

REFERENCING AND LIST OF REFERENCES

Satakunta University of Applied Sciences

Library and information services

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The purpose of this document is to guide students compiling in text references and list of references. These instructions are written particularly to meet the needs of a student writing a thesis. However, it is recommendable to use them in other studies too. Follow the instructions from the beginning, i.e. starting when you have only one source to use in your work. This way you will, for example, gradually learn referencing and the compilation of the list of references during your studies. These instructions are written on Thesis layout model (Word 2007). and are compiled by staff of the library and information services. Give us feedback at <https://elomake.samk.fi/lomakkeet/834/lomake.html>.

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1 REFERENCING ACCORDING TO THE HARVARD SYSTEM

The Harvard System of Referencing is used for marking the references and preparing the list of references at SAMK. Basically, the reference in the text and the entry in the list of references shall provide the information on the basis of which the publication used can be easily found, i.e. you have to know who, when, where. If you want to use another system that you are already familiar with, discuss it with your supervisor.

The purpose of referencing is to tell the reader where the information originates from. The references help the reader to find the exact information on the used source in the list of references. If you can regard the information you provide as general knowledge in your field of study, it does need to be supported by a reference.

The references in the text and the list of references shall correspond to each other. This means that:

- the list of references includes every source referred to in the text
- the list of references includes only sources referred to in the text
- each source can be found in the list of references under the word used in the reference in the text.

The list of references shall only include books and other sources that you have read and used in your work. *Be very careful as mistakes easily occur in lists of references.* Do not enter any second-hand sources (sources through which the original source is referred to) in the list of references. For example, other students' theses are not usually referred to; instead, search for the original source used in the thesis and refer to it. Prepare the references and the list of references while you are writing the actual text. This will reduce the unnecessary workload and searching during the finishing stage.

Information technology offers various tools that can help in doing the referencing and preparing the list of references. For example, in Word (from Word 2007 onward) it is reasonably easy to do the referencing and create the list of references by exporting the data on the used sources to the program. Other programs are available too. The RefWorks reference management program is available through the library's website. When there are plenty of references, it makes sense to use RefWorks. The

library's website also provides links to several free programs with which referencing can be done and the list of references prepared relatively easily.

2 (IN TEXT) REFERENCE

2.1 General structure of a (in-text) reference

A reference is placed inside parentheses, close to the text where you recount the issue you have read from the source, or close to the direct quotation.

The general structure of a reference consists of three parts:

WHO Last name(s) of author(s), separated with a comma, except the last two names with &

WHEN year of publication

ON WHICH PAGE page number on which the issue is referred to (not required for online sources that do not have page numbering)

2.2 Examples of (in text) references

2.2.1 Reference to one sentence only, one author

Example: Do not let your consciousness make barriers to creative ideas; instead, take it easy and do your job well (Hakala 2004, 37).

2.2.2 Reference to several preceding sentences, two authors

Example: If you do not write things down, the work done may be of no use for the thesis because it has not been documented: you cannot trust your memory, and afterwards you cannot make up the choices made. The thesis diary serves as the memory in the student's thesis process. (Vilkka & Airaksinen 2004b, 62.)

2.2.3 Reference to the preceding sentence only, more than two authors; and a direct quotation (which adds one full stop)

Example: "Start to write coherent text passages as soon as possible because only writing will activate your thinking and make you committed to the substance matter." (Hirsjärvi, Remes & Sajavaara 2009, 33).

If there are six or more authors, mark the first author and 'et al.', the year and the pages referred to already in the first reference.

2.2.4 If the same authors have published several books or articles during the same year

Example: If you cannot find an appropriate theoretical model or an authoritative philosophical structure, the theoretical basis can build on central concepts. In this case, you have to describe the relationships between the concepts. (Vilkka & Airaksinen 2004b, 73-74.)

Alternatively, you can place the reference at the beginning of the sentence.

Example: Vilkka and Airaksinen (2004b, 73-74) already stated...

2.2.5 One sentence can include several references.

They are marked in either alphabetical or chronological order and separated with a semicolon. Be consistent throughout the report.

