

Master's Thesis Seminar 2 in English
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REFERENCING

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Using Information resources

- Academic / scientific writing is a dialogue between earlier research and own thinking
- References are used **to support presented claims**, or **to provide challenging views** that you wish **to criticise**
- The text must include references to the resources that are used
- The accuracy and correctness of referencing are part of a well-written publication and add credibility and reliability to your work

(Aalto Citation Guide: Using information resources, 2020)

Think of
how
and
why
you are
referencing

- **Support your ideas** and to **contextualize** your own work within your field and connect to the world
- **Establish and explain** your key concepts
- Outline a theoretical framework
- Choose and define a methodology
- Continue & raise a dialogue

(Tua Helve, 2017 & Aalto Citation Guide: Using information resources, 2020)

- **Distinguish your own thoughts from the ones you are referencing to**
- Use references that have a **clear connection** with your own writing
- **The source material has to be referenced to correctly**
- Information should not be cut from the context in a way that differs from the original source. E.g. claimed as a fact if the original source does not say this.

(Helsinki University Language Centre. 2016. Kielijelppi)

- **Synthesise your source material with your own thinking** so that what you reference genuinely serves your thinking and writing
- Subsequent, unfounded reference citations are not recommended in any type of work
- **References verify your research process** and indicate, who is responsible for the interpretations made.

(Helsinki University Language Centre. 2016. Kielijelppi)

- Through the references, the reader can reconstruct your conclusions and evaluate the scientific value of the work
- References do not lessen the originality of the work, but **support the claims made** and demonstrate that the writer knows their field
- They also protect the writer; the resource materials could also include mistakes

(Järvinen, Hanna: Composition and referencing guide for research)

- References are meant for supporting your own argumentation, therefore general/common knowledge does not need reference sources.
- Knowledge related to the practices of a specific field of art is not common knowledge, and thus has to be validated with reference material.
- You can also reference to your own artistic work and the information it has provided, such as prior or present experience through verbalizing it.

(Järvinen, Hanna: Composition and referencing guide for research)

Citations: Paraphrasing and quoting

- References are mainly used **to summarise (paraphrase)** and to **quote**.
- In **summarising / paraphrasing**, relevant information from the resource is presented in own words.
- Summarising is not a direct citation, quotation marks are not used.

(Aalto Citation Guide: Using information resources, 2020)

In text citations:

To make clear that the idea presented is from other work, start the summary by e.g. 'As Herrera states', or 'According to Komonen'. A reference mark is also required. *Example:*

- As Herrera (2016, p. 53) states stockings are in fashion again. -> Author based citation

Generalisations or facts are also cited, e.g.,:

- In recent years, stockings have gained increasing popularity (Herrera 2016, p.53) -> fact or narrative based citation

- **Quotations** present a part of a text word for word exactly as they are in the original resource
- Must always be presented in “quotation marks” or ‘quotation marks’ -> depending on the referencing system used
- Avoid long quotations unless they are absolutely necessary
- Long quotations (3 sentences and more) can be added to the text as indented paragraphs with smaller spacing and without quotation marks.

(Aalto Citation Guide: Using information resources, 2020)

Referencing Systems

- At Aalto, no specific referencing system is required
- You are free to use the system you are most comfortable with or that suits your purposes
- **What ever system you choose, be consistent and use the same style in your in-text citations and bibliographic references**

(Aalto Citation Guide: Reference systems, 2020)

There are many different systems for the citation of references.

Name-year systems:

- Harvard System of Referencing (Harvard)
- American Psychological Association Formatting and Style (APA)
- Modern Language Association Citation Style (MLA)
- Modern Humanities Research Association Style (MHRA)

The number reference system:

- Vancouver system

The footnote reference system:

- Chicago Manual of Style (CMS)

In text citations

- **Name-year system (Harvard system):** the most common variant of name-year systems. Author's surname and publication year are mentioned in in-text citations. Including page numbers is also recommended. E.g.,:
 - (Harvard, 2022: 55) or (Harvard 2022, pp.55-56)
- **APA:** APA style is most commonly used to cite sources within the human and social sciences.
 - (APA, 2022, p.55)

(Aalto Citation Guide: Reference systems, 2020)

Footnote reference system (Chicago)

- When using footnotes, a number called a superscript is added at the end of the cited or summarised information. Normally the numbering runs consistently throughout the work.
- The superscript numbers correspond with notes either at the end of the page (footnote) or at the end of the text (end note).
- The footnotes and end notes state at least the author's name, the name of the publication and page numbers where the citation is from.
- The benefits of using footnotes is that the system does not break the structure of the text, and you can also include additional information that supports the main text in the footnotes.

