

Frequently asked questions: quoting, referencing

Supplement to *Research Matters* (2006: 39-57) stylesheet

**1. How should I cite material from webpages and how should I reference webpages in the reference list?**

Give full internet webpage reference in the reference list. Refer to the source in the text citing the name of the site. However, it is advisable to avoid supporting your arguments with unattributed information or unreliable, unedited sources.

For example:

House M.D. has received 20 Emmy nominations (FoxTV 2011). The show has been well received by both the viewers and the critics, having 8.7/10 rating on IMDb (Internet Movie Database 2011).

Fox TV. 2011. *House M.D.*, accessed 30 December 2011, available from:

<http://www.fox.com/house/about/>

Internet Movie Database. 2011. *House M.D.*, accessed 30 December 2011, available from:

<http://www.imdb.com/title/tt0412142/>

**2. Should I provide full routing details for online sources in the reference list, even though these might be very long?**

Yes.

**3. Should internet sources be listed separately from paper source in the reference list or should all sources be listed alphabetically regardless of the type of medium?**

All sources (primary and secondary sources) should be listed alphabetically by the author / institution / copyright holder.

**4. How should I list an online article accessed via database from the university, when the article is also available in paper format?**

As a regular journal article.

**5. Can I use *Google books* as my sources and if yes, how should I reference them?**

Generally reference to *Google books* should be avoided because of the limited access to full text. If they are used, they should be referenced as other electronic sources.

**6. For more than two authors, reference is as follows:**

Fløttum, K., T. Dahl & T. Kinn. 2006. *Academic Voices: across languages and disciplines*.  
Amsterdam/Philadelphia: John Benjamins.

**7. When there are more than three authors, should all of them be listed in the reference list or is it enough to list the first author followed by *et al*?**

All authors should be listed in the reference list.

For example:

Biber, D., S. Johansson, G. Leech, S. Conrad & E. Finegan. 1999. *The Longman Grammar of Spoken and Written English*. Harlow: Longman.

**8. When there are several authors or editors, should I use *and* or *&*?**

Either can be used (in the in-text references and in the reference list), but consistently throughout the paper.

**9. When there are several authors, how should I order them in the in-text reference: chronologically or alphabetically?**

Chronologically.

For example:

Much research has been conducted to explore the author presence in professional academic writing (Vassileva 1998; Kuo 1999; Fløttum 2005; Pho 2008).

**10. While indicating page numbers of the quote, should I use space before the page number (after the colon)?**

Yes.

For example:

Pho (2008: 235) provides the following taxonomy

**11. Should I use the word *Internet* in the reference list to indicate the online source?**

No.

**12. Do I have to indicate pages when I am not quoting?**

If you are referring to specific ideas of a particular author, please provide page numbers whenever possible even if you do not quote.

**13. If my quotation starts with a capital letter, but I use it in the middle of my sentence, should I keep the capital letter of the quote?**

Follow the general rules of academic writing (as in the example below).

Ex. Aikhenvald (2004: 3) claims that '(e)videntiality is a linguistic category whose primary meaning is source of information'.

**14. How should I refer to dictionaries in the reference list and in my text?**

Use the acronym of the dictionary in your text (as in the example below).

For example:

To begin with, the LED (2006) describes the term as 'a short description giving information about a book, new product'.

In the reference list:

LED - *Longman Exam Dictionary*. 2006. Longman.

**15. Should I transliterate, if I use languages with non Roman alphabet?**

Yes, these should be transliterated (see the example below). For transliteration from the Cyrillic alphabet, the following website can be used:

[http://www.lexilogos.com/keyboard/russian\\_conversion.htm](http://www.lexilogos.com/keyboard/russian_conversion.htm)

Ex. For instance, *Severus Snape* ('severe') becomes *Zlodeus Zlej* ('villain'), while *Snitch* is translated as *Pronyra* ('shoot').

**16. Should I use italics for non-English abbreviations such as et al., etc.?**

It is not necessary to use italics for non-English abbreviations.

**17. How should I refer to the work that has not yet been published?**

Follow the example below.

Breban, T., L. Brems, K. Davidse & T. Mortelmans [forthcoming]. *Grammaticalization and language change: origins, criteria and outcomes*. *Studies in Language Companion series*. New York: John Benjamins.

**18. How should I refer to the same work within the same paragraph?**

Please note examples below:

Variants of the beginning of the paragraph:

Evans and Green notice that ... "quote" (2006: 304).

Evans and Green notice that ... paraphrased ideas (2006: 304).

Evans and Green (2006: 304) notice that ... "quote".

Evans and Green (2006: 304) notice that ... paraphrased ideas.

Full paragraph:

Evans and Green (2006: 304) notice that Joseph Grady, on the other hand, rejects this view claiming that 'distinction between target and source relates to degree of subjectivity rather than how clearly delineated or how abstract a concept is'. However, sometimes we encounter metaphors, which share the same domains and therefore at first sight may seem reversed and not unidirectional, for example 'people are machines' and 'machines are people' (*ibid.* p. 297).

**19. What are the most essential aspects of in-text references?**

Whenever you mention the author in the text, you have to provide the year of the publication and page number (if necessary).

**20. Should I write numbers as digits (e.g. 5, 7) or words (e.g. five, seven)?**

Words should be used for numbers from one to twelve, digits should be used for numbers larger than twelve.

**21. Research & data: are these words singular or plural?**

‘Data is a plural word of Latin origin, and it is still common for editors to require its use with plural verb forms. However, this convention is in the process of changing and you are likely to see it used both ways: *the data show*, and *the data shows*.’ (Cargill & O’Connor 2009: 38)

Though the word *research* can be used in plural, preference should be given to the singular form.