Module 7: Citations [Script]

**Video 1 – Understanding Citations**

Plagiarism is a common concern, not only in academia but also in real-life. Let’s think back to the Tokyo Olympics in 2020. The organizing committee was charged for plagiarism in the creation of their logo that too closely resembled a logo made by a Belgian artist.

How do we avoid plagiarism and give credit where credit is due? How do you link an idea from the scientific literature to your technical report?

In this video, you will learn about citations and the importance of citations in academic and technical writing.

What is a citation?

A citation is a reference to a source that acknowledges the work of others. A citation refers to an expression within the text and the specific entry within the bibliography, that all combined highlights that the idea is not original and has been previously described. Depending on the citation style, in-text citations can either be a numerical or alphanumerical expression. Some popular citation styles include: Modern Language Association (MLA), American Psychological Association (APA), the Chicago Manual of style, the institute of electrical and electronics engineers (IEEE) and Council of Science Editors (CSE). Each citation style is used for different purposes and fields of research, and the in-text citation differs for each style. For example, the APA format typically includes the last name of the author, followed by the year published. IEEE includes only a numerical expression at the end of a sentence that requires the citation. It is important to double-check the citation style prior to submitting any work. For the remainder of the module, we will focus on IEEE, the most popular citation style within science and engineering.

What are the roles of citation in academic and technical writing?

The role of citations in academic and technical writing is two-fold. The first and foremost role is to give credit where credit is due. It is incredibly important to celebrate work of others and to never take credit for ideas that aren’t your own. This is plagiarism. Citations allow the writer to acknowledge the source of knowledge. The second role for citations is to give the reader the chance to know where the original idea can be found. It allows the reader to learn more from the source and determine independently whether the referenced materials support the author’s argument.

When should you cite?

You must cite in the following cases:

* When you quote two or more words verbatim
* When you introduce facts that you have found in a source
* When you paraphrase or summarize ides, interpretations, or conclusions from a source
* When you introduce information that is not common knowledge
* When you build on a method found in another source
* When you build on a computer code or algorithm
* When you collaborate with others in producing knowledge

Understanding citations is the first and arguably the most critical step in the process of being able to efficiently and effectively use them in your work. Failing to cite your sources can lead to serious consequences in your professional career – as shown by the case of the Tokyo 2020 Olympics logo.

**Video 2 – IEEE Style**

Several citation styles exist for you to use. The focus in this module is IEEE and how you can use this citation style in your engineering work. But, to get started, what is IEEE?

What is IEEE?

The Institute of Electrical and Electronics Engineers, also known as IEEE, is a widely accepted format for citations in academic and technical writing. IEEE is the most used citation style in technical fields, such as engineering.

What are the elements of IEEE?

The main two elements of IEEE are:

1. In-text citations – these are numbered in square brackets and refer to the full citation listed in the reference list at the end of the report or paper. Each reference number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket. References are numbered in the order in which they appear, so the first reference cited in text is 1, and the second reference cited is 2, and so on.
2. Reference list – this list is organized numerically, not alphabetically. The detailed reference information is listed next to the respective citation number.

The reference must have the following information:

1. The author’s name listed as first initial of first name, then full last name. You will list all authors here if there are more than one.
2. The title of article, patent, conference paper, etc., in quotation marks
3. The title of journal or book in italics

It is important to recognize the type of document that you are citing. We’ll go over this now in more detail.

What are examples of creating references?

* Journal article - For a journal article in a journal, the volume and number of the journal, the pages of the article, and the month and year of publication are critical components to your final referencing style
* Website

Chapter in a book

**Video 3 – Citation Management**

You are likely thinking... That’s a lot of work for me to write down every single citation that I will use in my work. Luckily, there is a solution to make your life easier, all while reducing the time that you need for organizing and recording each citation. The solution is a citation manager. But, what is a citation manager?

What is a citation manager and what does it do?

Citation managers are available to help you collect, organize, cite, and share references and sources. The benefits of citation managers are:

* Manage all sources in one common place
* Upload and store full-text PDF version of the sources
* Generate formatted bibliographies in a desired format
* Install plug-ins for word processors, i.e., Microsoft Word, that allow you to insert citations directly from the citation manager while you write
* Organize the references in a meaningful way
* Share collections with colleagues for collaboration purposes
* Facilitate the automatic updating of in-text citations

How does a citation manager work?

A citation manager works by collecting the sources, importing the sourcing into your library (with the option to directly upload PDF files and organize into folders), and then allowing you to cite-while-you-write using available plugins. Lastly, the citation manager will generate the bibliography at the end. Whenever you need to make a change in the text, or move around citations, the citation manager will update accordingly.

What are some common citation managers?

The most popular citation managers are Endnote, Mendeley, Zotero, and RefWorks. All offer an online and desktop version and provide a freely available option. In the following video, you will learn how to use Zotero. However, based on personal preference as well as assignment and work guidelines, you can use any of the citation managers previously mentioned.

**Video 4 – Zotero**

**Video 5 – Mendeley**

In this video, you learned why it is important to cite your sources and when you should cite a source. You also learned about IEEE citation style and how to create in-text citations and a reference list. You have also become familiar with the citation manager Zotero to help you while you cite.