Mesures physiques / iut de BORDEAUX

How to deal with references in a report

Outline

How to deal with references in a report: introduction

Before reading this document, make sure you studied the course material given in French classes (Plouchard, 2020). It is a complementary tool to help you understand the techniques of references in general.

This document is then a quick overview of styles and requirements to deal with references in a text in English (quotes, figures and tables in a report) and to recap these main sources of information into a reference list or a bibliography. You will then learn how to use references in an appropriate and consistent way.

APA style will be used with minor changes for purposes of readability (particularly referring to figures and tables).

1. Quoting, Paraphrasing, and Summarizing

Quotations, paraphrases, and summaries correspond to three different uses you should know about. Purdue University Online Writing Lab provides a clear distinction "*according to the closeness of your writing to the source writing*" (Purdue OWL, Research and citation).

- **Quotations**: they are identical to the original, using a narrow segment of the source, matching the source document word for word. The source is then attributed to the original author.
- **Paraphrasing**: you put a passage from source material into your own words. But you still need to attribute it to the original source. Paraphrased material is usually shorter than the original passage, condensing it *slightly*.
- **Summarizing** consists in highlighting and rephrasing the main idea(s) into your own words. It gives a broader and shorter overview of the source material. Again, it is necessary to attribute summarized ideas to the original source.[1]

2. APA vs MLA Styles: Signal and Lead-in Phrases

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences whereas **MLA** (Modern Language Association) style is most commonly used to cite sources within the language arts, cultural studies, and other humanities disciplines.

In most citation styles, including APA and MLA, you can vary your writing by using different sentence structure to introduce quotations, paraphrases, or pieces of information borrowed from different sources. There is a wide variety of different expressions to introduce both direct and indirect citations in a very simple way. These expressions, usually occurring right before quotes and paraphrases, are called **signal phrases** (or **lead-in** phrases).

Often, signal phrases can be distinguished by the presence of a verb like "indicate" or "argue" that references what the author is doing in the original source. However, a few select signal phrases contain no verbs (e.g., "According to [author],").

Figure 1 compares APA style, which recommends past-tense verbs in signal phrases, with MLA style, where the same verbs can also be used in the present tense[2].

APA

According to Doe . . .
The work of Doe **indicated** that . . .
Doe **asserted** that . . .
Doe **acknowledged** that . . .
Doe **has drawn attention** to the fact that . . .
Doe **claimed** that . . .
As Doe **pointed out** . . .
As Doe **stated** . . .

MLA

Doe **declares** . . .
Doe **argues** that . . .
Doe **believes** that . . .
The work of Doe **shows** that . . .
As Doe **indicates** . . .
As Doe **implies** . . .
As Doe **suggests** . . .
Doe **thinks** that . . .
Doe **addresses** . . .

Figure 1. APA vs MLA Style: Signal phrases, from Purdue OWL website

---

[1] For further practice, please go to "Example Summary, Paraphrase, and Quotation" from a chosen essay: https://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/paraphrasing_sample_essay.html.

[2] For more information on styles, please check the pages about research and citation on Purdue Owl webpage https://owl.purdue.edu/owl/research_and_citation.html.

3. How to quote and how to quote a quote

3.1. Quoting a source

"Verbatim" means to reproduce words in a direct quotation from another work or from your own previously published work. However APA style website recommends to paraphrase sources rather than directly quoting them. Paraphrasing actually allows you to adapt the material needed into the context of your paper and within your writing style (See Part 3.2).

There are different ways to quote directly, depending on the number of words you need to highlight: short quotations (fewer than 40 words), block quotations (40 words or more).

- **Short quotations:** add quotation marks around the words and incorporate the quote into your own text—there is no additional formatting needed[3].
- **Block quotations:** you don't need to use quotation marks to enclose a block quotation. You should start on a new line, indent and double-space the whole block. Figure 2 illustrates the need to choose between a parenthetical and a narrative citation within a block quotation.

Block quotation with parenthetical citation:

> Researchers have studied how people talk to themselves:
> Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

Block quotation with narrative citation:

> Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:
> Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (p. 311)

Figure 2. Formats of Parenthetical or Narrative Citation (APA)

3.2. Paraphrasing a source

As introduced previously, the passage from the source material is put into your own words. Paraphrasing adds more value to the quote because you can summarize and synthesize information from one or more sources, focus on significant information, and compare and contrast relevant details. It is actually a demanding exercise.