Links

Aalto Citation Guide: <https://libguides.aalto.fi/c.php?g=410674&p=2797288>

Name-year systems:

- Author-date (“Harvard” or Chicago)

<https://libguides.aalto.fi/c.php?g=410674&p=2798421>

<https://www.scribbr.com/chicago-style/author-date/>

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

- American Psychological Association Formatting and Style (APA)

<https://apastyle.apa.org/>

The number reference system:

- Vancouver system

<https://libguides.aalto.fi/c.php?g=410674&p=2798423>

The footnote reference system:

- Chicago Manual of Style (CMS)

<https://www.chicagomanualofstyle.org/home.html>

Using Citations

- After each cited phrase, you should place a reference
- References are not collected to the end of the paragraph, but always given at the end of the sentence, either before a comma or a period
- If the cited phrase is from several sources you can place them in the same reference
- It is not worthwhile to collect references just because

Using Citations

References should also include page numbers, when needed or possible:

- Page numbers are always used with direct quotes, pictures, charts and detailed information
- Page numbers are not required when referencing to a whole body of work or some one's research in general
- These vary between systems used, check the guide of the system you use!

(Helsinki University Language Centre. 2016. Kielijelppi)

Abbreviations for citations

– not compulsory, but useful in some cases

- *ibid.* = *ibidem*, same (exactly the same as in previous citation)
- *op.cit.* = *oper citato*, in afore mentioned reference (e.g. in another page)
- *pass.* = *passim*, from here and there (when the topic is addressed between hundred pages of text – page numbers are still advisable)
- *s.a.* = *sine anno*, without a year (when the work does not have a year of publication)
- *s.l.* = *sine loco*, without place (when the publication does not have a place)
- *s.n.* = *sine nominem*, without the authors name, similar to the abbreviation *anon.* *anon.* = *anonymous*, published without an authors name.
- *pseud.* = *pseudonym*, published under a pseudonym / alternate author name.
- *signum* = placement information for archival unit

(Järvinen, s.a)

Bibliography / Reference list

- **Reference list:** all works are cited in your own text
- **Bibliography:** includes also sources which are not cited in your own text
- References are always listed with the language of the source, and transcribed to the Latin alphabet if needed.
- When using translated sources, the name of the translator is also given.
- If you have translated materials for your own research, give this information as well

(Helve, 2017 & Järvinen, s.a.)

Reference list

- includes complete information about the sources used in the text
- includes all the sources which are cited in your work
- is situated usually at the end of the publication
- is an essential part of scientific publishing
- helps the reader to trace the information sources
- helps the reader to get an overview about the information sources of the research

References are usually listed under separate titles, E.g.:

- Printed sources (book, articles, magazines)
- Unprinted sources (theses, internet sources)
- Other sources (motion pictures, performances)
- Picture / Image sources (all types of images used: photographs, drawings etc.)
- After the listed references you can also add a bibliography

Examples of printed sources

Printed sources are the most typical resources used for scientific research and all referencing systems are based on using printed resources. All examples are based on the author-year system.

Books

- Whether an academic research or a novel, the same method of notation is used
- Lastname, Firstname. YEAR PUBLISHED. *Title of Work: Subheading*. Possible publication serial. Place of print: Publisher.
- *Example:* Kirkkopelto, Esa. 2008. *Le Théâtre de l'expérience*. Paris: Presses Universitaires de Paris-Sorbonne.

Scientific article in a book

- Last name, First name. YEAR PUBLISHED. "Title of article: Subheading." Possible translator. Editor first name last name & possible other editor (ed. or eds.). *Title of book: Subheading*. Place of publication: Publisher, pages.
- *Example:* Johnson, Mark. 2015. "The Aesthetics of Embodied Life." In Alfonsina Scarinzi (ed.) *Aesthetics and the Embodied Mind: Beyond Art Theory and the Cartesian Mind-Body Dichotomy* Doordrecht, Heidelberg: New York, London, 23-38.

