Chapter

36

Writing the References

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"No one who achieves success does so without acknowledging the help of others. The wise and the confident acknowledge this help with gratitude."

– Alfred North Whitehead

Learning Objectives

At the completion of the chapter, the readers should be able to:

▸▸ Comprehend the importance of writing references
▸▸ Identify various styles of writing references
▸▸ Differentiate between bibliography and references
▸▸ Understand the use of reference management software

Chapter Outline

☐ Introduction
☐ Benefits of Referencing
☐ Commonly Used Referencing System/Style of Writing References
☐ References Versus Bibliography
☐ Annotated Bibliography
☐ Reference Management Software
☐ Important Points Regarding the List of References
☐ Summary and Key Concepts
☐ Assess Yourself

Key Terms

- ○ Annotated bibliography
- ○ APA Style
- ○ Bibliography
- ○ Harvard system
- ○ References
- ○ Vancouver style

INTRODUCTION

As per the considerations of research ethics, the researchers should identify and acknowledge various sources they have used in their work/write up. Referencing is a system used by the academicians to indicate the source of the ideas, theories, quotes, facts or any other evidence, data and information that has been used for any write up or assignment. It is an essential part of any scientific writing and one must do this in all the academic assignments. It is the accepted way of giving credit to the ideas and evidence on which one's argument is based. References are listed in an organized, structured and consistent way, at the end of the write up/assignment. In thesis, the list of references appears before the appendices.[1]

BENEFITS OF REFERENCING[1]

- ❑ The authors can recognize the scholarly knowledge of another author by citing the information from his or her published work or ideas.
- ❑ One can get the support specific facts or claims which he had made in his text.
- ❑ It enables the reader to find the sources one has referred easily and quickly. The authors themselves also can consult the same materials in future.
- ❑ It can make author's own arguments more convincing by supporting them with the ideas of acknowledged experts and data from credible sources.
- ❑ It shows the extent of reading that the authors have done.
- ❑ By doing so, the authors cannot be accused of plagiarism, which is a form of academic theft. Citing the references informs the readers the source of information the authors have cited inside the text.

COMMONLY USED REFERENCING SYSTEM/STYLE OF WRITING REFERENCES

The commonly used referencing systems are:
- ❑ Vancouver style[2]
- ❑ APA style[3]
- ❑ Harvard style[4]

Amongst these three styles, Vancouver style is the most commonly used (Table 1). All these are discussed as follows:

VANCOUVER STYLE[2]

The Vancouver style, formally known as Uniform Requirements for Manuscripts Submitted to Biomedical Journals Style, is based on an American National Standards Institute (ANSI) standard adapted by the National Library of Medicine (NLM) for databases such as medline. It was developed in Vancouver in 1978 by editors of medical journals. They now meet annually as the International Committee of Medical Journal Editors (ICMJE).

Most journals in medical sciences use the Vancouver system to write the references. In this system, the citation in the text is done by reference number. In the list the references are in a numeric order (Arabic) in which they are first cited in the manuscript. References are numbered consecutively in the order they are first mentioned in the text. Each reference number is placed in parentheses or superscripted throughout the text, tables, and legends. The author should remain consistent throughout the manuscript. If the same reference is used again, the original number is re-used. Direct quotes are to be used very sparingly. If a direct quote is necessary, quotation marks is placed around the quote and the reference is numbered as usual.

In Vancouver style, up to six authors, the names of all the authors are written. If there are more than six authors, then after writing the first six authors, 'et al' is used.

This style recommends the use of official abbreviations for titles of journals (if available).

While using Vancouver style, if an author's name is to be used in text, it is mandatory to use the citation number as well. For example, as Kaur[2] emphasized the high prevalence of depression in elderly. If there is more than one author it is recommended to use term "et al" after writing the sir name of first author.