Example of chronological order:

The content of professional skills can also be described by using the concept of qualification (Jarvis 1985, 35; Rätty 1987, 119; Tuomisto 1987, 30-33).

Example of alphabetical order:

In many cases, it is not possible to draw a clear line between a case study and action research (*Hakala* 2004, 89; *Vilkkä* 2004b, 54).

3 LIST OF REFERENCES

3.1 Preparation of a list of references

The easiest and most productive way for compiling a list of references is to carefully mark all the sources as you use them during the thesis process. At the end of the process, the references which are not used in the final text must be removed from the list of references. It is considerably easier to remove excess sources than to find the exact bibliographical information of a source afterwards.

The list of references is written with single spacing, with an empty line between the entries. For example, you can use the tool for preparing the list of references included in Word (from Word 2007 onward) or the RefWorks program with which you can easily maintain a file of all the sources you have used. The references section must include complete bibliographical information – i.e. publication data – of all the sources referred to in the text. When using the Harvard System, the references shall be listed in alphabetical order according to the author's last name or the name of the

corporation or publication. The name of the publication shall be used only when the source has no author information. (SFS 5342 2000, 16.)

The same information on *electronic documents* (e-books, e-magazine, websites etc.) shall be entered in the list of references as on printed publications. The information shall be given as it is marked in the quoted publication. However, it may sometimes be difficult to find the required publication data in electronic documents. If the required data is not found in the electronic document itself, they may be found in the supplementary material or the package.

3.2 General structure of an entry in the list of references

The general structure of an entry in the list of references consists of four parts:

WHO Author in the form: Last name, initial letter of first name. If there are several authors, mark all of them and separate with a comma, except the last two names with &.

WHEN year of publication; if not known, use the abbreviation n.d.

WHAT title or heading of book, article or other publication

WHERE publishing channel, i.e. data on edition, place of publication, publisher in the form: number ed. Publisher: Place of publication.

IN CASE OF AN ONLINE DOCUMENT

date when referred to and URL or DOI (Internet address)

4 EXAMPLES OF DIFFERENT REFERENCES AND ENTRIES IN THE LIST OF REFERENCES

4.1 Book, one author

Reference in the text: (author's last name year, page no)

List of references: Author's last name, First name initials. Year of publication. Title of the book or ebook. Place of publication: Publisher.

Reference in the text: (Baugh 1997, 117)

List of references: Baugh, L. S. 1997. How to write term papers and reports. Lincolnwood: VGM Career Horizons.

Reference in the text: (Glatthorn 1998, 12)

List of references: Glatthorn, A. A. 1998. Writing the winning dissertation: a step-by-step guide. Thousand Oaks: Corwin Press.

Reference in the text: (Hakala 2000, 37)

List of references: Hakala, J. T. 2000. Creative thesis writing: a guide to development and research work. Helsinki: Gaudeamus.

4.2 Book online, one author

Reference in the text: (author's last name year, page no)

List of references: Author's last name, First name initials. Year of publication. Title of the book or ebook. Place of publication: Publisher. Referred date. URL.

Reference in the text: (Murray 2006, 14)

List of references: Murray, R. 2006. How to write a thesis. Maidenhead: Open University Press. Referred 25.5.2011. <http://site.ebrary.com/lib/samk/home.action>

Reference in the text: (Lewis 2005, 29)

List of references: Lewis, R. D. 2005. Finland: cultural lone wolf. Yarmouth: Intercultural Press. Referred 25.5.2011. <http://www.netlibrary.com>

Reference in the text: (Waters 2003, 129)

List of references: Waters, D. 2003. Logistics : an introduction to supply chain management. New York : Palgrave Macmillan. Referred 25.5.2011. <http://library.ellibs.com>

4.3 Book, two authors

Reference in the text: (Pears & Shields 2010, 14)

List of references: Pears, R. & Shields, G. 2010. Cite them right: the essential referencing guide. Basingstoke: Palgrave Macmillan.

