When you paraphrase a sentence
3. When you summarize a paragraph
4. When you use an idea or concept from another source
5. When you use a table, graph, or other visual aid from another source

In-fact references

Reference the page of the article or book where the information was found. This is important to show the source of your ideas or arguments.

Reference List

Include a list of all the references you have cited in your work. This list should be organized alphabetically by author surname. Each entry should include the following information:

1. Author(s) last name(s)
2. Title of the work
3. Publication date
4. Name of the journal or book
5. Volume and page numbers

Sample Reference

## Components of the Reference – Edited Worksheet

### Reference List

<table>
<thead>
<tr>
<th>Author-date Style</th>
<th>Author-number Style</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Components of the Reference / BOOK</strong></td>
<td><strong>Components of the Reference in the Reference List / ARTICLE</strong></td>
</tr>
<tr>
<td>An <em>alphabetical</em> list of citations that have appeared in the body of your work</td>
<td>1. Author(s) name(s)*</td>
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<tr>
<td></td>
<td>2. Date of publication</td>
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<tr>
<td></td>
<td>3. Title of book</td>
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<td></td>
<td>6. Place of publication</td>
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<td></td>
<td>7. Publisher,</td>
</tr>
<tr>
<td></td>
<td>• Start your full reference with the last name of the author so it connects with</td>
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<td>• Followed by year of publication,</td>
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<td></td>
<td>• Followed by title of book: in italics or underlined,</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Author(s) or editor(s) name(s)*</td>
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<tr>
<td></td>
<td>2. Title of book</td>
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<td></td>
<td>3. Edition number (if other than first edition)</td>
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<td></td>
<td>4. Place (city) of publication</td>
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<tr>
<td></td>
<td>5. Publisher’s name</td>
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<tr>
<td></td>
<td>6. Year of publication</td>
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<tr>
<td></td>
<td>7. If the reference is to a specific part of a book (e.g., a single chapter, or</td>
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<tr>
<td></td>
<td>• Start with the last name of the author of the article and initials of author</td>
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<td></td>
<td>• Year of publication</td>
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<td>• Title of article (this can go in inverted commas, if wished)</td>
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<td></td>
<td>• Name of the journal or magazine (in italics or underlined)</td>
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<td></td>
<td>• Volume number and issue number (if applicable) and page number</td>
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<td>1. Author(s) name(s)*</td>
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<td>4. Year of publication</td>
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<td></td>
<td>5. Volume number (if the journal has volume numbers)</td>
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<tr>
<td></td>
<td>6. Issue number</td>
</tr>
<tr>
<td></td>
<td>7. Page numbers (first and last)</td>
</tr>
</tbody>
</table>

**Note:** All author(s) names is written as family name and the initial letter(s) of the first name(s)
<table>
<thead>
<tr>
<th>Material Type</th>
<th>In-Text Example</th>
<th>Reference List Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Article</td>
<td>Gray (2018) suggests that young people’s perception of Social Networking is related to their association with their offline lives.</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<td>Print or Online</td>
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<tr>
<td>Online</td>
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<tr>
<td>with two authors</td>
<td>Blocker and Wahl-Alexander (2018) have found...</td>
<td></td>
</tr>
<tr>
<td>with three authors</td>
<td>Wilmott, Fraser and Lammes (2018) noted that...</td>
<td></td>
</tr>
<tr>
<td>with more than three authors</td>
<td>Battisti et al. (2018) compared the...</td>
<td></td>
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<tr>
<td></td>
<td>Show only the name of the first author or body, followed by et al.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide the names of all authors in the reference list.</td>
<td></td>
</tr>
</tbody>
</table>
Harvard Referencing: Journal articles

Harvard Referencing: Books


Vancouver Referencing: Journal articles


Publication Year (cited date)
Volume (Issue)  Page Number
Available from: URL or Digital Object Identifier (DOI)

More than six authors, use et al.
Article Title

Capitalize initial letters of Journal Title:

Chemical biology & drug design
Vancouver reference list – book


WHAT’S NEXT?
Start improving your writing skills right now!
Eight-week online course “Writing in the Sciences” by Stanford School of Medicine
https://www.coursera.org/learn/sciwrite
Thank you and Good luck!