Table 1: Format of writing the references using Vancouver Style

Type of source	Format	Example
Book Personal author(s)	"Surname Initial(s). Book title. Edition - if available. Place of publication: Publisher; Year."	Dempsey PA, Dempsey AD. Using Nursing Research: Process, Critical Evaluation, and Utilization. 5th ed. Philadelphia: Lippincott Williams and Wilkins; 2000.
Book Author(s) and editor(s)	"Surname author Initial(s). In: Surname editor Initial(s), editor(s). Book title. Place of publication: Publisher; Year. page(s)."	Kaur S, Singh M. In: Singh A, Kaur S, Kishore J. Comprehensive Textbook of Elderly Care. New Delhi: Century Publications, 1st Edition 2014. p 239–248.
Chapter in a Book	Surname author Initial(s). Chapter title. In: Surname editor Initial(s), editor(s). Book title. Place of publication: Publisher; Year. page(s)."	Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.
e-Book	Surname- Author Initial(s). Title of work. [Internet]. Place of publication: Publisher; Year [cited Month Date]. Available from http…….	Langford S. Transporting your patient: guidelines for organizing and preparing patients for transfer by air [Internet]. Jandakot (WA): Royal Flying Doctor Service; 2015 [cited 2015 Jun 23]. Available from: http://healthprofessionals.flyingdoctor.org.au/DownloadDocument.ashx?DocumentID=132
Journal article	"Surname Initial(s). Title of article. Journal title/or title abbreviation. Year; volume (issue): page(s). DOI - if available" * It is optional to omit the month and issue number if a journal carries continous pagination. *It is also optional to use the database unique idenfiers such as PMID for pubmed and the clinical trial registration number.	Kaur S, Singh A, Dhillon MS, Tewari MK, Sekhon PK. Incidence of bedsore among the admitted patients in a tertiary care hospital. JPMER 2015; 49(1): 26-31.
Journal article on the internet	Surname Initial(s). Title of article. Journal title/or title abbreviation. [Internet] Year Month {cited Year Month Date} volume (issue): page(s). Available from http://...	Gautam S. Marriage and mental illness. IJSP [Internet] 2018 June {cited 2018 July 8} 15(2): 155-59. Available from https://www.nlm.nih.gov/bsd/marriage/mental.com
Web page	"Author. Title [Internet]. Place: Publisher; Date of publication [date updated; cited date]. Available from: http://..."	Waters J. Phenomenological Research Guidelines. 2 Aug, 2014. Available from http://www.capilanou.ca/psychology/student-resources/research-guidelines/Phenomenological-Research-Guidelines.
Dissertation and master thesis	"Surname Initial(s). Title [type of publication]. Place: Publisher; Year."	Libang U. A methodological study to develop a nursing care protocol for nurses in meeting physical and psychological needs of stroke patients admitted in selected wards, Nehru Hospital, PGIMER, Chandigarh (M.Sc. nursing thesis, unpublished). National Institute of Nursing Education, PGIMER, Chandigarh; 2014.
Newspapers and popular magazines	"Surname Initial(s). Article title. Newspaper title. Date, year: page."	Singh N. Well meaning spirit. The Tribune. April 12, 2014:11.
Conference paper (Unpublished paper)	"Surname Initial(s). Paper title. Paper presented at Name of conference; Date; Place".	Kaur S, Singh AJ, Grover G. Experiences of implementing a nursing approach for management and prevention of bedsores among bedridden patients: A Mixed method approach. International Conference on Evidence Informed Practice: An approach to Health Care Reform; 24–25 Jan; Manipal, 2015.
Government agency	Name of organization or agency. Title. Place of publication: Publisher; Year of publication.	Irish Department of Health and Children. A vision for change: report of the expert group on mental health policy. Dublin: Stationary Office, 2006.

APA STYLE[3]

The APA style is a structured format for all sort of academic writings including the journal articles, books and other commentaries devised by the American Psychological Association (APA) (Table 2). The style guide titled as '*Publication Manual of the American Psychological Association'* was first published in 1929 as a seven page document. After eighty years, the sixth edition of the manual was published in 2009. This style is very widely used in social and behavioral sciences like psychology, sociology, social work, nursing and education. The manual has a total of twelve chapters. Each chapter covers a specific component of scientific writing like the manuscript structure and content, mechanics of style, display of results, crediting sources and the publication process. Chapter 6 of the manual provides guidance on reference citation. It instructs readers on when and how to cite references in text and on how to construct a reference list that contains everything readers need to locate for each source. Chapter 7 offers a comprehensive set of reference examples for readers to model. It demonstrates the reference components that readers need to locate the work, with an emphasis on electronic sources.