4.4 Books online, two authors

Reference in the text: (Murray & Pearce 2004, 14)

List of references: Murray, R. & Pearce, L. 2004. How to examine a thesis. Maidenhead: Society for research into Higher education & Open University Press. Referred 25.5.2011. <http://site.ebrary.com/lib/samk/home.action>

Reference in the text: (Wood & Robinson 2009, 29)

List of references: Wood, F. & Robinson, S. 2009. Book keeping and accounts. Essex: Pearson. Referred 25.5.2011. <http://www.dawsonera.com.lillukka.samk.fi/>

Reference in the text: (Shaw & Williams 2004, 17)

List of references: Shaw, G. & Williams, A. M. 2004. Tourism and tourism spaces. London: Sage. Referred 1.2.2011. <http://site.ebrary.com/lib/samk/home.action>

4.5 Book or book online, three or more authors

Reference in the text: (Peat, Elliott, Baur & Keena 2002, 101)

List of references: Peat, J., Elliott, E., Baur, L. & Keena, V. 2002. Scientific writing: easy when you know how. London: BMJ Books.

If there is more than six authors, only first is mentioned in text references, but in list of references all authors are mentioned.

Reference in the text: (Abouah, et al. ... 2000, 24)

List of references: Abouah, J., Blevins, N., Bonney, S., Davis, B., Kennedy, S., King, D., Oken, E., Peterson, M.T. & Su, S. 2000. 3D studio max 3 magic. Indianapolis (IN) : New Riders.

4.6 Book, same author(s) and same year of publication

Reference in the text: (Kotler & Keller 2009a, 39)

List of references: Kotler, P. & Keller, K. L. 2009a. A framework for marketing management. 4th ed. Upper Saddle River : Pearson Education.

Reference in the text: (Kotler & Keller 2009b, 37)

List of references: Kotler, P. & Keller, K. L. 2009b. Marketing management. 13th ed. Upper Saddle River NJ : Pearson/Prentice Hall, 2009.

4.7 book online without author

Reference in the text:: (The national digital library... 2011, 15)

List of references: The National digital library - collaborating and interoperating. 2011. Helsinki: Ministry of Education and Culture. Publications of the Ministry of Education and Culture 2011:26. Referred 25.5.2011. <http://www.minedu.fi/export/sites/default/OPM/Julkaisut/2011/liitteet/OKM26.pdf?lang=en>

Reference in the text:: (Building a green recovery 2009, 4)

List of references: Building a green recovery. 2009. London: HSBC Global research. Referred 25.5.2011.

http://www.unglobalcompact.org/docs/issues_doc/Environment/Building_a_Green_Recovery.pdf

Reference in the text: (World Trade Press 2010)

List of references: World Trade Press. 2010. Finland society and culture complete report. Petaluma: World Trade Press. Referred 1.2.2011.

<http://site.ebrary.com/lib/samk/home.action>

If the source has no author information, use the name of the publisher or publication with the year of publication instead. If the name of the publication is very long, use the first three to four words as reference.

If no author at all is mentioned for the used source, use two or three words from the title of article or book, year and page number. If the title of the article is longer than three words, use the first three words followed by three dots, year and pages. Page numbers shall not be indicated when referring to a newspaper article.

4.8 Thesis, Pro Gradu, Licenciate, Dissertation

Reference in the text: (Dahlberg 2011, 15)

List of references: Dahlberg, L. 2011. Employee orientation guidebook for café's. Thesis. Pori: Satakunta university of applied sciences.

Reference in the text: (Eneh 2011, 25)

List of references: Eneh, V. O. 2011. Nursing leadership as perceived by Finnish nursing staff: a cross sectional study. Pro Gradu-tutkielma. Kuopio: Itä-Suomen yliopisto.

Reference in the text: (Penttilä 2009, 24)

List of references: Penttilä, A. 2009. Statistical analysis of the polarization of asteroids and comets. Licenciate Thesis. Helsinki: University of Helsinki.

Reference in the text: (Gummerus 2011, 9)

List of references: Gummerus, J. 2011. Customer value in e-service: conceptual foundation and empirical evidence. Dissertation. Helsinki: Svenska handelshögskolan.

