



Referencing

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What is referencing?

- Referencing is a practice, act or **process of acknowledging other previous writers' source(s)** used in an academic material such as an essay, an article and scholarly publication.
- In other words, each time you are writing an essay, it is **necessary to identify** other people's work by making reference to them both in the text and on the list of references or bibliography.
- References must be provided whenever we use someone's opinions, theories, data or organisation of material.
- We need to reference information from books, articles, videos, print or electronic sources, and personal communications.




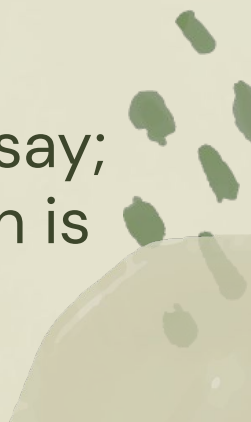
Why should we reference in academic writing?

- **Tracing back to the source** of a particular piece of information
 - **Fact-check** that your work is accurate, factual, and grounded
 - References need to be relevant and integral to your argument
 - To show the **scope and breadth** of our research
 - **Strengthen** our academic argument
 - Increase your overall **credibility**
 - Evidence
 - Avoid plagiarism
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When do we Reference?

You reference when your essay

- Includes data (e.g. tables, statistics, diagrams)
 - Describes or discuss a theory, model, or practice from a particular writer
 - You want to add credibility to your argument by bringing in the ideas of another writer – for or against
 - You provide quotations or definitions in your essay;
 - You paraphrase or summarise information which is not common knowledge
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What do we Reference?

We can reference

- Books
- Book chapters
- Journal Articles
- Cases
- Dissertation/thesis
- Newspapers
- Website URL
- Oral/Interview and
- Other resources



How do we reference?



- ❖ This depend on which referencing style one uses. e.g. OSCOLA, Chicago and APA. Each of these referencing styles will be taught in LTC 1100.
- ❖ Citation Marker¹ or In-text source (Zulu, 2024).
- ❖ Websites to help create references:
 - [EasyBib.com](https://www.easybib.com)
 - [CitationMachine.net](https://www.citationmachine.net)



Terms Associated Referencing



What is a citation?

- Citation refers to an author of a source (e.g. book, and journal article) mentioned in the text of an essay or scholarly material.
 - In-text citations are the authors and short ideas associated with them which appear in your essay. E.g. Kipepe (2023) observed that writing is tiring.
 - “Citing” tells your reader **where you found your information**
 - Citing **gives credit** to the people whose words or ideas you are using
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Types of Citations in Guides

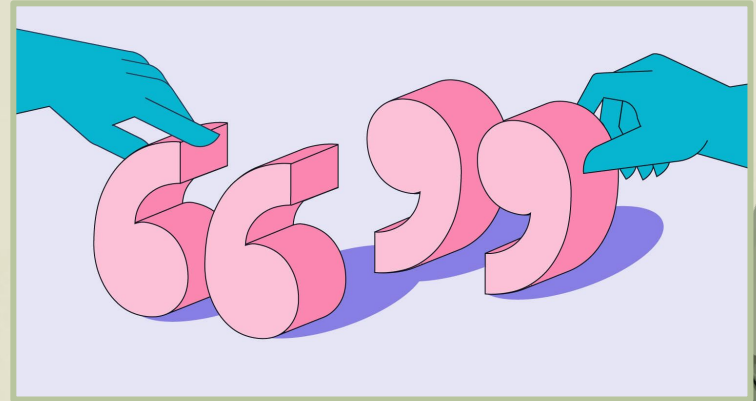
- **APA – American Psychological Association** (author, publish year, page).
 - **Sciences & social sciences**
- **Chicago – Multidisciplinary** (footnotes/ End notes/ Citation marker)
 - **History/Law**
- **OSCOLA – Oxford Standard for the Citation of Legal Authorities** (footnotes/ Citation marker)
 - **Law**

What is a Quotation?

- Use quotations when you include a section from a source, in its original form and wording, in your own work
- Using exact words from a source
 - Different from a summary or paraphrasing where the author's words are not translated word-for-word
 - Double-quotation marks

Quotation Rules

- (Short) titles
 - Books, plays, movies, songs, lectures and TV shows
 - Single quotation marks—quote within a quote, title within a title
- Rules
 - Always in pairs (even in running quotations)
 - Capital letter if quoting a complete sentence
 - No capital letter if a fragment/piece of original text



Examples of Quotations

According to the teacher, the test would be “the most difficult exam of the year.”

“Our teacher called it ‘the most difficult exam of the year,’”
Bupe complained to his parents.

“For Esmé—with Love and Squalor” is my favorite short story from J. D. Salinger’s book *Nine Stories*.

My daughter made me a “coffee mug” in art class, although it looked more like a bowl.

Examples of Quotations vs Non-Quotation

Quoting

James Daybell insists Shakespeare was educated because of how he wrote female characters, which “depict women across the social spectrum composing, reading, or delivering letters” (Daybell, 2016, p. 494).

Paraphrasing

James Daybell insists Shakespeare was educated because his writing depicts women across the socioeconomic spectrum as literate (Daybell, 2016, p. 494).