---

[3] All scenarios are described on APA Style website : https://apastyle.apa.org/style-grammar-guidelines/citations/quotations

It is also possible to continue a paraphrase for several sentences. But you need to pay careful attention to when citing and reintroducing the citation.[4]

3.3. Quoting a secondary source & indirect quote

You could also have to quote a secondary source and deal with this indirect quote in your own text. What do you need to do then?[5]

First, choose the most important passage of the secondary source's writing that makes a dynamic comment about the indirect quote.

Second, introduce the author with typical terms such as *'according to'* to insert the secondary source quote in your writing. Before quoting the secondary source's passage

     For example, write: According to Doe…

Third, use double quotation marks around the secondary source's passage. Indicate the secondary source using double quotation marks. Within in the secondary source's passage, there will be quotation marks that indicate the quoted portion: use single quotation marks to identify this portion.

     For example, write: According to Doe (2017), **"**Hoffman indicates that **'**new research confirms past theories,**'** but he fails to point out that new research does not measure the same indicators**"** (p. 98).

When using the APA citation style, include the source publication year after the author's name. Add the page number at the end of the quote. This is also called a parenthetical citation.

You will then make sure this source is included your reference list at the end of your report, as follows[6]:

     Doe, S. (2017). Book title. City of publication: Publisher.

3.4. Quoting the indirect quote only

First, select the interesting part of the original quote. Choose part or all of the original quote that is used in a secondary source. This is called the indirect quote.

Second, introduce the quote with a simple verb and put double quotation marks around the indirect quote in order to set it apart.

     Hoffman notes, **"**New research confirms past theories**"**

Third, add a parenthetical citation at the end of the sentence by using "as quoted in," since you are using the actual quotation from the secondary source.

     Hoffman notes, "New research confirms past theories" (as quoted in Doe, 2017, p. 98).

You can find below a paraphrased version of this quote, by restating the indirect quote in your own words:

     Hoffman claims that new studies have been able to substantiate previous research (as cited in Doe, 2017, p. 98).

---

[4] More information on long paraphrases on APA Style website: https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing.

[5] Extracts from Purdue OWL and WikiHow https://www.wikihow.com/Quote-a-Quote.

[6] See Parts 5 & 6 of this document.

4. How to Refer to Figures and Tables in a Text

Integrating references to figures and tables within your text implies following simple rules, clearly stated by the e-Education Institute[7].

4.1. Textual references to figures and tables

- **Number** your references and **letter case**

Figures and tables should be numbered consecutively in the text, beginning with the number 1. Be sure to number figures and tables separately from each other.

Capitalize the "t" in "table" and the "f" in "figure" when you refer to a specific table or figure created in your text.

- **Consider them as separate entities**

If you refer to more than one table or figure at a time, pluralize the reference. "Tables 3 and 4" is correct. ("Table 3 and 4" is incorrect because each table is a separate entity).

- **Introduce figures and tables in your text in the right place**

In some cases, it may be relevant to write "(see Figure 7)" in parentheses at the end of a paragraph, thus preparing the reader to view the figure; in other cases, it is more appropriate to introduce a figure or table at the beginning of the paragraph and build the entire paragraph around it.

In your body text, always spell out the point that you want your reader to get from your figure or table.

> **As Figure 8 indicates**, the modulus of the transverse direction was always equal to or greater than the modulus of the machine direction.

- **Use action verbs**

When a reference to a table or a figure is a sentence subject, you can use an action verb to describe the work that the table or figure performs.

> **Figure 2 illustrates** the predominant orientation of acicular particles in magnetic storage material.
> **Figure 5 compares** two magnetization curves for hard and soft magnetic materials.

Avoid overusing the safe verb 'Show" to describe a table or figure. There are many alternatives to "show" such as "display," "demonstrate," "illustrate," "depict" (for figures), and "list" (for tables). Once again, make sure you choose the *best* verb to describe your reference material[8].

