
Advanced Certificate in Literature Review for PhD Research

Citation and Referencing

Citation and Referencing Key Terms and Vocabulary:

Citation:

A citation is a reference to a published or unpublished source within a written work, such as a research paper, article, or book. It typically includes the author's name, title of the work, publication date, and other identifying information. Citations are crucial in academic writing as they acknowledge the sources of information used and allow readers to locate and verify the original material.

Referencing:

Referencing is the process of providing detailed information about the sources cited in a written work. It enables readers to locate the original sources and helps establish the credibility of the information presented. Proper referencing is essential in academic writing to avoid plagiarism and give credit to the authors whose work has been used.

Bibliography:

A bibliography is a list of sources cited in a written work, usually placed at the end of the document. It includes all the works consulted during the research process, regardless of whether they were cited in the text. A bibliography provides additional resources for readers interested in further exploration of the topic.

Works Cited:

Works Cited is a term commonly used in the context of MLA (Modern Language Association) style referencing. It refers to the list of sources cited in a research paper or other written work. The Works Cited page is typically placed at the end of the document and includes detailed information about each source cited.

Reference List:

A reference list is a list of sources cited in a written work, usually placed at the end of the document. It provides detailed information about each source, including the author's name, title of the work, publication date, and other relevant details. A reference list is commonly used in APA (American Psychological Association) style referencing.

In-text Citation:

An in-text citation is a brief reference to a source cited within the text of a written work. It typically includes the author's name and publication year, and may also include page numbers for direct quotations. In-text citations help readers identify the sources of information and locate them in the reference list or bibliography.

Footnote:

A footnote is a note placed at the bottom of a page in a written work, providing additional information or comments on a particular point. Footnotes are often used in academic writing to cite sources, define terms, or offer explanatory notes. They can be used instead of or in addition to in-text citations.

Endnote:

An endnote is a note placed at the end of a chapter or document, rather than at the bottom of a page like a footnote. Endnotes are used to provide additional information, citations, or commentary on the text. They are often used in academic writing to avoid cluttering the main text with detailed notes.

Plagiarism:

Plagiarism is the act of using someone else's work or ideas without proper acknowledgment or citation. It is a serious ethical violation in academic writing and research, as it undermines the originality of the author's work and misleads readers about the sources of information. Proper referencing is essential to avoid plagiarism.

Quotation:

A quotation is the exact reproduction of someone else's words within a written work, enclosed in quotation marks. Quotations are used to support arguments, provide evidence, or add credibility to the author's claims. When using a direct quotation, it is important to cite the original source to give credit to the author.

Paraphrasing:

Paraphrasing is the restatement of someone else's ideas or information in your own words. It involves conveying the same meaning as the original text without using the exact words. Paraphrasing is a common technique in academic writing to incorporate sources into your work while avoiding plagiarism. It is important to cite the original source when paraphrasing.

Secondary Source:

A secondary source is a source that discusses, analyzes, or interprets primary sources. It is one step removed from the original source and provides commentary or additional information about the primary material. When citing a secondary source, it is important to acknowledge both the original author and the secondary author.

DOI (Digital Object Identifier):

A DOI is a unique alphanumeric string assigned to a digital object, such as a journal article or book chapter. It provides a persistent link to the online source and ensures that the content can be easily located and accessed. DOIs are commonly used in academic referencing to provide accurate and reliable links to sources.

APA Style:

APA (American Psychological Association) style is a widely used citation style in the social sciences, education, and other fields. It provides guidelines for formatting papers, citing sources, and creating

reference lists. APA style emphasizes clarity, consistency, and credibility in academic writing.

MLA Style:

MLA (Modern Language Association) style is a citation style commonly used in the humanities, literature, and language studies. It provides guidelines for formatting papers, citing sources, and creating Works Cited pages. MLA style focuses on simplicity, accessibility, and the proper acknowledgment of sources.

Chicago Style:

Chicago style is a citation style developed by the University of Chicago Press and commonly used in history, art history, and other disciplines. It offers two documentation systems: the Notes and Bibliography system, which uses footnotes or endnotes, and the Author-Date system, which uses in-text citations. Chicago style allows for flexibility and precision in citing sources.

Harvard Style:

Harvard style is a citation style commonly used in the UK and Australia, particularly in the sciences and social sciences. It emphasizes in-text citations with the author's name and publication year, followed by a detailed reference list at the end of the document. Harvard style is known for its simplicity and clarity in citing sources.

Chicago Footnote Citation:

Chicago footnote citation is a method of citing sources in academic writing using footnotes or endnotes. It involves placing a superscript number at the end of a sentence or clause, which corresponds to a footnote at the bottom of the page or end of the document. Chicago footnote citation provides detailed information about the sources cited.

APA In-text Citation:

APA in-text citation is a method of citing sources within the text of a research paper or other written work. It typically includes the author's name and publication year in parentheses, such as (Smith, 2019), and may also include page numbers for direct quotations, such as (Smith, 2019, p. 25). APA in-text citation helps readers identify the sources of information and locate them in the reference list.

