

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

# Harvard System: ITC and RLI

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).

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## References

Magee D. 2012. The dragon upstream: China's role in Lancang–Mekong development. In: Ojendal J, Hansson S, and Hellberg S (Eds). Politics and development in a transboundary watershed: the case of the Lower Mekong Basin. New York, NY: Springer-Verlag.

# Footnote or endnote system

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.<sup>1</sup>

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1. Magee D. 2012. The dragon upstream: China's role in Lancang–Mekong development. In: Ojendal J, Hansson S, and Hellberg S (Eds). Politics and development in a transboundary watershed: the case of the Lower Mekong Basin. New York, NY: Springer-Verlag.

# Is something missing?

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

Vörösmarty, C., P. Green, J. Salisbury, and R.B. Lammers. 2000. Global water resources: Vulnerability from climate change and population growth. *Science* 289: 284–288.

# 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

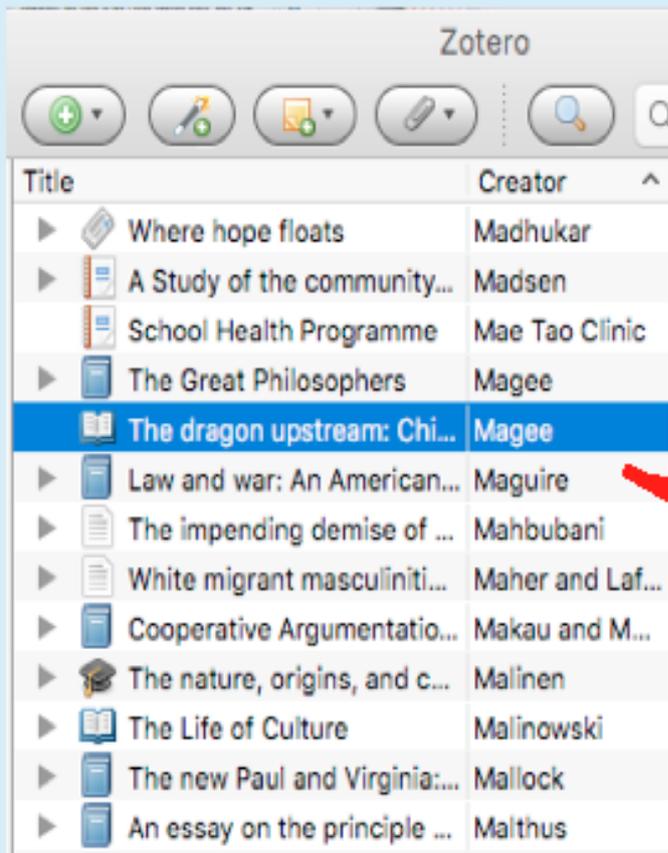
- **Endnote** (costs \$250 unless you can get it through an institution or student price reduction)
- **Mendeley** (apparently free, but now owned by Elsevier, so beware)
- **Zotero** (free, open source, funded by philanthropic foundations)

# referencing app

integrates with

# wordprocessing app

Biblio database



Zotero

Title	Creator
▶ Where hope floats	Madhukar
▶ A Study of the community...	Madsen
▶ School Health Programme	Mae Tao Clinic
▶ The Great Philosophers	Magee
▶ <b>The dragon upstream: Chi...</b>	<b>Magee</b>
▶ Law and war: An American...	Maguire
▶ The impending demise of ...	Mahbubani
▶ White migrant masculiniti...	Maher and Laf...
▶ Cooperative Argumentatio...	Makau and M...
▶ The nature, origins, and c...	Malinen
▶ The Life of Culture	Malinowski
▶ The new Paul and Virginia:...	Mallock
▶ An essay on the principle ...	Malthus



## My Paper

Since the 1990s China has initiated 17-19 dam projects along the Upper Mekong [(Magee 2012).

## References

Magee D. 2012. The dragon upstream: ...

# 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

- Chicago style: official basics:  
[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)
- 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