INDV101 – Referencing and Citation Style Sheet

This handout tells you exactly how to format all in-text citations, full references, and language examples for your Field Notebooks and Field Report. You should use these formatting conventions for all of your work in INDV101 this term.

You will undoubtedly have to learn and follow a wide variety of referencing and citation formats as you write papers in different classes. Each discipline seems to have its own rules and idiosyncrasies about how you should format referencing and citation! The important thing is to learn how to follow a style sheet. This style sheet is based on the referencing and citation style of the Linguistics Society of America. If you would like more information, you can see the full LSA style sheet at:

http://www.lsadc.org/info/pubs-lang-style.cfm

In this class, you are only responsible to know the style rules that are given in this handout, not all of the LSA style rules (nor any other standard referencing style)!

Section 1: How to use and cite required scholarly references:

In scholarly writing, whenever you use an idea that you found somewhere other than your own brain, you must cite the source of that information. There are a very few cases in which citation is not required, and these include:

- When you are using a specific transcription or measurement system like the International Phonetic Alphabet, you do not normally cite the source of that system.
- For this class, when you are using information provided in class lecture, you do not need to cite the lecture notes.

If you provide a definition of a key term, you should cite the source of the definition. If you assert a claim that you have read about, you should cite the source of the claim. It’s always better to err on the side of over-citation, than it is to miss a citation (as doing the latter is tantamount to violating the Code of Academic Integrity, and could cause you to fail this class!)

The rule for citation of references is this: when, in the text of your assignment, you make a claim or write a sentence that you got from some other source, you should include an ‘in-text citation’ for that claim, noting its source. Then, at the end of your assignment you should have a separate page, headed ‘References’, that contains a ‘complete citation’ for every source that you’ve cited in your text. Every in-text citation must correspond to exactly one complete citation on the reference sheet, and every complete citation on the reference sheet must correspond to at least one in-text citation. If you did research that did not yield any material that you used in the text of your assignment, you should not cite the source of that unused research on your reference sheet. But you should be very careful to include every source that you cite in the text in your reference sheet.
Section 1a: Writing in-text citations correctly.

There are two ways to write an in-text citation – one way if you are paraphrasing someone else’s idea, the other if you are directly quoting someone.

Citing a paraphrase:

Imagine I were paraphrasing some idea I learned from the Winkler textbook. For example, maybe I want to refer to the claim that it often takes second-language learners a long time to be able to understand jokes in the language they are learning (Winkler 2007). Since I didn’t quote her directly, I simply include her last name, and the year of publication of her book, in parentheses after the idea that I have paraphrased.

Or, imagine I were paraphrasing an idea I found in one of the essays in the Rickerson text. I might have learned in reading one of those essays that the main reason languages die is because they are not used as first languages with children in the homes of the language community (Moseley 2006). Since I read about this idea in chapter 24, which was written by Christopher Moseley, I cite ‘Moseley’ as the author’s last name, and 2006 as the year of publication (because that’s the copyright year of the Rickerson text).

Citing a direct quotation:

For direct quotations, I put the quotation itself inside of quotation marks, and then I add the page number on which the quotation can be found after a colon following the year of publication in the in-text citation. For example, “as a learner of a second language, it is often a long time before we are able to get jokes because we tend to translate literally, getting word-by-word meaning, and we miss word play and sarcasm” (Winkler 2007:5).

Some sources have more than one author. If you use a reference that has multiple authors, you should follow these rules:

If there are two authors, use both of their last names in the in-text citation. For example, you could write (Smith and Jones 2007), or (Smith and Jones 2007:146).

If there are three or more authors, use the first author’s name and then ‘et al’ – as in (Smith et al. 2007) or (Smith et al. 2007:146).

Section 1b: How NOT to write in-text citations correctly.

- It is incorrect to follow some other standard referencing style than this one. You may have learned a number of different ways to write in-text citations based on different referencing styles you’ve learned before (perhaps you know something about MLA, APA or Chicago Style, for example). These styles are quite different than the one we are using in INDV101 - DO NOT USE THOSE STYLES IN THIS CLASS!
- It is incorrect to describe your reference citations in the prose of your paper. You may be tempted to fall into what I will call ‘chatty in-text citations’. These are often found, and are perfectly acceptable, in journalistic writing, BUT THEY ARE NOT ACCEPTABLE in this class. ‘Chatty in-text citations’ are ones in which you describe
the details of your reference in the text of your paper. Do not do this. Here are a
couple examples of ‘chatty in-text citations’ to help you see what we want you to
avoid:
  o In her very interesting and informative textbook, Understanding Language,
    Elizabeth Winkler says that “as a learner of a second language (etc)” (Winkler
    2007:5).
  o Dr. Elizabeth Winkler is a renowned expert on language, and in 2007 she
    published a book titled ‘Understanding Language’ which argues that second
    language learners have a hard time understanding jokes (Winkler 2007).

