

IN TEXT CITATIONS & REFERENCING

YOUR GUIDE TO IN-TEXT CITATIONS & REFERENCING

NICOLE MYERS B.ENG ASM-CE

OVERVIEW:

STEP 1: REFERENCES – COMPILE SOURCES

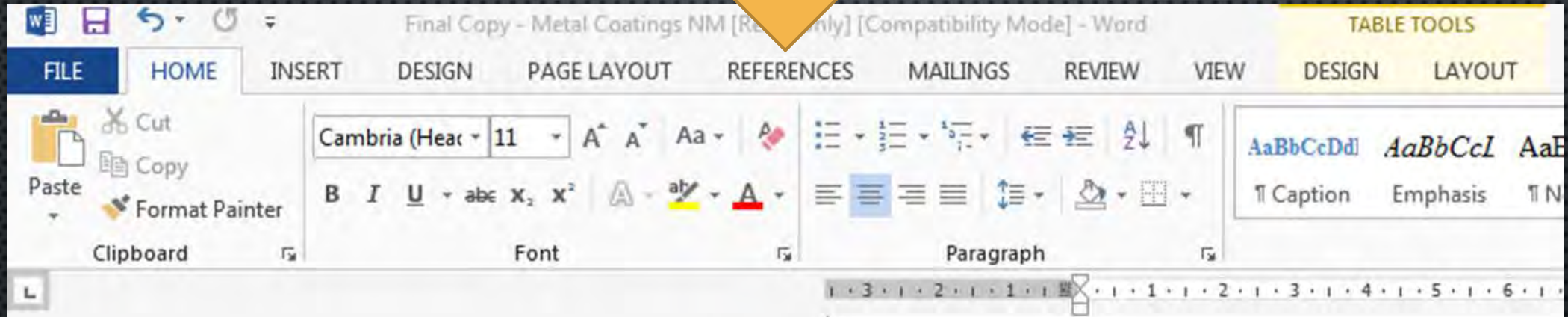
STEP 2: ADD YOUR SOURCES

STEP 3: IN-TEXT CITATIONS

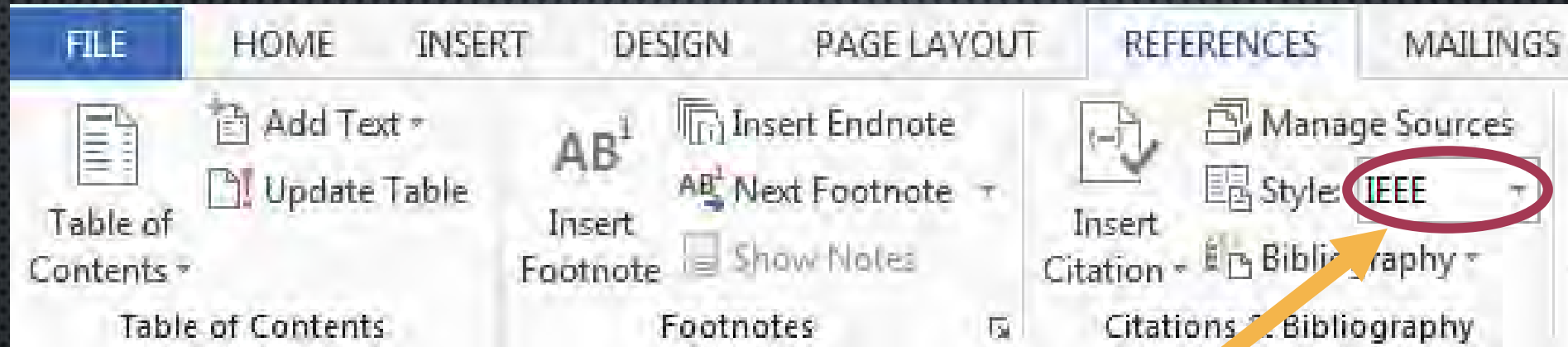
STEP 4: REFERENCE PAGE



STEP 1: REFERENCES



STEP 1: REFERENCES



Choose 1 STYLE:

- IEEE
- APA
- MLA

STEP 2: ADD SOURCES

The screenshot shows the Microsoft Word interface with the REFERENCES tab selected. The 'Manage Sources' button is circled in red. Below it, the Source Manager dialog box is open, showing a list of sources and a 'New...' button highlighted with an orange arrow.

