INTRODUCTION TO REFERENCING

*If I have seen further than others, it is by standing upon the shoulders of giants.*

Isaac Newton

Research is where we find the shoulders that will support us; references are where we acknowledge whose shoulders we stand on.

References provide a “paper trail” to help readers understand how our research led to the ideas presented in the paper, and to help them find those original sources if they wish. From a research perspective, references fulfill these major purposes:

- References help writers avoid plagiarism, “the practice of taking some else’s work or ideas and passing them off as one’s own.” (NOAD, 2010) Plagiarism is theft and is unacceptable in the research community. By referencing the original author’s work, we acknowledge the original idea was not our own.
- References show that our work is based on a solid foundation. We are not just “making something from nothing;” we have studied the works of others in our field and are adding a new piece to the larger field of study.

So how do we begin the research process, and how do we reference that research after we’ve done it?

1 THE LIBRARY

*Dad claims that library science is the foundation of all sciences just as math is the key—and that we will survive or founder, depending on how well the librarians do their jobs.*

Robert Heinlein, in Have Space Suit—Will Travel

Research begins in the library, but libraries are more than buildings. Today we can use many features of the library without ever leaving our office or home.

Libraries organize vast amounts of information so it can be found when needed. In the past, we needed to master card catalogs or roam through shelf after shelf of books and journals to find what we needed, today there are online databases to find what we need quickly and easily.

The greatest resource of the library, though, is the librarian. Librarians are trained to understand the organization of the library and its databases, and can help you find the information you need most effectively. If you ever need help, ask a librarian; you will spend less time looking and more time finding the information you need.

1.1 ONLINE DATABASES

Most libraries subscribe to online databases holding millions of records about books, journal articles, and other materials. There are also some databases available to the public in general, without need for a subscription. Below are two examples of online databases and a basic example of how to search each of them. Remember that there are many other databases available. Check your library web site and talk to your librarian about the databases that would be most useful to you for your area of study.

1.1.1 Subscription Database Example: The Web of Science

The Web of Science is a curated collection of databases, covering over 12,000 high-impact journals and over 150,000 conference proceedings. Coverage is available for records back to the year 1900. The databases available with your subscription may vary. These are some of the components available in the Web of Science Core Collection:

- Arts & Humanities Citation Index
- Book Citation Index
A Sample Search for Records about the Topic “Sushi Domain” in the Years 1990-2016

Start by opening the Web of Science through your library’s web site.

1. Select the **Web of Science™ Core Collection**.
2. Enter your first search term, in this case the phrase *sushi domain*.
3. Select the field you want to search from the drop-down list, in this case, **Topic**.
4. Click **Add Another Field** to add another field, to refine your search.
5. Select the Boolean operator for combining the second line of search criteria with the first. The options are AND, OR, or NOT. In this case, select **AND**.
6. Enter your second search term, in this case the year range *1990-2016*.
7. Select the field you want to search from the second drop-down list, in this case, **Year Published**.
8. Click the **Search** button to perform the search.

At this point, if you are using a reference management software such as EndNote, you can export these references. Thereafter you will have a copy of them in your personal library.

Along with a simple search, such as the one shown above, Web of Science will allow you to refine your search further, set up alerts based on a search, and do far more to keep up with discoveries in your field. Contact your librarian or check the **Web of Science training page** for more information.

If you would like to export your data to EndNote, see section 2.1 of **The Little EndNote How-To Book** for instructions on exporting to EndNote.

1.1.2 Public Database Example: PubMed

“PubMed is a service of the U.S. National Library of Medicine® that provides free access to MEDLINE®, the NLM® database of indexed citations and abstracts to medical, nursing, dental, veterinary, health care, and predclinical sciences journal articles.” (U.S. National Library of Medicine 2016)

A Sample Search for Records about the Topic “Sushi Domain” in the Years 1990-2016

Open PubMed through your library’s web site, if you are associated with a university. Many universities have agreements with PubMed that allow access to full-text links when you open the database from the university’s library page. If you are not associated with a university, go to [http://PubMed.gov](http://PubMed.gov) and click on the **Advanced** button, shown below.
Follow the steps shown below to perform the search.

1. Select the fields you want to search. PubMed divides topics into MeSH Major Topic, MeSH Subheading, and MeSH Terms categories. To cover all of these, as well as other fields, I selected the option to search all fields for this example.

2. Enter the first search term.

3. Select the Boolean operator to link the first and second line of search criteria.

4. Select the second field you want to search.

5. Because I selected the Date-Publication field in step 4, PubMed provides fields where I can enter the data range I want to search. If searching by date, enter the date range to search.

6. Click the **Search** button to perform the search.

7. If you would like to export your data to EndNote, see section 2.2 of [The Little EndNote How-To Book](#) for instructions on exporting to EndNote.

### 1.1.3 Notes on Searching Online Databases

Different online databases will cover different topics and may select different journals, conference proceedings, book chapters, etc., to include even when they cover the same topic. If you try the search examples shown above, you will get different results from the two databases. You might find it helpful to search more than one database to get the most complete results. If you use a reference management solution such as EndNote, you can import all the references from your searches, search for duplicates later, and remove the duplicates.