Table 2: Format of writing the references using APA style

Type of source	Format	Example
BookPersonal author(s)	"Author, A.A. (Year of Publication). Title of work. Publisher City, State: Publisher".	Kaur, S., Singh, M. (2014). Clinical Neuroscience and Critical Care Nursing. 1st Edition. New Delhi : Jaypee Medical Publishers
Book Author(s) and Editor(s)	"Author, A.A. (Year of publication). Title of book. In Editor's First Initial. Last Name (Ed.). Place of publication: Publisher.	Chongtham, V (2016). Aggression in psychiatric patients. In N Sharma (Eds.). New Delhi: Sage.
Chapter in a book	"Author, AA, and Author, B. B. (1995). Title of chapter or entry. In A Editor, B. Editor, and C. Editor (Eds.), Title of book (pp. xxx-xxx). Location: Publisher".	Mohan, J. and Kaur, N. (2014). Emotional Intelligence in relation to leadership traits in young women. In M. Meenakshi, A.K. Vashist, Luxmi and P.K. Ansal (Eds.). Emotional Intelligence. Past and present trends- shaping the future. (pp.1-6). New Delhi: YS books.
e-Book	"Author, A.A. (Year of Publication). Title of work [E-Reader Version]. Retrieved from http://xxxx or doi:xxxx"	Zolli, A. and Healy, A.M. (2012). Resilience : why things bounce back.[E-Reader] Retrieved from https://books.google.co.in/ books?id=Af17NTCJqIUCandprintsec=frontcoverandsource=gbs_ ge_summary_randcad=0#v=onepageandqandf=false
Journal article	"Author, A.A. Author, B. B., and Author, C. C. (year). Title of article. Title of journal, xx, pp-pp. doi:xx.xxxxxxxxxx"	Ager, A. (2013). Annual Research Review: Resilience and child well-being – public policy implications. Journal of Child Psychology and Psychiatry, 54(4), 488–500. doi:10.1111/ jcpp.12030
Journal article on internet	"Author, A.A. Author, B. B., and Author, C. C. (year). Title of article. Title of journal, xx, pp-pp. Retrieved from (give URL of journal homepage) *No retrieval date is needed."	Brook, J.S., Gordon, A.S., Whiteman, M., Cohen, P. (1986). Dynamics of childhood and adolescent personality traits and adolescent drug use. Developmental Psychology, 22, 403–14 18. Retrieved from http://psycnet.apa.org/index.cfm?fa=buy. optionToBuyandid=1986-24169-001
Website/ webpage	"Author, A. (Date of publication). Title of work. Retrieved month day, year, from full URL"	Woollastan, V. (2014, Oct 1). What's it like to grow old in YOUR country? Global index ranks the world based on quality of life for the over-60s. Retrieved June 24, 2015 from http://www.dailymail.co.uk/ sciencetech/article-2776444/What-s-like-grow-old-YOUR-country-Global-index-ranks-world-based-quality-life-60s.html
Webpage (no authors' name)	"Title of work. Retrieved month day, year, from full URL"	Elements of a research problem. (April 9th, 2016). Retrieved from http://universalteacher.com/1/elements-of-a-research-problem/.
Unpublished doctoral dissertation and master thesis	"Author, A. A. (Year). Title of doctoral dissertation or master's thesis (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location".	Jaggi, G. (2008). A study of psychosocial aspects of happiness among adolescents. [Unpublished Doctoral Dissertation]. Panjab University: Chandigarh.

Contd...