Source Manager

Search: Sort by Author

Sources available in:

Master List

- Bullock, Garner, and Leslie, CPA Firm; Practice Better Business with You

Current List

- ✓ MetoKote Corporation; Powder Coating Process Specifics
- ✓ Government of Newfoundland; Public Tender Act (1984)
- Memorial University of Newfoundland; Technical Services
- ✓ Association, American Galvanizers; Hot Dipped Galvanizing for Corros
- ✓ Burakowski, Tadeusz, Wierczon, Tadeusz; Surface Engineering of Me
- ✓ Pawlowski, Lech; The Science and engineering of Thermal Spray Coati
- ✓ Wicks, Zeno W, Jones, Frank N, Pappas, S Peter, Wicks, Douglas A; Or

Legend:

- ✓ cited source
- ? placeholder source

Preview (IEEE):

Citation: [[index]]

Bibliography Entry:

[Bull

Close

STEP 2: ADD SOURCES

Source Manager

Search:

Sources available in:
Master List

Bullock, Garner, and L

Preview (IEEE):
Citation: [6]

Bibliography Entry:
[Met

Create Source

Type of Source: **Web site** ← CHOOSE TYPE OF SOURCE

Bibliography Fields for IEEE

Author:

Corporate Author:

Name of Web Page:

Production Company:

Year:

Month:

Day:

Year Accessed:

Month Accessed:

Day Accessed:

URL:

Show All Bibliography Fields

Tag name:

COMPLETE DETAILS

STEP 2: ADD SOURCES

Source Manager

Search:

Sources available in:
Master List

Bullock, Garner, and L

Preview (IEEE):
Citation: [6]