MLA Works Cited:

MLA Works Cited is a list of sources cited in a research paper or other written work, formatted according to MLA style guidelines. It includes detailed information about each source, such as the author's name, title of the work, publication date, and other relevant details. MLA Works Cited is typically placed at the end of the document.

APA Reference List:

APA reference list is a list of sources cited in a written work, formatted according to APA style guidelines. It provides detailed information about each source, including the author's name, title of the work, publication date, and other identifying details. APA reference list is commonly used in academic writing to acknowledge sources and provide additional resources for readers.

Primary Source:

A primary source is an original document or object that provides direct evidence or firsthand information about a topic. Examples of primary sources include letters, diaries, photographs, speeches, and historical documents. Primary sources are essential for conducting original research and understanding historical events.

Quoting:

Quoting is the act of reproducing someone else's exact words within a written work, enclosed in quotation marks. Quoting is used to support arguments, provide evidence, or highlight key points made by the original author. When quoting, it is important to cite the original source accurately to give credit to the author.

APA Citation:

APA citation is the method of citing sources in academic writing according to the guidelines of the American Psychological Association. It includes in-text citations within the text of the paper and a reference list at the end of the document. APA citation follows specific formatting rules to ensure clarity, consistency, and accuracy in citing sources.

MLA Citation:

MLA citation is the method of citing sources in academic writing according to the guidelines of the Modern Language Association. It includes in-text citations within the text of the paper and a Works Cited page at the end of the document. MLA citation emphasizes simplicity, accessibility, and proper acknowledgment of sources.

Chicago Citation:

Chicago citation is the method of citing sources in academic writing according to the guidelines of the Chicago Manual of Style. It offers two documentation systems: the Notes and Bibliography system, which uses footnotes or endnotes, and the Author-Date system, which uses in-text citations. Chicago citation allows for flexibility and precision in citing sources.

Harvard Citation:

Harvard citation is the method of citing sources in academic writing according to the guidelines of the Harvard style. It involves in-text citations with the author's name and publication year, followed by a detailed reference list at the end of the document. Harvard citation is known for its simplicity and clarity in citing sources.

Peer-reviewed Journal:

A peer-reviewed journal is a scholarly publication that undergoes a rigorous review process by experts in the field before being accepted for publication. Peer-reviewed journals ensure the quality and credibility of the research presented and provide a reliable source of information for academic purposes. Researchers often cite peer-reviewed journals in their work.

Open Access:

Open access is a publishing model that allows unrestricted access to research articles and other scholarly content online. Open access journals make research freely available to the public, without subscription fees or paywalls. Open access publishing promotes wider dissemination of knowledge and facilitates collaboration among researchers.

Digital Repository:

A digital repository is an online platform that stores, preserves, and provides access to research outputs, such as articles, datasets, and multimedia content. Digital repositories offer a centralized location for researchers to share and discover scholarly work. They play a crucial role in promoting open access and ensuring the long-term preservation of research.

Creative Commons:

Creative Commons is a nonprofit organization that provides free, easy-to-use copyright licenses for creative works. Creative Commons licenses allow creators to retain copyright while granting others permission to use, share, and adapt their work under certain conditions. Creative Commons licenses promote collaboration, sharing, and innovation in the digital age.

Crossref:

Crossref is a nonprofit organization that provides digital object identifiers (DOIs) for scholarly content, such as journal articles, books, and conference papers. Crossref helps publishers and researchers create persistent links to online resources and ensures that scholarly content is easily discoverable and citable. Crossref plays a crucial role in academic referencing and scholarly communication.

ResearchGate:

ResearchGate is a social networking site for researchers to share publications, collaborate on projects, and connect with colleagues in their field. ResearchGate allows researchers to upload and share research papers, datasets, and other scholarly content. It provides a platform for academic networking, sharing knowledge, and promoting research collaboration.

Google Scholar:

Google Scholar is a freely accessible web search engine that indexes scholarly articles, theses, books, conference papers, and other academic resources. Google Scholar allows users to search for scholarly literature across multiple disciplines and provides links to full-text articles and citations. It is a valuable tool for researchers to discover and access academic content.

ORCID:

ORCID (Open Researcher and Contributor ID) is a unique identifier for researchers that distinguishes them from other scholars and ensures their work is properly attributed. ORCID provides a persistent digital identifier that links researchers to their publications, grants, and other research outputs. ORCID helps researchers manage their scholarly identity and track their contributions to the academic community.

Altmetric:

Altmetric is a company that tracks and analyzes the online attention and impact of scholarly research. Altmetric provides alternative metrics, such as social media mentions, news coverage, and blog posts, to measure the visibility and influence of research outputs. Altmetric helps researchers understand the broader impact of their work beyond traditional academic citations.

Scopus:

Scopus is a multidisciplinary abstract and citation database that covers a wide range of scholarly content, including journal articles, conference papers, and patents. Scopus provides comprehensive coverage of academic literature and allows researchers to track citations, analyze research trends, and identify potential collaborators. Scopus is a valuable resource for literature reviews and bibliometric analysis.