Examples of unpublished sources

Thesis work

- Referenced as books, instead of publishing information the name of the major, degree and institution where the thesis is examined are mentioned.
- *Example* : Salomaa, Heli. 2018. Video games and costume art - digitalizing analogue methods of costume design. Master's thesis in Costume Design, Department of Film, Television and Scenography, Aalto University.

Conference presentations

- When citing a conference presentation if possible, request for the presentation in text or recording. Use notes only when these are not available. Presentations are referenced as books or articles.
- *Example:* Elo, Julius. 2011. "Reciprocal Interaction Between a Performer and Spectator." Colloquium on Artistic Research in Performing Arts, Theatre Academy, Helsinki, 14.1.2011.
- in text reference, one example: (Elo 2011)

Workshops, lectures

- Referencing to workshops and lectures is permitted in the thesis, as artistic research is still new and therefore lacking in scientific publications. The significance to these in your own research has to be explained in the actual text.
- *Example:* Michael Klien & Steve Valk. 2011. "Helsinki Workshop on Social Choreography." Theatre Academy, Helsinki, 26.-29.4.2011.
- in text reference, one example: (Klien & Valk 27.4.2011.)

Interviews and memory based sources

- In this type of information the informant may wish to stay anonymous. In such cases the source should remain anonymous also in the reference listing.
- In in-text citations and references you can replace the name with another (e.g. "Mary" said...) or by giving each informant their own place in the reference material (e.g.: J.H. 2.12.2008)
- Ask for a written permission to use and archive the interview material, while collecting it. If you are using material collected by another interviewer mention the interviewers name as well
- In the reference, the format of interview, time and place of interview and possible archive place are mentioned

Interviews and memory based sources

- With e-mail interviews place is not mentioned. Other e-mails are referenced to as e-mail discussions. Here you should ask for permission to use the discussion from all parties involved.
- *Example:* Jane Doe e-mail interview 11.2.2008 and 2.8.2010. Interviewer Irene Exempler. Exempler's private archive.
-> in-text citation: Name of interviewee, date of interview e.g: Doe 2.8.2011.

Artworks

- Artworks and events are essential sources for artistic research. Examples how to reference these are not given in most style guides based on text resources
- How detailed the information given in the reference list is, depends also how central the artwork is to the research topic. For example: If you are examining acting in a specific performance, listing all actors names is relevant
- If the research is concerned with different versions of the same play, performed at different times, the performances should be distinguished from another with performance dates. Recordings are always separated from live performances
- The way these are listed or cited in the text also vary, check the guideline of the system you use.

Theatre plays, Dance performances, Performances

- The premiere date should be mentioned in the reference list, even when referencing to a performance performed later. In the reference list the Name of the *Artwork/Performance*. Creator(s) such as director/choreographer, scenographer, costume, light and sound designers and the names of the main performers. DATE OF PERFORMANCE, name of performance space, locality of performance (e.g. name of city).
- *Example: Variations on Golem*. Hunger Theatres In Another Spaces workgroup. Performers: Esa Kirkkopelto, Lauri Kontula, Janne Martinkauppi, Heli Meklin, live Meltaus, Piia Peltola, Jaakko Ruuska, Paula Tella, Miikka Tuominen, Taneli Tuominen. Lights: Janne Björklöf. Premiere 6.2.2011, Kiasma Theatre, Helsinki. *Variations on Golem* 13.2.2011.
- In text reference, one example: Name of Artwork. Date. (e.g. Variations on Golem, 13.2.2011.)

Images (e.g. photographs, paintings)

- Creator. Year Published. *Name of Artwork*. Collection or printed source (book, article e.g.). The reference info of the printed source is given as similar sources are given (such as books).
- *Example: Veronica Ringbom. 2000. Vattenbarnen. Dry needle. Finnish State Art Deposit Collection.*
- *In text citation: Name of Artwork YEAR PUBLISHED. (e.g. Vattenbarnen 2000.)*

Fiction films, documentary films

- Film materials are referenced similarly to live performances. Essential information given varies case-by-case. The director of the film and publication year should be mentioned. You can also refer to a specific place in the film in minutes from the beginning of the film.
- *Example: Hélène S. 2004, 12:00.*
Director: Leena Vihtonen, Costume Designer: Leila Jäntti, Art Direction: Julia Tallgren, Cinematography: Kari Salminen. YLE 2004.
- *In text citation: Name of Artwork YEAR PUBLISHED.(e.g. Hélène S. 2004)*