Bibliography Entry:
[Met

Create Source

Type of Source: **Web site**

Bibliography Fields for IEEE

Author

Corporate Author

Name of Web Page

Production Company

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

URL

Show All Bibliography Fields

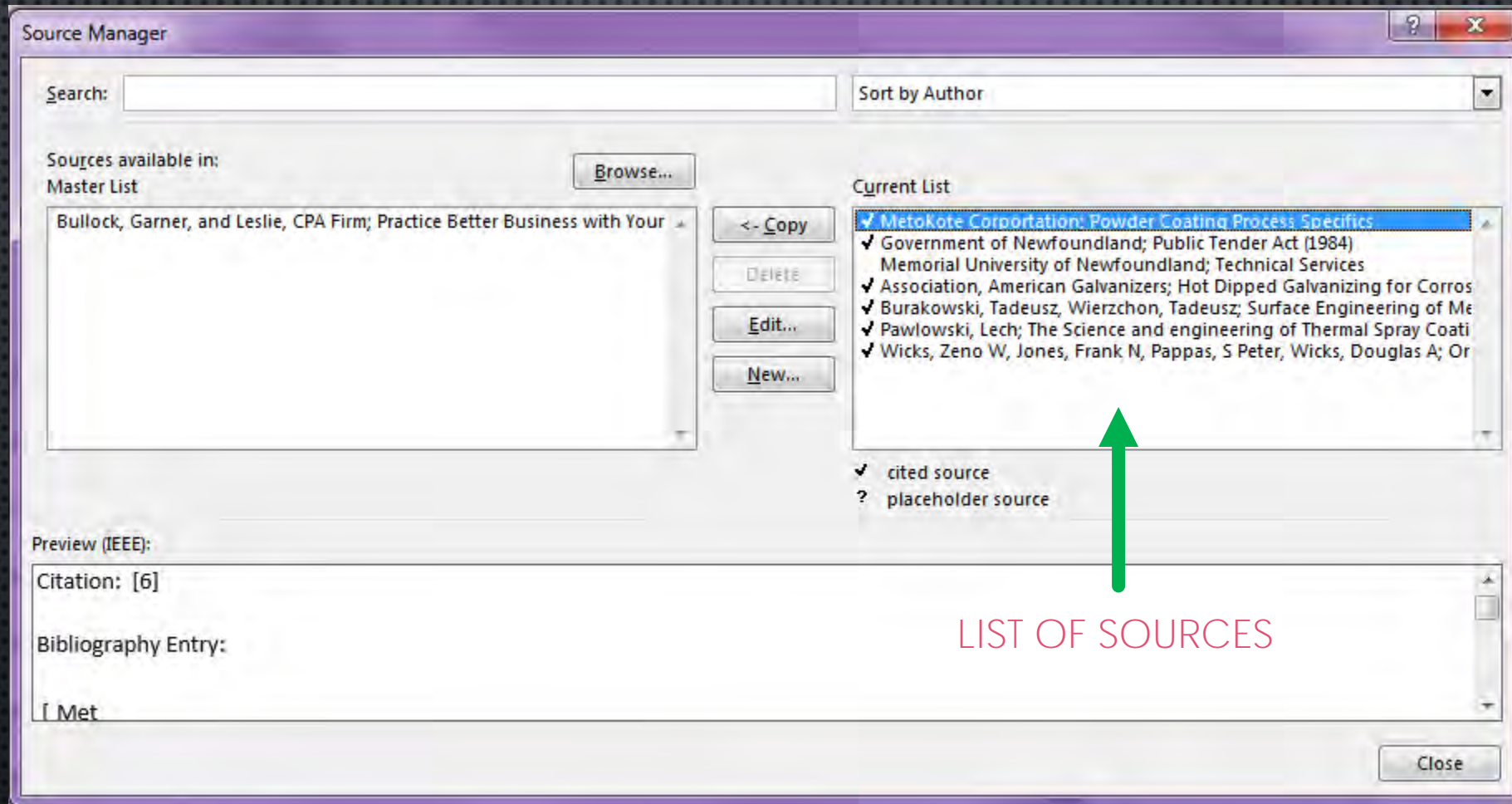
Tag name
Placeholder1

DON'T KNOW
WHERE TO FIND
ALL THIS INFO??

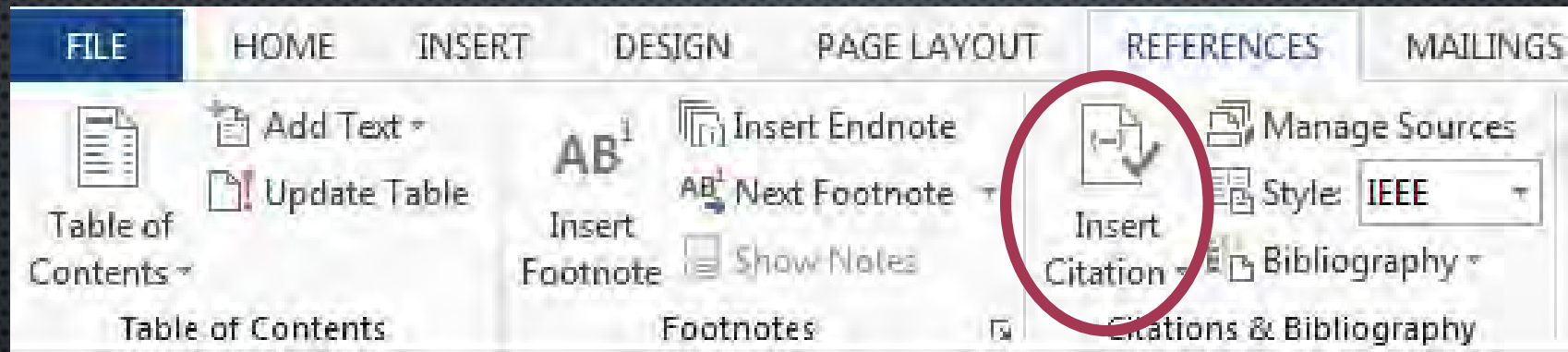
<http://umb.libanswers.com/faq/146437>



STEP 2: ADD SOURCES



STEP 3: IN-TEXT CITATIONS



STEP 3: IN-TEXT CITATIONS

4.0 Galvanizing

TADA!