4.9 Thesis, Pro Gradu, Licenciate or Dissertation online

Reference in the text: (Mäkelä 2011, 24)

List of references: Mäkelä, T. 2011. B2B marketing plan for Flying Stars. Thesis. Pori: Satakunnan ammattikorkeakoulu. Referred 25.5.2011. <http://urn.fi/URN:NBN:fi:amk-201105117319>

Reference in the text: (Bulmus 2011, 16)

List of references: Bulmus, I. C. 2011. Relationship between return, volatility and trading activity: evidence from Turkish derivatives exchange iso-30 index future contracts. Pro Gradu. Vaasa: Vaasan yliopisto. Referred 25.5.2011. http://www.tritonia.fi/pages/gradu_getfile.php?id=4234

Reference in the text: (Li 2011, 32)

List of references: Li, S. 2011. Policy and development: a study of outbound tourism in china 1978-2008. Licenciate thesis. Tampere: Tampereen yliopisto. Referred 25.5.2011. <http://tutkielmat.uta.fi/pdf/lisuri00126.pdf>

Reference in the text: (Gummerus 2011, 94)

List of references: Gummerus, J. 2011. Customer value in e-service: conceptual foundation and empirical evidence. Dissertation. Helsinki: Svenska handelshögskolan. Referred 25.5.2011. <http://hdl.handle.net/10227/806>

4.10 Books published in series:

Reference in the text: (Mäkinen 2010, 15)

List of references: Mäkinen, T. 2010. Trends and explanations for socioeconomic differences in physical activity. Helsinki: National Institute for Health and Welfare. Research 41.

Reference in the text: (Ekholm, Soimakallio, Höhne, Moltmann & Syri 2008, 16-20)

List of references: Ekholm, T., Soimakallio, S., Höhne, N., Moltmann, S. & Syri, S. 2008. Assessing the effort sharing for greenhouse gas emission reductions in ambitious global climate scenarios. Espoo: VTT. VTT Research Notes 2453

Reference in the text: (Ranta-Maunus 2007, 68)

List of references: Ranta-Maunus, A. 2007. Strength of Finnish grown timber. Espoo: VTT. VTT Publications 668.

4.11 Ebooks published in series

Reference in the text: (Mäkinen 2010, 15)

List of references: Mäkinen, T. 2010. Trends and explanations for socioeconomic differences in physical activity. Helsinki: National Institute for Health and Welfare. Research 41. Referred 25.5.2011. <http://urn.fi/URN:ISBN:978-952-245-352-5>

Reference in the text: (Ranta-Maunus 2007, 58)

List of references: Ranta-Maunus, A. 2007. Strength of Finnish grown timber. Espoo: VTT. VTT Publications 668. Referred 20.5.2011. <http://www.vtt.fi/inf/pdf/publications/2007/P668.pdf>

4.12 Chapters or sections of edited books

Reference in the text: (Persson 2009, 29)

List of references: Persson, Å. 2009. Different perspectives on EPI. In: Nilsson, M. & Eckerberg, K. (eds.) Environmental policu integration in practice. London: EarthScan, 25-48.

4.13 Journal article

Reference in the text: (Conolly, Stansfield & Hainey 2011, 1389-1390)

List of references: Conolly, T. M., Stansfield, M. & Hainey, T. 2011. An alternative relity game for language learning: ARGuing for multilingual motivation. Computers & Education 1, 1389-1415.

4.14 eJournal article

Reference in the text: (Corrall 2008, 32)

List of references: Corrall, S. 2008. Information literacy strategy development in higher education: An exploratory study. International Journal of Information man-agement 1, 26-37. Referred 1.2.2011. <http://www.sciencedirect.com>

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Reference in the text: (Estes & Savich 2011, 48-50)

List of references: Estes, J. & Savich, R. S. 2011. A comparison of financial analy-sis software for use in financial planning for smal business. Journal of financial ser-vice professionals 2, 48-55. Referred 25.5.2011. <https://web.ebscohost.com/>

Reference in the text: (Wu & Schmit 2010, 120)

List of references: Wu, M. & Schmit, B. D. 2010. Reflex responses to combined hip and knee motion in human chronic spinal cord injury. Journal of rehabilitaion re-search & development 2, 117-132. Referred 25.5.2011. <https://web.ebscohost.com/>

4.15 Newspaper article

Reference in the text: (Czyzewski 2011)

List of references: Czyzewski, A. 2011. Scientists hope to clean the air. The Engineer 23.5.2011.