Web of Science:

Web of Science is a multidisciplinary citation index that covers scholarly literature in the sciences, social sciences, arts, and humanities. Web of Science provides access to high-quality research articles, conference proceedings, and other academic content. It offers powerful citation analysis tools to help researchers track citations, evaluate research impact, and discover new insights.

PubMed:

PubMed is a free search engine developed by the National Library of Medicine that provides access to biomedical literature, including research articles, reviews, and clinical studies. PubMed indexes content from thousands of journals in the life sciences and allows researchers to search for articles on specific topics. PubMed is a valuable resource for researchers in the biomedical field.

Cross-checking:

Cross-checking is the process of verifying the accuracy and completeness of citations and references in a written work. It involves comparing the in-text citations with the corresponding entries in the reference list or bibliography to ensure consistency and correct formatting. Cross-checking is important to avoid errors and ensure the credibility of the research.

Plagiarism Detection:

Plagiarism detection is the use of software tools to identify instances of plagiarism in a written work. Plagiarism detection software compares the text against a database of published sources to detect similarities and potential instances of plagiarism. Researchers use plagiarism detection tools to ensure the originality and integrity of their work.

Citation Management Software:

Citation management software is a tool that helps researchers organize, store, and format citations and references in their written work. Citation management software allows users to import references from databases, create bibliographies in different citation styles, and collaborate with other researchers. Popular citation management tools include Zotero, Mendeley, and EndNote.

Authorship Attribution:

Authorship attribution is the process of determining the author or authors of a written work based on linguistic, stylistic, and content analysis. Authorship attribution techniques are used in forensic linguistics, plagiarism detection, and digital humanities research to identify the origin of a text and attribute it to a specific author or group of authors.

Citation Style Guide:

A citation style guide is a set of rules and formatting guidelines for citing sources in academic writing. Citation style guides provide instructions on how to format in-text citations, reference lists, and bibliographies according to a specific citation style, such as APA, MLA, Chicago, or Harvard. Following a citation style guide ensures consistency and accuracy in citing sources.

DOI Resolver:

A DOI resolver is a web service that converts a digital object identifier (DOI) into a URL linking to the online source. DOI resolvers help users easily access and retrieve scholarly content by resolving the persistent identifiers assigned to digital objects. Researchers can use DOI resolvers to locate and retrieve full-text articles, journal papers, and other digital resources.

Retraction:

Retraction is the formal withdrawal or removal of a published research article from a journal or other publication. Retractions occur when the research is found to contain errors, misconduct, or ethical violations that undermine the validity and credibility of the study. Retracted articles are no longer considered valid or reliable sources of information.

Supplementary Material:

Supplementary material is additional content, such as data, figures, tables, or multimedia files, that accompanies a research article or other scholarly work. Supplementary material provides detailed information or supporting evidence for the main text and enhances the reader's understanding of the research. Researchers can cite supplementary material to acknowledge additional sources used in their work.

Embargo:

An embargo is a period during which access to a research article or other scholarly content is restricted or delayed. Embargoes are often imposed by publishers to control the timing of access to new research and protect the commercial interests of the publication. Researchers may need to wait until the embargo period expires before citing or accessing the content.

Preprint:

A preprint is a version of a research article that is shared publicly before undergoing formal peer review and publication in a scholarly journal. Preprints allow researchers to disseminate their work quickly and receive feedback from the academic community. Researchers can cite preprints to acknowledge early contributions

to a field of study.

Grey Literature:

Grey literature refers to research material that is not published in traditional academic journals or books, such as reports, conference papers, theses, and working papers. Grey literature is often produced by government agencies, research institutions, and organizations and may not undergo formal peer review. Researchers can cite grey literature to access valuable information outside mainstream academic publishing.

Cross-referencing:

Cross-referencing is the practice of linking related information or citations between different parts of a written work. Cross-references help readers navigate the text, locate relevant information, and understand the connections between different sections. Cross-referencing is commonly used in academic writing to enhance the coherence and readability of the document.

Meta-analysis:

Meta-analysis is a statistical technique for combining and analyzing the results of multiple studies on a particular topic. Meta-analysis allows researchers to synthesize data from different studies, identify trends or patterns, and draw more robust conclusions than individual studies. Researchers can cite meta-analyses to support evidence-based claims and provide a comprehensive overview of a research area.

Impact Factor:

Impact factor is a measure of the frequency with which a journal's articles are cited in other scholarly publications. Impact factor is calculated annually and used to evaluate the influence and prestige of a journal within its field. Researchers may consider a journal's impact factor when selecting where to publish their work or citing sources in their research.

H-index:

H-index is a metric that quantifies the productivity and impact of a researcher's publications. The H-index is based on the number of citations received by a researcher's work and the number of publications that have received at least that number of citations. The H-index is used to assess the influence and research output of individual scholars.

Altmetrics:

Altmetrics are alternative metrics that measure the online attention and impact of research outputs, such as social media mentions, downloads, and views. Altmetrics provide a broader perspective on the visibility and influence of scholarly work beyond traditional citation counts. Researchers can use altmetrics to track the reach and engagement of their research in the digital environment.

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Researchers can choose a Creative Commons license to determine how their work can be shared and reused by others.

Plagiarism Checker:
A plagiarism checker