Databases available through your library web site contain more reliable data than that found through free services such as Google. These databases are carefully checked for accuracy and generally contain only peer-reviewed journal articles. Data available through “web crawlers” may not be the published version of the articles and may not have passed peer review. This does not mean Google and similar databases are not useful, but it does mean you should check the original article carefully to be sure you have the authoritative version before citing it.
2 REFERENCING WHAT YOU HAVE FOUND

_The more that you read, the more things you will know. The more that you learn, the more places you’ll go._

_Dr. Seuss, in I Can Read with My Eyes Shut!

When we look at a bibliography, we see works supporting the writer’s ideas and works that might also be of interest to us. Investigating the works listed in that bibliography opens up even more related works that might be of interest to us. One article’s bibliography leads to a vast web of interrelated material.

When we include a bibliography list, we give credit to the researchers whose work helped shape our ideas and we provide our readers with selected resources that might be useful to their work. As students, we provide our teachers with a record of our research path and allow them to easily check our work against the sources we based it on. However, for a bibliography to be useful, it has to be accurate and allow the reader to find exactly the source we were using for our research.

Books may have multiple editions, a conference paper or thesis may later be reprinted as a journal article, web sites may disappear over time. For a bibliography to be useful, it needs to include enough information for the reader to find the same edition of the book and the exact pages cited to know if the source was the original thesis or a journal article created from it, or if the web site is the same one the reader sees if they go to the same URL.

To ensure that enough information is included in the bibliography and citations, most disciplines have style guides with examples to help the student know what should be included in the citations and bibliography, and how it should be formatted. These style guides provide much more than just how the bibliography should be formatted, though. Many also include formatting suggestions for entire documents, language style and usage information, examples for formatting tables or figures, and much more. Below is a list of popular style manuals. Publication details for these can be found in the bibliography. If you are unsure of the style you need to use, talk to your teacher or librarian. This is only a sampling of popular style manuals.

<table>
<thead>
<tr>
<th>Style Manual</th>
<th>EndNote Style</th>
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<tbody>
<tr>
<td>The ACS Style Guide: Effective Communication of Scientific Information (2006)</td>
<td>ACS.ens (there are also separate styles for individual ACS journals)</td>
</tr>
<tr>
<td>Cite Them Right: The Essential Referencing Guide (some schools use this as the basis of their “Harvard” style, there is no official Harvard style manual) (2016)</td>
<td>Cite Them Right-Harvard.ens</td>
</tr>
<tr>
<td>Citing Medicine (the ICMJE¹ and the NIH² both suggest this style if you are not required to follow a specific style) (2007)</td>
<td>NLM.ens</td>
</tr>
<tr>
<td>A Manual for Writers of Research Papers, Theses, and Dissertations (AKA “Turabian”) (2013)</td>
<td>Turabian 8th Author-Date.ens</td>
</tr>
<tr>
<td>MLA Handbook (2016)</td>
<td>MLA 8th.ens</td>
</tr>
<tr>
<td>The SBL Handbook of Style (2014)</td>
<td>Soc Biblical Lit-notes.ens</td>
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Footnotes:

¹ICMJE: International Committee of Medical Journal Editors

²NIH: National Institutes of Health
1 The International Committee of Medical Journal Editors (ICMJE) once published a set of document guidelines called *The Uniform Requirements for Manuscripts Submitted to Biomedical Journals* or *The Uniform Requirements*. That document included reference formatting instructions. The ICMJE has renamed that document *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations)* and has removed the reference formatting requirements from it, suggesting writers follow the requirements in *Citing Medicine* instead. (ICMJE, 2016a, b)

2 The NIH does not require a specific style, but their instructions suggest *Citing Medicine*, “If your organization does not already have a standard, you may want to consider this one.” (NIH Office of Extramural Research 2016)

3 **ENDNOTE: A TOOL TO HELP**

   *Luckily, I work and study at an institution that takes great pride in its staff development initiatives, so all the courses so far have been useful for at least one aspect of my work or research, or both….However, they were all blown out of the water this morning after attending a session on EndNote – which has honestly changed how I work forever.*

   *From the blog *The Misadventures of Dr. Beech…*

In the bad old days, every time we needed to insert a reference in a paper we had to manually add a citation, then consult our copy of the style manual for the details on how that type of reference should be formatted, then type up the bibliography at the end of the document—usually with a deadline looming. If we added a reference anywhere in the paper, we needed to manually update the bibliography.

This changed with the advent of reference management software such as EndNote.

With EndNote we can gather all our reference material in one location, access it from anywhere, search it, insert the reference we need in the paper, and EndNote instantly formats the citation and updates the bibliography. If different classes require different styles, we can simply select the new style in Word using Cite While You Write (CWYW) and everything updates to match the new style. EndNote makes referencing easy, so we can concentrate on writing, not on the bibliography.

To learn more about using EndNote—

- Register for a free class at http://endnote.com/training#calendar, or
- Watch our videos and full class recordings at http://youtube.com/endnotetraining.

Download a free 30-day trial version of EndNote at http://endnote.com/downloads/30-day-trial.

4 **BIBLIOGRAPHY**

**Style Manuals and Guides**


**Other References**