Galvanizing is a branch of electroplating that is most commonly used in corrosion protection and the coating of metals. The coating, in simplistic terms, sacrifices itself and reacts with the oxygen instead of the metal it is coating. Electroplating is the process where a metal coating is applied by electrolysis using an external source of electric current while the object being coated is grounded. A more basic method is paint galvanizing where the metallic layer is applied as a paint spray or with a roller or brush. Some other methods include, chemical reactions, whereby the coating is applied by result of a chemical reaction, and exchange, where the less noble metal displaces the nobler metal from the solution [2].

STEP 3: IN-TEXT CITATIONS

REMEMBER!!

ANY PARAPHRASED
INFORMATION (I.E. NOT
YOUR OWN IDEAS) **MUST** BE
PROPERLY REFERENCED

STEP 3: IN-TEXT CITATIONS



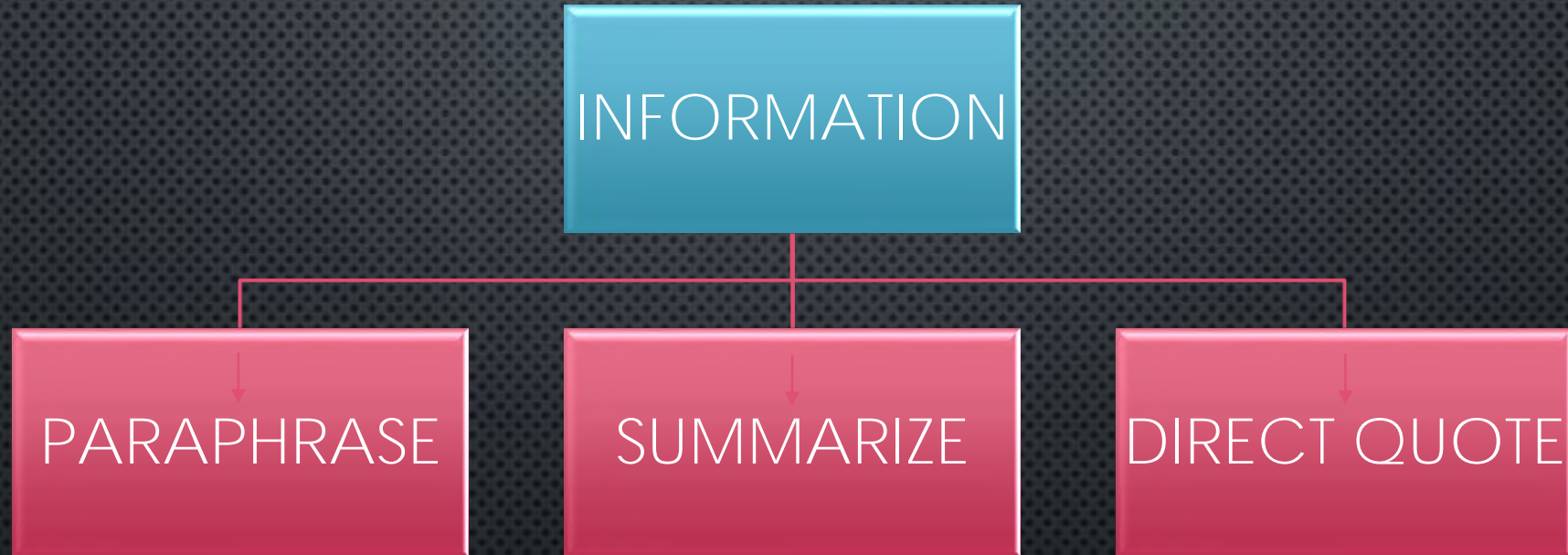
THIS DOES NOT LOOK GOOD
TO POTENTIAL EMPLOYERS

Plagiarism is an Academic Offense!