Type of source	Format	Example
Doctoral dissertation, from the web	"Author, A. A. (Year). Title of doctoral dissertation or master's thesis (Doctoral dissertation, Location, Name of Institution) Retrieved from URL".	Klassen, C.G. (2013). Job stress and turnover among registered nurses in acute care: a regression analysis.(Doctoral Dissertation, Trinity, Trinity western University) Retrieved from http://www.twu.ca/library/theses/243967_pdf_232870_5747A09C-2B0F-11E3-82FF-D062EF8616FA_klassen_c_g.pdf
Newspaper/ magazine article in print	"Author, A.A. (Year, Month Date of Publication). Article title. Newspaper Title, pp. xx-xx".	Singh, N. (2014, April 12). Well meaning spirit. The Tribune, p. 11.
Online newspaper article	"Author, A.A. (Year, Month Date of Publication). Article title. Newspaper Title, Retrieved from http://www.nytimes.com"	Woodfield, J. (2015, June 23). Islet transplantation safely restores blood glucose control in type 1 diabetes. Diabetes News. Retrieved from http://www.diabetes.co.uk/news/2015/jun/islet-transplantation-safely-restores-blood-glucose-control-in-type-1-diabetes-90518589.html
Conference Paper in Print Proceedings	"Author of Paper, A., and Author of Paper, B. (Year, Month date). Title of paper. In A. Editor, B. Editor, and C. Editor. Title of Published Proceedings. Paper presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Place of publication: Publisher"	Sharma, N. and Kaur, S. (2011, March 26). Assessment of quality of life in non-working females. Anthropological and Psychological Approaches for a healthy society. Paper presented at Special Session of the section on Anthropological and Behavioral Sciences of Indian Science Congress, Chandigarh. Chandigarh: DST-Pursue Grant.
Conference proceedings	"Editor, A., and Editor, B. (Eds.). (Year). Title of conference: Subtitle of conference, Location, Date. Place of publication: Name of Publisher".	Mohan, J. (2012). Eastern and Western Perspectives of Positive Psychology: The Rebirth of Consciousness. Proceedings of the 99th Session of the Indian Science Congress. Section of Anthropological and Behavioral Sciences. Bhubneshwar, India.
Government publication	Author Surname, First Initial. OR Government Name. Name of Government Agency. (Year). Title: Subtitle (Report No. xxx [if available]). Place of Publication: Publisher.	U. S. Food and Drug Administration/Center for Drug Evaluation and Research. (2004). Worsening depression and suicidality in patients being treated with antidepressant medications: FDA public health advisory. Washington, DC: Author.

Citing References in Text in APA Style[3]

While citing reference in text, where one needs to cite one work by one author, the following format is used: "Author's Surname (year)". For example, Sharma (2014) reported that 43% of antenatal females experience intimate partner violence. When the citation has three, four, or five authors, cite all authors when the reference appears for first time; in subsequent citations, include only the surname of the first author followed by et al. and the year. For example Kaur, Sharma, Bakshi and Sinha (2012) reported high prevalence of stress among nurses. (Used as first citation in text) Kaur et al. (2012) also found (Use as subsequent citation per paragraph thereafter). For a web page with no author, cite the first few words of the title and the year using double quotation marks around the title. The Government documents, Books, Technical/Research Reports or Brochures can also be considered for writing the references. If a person is named on the title page, use him or her as author. If no person is named, use the government agency, department, or branch as a group author.

Creating a Reference List in APA Style [3,5]

The reference list is written at the end of the article. The list provides the necessary information required to identify and retrieve each source. In APA style, the reference list should include only those references which are actually used in preparation of article. Hence, the APA style requires use of reference list not bibliography. The order of the reference list is prepared by arranging all entries in alphabetical order by the sir name of first author followed by initials of the author's given name. The rule is to alphabetize letter by letter. When there are several works by the same author, they are to be arranged by year of publication, the earliest first. For example, Sharma N (2010) precedes Sharma N (2014). One-author entries precede multiple-author entries beginning with the same surname even if the multiple-author work was published earlier. For example, Kaur (2014) shall precede Kaur, Singh and Sharma (2010). This style mandates writing names of all the authors in reference list up to seven authors. If there are more than seven authors, following format is used: Kaur, S., Sharma, N., Sharma, S., Thakur, M., Agnihotri, N. Thakur M,.... Saini, S. (2015). Effectiveness of Peer evaluation in nursing training. Education and Research Journal, 6, 167-177. For Govt. agency with no author it can be written as U. S. Food and Drug Administration, 2004.

HARVARD REFERENCING STYLE[4]

This is also known as Author and Date system. The Harvard system puts the authors and the date of work

being referred to at the appropriate point in the text rather than using a number. This is called a "citation". All the works cited are then listed at the end of the report/paper in an alphabetical order according to the authors' surname. The reader can then refer from the text to the reference. The reference list must contain all the works cited in the text (Table 3).

It is economical in terms of time. It is very flexible as entries can be added, deleted, or changed with a minimum of disruption to the rest of the document. In addition, the reader can tell immediately who the author is and when the study was published. It emphasizes the name of the author and the publication year in the text with full bibliographic details in a reference list.

