6 Referencing styles

Referencing is a defining feature of academic texts. Referencing styles vary across different texts (e.g. textbooks and journal articles), but each one uses the same style throughout. You need to be aware of the referencing style within a text, and how the in-text reference relates to the material in the text. You also need to be able to follow up the reference where necessary, i.e. by finding the original source and reading it.

TASK 1 Understanding different styles of in-text referencing

1 Read Texts 1 and 2, and complete the table. Look at the information *within* the texts. Focus on completing the table first, ignoring anything in the texts that you find hard to understand.

	Text 1	Text 2
Number of different sources (1, 2, etc.)		
Referencing style (author-date, or numerical)		
Page numbers given in in-text reference? (yes / no)		
Presentation (author focus / content focus)		

Your place

TEXT 1

Flanagan (1993) has pointed out that 'each of us lives in our own city'. Each person has a personal map of the city, where the areas that they know and use are highlighted. Two people who say that they live in the same city may have very different personal maps and, therefore, live in two quite different cities. As Flanagan also points out, the fact that we each have a personal map also means that much of the physical city will be unknown to us and a 'world of strangers' (1993: 39-40).

SOURCE: Fulcher, J. & Scott, J. 2007. p.497. *Sociology* 3rd ed. Oxford: Oxford University Press.

Informal groups

TEXT 2

Informal groups emerge from these formal groups especially if the formal group does not meet the needs of its members. Formal and informal groups are never totally separate; the composition, structure, and operation of informal groups will in part be determined by the formal arrangement (Rollinson 2002). Organizations are seen as social entities which serve a dual purpose. As well as people earning a living within them, they also serve a social role for individuals. A role that some argue (Likert 1961) is an important source of social need satisfaction and one that management has a duty to ensure it creates the right environment to allow people to develop supportive relationships (Furnham 2001).

SOURCE: Matthewman, L., Rose, A. & Hetherington, A. 2009. p.143. *Work Psychology*. Oxford: Oxford University Press.

TASK 2 Evaluating reference styles and following up references

1 Decide which is the clearest and most helpful referencing style for you based on the information in the table in Task 1.

2 Match the approach to following up references 1 and 2 with the source type a and b.

   1 Click on the hyperlink to reach the reference, then either click on the reference to reach the source (for journals), or search for the source in a library.

   2 Turn to the References Section at the end of the chapter or book, follow the alphabetical list to reach the reference, then search for the source in a library or online.

   a a textbook

   b an online journal