If found guilty of plagiarism,
WT grade could be FAIL and your
transcript could read:

*“On probation at the university for
academic misconduct”*

STEP 3: IN-TEXT CITATIONS



STEP 3: IN-TEXT CITATIONS

WHEN DO I PARAPHRASE INFORMATION?

- USED FREQUENTLY
- WHEN YOU WANT TO INCLUDE SPECIFIC DETAILS OF A TEXT YOU'VE READ INTO YOUR OWN WORK
- WHEN THE INFO CAN BE WRITTEN USING YOUR OWN WORDS WITHOUT CHANGING THE MEANING OF THE TEXT
- CUTTING AND PASTING TEXT AND ADDING A CITATION IS PLAGIARISM
- PARAPHRASING STILL REQUIRES AN IN-TEXT CITATION

STEP 3: IN-TEXT CITATIONS

WHEN DO I SUMMARIZE INFORMATION?

- USED FREQUENTLY
- WHEN YOU WANT TO INCLUDE OVERALL MESSAGE/FINDINGS OF A TEXT BUT USING LESS DETAIL THAN WHEN PARAPHRASING
- SUMMARIZED INFORMATION STILL REQUIRES AN IN-TEXT CITATION

STEP 3: IN-TEXT CITATIONS

WHEN DO I USE DIRECT QUOTES??

- USED SPARINGLY!
- USED WHEN INFO CANNOT BE WRITTEN IN YOUR OWN WORDS AND STILL KEEP THE SAME MEANING
- EXAMPLE: FAMOUS QUOTES
 - “*WE CANNOT SOLVE OUR PROBLEMS WITH THE SAME THINKING WE USED WHEN WE CREATED THEM*” [1].
- REQUIRES AN IN-TEXT CITATION

STEP 4: REFERENCE PAGE

The screenshot displays the Microsoft Word interface for a document titled "Sample Report V1 - Word". The "REFERENCES" ribbon is active, showing options like "Table of Contents", "Footnotes", "Citations", and "Bibliography". The "Bibliography" button is circled in red. Below the ribbon, a preview window shows a reference page layout with three styles: "Bibliography", "References", and "Works Cited". Each style is followed by a list of three references. A large orange arrow points from the "Bibliography" button in the ribbon to the "Bibliography" style in the preview window.

Sample Report V1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW GRAMMARLY DESIGN LAYOUT

TABLE TOOLS

Table of Contents Update Table Add Text Update Table

Insert Footnote Insert Endnote Next Footnote Show Notes

Insert Citation Manage Sources Style: IEEE Bibliography

Insert Table of Figures Update Table Insert Index Update Index

Insert Caption Cross-reference Mark Entry Mark Citation

Bibliography

Bibliography

[1] J. D. Kramer, How to Write Bibliographies, Chicago: Adventure Works Press, 2006.
[2] J. Chen, Citations and References, New York: Contoso Press, 2003.
[3] J. Haas, Creating a Formal Publication, Boston: Proseware, Inc., 2005.

References

References

[1] J. D. Kramer, How to Write Bibliographies, Chicago: Adventure Works Press, 2006.
[2] J. Chen, Citations and References, New York: Contoso Press, 2003.
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Works Cited

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[3] J. Haas, Creating a Formal Publication, Boston: Proseware, Inc., 2005.

STEP 4: REFERENCE PAGE

References

TADA!