Reference in the text: (Create better brands... 2011)

List of references: Create better brands, don't just greenwash. 2011. Design Week 19.5.2011.

4.16 Newspaper article online

Reference in the text: (Create better brands... 2011)

List of references: Create better brands, don't just greenwash. 2011. Design Week 19.5.2011. Referred 25.5.2011.

<http://library.pressdisplay.com/pressdisplay/viewer.aspx>

Reference in the text: (Czyzewski 2011)

List of references: Czyzewski, A. 2011. Scientist a hope to clean the air. The Engineer 23.5.2011. Referred 25.5.2011.

<http://library.pressdisplay.com/pressdisplay/viewer.aspx>

4.17 Statistics....

Reference in the text: (World Internet users 2005-2009 2011, 38)

List of references: World Internet users 2005-2009. 2011. In: Leckner, S. & Facht, U. 2011 (compiled by). A sampler of international media and communication statistics 2010. Göteborg: Nordicom, 38.

4.18 Statistics online

Reference in the text: (Official statistics of Finland (OSF): Employment of students 2011)

List of references: Official Statistics of Finland (OSF): Employment of students. 2011. Helsinki: Statistics Finland. Referred 27.5.2011. http://www.stat.fi/til/opty/index_en.html

4.19 Laws and acts

Legislation is referred as follows:

References to laws, decrees and other legal acts shall consist of the title of the law or its official abbreviation, as well as chapter and section(s) referred to. The reference directs to the list of references, in which precise information is entered.

Reference in the text: (Act on the Openness of Government Activities 621/1999, section 2.)

List of references: Act on the Openness of Government Activities. 1999. A 621/1999.

Reference in the text: The most central provision is section 6 of the Registered Designs Act (221/71) which deals with...

List of references: Registered Designs Act. 1971. A 221/1971.

4.20 Websites or WWW-sites

If you want to refer to an on-line source – e.g. website of an organisation or a corporation – and the author is not indicated, refer to the website by indicating its owner. Always refer to the front page of the website.

Reference in the text: (Website of the Satakunta University of Applied Sciences 2009)

List of references: Website of the Satakunta University of Applied Sciences. Referred 25.5.2011. <http://www.samk.fi/english>

Reference in the text: (Website of the Bank of Finland 2008)

List of references: Website of the Bank of Finland. Referred 25.5.2011. <http://www.suomenpankki.fi/en/>

4.21 Patents or patent applications

Reference in the text: If necessary, the DVB-related patent (Pat. US 2008/0225900 A1 2008, 3) provides additional technical information, which may be difficult to find elsewhere.

List of references: Pat. US 2008/0225900 A1. 2008. DVB low bit rate services. Nokia Corporation, Espoo, Finland. Henriksson, J., Vesma, J., Väre, J., Pekonen, H. J., Auranen, T. & Talmola, P. Appl. 11/686,661, Mar. 15, 2007. Publ. Sep. 18, 2008.

4.22 Online Patents

Reference in the text: (Pat. US 2008/0225900 A1 2008, 3)

List of references: Pat. US 2008/0225900 A1. 2008. DVB low bit rate services verkkodokumentti. Nokia Corporation, Espoo, Finland. Henriksson, J., Vesma, J., Väre, J., Pekonen, H. J., Auranen, T. & Talmola, P. Appl. 11/686,661, Mar. 15, 2007. Publ. Sep. 18, 2008. Referred 14.8.2009. http://v3.espacenet.com/publicationDetails/originalDocument?CC=US&NR=2008225900A1&KC=A1&FT=D&date=20080918&DB=EPODOC&locale=fi_fi.

