

# Tutorial: Citations and References

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## Basics

Let's rehearse citations and references once more. Many of you are taking the *Academic Writing* course where they deal with these issues, but it does not hurt to practice once more, as there seem to be constant problems in our theses. Even if it were not intentional, *plagiarism* is a serious academic offence that can lead to a thesis being retracted or even failed.

- Whenever you quote someone or use their text: **use citations**. No exceptions.
  - *Citation* – the part that goes in the main text
  - *Reference* – the part that goes in the list at the end of the thesis
- Citations and references need to be one to one: for each citation a reference and vice versa. Don't add extra "nice to know" readings you're not actually using.
- References, List of References or maybe Bibliography? (Lähteet in Finnish)
  - A "Bibliography" can be something else as well
- Direct quotes vs. paraphrasing
  - Quoting text as is: if only a couple of lines, put it inside the paragraph and use citation marks
  - Longer quotes as a block quote, usually a separate indented paragraph
  - Paraphrasing: telling what the author said in your own words
- Try to get to the original sources whenever possible instead of relying on indirect citations

You can split your references into sections for clarity – this is not required, though. The main distinction you need to make is between *primary sources* (research material) and *secondary sources* (literature). The kind is what counts, not whether something was published online or on paper.

## Styles

You can choose the reference style based on, for example, your previous knowledge and the intended target audience. In other words, we do not expect you to use one or another. What counts is that you use the same style consistently in both citations and the list of references. Some common styles that accommodate many kinds of sources:

- APA
- Chicago
- Harvard

- Nota Bene (University of Turku, Finnish only)

Note that some of these styles only offer a quick start guide for free and expect you to buy their style guide manual where the details are. Googling around usually helps in problem situations.

## Online Sources

These days a lot of the content you find is in electronic form: websites, pdfs and so on. In essence they are references as any others, but because of their volatile nature many styles require that you also mention when the document was retrieved (or accessed). All the commonly used reference styles can deal with online content these days, just use a recent enough style guide.

In general it is a good idea to *not* use Wikipedia as a source. It is an encyclopedia and thus not even a secondary source. Do use it for quickly learning about a topic, but when you need a citation, check Wikipedia's original sources instead.

## Placing Citations

There is often considerable uncertainty concerning where the citations go in a sentence or a paragraph. Some of these are a matter of taste and may depend on the style used, but as a rule of thumb:

- If the citation is about *one sentence only*, place it before the full stop:
  - Similar settings have been described in the field of subcultural studies, when a researcher has been a current or former member of the community in question (Hodkinson 2005).
- Many styles allow this kind of citations for single sentences too:
  - Hodkinson (2005) describes how he, during his study on the British goth subculture, transformed from an insider to an insider researcher.
- After the full stop the citation is in effect until the *beginning of the paragraph* or the *previous citation*:
  - In contrast, the outsider-out approach involves little first-hand contact with the subject, and is based on a theoretically-grounded reading of subcultural texts instead. Finally, in the insider-in case, the researcher actually is or becomes a member of the community, although such assimilation may ultimately be hindered by factors such as age, gender, and ethnicity. (MacRae 2007.)
- Several sources in one citation – be careful when doing this:
  - For some, a “demo” brings to mind preview versions of games or other software, whereas for others a demo might be something aspiring musicians send to record companies (Tasajärvi 2004, 16; Nitsche 2016).
- Some styles allow to skip repeating the exact same citation with “*ibid.*” (emt. or mt. in Finnish)

If there are no citations to be found, then it must be your own text! Make sure that you are not mixing your own and cited text so that it becomes impossible to tell who claims what.