- [1] Government of Newfoundland, "Public Tender Act," 1984. [Online]. Available: <http://www.assembly.nl.ca/legislation/sr/statutes/p45.htm>.
- [2] T. Burakowski and T. Wierzchon, Surface Engineering of Metals Principals, Equipment, Technologies, Boca Raton, Florida: CRC Press LLC, 1999.
- [3] A. G. Association, "Hot Dipped Galvanizing for Corrosion Protection," [Online]. Available: <http://www.galvanizedrebar.com/Documents/Publication/Specifiers%20Guide%20To%20Rebar%200504.pdf>.
- [4] Z. W. Wicks, F. N. Jones, S. P. Pappas and D. A. Wicks, Organic Coatings Science and Technology Third Edition, Hoboken, New Jersey: John Wiley & Sons Inc., 2007.
- [5] L. Pawlowski, The Science and engineering of Thermal Spray Coatings Second Edition, Chichester, West Sussex, England: John Wiley & Sons Inc., 2008.
- [6] MetoKote Corporation, "Powder Coating Process Specifics," [Online]. Available: <http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>.
- [7] Memorial University of Newfoundland, "Technical Services," [Online]. Available: <http://www.mun.ca/ts/index.php>.

STEP 4: REFERENCE PAGE

PRO TIP:

Update Citations and Bibliography

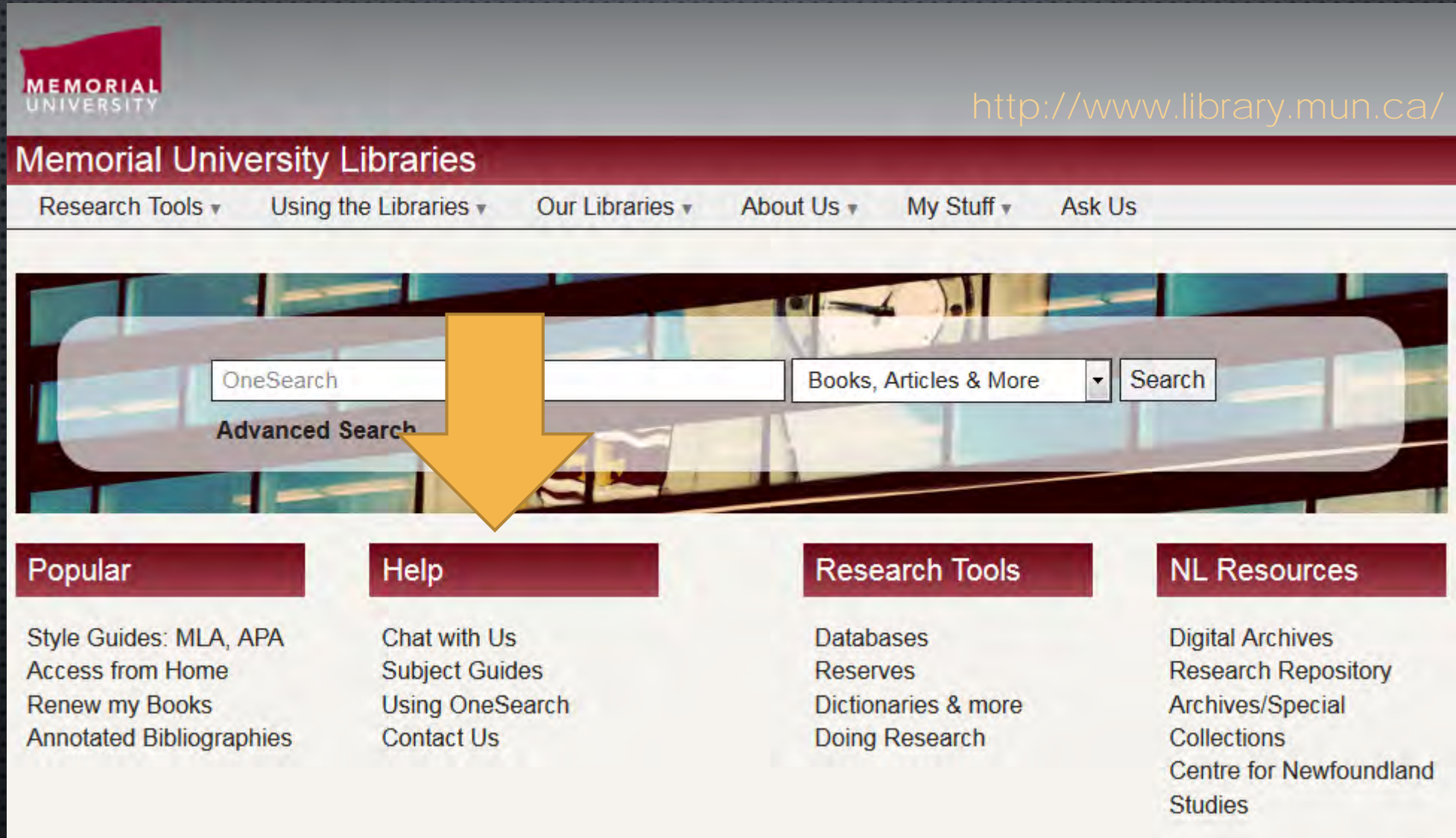
References

- [1] Government of Newfoundland, "Public Tender Act," 1984. [Online]. Available: <http://www.assembly.nl.ca/legislation/sr/statutes/p45.htm>.
- [2] T. Burakowski and T. Wierzchon, Surface Engineering of Metals Principals, Equipment, Technologies, Boca Raton, Florida: CRC Press LLC, 1999.
- [3] A. G. Association, "Hot Dipped Galvanizing for Corrosion Protection," [Online]. Available: <http://www.galvanizedrebar.com/Documents/Publication/Specifiers%20Guide%20To%20Rebar%200504.pdf>.
- [4] Z. W. Wicks, F. N. Jones, S. P. Pappas and D. A. Wicks, Organic Coatings Science and Technology Third Edition, Hoboken, New Jersey: John Wiley & Sons Inc., 2007.
- [5] L. Pawlowski, The Science and engineering of Thermal Spray Coatings Second Edition, Chichester, West Sussex, England: John Wiley & Sons Inc., 2008.
- [6] MetoKote Corportation, "Powder Coating Process Specifics," [Online]. Available: <http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>.
- [7] Memorial University of Newfoundland, "Technical Services," [Online]. Available: <http://www.mun.ca/ts/index.php>.



MAKE SURE TO UPDATE
YOUR REF. PAGE IF YOU
MAKE ANY CHANGES

BONUS TIPS: ASK A LIBRARIAN



MEMORIAL UNIVERSITY

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Memorial University Libraries

Research Tools ▾ Using the Libraries ▾ Our Libraries ▾ About Us ▾ My Stuff ▾ Ask Us

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- Renew my Books
- Annotated Bibliographies

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- Using OneSearch
- Contact Us

Research Tools

- Databases
- Reserves
- Dictionaries & more
- Doing Research

NL Resources

- Digital Archives
- Research Repository
- Archives/Special Collections
- Centre for Newfoundland Studies

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MUN Libraries — Ask Us

Ask Us!

Got a question? We've got answers!


Should I write numbers out?


How do I reference a conversation?

How do I reference _____?

chat LIVE SUPPORT **offline**

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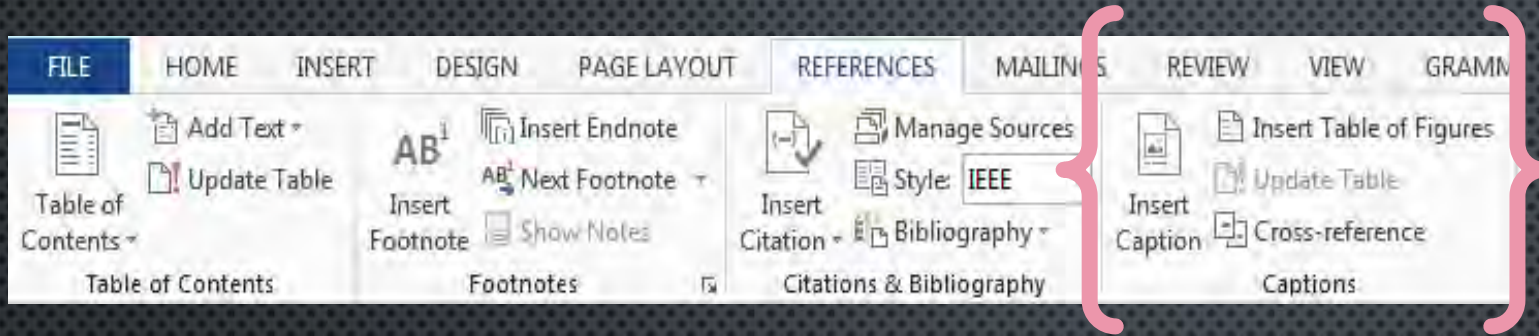
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- Music 864-4471
- CNS 864-7475