Section 1c: Writing complete citations correctly.

You will find a properly formatted sample reference page at the end of this document. You
will notice that it:

  • Is a separate page, that begins with the word ‘References’ centered at the top.
  • Is double-spaced throughout.
  • Uses a ‘hanging indent’ so that all lines after the first line of a complete citation are
    indented approximately 5 spaces.
  • Contains all reference citations in alphabetical order, based on the first author’s last
    name.

Here are examples of properly formatted reference citations for each of the required references
in your Field Notebooks and Field Report.

*Properly formatted complete citation for a book: your Winkler Textbook.*


Note that this reference begins with the author’s name, last name first, followed by a period.
Then there is a space and the year of publication is given, followed by a period. The title of
the book appears next, followed by a period. Then the place of publication is given, followed
by a colon and the name of the publisher. The citation ends in a period.

Below is the correct complete citation for the Harley reading from d2l.


*Properly formatted complete citations for a chapter in an edited volume: your Rickerson
textbook.*

Moseley, Christopher. 2006. Why do languages die? In The 5 Minute Linguist: Bite-sized
Essays on Language and Linguistics, ed by E.M. Rickerson and Barry Hilton, 107-
Note that you cite the author of the particular chapter that you are citing – If you cite more than one chapter from the Rickerson text, you will have a unique complete citation on your reference page for each chapter that you cite!

To cite the Rickerson book as a whole, as you may wish to do for Homework 1, you could do this:


The correct citation for the Swadesh list also falls into this category – although in this case the author of the edited volume is also the ‘editor’, so she is not named twice.


Properly formatted complete citation for an article in a scholarly journal: your ‘Illustrations of the IPA’, ‘Basic Constituent Order’, and ‘Politeness’ articles will all fall into this category.


Note that this article has two co-authors. If the paper has three or more co-authors, cite them like this:


The same conventions are used to cite multiple authors regardless of the type of reference you are citing.

Section 1d: How NOT to write complete citations.

For the referencing style we use in this class you NEVER:

• Give a URL or web link for a journal article or book, even if you found that article or book online.
• List ‘Print’ next to a citation for a source you got in hard copy.

These are practices that are used in other standard referencing styles, but are NOT allowed in LSA style, or this class!

Section 1e: Citing references other than the required ones.
In general, you are required to use only acceptable academic sources for your written work in our class. If you need to use other references besides those that are required, you are required to work from *acceptable academic sources* only, unless otherwise explicitly noted in the assignment description sheet!

By ‘acceptable academic sources’, we mean:

- Articles, monographs or books that are written for a scholarly audience, and
- articles, monographs or books that are written by scholars.

These documents have undergone a process known as ‘peer-review’, in which other scholars in the relevant area have reviewed and edited them, and agreed that they have intellectual merit. Your course textbooks count as acceptable academic sources, as do peer-reviewed journals, doctoral dissertations, academic books and monographs.

Sources that are generally **not** acceptable in academic work include those which are:

- Written for a general audience (i.e. encyclopedias, newspapers, magazines, general-use websites), and
- not written by scholars in the relevant area of expertise (instead they are often written by people who do not have a deep understanding of the content they are writing about).

There may be occasions when you will want to cite a resource that is not an acceptable academic source. For example, if you claim in a paper that ‘journalists often use the word ‘dialect’ in a pejorative way’, you may want to cite some newspaper articles in which the journalists did just that. However, use of these resources should be very limited, and only included in the proper contexts. Check with your section instructor if you wish to cite any resource that is not clearly an acceptable academic source.

*Special note: Wikipedia*

Wikipedia is **not** an acceptable academic source. I will repeat that statement for emphasis: **Wikipedia is not an acceptable academic source!** This is because Wikipedia entries may be written and edited by anyone with a Wikipedia account, and they are not formally peer-reviewed. They are intended for a general (non-scholarly audience). They are unreliable, and may change unexpectedly.

