MK31-33 ‘Writeshop’
Bangkok, 1-3 April

How to manage in-text citations (ITCs) and reference list items (RLIs)

(a session led by Michael Medley)
What’s at stake?

Good referencing is not easy, but it is worth the trouble because it makes a big difference to:

- the way your work is perceived (reliable/unreliable)
- how helpful and impactful your work is
- the credit and respect that you receive personally
Since the 1990s China has developed extensive hydropower infrastructure along the Upper Mekong River, with 17–19 projects in operation, under construction, or under consideration (Magee 2012).

References
Since the 1990s China has developed extensive hydropower infrastructure along the Upper Mekong River, with 17–19 projects in operation, under construction, or under consideration.¹

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Climate change will exacerbate already severe pressure on freshwater resources from agriculture, industry, and growing urban populations.
Is something missing?

Climate change will exacerbate already severe pressure on freshwater resources from agriculture, industry, and growing urban populations (Vörösmarty et al. 2000).

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References

Key points for doing the reference list

1. Provide information which will enable any reader to find the exact texts you are referring to, as conveniently as possible.

2. Pick a referencing style, and follow its main rules. (You may have to adapt/improvise. In that case be consistent.)

3. Use a computer app (e.g., Endnote or Zotero) unless you don’t intend to do research work ever again.
Some referencing styles

- AAA (American Anthropological Association)
- APA (American Psychological Association)
- Chicago Manual of Style (author-date)
- Chicago Manual of Style (note)

If uncertain about which to choose, we advise APA.
Some referencing apps

- **Endnote** (costs $250 unless you can get it through an institution or student price reduction)
- **Mendeley** (apparently free, but now owned by Elsevier, so beware)
- **Zotero** (free, open source, funded by philanthropic foundations)
Referencing app integrates with wordprocessing app.
Advantages of referencing apps

- Take care of the punctuation and other details of presentation
- Can help you to file your notes together and search quickly for the reference(s) you need
- Can help you automatically grab bibliographic details from the web
Disadvantage of reference apps

Computer software is almost always a headache to learn and manage properly

- May be easy to learn the basics, but then you need it to do something slightly unusual, and take hours working out how to solve that problem
- Can stop working when you upgrade any of the software with which it is integrated
- Risk of losing or spoiling your entire reference library when you get a new computer
If you don’t use a referencing app

- Whenever you read anything, make sure to make a note of the full bibliographic details (along with your other notes on the text)
- File your notes systematically
- Follow referencing style guidelines VERY CAREFULLY
Common faults  
(especially without reference app)

Failure to ensure:
- correct/consistent punctuation
- every ITC has a RLI (and vice versa) and corresponds with it clearly
- reference list is in alphabetical order
- a reference which reports another source is not treated as the original source
- adequate details for “grey” literature
- correct handling of difficult cases
Difficult cases

- The document you want to reference does not have a clear author
- The document you want to reference does not have a clear date
- Citing web pages
- Citing “grey” literature
- Citing your individual interviews
Further Resources

- APA style: Helpful guide from Penn State Uni: https://www.libraries.psu.edu/psul/berks/about/apastyle.html
- General guide from Williams College to citing including variations between different styles: http://library.williams.edu/citing/
The most important message

If you are not already using a system for managing your reading and references

START NOW!

Thank you