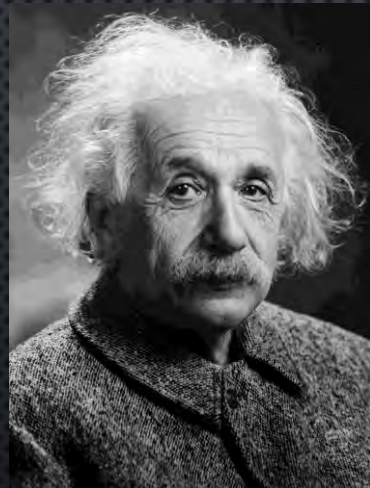
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- Grenfell Hours
- Education Hours
- Music Hours
- CNS Hours

BONUS TIPS: FIGURES



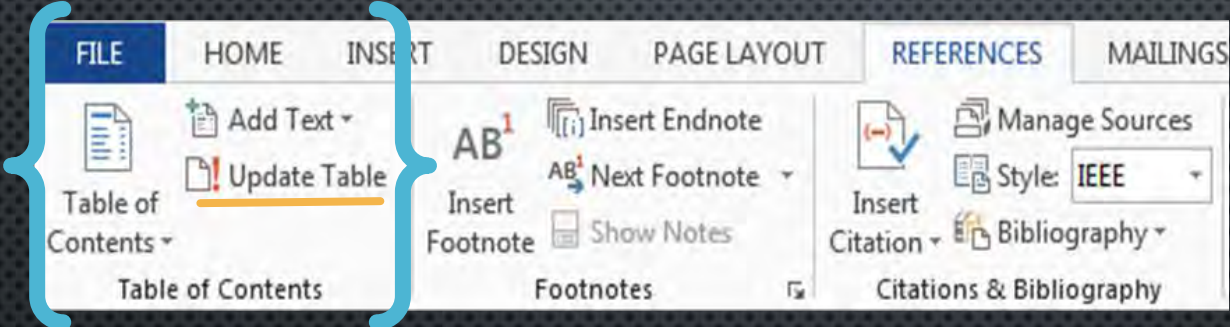
YOU CAN USE WORD TO
INSERT CAPTIONS AND
COMPLETE YOUR TABLE
OF FIGURES!



FIGURES MUST
BE PROPERLY
REFERENCED

FIGURE 1: ALBERT ENSTEIN [1].

BONUS TIPS: TABLE OF CONTENTS



CLICK HERE FOR MORE INFORMATION ABOUT SECTION HEADINGS & AUTO TABLE OF CONTENTS

YOU CAN ALSO USE WORD TO INSERT AN AUTO TABLE OF CONTENTS



TAKE AWAY:

- REFERENCING: NOT HARD
- IN-TEXT CITATIONS: REQUIRED IN WORK TERM REPORTS
- RESOURCES: AVAILABLE TO YOU – USE THEM
- ENGINEERS: DO NEED TO KNOW HOW TO WRITE

IF YOU HAVE QUESTIONS?! ASK THEM!

STUDENT RESOURCES:

- <http://www.engr.mun.ca/~techcomm/>
- www.mun.ca/library
- SONYA RIDEOUT sonyar@mun.ca
- https://www.mun.ca/coop/programs/engineering/pd_engineering.php