Radio or television programmes

- It is essential to mention the place of presentation / airing and date when the program was aired. When discussing series, season and episode numbers may be vital. Creators are stated as in films. The reference may also include minutes of a specific place within the program.
- *Name of series or Program.* EPISODE NUMBER: *Title of episode:* Director.
Production Company, Tv-Channel DATE
- *Example: Gathered steps. 7/20:* Kirsi Monni. Grape Productions, YLE Teema
28.4.2009.
- *In text citation: Name of series or Program.* EPISODE NUMBER: *Title of episode.*
(e.g. *Gathered steps 7/20, 1:15-1:20.*)

Internet sources

- Always mention the permanent address of the site (permalink) and date of information retrieval. All other information, such as author or page title are too vague for finding the resource, but it is still good to mention them in your reference list. Especially when citing a personal blog entrance or comments relating to it. With the permalink and date the information can usually be traced.
- In citations the page is referenced in the manner it can be found in your reference list.
- Author (or institution if clearly stated). YEAR (if the page has a date). "Name of the site or title of text within the site" and type of site (e.g. discussion forum). Permalink or url (latest retrieval date)
- *Example 1:* Arlander, Annette: " Open Doors and Uprooted Terrain." *With a Juniper*-blog. http://aa-katajankanssa.blogspot.com/2011_09_18_archive.html (20.10.2011). Arlander 2011.
- *Example 2:* " Open Doors and Uprooted Terrain." *Katajan kanssa* -blogi, 18.9.2011. <http://aa-katajankanssa.blogspot.com/> (20.10.2011). *With a Juniper*-blog 18.9.2011.
- In text citations vary, from Author YEAR (e.g. Arlander 2011) to Name of site DATE OF RETRIEVAL (e.g. *With a Juniper*-blog 18.9.2011)

Useful tips

- Start using your referencing system as correctly as possible from the start!
- Create your reference list as you go.
- Use a separate document for listing your references.

Helpful links for your Research and Writing

- Information service and information skills training at the Learning Centre: <https://learningcentre.aalto.fi/en/help-and-guidance-in-information-search/>
- Aalto Citation guide http://libguides.aalto.fi/citation_guid

Helpful Books for your Research and Writing

Berg, B. L. & Lune, H. 2014. *Qualitative research methods for the social sciences*. 8th ed., New International ed. Harlow, Essex, England: Pearson Education Limited.

Biggs, M. A. R. & Karlsson, H. (eds.) 2011. *The Routledge companion to research in the arts*. London: Routledge.

Nelson, R. (ed.) 2013. *Practice as Research in the Arts: Principles, Protocols, Pedagogies, Resistances*. UK: Palgrave Macmillan.

Rose, G. 2016. *Visual methodologies: An introduction to researching with visual materials*. 4th edition. London: SAGE Publications Ltd.

Sullivan, G. 2005. *Art practice as research: Inquiry in the visual arts*. Thousand Oaks (Calif.): Sage Publications.

Thomas, D. 2016. *The PhD writing handbook*. London: Palgrave Macmillan Education.

Information Resources used for this lecture

Aalto Citation Guide, 2020. *Using information resources*.
http://libguides.aalto.fi/citation_guide (26.1.2020)

Helve, Tua 2017: *Minds on Costume*. Teaching material

Helsinki University language centre, 2016. *Kielijelppi* (Translation Susanna Suurla)
<https://blogs.helsinki.fi/kielijelppi/lahteiden-kaytto-ja-lahdeluettelo/> (26.1.2020).

Järvinen, Hanna. *Tutkimuksen rakenne- ja viittausopas*. (Composition and referencing guide for research, transl. Susanna Suurla) Theatre Academy teaching material.

Nenonen, Camilla 2019 *Lähteiden käyttö ja lähdeluettelo*. (Using references and reference list, transl. Susanna Suurla) Teaching material

TASK for 27.11.

Use the resource material you chose for the previous assignment, choose a referencing system and write:

- 1 in-text reference
- 1 reference list entry
- Optional task: Write a short paragraph/sentence where you paraphrase/summarize at least one idea from your information source into your own words and connect that with your own thinking. Cite your reference within the text according to the guidelines of the system you chose.

Prepare to present these + the reference system used in our next meeting 27.11.2023