Table 3: Format of writing the references using Harvard style

Type of source	Format	Example	In text example
Book (Two authors)	"FAMILY/SURNAME, Initials. (Publication year) *Book title – italicized*. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher".	Dempsey, P.A. and Dempsey, A.D. (2000) *Using Nursing Research: Process, Critical Evaluation, and Utilization*. 5th ed. Philadelphia: Lippincott Williams and Wilkins.	Dempsey, Dempsey (2014) emphasized that_____
Chapter in an edited Book	"FAMILY/SURNAME, Initials of the author writing the chapter. (Publication year) Title of chapter. In: FAMILY/SURNAME, Initials of author or editor of book (ed.) or (eds.). *Book title- italicised*. Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher."	Kaur, S. and Singh, M. (2014) Rehabilitation of elderly. In Singh A et al. *Comprehensive Textbook of Elderly Care*. New Delhi: Century Publications.	As per Kaur, Singh (2014)___
Journal article (printed)	"Author(s) of article's FAMILY/SURNAME, Initials. (Publication year) Title of article. *Title of journal - italicised* or underlined. Volume number (Part number/month). pp. followed by the page number of the article".	Kaur, S, Singh, A., Dhillon, M.S., Tewari, M.K., Sekhon, P.K. (2015). Incidence of bedsore among the admitted patients in a tertiary care hospital. *JPMER*, vol 49, no. 1, pp. 26-31.	Kaur, Singh, Dhillon, Tewari, Sekhon (2015) has reported that_____
Website	"Author of website FAMILY/SURNAME, Initials or WEBSITE name if no author is available. (Year) *Title of website in italics*. Any numbers if necessary or available if website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets]".	Waters, J. (2014) Phenomenological Research Guidelines. Available from *http://www.capilanou.ca/psychology/ student-resources/research- guidelines/ Phenomenological-Research-Guidelines*. Accessed [2 Aug].	
Dissertation or Master's thesis	"Author(s), (Year of publication).*Title*. Type of qualification, Academic institution"	Sharma, N. (2014). *Adolescent Resilience in relation to emotional intelligence, stress, parental bonding and personality*. PhD. Thesis, Panjab University, Chandigarh.	Sharma (2014, p.212) reported that...
Newspaper	"Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) 'Title of article'. *Title of Newspaper – italicized*. [Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable".	Baluni A, (2016) 'For Justice Sake'. *The Indian Express,* 22 March. P 12.	Baluni (2016) reported that

While using Harvard style, if a citation is to be used in text, depending on the style of your sentence, you will either include both the author and year in brackets or just the year in brackets, with the author forming part of your sentence. For example, interpersonal stress is very common in first year students. (Sharma, 2010) or in a descriptive study by Sharma (2010), interpersonal stress was emphasized in first year students. Further, the style mandates the use of specific page number as well if one is using a direct figure or idea from a particular page. For example, (Kaur, 2014,p 48). For work done by more than one author, the name of all authors is to be given in text up to three authors. If there are more than three authors then write name of first author followed by et al.

REFERENCES VERSUS BIBLIOGRAPHY[6]

It is generally thought by many that there is no difference between bibliography and references. They often mistake the two to be the same. However, they both are different.

References usually come at the end of the research report. The reference list contains only those sources that the researcher has referenced/actually referred to in the text. So, for each resource in the reference list, there will be some citation in the write up.

A bibliography is listing all the materials that have been consulted while writing anything, i.e., research report, assignment etc. The list of references is given at the end of the text. It may or may not be cited in the text. So, it contains even the books, articles, website, and so on, that the researcher has consulted but didn't actually cite in the write up.

While references are cited directly in the text, bibliography is not cited directly in the text. While references can be used to support the statement or argument, a bibliography does not have such roles. As such references are used for establishing something in a more authoritative way. Readers could refer the references and evaluate the correctness of the statement. However, bibliography does not support the argument but one only refers them in a personal way.

Both bibliography and references appear at the end of the document. But bibliography comes after the reference list. A bibliography may contain all those that have appeared in the reference list but it may also contain additional works.

Both bibliography and references are arranged alphabetically. But a reference list can also be arranged in Numeric style, which means arranging the references according to the numbers in the text as in the Vancouver style.