4.2. Captions for Figures and Tables

Every table and figure should include a caption, with the following usual practices:

- **Place the caption** for a figure below the graphic; for a table, above.

- **Give a complete and concrete caption** to your **own** figures and tables[9]. "**Figure 3**: Air flow" is far less illuminating and accurate than the following:

> **Figure 3.** The motion of a parcel of air as it flows across a mountain.

It is better to use a lengthy figure and table caption rather than a confusing or incomplete one.

- **Include the words "Adapted from"** or "**After**" followed by the author's name and a citation at the end of the caption, if you recreated or adapted the figure or table from another author.
- **Cite the figure or table** if it came from a source, using the same citation style that you have used throughout the paper (logically at the end of the caption).

---

[7] See Chapter 4. Equations, Figures, and Tables from Penn State College of Earth and Mineral Sciences, e-Education Institute, https://www.e-education.psu.edu/styleforstudents/node/1794.

[8] See Course material in English S4 2020 and the handy table on the "Using Active Verbs" page in chapter 1 of source above.

[9] For basics of figure setup, including figure components, principles of figure construction, and placement of figures in a paper, go to https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures.

5. How to build a bibliography: codes according to sources

The list of references should be placed at the end of your report in double spacing and alphabetical order. All the references to the publications cited in the work are shown and vice versa; in other words "all the references given in the list must be cited in the text. It is important to cross-check the details for any omissions or redundancies."

5.1. Reference List, Bibliography, Annotated Bibliography

These are different types of lists! Let's know more about these simple differences.

- **Reference List**

A reference list contains only the details of the sources you have cited in the body of your text.

- **Bibliography**

A bibliography list should also include other sources you used to carry out your research, even though they are cited in the body of your text.

- **Annotated Bibliography**

For each entry in the bibliography you should write a brief description of the content of the source. You should be dealing with its relevance to your own work, with its possible value for a reader, or any other information you may consider useful.

5.2. Articles

Articles which can be found in Periodicals are considered as "Textual Work". Periodicals include different types of articles, such Journal articles, Magazine articles or Newspaper articles. As a start, here is the reference format you should follow to build a reference list or a bibliography with journal articles.

- **Journal article**

If a journal article has a DOI[10], include the DOI in the reference as shown in Figure 3.

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. https://doi.org/10.1037/ppm0000185

Figure 3. Format used for Journal articles, from APA style website (https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references)

Always include the issue number for a journal article. If the journal article does not have a DOI and is from an academic research database, end the reference after the page range (for an explanation of why, see the database information page). The reference in this case is the same as for a print journal article[11].

---

[10] See focus on DOI and URL in Part 5.5.

[11] Find out more about textual works, audio-visual Media and online media on https://apastyle.apa.org/style-grammar-guidelines/references/examples/#textual-works and RMIT University. Referencing for Visual Material, https://rmit.libguides.com/harvardvisual/example-reference-list/bibliography.

5.3. Books

Here is the basic format for books. Make sure you see the difference between whole authored books (see Figure 4) and whole edited books (see Figure 5).

- **Whole authored books**

  Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name.

Here, provide the author, year of publication, title, and publisher of the book. Include any edition information in parentheses after the title, without italics.

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Figure 4. Format used for authored book references, from APA style website https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references

- **Whole edited books**

As for whole edited books, please use the abbreviation "(Ed.)" for one editor and the abbreviation "(Eds.)" for multiple editors after the editor names, followed by a period. In the case of multiple editors, include the role once, after all the names.

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. https://doi.org/10.1002/9781119466642

Figure 5. Format used for edited book references, from APA style website https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references

5.4. Webpages or Piece of Online Content

- **Individual author**

If the page names an individual author, cite their name first. Look at the format and the following example:

  Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

  Price, D. (2018, March 23). Laziness does not exist. Medium. https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01

- **Group or organization as author**

If the resource was written by a group or organization, use the name of the group/organization as the author. Additionally, if the author and site name are the same, omit the site name from the citation.

