

References and Quotations Tip Sheet

"A reference is an acknowledgement that you are making use of another writer's ideas or data in your writing"(Bailey, 2004).

Where can we find sources?

Sources are divided into two categories. There is a Primary source which has " information that is shown for the first time or original materials on which other research is based" (University of Minnesota Crookston, n.d.) such as a thesis, a scholar journal article, a poem, an interview ... etc.

There are also secondary sources. These are " Sources that offer an analysis or restatement of primary sources"(University of Minnesota Crookston, n.d.) such as, textbooks, articles and books that review research work, biographies... etc.

Three Reasons for Including References

- 1- To avoid plagiarism.
- 2- To give your work more authority.
- 3- The researcher will find the original source in the references list.

For accurate references, follow the procedures below.

- 1- Keep track of your sources. A card index will be useful.
- 2- Find out which style of referencing system you need to follow in your subject field such as MLA, APA, Harvard ...etc.
- 3- Follow one of these methods.
 - 1- Summarize the author's concept.
 - 2- Use direct quotations.
 - 3- Mix between quotations and summary.

To include a reference, you need to read an extract of the source.

- 1- Write a summary of the author's ideas.
- 2- Quote essential information from the extract.
- 3- Combine part "1" and "2" and cite the original source.

Referring Verbs

To refer to the source, use present and past tense verbs.

- 1- For new sources, you best use present tense when you recognize that the information is still valid.

Example Sentence: " Rathbone (1997) demonstrates the limitations of video-conferencing. "

- 2- In case of old references or when the source is out of order, you better use past tense.

Example Sentence: "Steinbeck (1965) explored a link between cancer and diet."

References

Bailey, S. (2006). *Academic Writing. A Handbook for International Students* (2nd ed., pp.99-102). Routledge
Primary, Secondary, and Tertiary Sources. (n.d.). University of Minnesota Crookston. Retrieved October 3, 2020, from <https://www.crk.umn.edu/library/primary-secondary-and-tertiary-source>