ANNOTATED BIBLIOGRAPHY[7]

An annotated bibliography provides information regarding the research that has been done on a given topic. It is an alphabetic list of the citations to books, articles, and documents. Each citation is followed by a brief, usually about 150 words descriptive and evaluative paragraph called the annotation. The purpose of the annotation is to notify the readers of the relevance, accuracy, and quality of the sources cited. Sometimes the students get confused between the annotation and the abstract. In fact, an abstract is the descriptive summary of a journal article. It is often found at the beginning of the article. Though annotation is also the summary of an article or of any other document, but it is more descriptive and critical. It exposes the author's point of view, clarity and appropriateness of expression, authority etc.

To generate an annotated bibliography, a candidate needs to have a variety of intellectual skills. He/she should be well – informed of library research. The quality and usefulness of the bibliography depends on the selection of the sources. So, it is important to define the scope of research very cautiously in order to decide what to include and exclude from the bibliography. There are certain questions which should be considered in order to have appropriate limits to the research. These may include What problem is being investigated? What question(s) are being followed? What kind of material (books, journals, government reports, etc.) are being looked for and whether essential studies on the topic are available or not?

STEPS OF WRITING ANNOTATED BIBLIOGRAPHY[7]

- ❑ Locate and record citations to books, periodicals, and documents that may contain useful information and ideas on the topic.
- ❑ Briefly examine and review the actual items as per the topic.
- ❑ Select those works that provide a variety of perspectives on the topic.
- ❑ Cite the book, article, or document using the appropriate style of writing the bibliography.
- ❑ Write a concise annotation that summarizes the central theme and scope of the book or article. Also include comparison or contrast of this work with another being cited.

Sample of an annotated bibliography using the APA format for citation of a journal article is shown in Box 1.

Box 1: Annotated bibliography using APA format

Kaur, S., Singh, A., Dhillon, M.S., Tewari, M.K., Walia, I. (2011, 2012). Point prevalence of bedsore among the admitted patients in a tertiary care hospital. Journal of the Academy of Hospital Administration, 23(1), 24(2), Jan-June and July-Dec, 18–24.

The authors have undertaken this study to estimate the point prevalence of bedsore and to assess the functional dependence in the activity of daily life amongst the admitted patients in a tertiary care hospital. The mead ADL score was 1.30 ± 1.74 with the range of 0–6. 62.2% had less than 1.30 score. Half of the subjects were completely dependent for bathing and dressing. The overall prevalence of 10% was increased by 2.3% reported in a study conducted in 1998 in the same institution. Though high prevalence (41%) and incidence (33%) of bedsore has been reported from other countries, however, in the present study, none of the patients was found to be having bedsore from intensive care units. The authors have reported that majority of the patients with bedsore admitted in various wards were admitted through emergency. A high proportion of patients admitted through the emergency department at risk for pressure ulcer development has also been reported by Tarpey et al. It has been concluded that there is a need to develop strategies for reduction and prevention of bedsores in hospital.

REFERENCE MANAGEMENT SOFTWARE [8-10]

With the rapid expansion of scientific literature, various reference management packages have been developed. These software interface directly with the most commonly used word processing software. With such tools, the reference information can be organized using whatever citation style has been stipulated. These software packages normally consist of a database in which full bibliographic references can be entered, plus a system for generating selective lists of articles in the different formats required by publishers and scholarly journals. Modern reference management packages can usually be integrated with word processors so that a reference list in the appropriate format is produced automatically as an article is written. It decreases the risk that a cited source is not included in the reference list. They will also have a facility for importing the details of publications from bibliographic databases.

There are various reference management software packages available these days. EndNote is one of them which is popular among many others. EndNote is a commercial software package.[9] The software has a feature wherein it groups the citations into library. Any reference can be added to such library either manually, by importing or by copying. Most of the bibliographic databases have an option of directly exporting the given citation to EndNote library itself and saves the user from having to manually enter the citation information and the abstracts. EndNote can automatically format the citation into whatever format the user wishes from a list of over two thousand different styles.

Another common reference management software which is free is Zotero.[10] This software programme also has certain features like web browser integration, online syncing, generation of in-text citations, footnotes and bibliographies, as well as integration with the word processors like Microsoft office which makes it distinguished.

The software is user friendly and easy to use. Whenever the user is searching any commonly used websites and databases like google scholar or pubmed, a small icon of Zotero appears on window (Fig. 1). A simple click on the icon would save the whole document to Zotero library. You can add PDFs, images, audio and video files, snapshots of web pages etc. Zotero automatically indexes the full-text content of your library, enabling you to find exactly what you are looking for with just a few clicks.