  Group name. (Year, Month Date). Title of page. Site name. URL

> American Society for the Prevention of Cruelty to Animals. (2019, November 21). Justice served: Case closed for over 40 dogfighting victims. https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims

- **A webpage from a news website**

Figure 6 provides a last example of webpages take from a news website, highlighted by APA style website:

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies.* HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_l_5d277587e4b02a5a5d57b59e

Woodyatt, A. (2019, September 10). *Daytime naps once or twice a week may be linked to a healthy heart, researchers say.* CNN. https://www.cnn.com/2019/09/10/health/nap-heart-health-wellness-intl-scli/index.html

Figure 6. Format used for all articles from news websites, from APA Style website https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references

Common examples are BBC News, Bloomberg, CNN, HuffPost, MSNBC, Reuters, Salon, and Vox. These sites do not have associated daily or weekly newspapers.[12]

5.5. DOI & URL

- **What is a DOI?**

DOI stands for Digital Object Identifier. It usually identifies a journal article but it can also be found on other publication types including books. All DOIs start with "10." and includes numbers and letters.

> doi:10.1016/j.addbeh.2009.08.001

To quote the DOI is important for it provides a permanent internet address of the item and it makes it easy to locate. You may search by DOI numbers in Library Search to locate articles.

In your reference list entry, always use the DOI if available (for print or online articles and books), as shown in Figure 7. No full stop at the end of a DOI.

Oppenheimer, D., Zaromb, F., Pomerantz, J. R., Williams, J. C., & Park, Y. S. (2017). Improvement of writing skills during college: A multi-year cross-sectional and longitudinal study of undergraduate writing performance. *Assessing Writing, 32,* 12–27. https://doi.org/10.1016/j.asw.2016.11.001

Figure 7. DOI in reference list, from AUT Library Guides in APA 6th Referencing Style Guide, http://aut.ac.nz.libguides.com/APA6th/articles#s-lg-box-13427408

- **if no DOI, use an URL**

Please, use the URL of a journal home page for any journal articles without DOI, but use the URL of the journal homepage, NOT the full URL of the article, in your reference!

Conclusion

This document is only an overview of how references should be dealt with in an assignment; you must check the sources provided here to look for specific cases. Good work, all!

---

[12] Find out more about references from Webpages on a Website on https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references.

Bibliography (in English)

AUT Library Guides in APA 6th Referencing Style Guide, Referencing and APA style, Last Updated: Feb 24, 2020 1:47 PM, URL: https://aut.ac.nz.libguides.com/APA6th (last visited June 3 2020)

Bentley, M., Peerenboom, C. A., Hodge, F. W., Passano, E. B., Warren, H. C., & Washburn, M. F. (1929). Instructions in regard to preparation of manuscript. Psychological Bulletin, 26(2), 57–63. https://doi.org/10.1037/h0071487 (from https://apastyle.apa.org/about-apa-style, last visited May 29 2020)

PennState College of Earth and Mineral Sciences, e-Education Institute, Chapter 4. Equations, Figures, and Tables https://www.e-education.psu.edu/styleforstudents/node/1794 (last visited May 29 2020)

Purdue University Online Writing Lab, Using Research https://owl.purdue.edu/owl/research_and_citation/using_research/ (last visited May 29 2020)

RMIT University. *Referencing for Visual Material,* https://rmit.libguides.com/harvardvisual/example-reference-list/bibliography Last Updated: Apr 7, 2020 1:24 PM Last visited in May 2020.

Website of the American Psychological Association: APA Style https://apastyle.apa.org/about-apa-style (last visited May 29 2020)

WikiHow https://www.wikihow.com/Quote-a-Quote (last visited May 29 2020)

Références bibliographiques (en français)

D. Boudia, F. Nadji. Plagiat, citation et références bibliographiques [en ligne]. Villeurbanne : INSA Lyon, 2018. Disponible sur : http://referencesbibliographiques.insa-lyon.fr/ (Consulté le 29/05/2020)

Haute école de travail social Genève (2017). *Citations et références bibliographiques. Guide pour l'application des Règles APA*. [Ressource électronique]. URL : https://www.hesge.ch/hets/sites/default/files/contribution/references_bibliographiques_novembre_2017.pdf. (Consulté le 18 mai 2020)

P. Plouchard, Cours d'expression-communication, *Rédiger sa bibliographie*, 2020.

Table of figures