4.23 Standards.....

Reference in the text: More information on chemicals related to the treatment of water suitable for use as drinking water is given in standards, for example (SFS-EN 13752 2009, 3).

List of references: SFS-EN ISO 9004. Managing for the sustained success of an organization. A quality management approach (ISO 9004:2009). 2009. Finnish Standards Association SFS. Helsinki: SFS

4.24 Online Standards

Reference in the text: (SFS-EN 13752 2009, 3)

List of references: SFS-EN ISO 9004. Managing for the sustained success of an organization. A quality management approach (ISO 9004:2009). 2009. Finnish Standards Association SFS. Helsinki: SFS. Referred 1.2.2011. <http://www.sfs.fi/>

4.25 The National Building Code of Finland

The National Building Code of Finland (Suomen RakMK) shall be referred to in the same way as a standard. This is also applicable to various card indexes (RT, ST etc.).

Reference in the text: reference to page 39 (National Building code of Finland A1 2006, 39).

List of references:The National Building Code of Finland E4. 2005. Fire safety of garages. Guidelines 2005. Helsinki: Ministry of the Environment, Housing and Building Department.

or same online

Reference in the text: reference to page 39 (National Building code of Finland A1 2006, 39).

List of references: The National Building Code of Finland E4. 2005. Fire safety of garages. Guidelines 2005. Helsinki: Ministry of the Environment, Housing and Building Department. Referred 1.2.2011. <http://www.ymparisto.fi/>

4.26 Blogs or Weblogs

Reference in the text: (Jalo 2009)

List of references: Jalo. 'After a hotter look'. Vedos: alternative printing processes. 6.1.2009. Referred 22.8.2009. <http://vedos.samk.fi/?m=200901>

Reference in the text: (Ben 2009)

List of references: Ben. 'Critical thinking and the Internet'. Alan November Weblog. 13 6.2005. Referred 25.6.2005. <http://www.novemberlearning.com/blogs/alannovember/archive/2005/13/11/8849.aspx>

4.27 Personal communication

If you use personal communications, mark them as follows:

Reference in the text: According to President S. Pynnä (personal communication on 10.10. 2010)

List of references: Pynnä, S. 2010. President, Satakunta University of Applied Sciences. Pori. Personal communication 10.10.2010.

Reference in the text: (Pynnä, personal communication on 8.10.2008)

List of references: Pynnä, S. 2008. President, Satakunta University of Applied Sciences. Pori. Telephone interview 8.10.2008. Interviewer Mikko Mallikas.

4.28 email messages

Reference in the text: (Euromonitor international 2011)

List of references: Euromonitor international. Free webinar "air transportation: clear skies ahead?" Receiver : sam.student@samk.fi. Sent 13.5.2011 18:19 PM. Referred 25.5.2011.

Reference in the text: (Badesha 2011)

List of references: Badesha, G. MarketLine pricing. Receiver: katta.ja.lemppinen@samk.fi. Sent 23.5.2011. Referred 25.5.2011.

4.29 Lectures or Conference

Reference in the text: (Walsh 2011)

List of references: Walsh, P. Martini information literacy: how does “anytime, anyplace, anywhere” access to information change what information literacy mean? Lecture in LILAC 2011 18.4.2011.

4.30 YouTube-videos

Reference in the text: (Green & Goodwin 2008)

List of references: Green, T. & Goodwin, P. 2008. Human resources: dealing with lack of motivation. Referred 15.2.2011.
<http://www.youtube.com/watch?v=ed8EXGD5zWs&feature=channel>

4.31 Maps or atlas

Reference in the text: (Bartolomew illustrated world atlas 1994, 72)

List of references: Bartolomew illustrated world atlas. 1994. Edinburgh: Bartolomew.

Reference in the text: (Moscow city map 1:7 000, 2003)

List of references: Moscow city map: dining and entertainment guide. 1:7000. 2003. Moscow: InfoServices.

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Abouah, J., Blevins, N., Bonney, S., Davis, B., Kennedy, S., King, D., Oken, E., Peterson, M.T. & Su, S. 2000. 3D studio max 3 magic. Indianapolis (IN) : New Riders.

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