IMPORTANT POINTS REGARDING THE LIST OF REFERENCES

Sometimes the beginning researchers become little casual while writing the references. They may not be aware of importance of writing the references correctly. This can affect the authenticity of their research work. The following are certain important points which should be kept in mind specifically regarding referencing:

❑ Keep all the references accurate and truthful.
❑ Provide all the relevant details regarding each reference.
❑ Use a consistent format for writing the references.
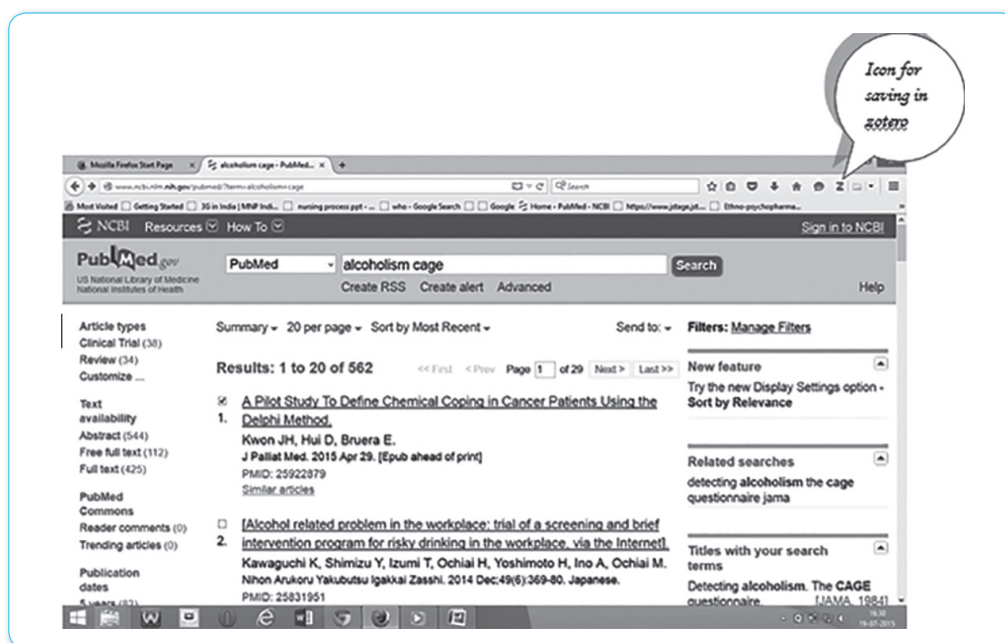❑ Avoid cross-referencing from other articles without having read the original paper.

Fig. 1: Screen shot of Zotero

❏ Make complete photocopies of the articles which are being referred (page numbers, name of journal, issue etc.)

❏ If you are referencing a website, immediately note the web page and the date you have accessed.

❏ If you want to quote some material from some interviews, make your notes side by side and note the date and other relevant information regarding the interview.

❏ Inaccurate style or content of references may "reflects" negatively. So, write all the references in a proper style.

❏ Abstracts as references should be avoided.

❏ Accepted articles should be cited as "In press" or "Forthcoming" after written permission.

❏ Check all the references for their correctness while writing as well as in the end.

SUMMARY AND KEY CONCEPTS

Referencing is an essential part of any scientific writing. Most journals in medical sciences use the Vancouver system to write the references. The Harvard system puts the authors and the date of work being referred to at the appropriate point in the text rather than using a number. All the styles of writing references have their advantages and disadvantages. Bibliography is listing all the materials that have been consulted while writing anything. References, on the other hand, are those that have been referenced in the article or book. Bibliography is not directly included in the text. References are those that are directly included in the actual text. Both bibliography and references are arranged alphabetically. But a reference list can also be arranged in numeric style.

? ASSESS YOURSELF

Long Answer Type Questions

1. Discuss various styles of writing references.
2. Explain the difference between references and bibliography.
3. Discuss the importance of writing the references.
4. Write short note on annotated bibliography.
5. Write short note on Zotero.