Wikipedia can be a very useful resource, however. It’s a good starting place if you are trying to find out more about a topic, and Wikipedia articles often list good, academic sources in their reference sections. So, feel free to use Wikipedia to find acceptable academic sources – but do not feel free to use it as an academic sources. And be prepared to find out that what you learned from Wikipedia may not be correct!

If you have a need to cite a non-standard reference, we provide some guidance here. **PLEASE NOTE:** These are all non-standard types of sources for an academic paper. Please be sure that the source you are citing fit the criteria for a ‘scholarly reference’ if you plan on using it for
your project. *None of these sources included in this section would be acceptable without your section instructor’s approval!*

Websites: Remember that websites which are not the web-enabled equivalent of print journals are not generally acceptable as scholarly sources, but may be used under special circumstances.


In the text, your citation should be (Lewis 2009).

*References that lack author or year information*: When pulling up articles from the web, it is not uncommon to find that the article is missing certain kinds of information required for a complete citation. Often, this information is findable, and if it is, you must use it for citation! If the information is genuinely unavailable, you may use the following conventions.

If no author is given in the reference, cite corporate authorship. If no date given, cite ‘referenced on’, as below, and use ‘n.d.’ abbreviation for ’no date’:


In text, your citation should be (University of Arizona n.d.).

*Encyclopedia entries*: Remember that encyclopedia entries from general-use encyclopedias are not usually acceptable as scholarly sources, but may be used under special circumstances. For example, the specialized encyclopedias ‘Encyclopedia of Language and Linguistics’ and ‘International Encyclopedia of Social and Behavior Science’ are acceptable scholarly sources. Cite the author(s) if their names are given, if not, list by editor name, if given. If not, cite by corporate author.


In the text, your citation should be (Columbia University Press 2005).

*Dictionary entries*: Remember that dictionary entries are not generally acceptable as scholarly sources, but may be used under special circumstances. Cite the author(s) if their names are given, if not, list by editor name, if given. If not, cite by corporate author.

2212. Oxford University Press.

In the text, your citation should be (Oxford University Press 2006)

Newspaper articles: Remember that newspaper articles are not generally acceptable as scholarly sources, but may be used under special circumstances. These are just like journal articles with respect to citation style. Cite the author(s) if their names are given, if not, list by editor name, if given. If not, cite by corporate author.


In the text, your citation should be (Bumiller 2006).

Section 2: Formatting word and sentence examples from your field language.

Whenever you need to include a word, phrase or sentence of your field language in your written work, you should use the following conventions.

Writing single, simple words:
You can incorporate single, simple words in the text of your paper by writing the word (in IPA, of course) in italics, and providing the ‘gloss’ (brief English translation) in single quotes. For example, the word in my language for ‘cat’ is ʈəzə and ƙələ is ‘mouse’.

Writing morphologically complex words:
Starting with your third Field Notebook, you’ll need to break down morphologically complex words when you write them in your notes. In order to do this, you should separate them out from the text, and put them on their own lines. Use a three-line citation form for writing morphologically complex words, like those in examples (1-3):

Three-line citation form for complex examples

(1) ʈəzə-ko  (2) bo-ʈəzə  (3) bo-ʈəzə-ko
    cat -little          pl.-cat                  pl.-cat -little
‘little cat’           ‘cats’                   ‘little cats’

If you need to, you can number these examples for clarity, as I’ve done here. Note that the top line in each example is the complex word, with hyphens indicating the morpheme boundaries. The second line is a morpheme-by-morpheme gloss. Each gloss is lined up directly under the appropriate morpheme in the top line. The bottom line contains the ‘free gloss’ – a brief English translation of the whole word.
Writing phrases or sentences:

For the third and fourth Field Notebooks, you’ll need to cite whole phrases and sentences in your language. You do that just like you’ve done with your complex words. For example, look at the sentence in (4).

(4) ɬokitə əi:ɗə bo-ʈazə-ko
    like I pl.-cat -little
    ‘I like little cats’

Now the top line in the example is the sentence in the field language. If any words of the sentence are morphologically complex, the morphemes are indicated with hyphens. The second line is a morpheme-by-morpheme gloss. Each gloss is lined up directly under the right morpheme in the top line. The bottom line contains the ‘free gloss’ – a brief English translation the whole sentence.
References