Multiple Choice Questions

1. **Which of the following is the correct format for writing a journal reference in Vancouver style?**
   a. Surname Initial(s). Title of article. Journal title/or title abbreviation. Year; volume (issue):page(s). DOI - if available
   b. Surname, Initial(s). Year. Title of article. Journal title/or title abbreviation; volume (issue):page(s). DOI - if available
   c. Initials, Surname Title of article. Journal title/or title abbreviation. Year; volume (issue): page(s). DOI - if available
   d. Surname Initial(s) Journal title/or title abbreviation. Title of article Year; volume (issue):page(s). DOI - if available

2. **Mentioned below is a reference of a journal article in APA style, Identify the correct one:**
   a. Bernedes, C.M.S., Ray, S., Harkins, D. (2009). An Exploratory Study of Resilience and Coping Strategies among Portuguese-Speaking Immigrant Women Survivors of Domestic Violence. American Journal of Psychological Research, 5(1), 81-96.
   b. Bernedes, CMS, Ray, S, Harkins, D(2009). An Exploratory Study of Resilience and Coping Strategies among Portuguese-Speaking Immigrant Women Survivors of Domestic Violence. American Journal of Psychological Research, 5(1), 81-96.
   c. Bernedes, C.M.S., Ray, S., Harkins, D. An Exploratory Study of Resilience and Coping Strategies among Portuguese-Speaking Immigrant Women Survivors of Domestic Violence. American Journal of Psychological Research, 2009; (1), 81-96.
   d. Bernedes et al. (2009). An Exploratory Study of Resilience and Coping Strategies among Portuguese-Speaking Immigrant Women Survivors of Domestic Violence. American Journal of Psychological Research, 5(1), 81-96.

3. **While writing a reference in Vancouver style in case of articles with multiple authorship, it is recommended to use 'et al' after citing the names of how many authors name?**
   a. Three
   b. Four
   c. Five
   d. Six

4. **Which of the following represents the correct way of writing reference for a book chapter in APA style?**
   a. Baumeister, R. F. (1994). The crystallization of discontent in the process of major life change. In T. F. Heatherton and J. L. Weinberger (Eds.), Can personality change (pp. 281-297). Washington, DC: American Psychological Association.
   b. Baumeister, R. F. The crystallization of discontent in the process of major life change. In T. F. Heatherton and J. L. Weinberger (Eds.), Can personality change Washington, DC: American Psychological Association; 1994: 281-297.
   c. Baumeister, R. F. The crystallization of discontent in the process of major life change. In T. F. Heatherton and J. L. Weinberger (Eds.), Can personality change (pp. 281-297). Washington, DC: American Psychological Association. (1994)
   d. Baumeister, R. F. (1994). The crystallization of discontent in the process of major life change. In Heatherton, T.F. and Weinberger, J.L. (Eds.), Can personality change (pp. 281-297). Washington, DC: American Psychological Association.

5. **Which of the following is not a reference management software?**
   a. Zotero
   b. Bibdesk
   c. Endnote
   d. Strata

6. **There is an article titled "Cops use water cannons on nursing students" by Shikha Mehta in The Tribune newspaper of 11 July 2015 on page no. 5. How will you cite this in APA style?**
   a. Shikha, M. (2015, July 11). "Cops use water cannons on nursing students". The Tribune, pp. 05
   b. Mehta, S. (2015). "Cops use water cannons on nursing students". The Tribune, pp. 05
   c. Mehta, S. (2015, July 11). "Cops use water cannons on nursing students". The Tribune, pp. 05
   d. Mehta, S. (2015, July 11). "Cops use water cannons on nursing students". The Tribune, pp. 05

Section XV: Communicating Research Findings

7. Which referencing system most of journals in medical sciences use?
   a. The Vancouver system
   b. APA system
   c. Harvard system
   d. WHO system

8. Which reference writing system mandates that references are to be numbered consecutively in the order they are first mentioned in the text.
   a. APA style
   b. Vancouver style
   c. Harvard Style
   d. Both a and b

9. Which of the following is *NOT TRUE* regarding References vs Bibliography?
   a. There is no difference between bibliography and references
   b. References usually come at the end of the research report
   c. The reference list contains only those sources that the researcher has referenced
   d. Bibliography may or may not be cited in the text

10. Copying material you have previously produced and passing it off as a new production is known as:
   a. Referencing
   b. Self Plagiarism
   c. Citation
   d. Quotation

Ans.

1. a	2. a	3. d	4. a	5. d	6. d	7. a	8. b	9. a

10. b

✅ REFERENCES

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