Activities

Add the correct quotations:

“It was not until I had to cook a meal for the whole family that I realized how much effort it took my parents to feed us. ‘We need four onions, three tomatoes, one bushel of rape, a bag of pounded ground nuts, and...’ my mother trailed off. My father calls cooking ‘a woman’s job’ as if it was not an essential skill every person should learn for themselves.”



Plagiarism

Plagiarism

- “Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement.” –UO
- Claiming work & ideas as your own
 - Not giving credit



Plagiarism

Types of Plagiarism

- Direct – word-for-word, no quotes or attributions
- Self – student submits previous work or mixes, without permission from professors
- Mosaic – “patch-writing,” borrowing phrases without quoting, using synonymic meaning
- Accidental – No cites sources, misquotes




Plagiarism

- Consequences:
 - Getting sued by the author
 - Failing the assignment
 - Suspension or expulsion
 - College degree revoked
- How to prevent plagiarising:
 - In your notes, distinguish between direct quotes, paraphrased passages, and own ideas
 - Record bibliographic data for each source used



Is this plagiarism?

- Thomas Penderson stated plainly in his article that atrocities were made on the whole humanity, and it cannot be ignored (Penderson, 2022).
 - Aris Vourvoulias mentions in his article that solar energy helps produce electricity where access to electrical networks are limited. (Greenmatch.co, 2024)
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OSCOLA

Oxford Standard for the Citation
of Legal Authorities

The Basics of OSCOLA

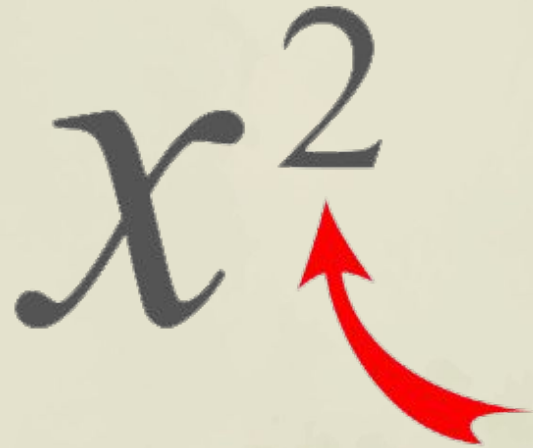
- Who uses OSCOLA?
 - Law schools
 - Journal/book publishers in UK
- Why do we use OSCOLA?
 - It has rules for various sources that law students will use
 - Legal materials such as cases, statutes, command papers, etc.



Citations, Footnotes, & Bibliography

In-text Citations

- OSCOLA is a footnotes-style reference
 - ~~(Brown, 2007)~~
- Indicate footnotes with a superscript number
- Put the footnote marker at the end of a sentence after a full-stop (and single quotation marks).



x^2

Example of footnote marker in a text

4.3 Challenges Surrounding Property Settlement at the Dissolution of Bilateral Marriages

The parties' rights to property at the dissolution of statutory marriage are mainly governed by the provisions of the MCA and a plethora of judicial decisions. To this end, reliance on the position of the law is placed on section 24 of the MCA, the holding in the cases of *Musonda v Musonda*,³¹ *Scott v Scott*,³² and *Chibwe v Chibwe*.³³

The MCA vests in the court jurisdiction to make orders for property adjustments between spouses at the dissolution of marriage.³⁴ The orders may take the form of transfer of property from

³⁰ Maria E Montoya, *The Maxwell Land Grant and the Conflict Over Land in the American West, 1840 – 1900*, (University of California Press: Los Angeles, 1964), p. 175.

³¹ The Supreme Court of Zambia in the case of *Musonda v Musonda* SCZ Judgment No. 53 of 1998 (Unreported).

³² The Supreme Court of Zambia in the case of *Scott v Scott* (2007) ZR 17.

³³ The Supreme Court of Zambia in the case of *Chibwe v Chibwe* (2001) ZR .1

³⁴ Section 55 (1) (b) of the Matrimonial Causes Act No. 20 of 2007 which provides thus;

- (1) The Court may, upon granting a decree of divorce, a decree of nullity of marriage or a decree of judicial separation or at any time thereafter, whether, in the case of a decree of divorce or of nullity of marriage, before or after the decree is made absolute, make any one or more of the following orders.
 - (b) an order that settlement of such property as may be specified, being property to which a party to a marriage is entitled, be made to the satisfaction of the Court for the benefit of the other party to the marriage and of the children of the family or either or any of them.

Citations, Footnotes, & Bibliography

Footnotes

- Formal set of abbreviations for key sources (e.g. AC for Appeal Cases, DPP for Director of Public Prosecutions)
 - Punctuation marks are kept at a minimum, if used
 - Abbreviations to reduce word count
- Author name appears as first name/initials before surname
- Pinpoints – precise reference to the part of judgment/report through page numbers or numbered paragraphs
 - Multiple pages use square brackets

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

*Corr v IBC Vehicles Ltd*¹ reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Word uses a number to associate the note with the reference point in your assignment.

¹ *Corr v IBC Vehicles Ltd* [2008] 1 AC 884.

Citations, Footnotes, & Bibliography

Footnotes

- Common OSCOLA shorthands: *ibid* and (n)
 - “*ibid*” – Referring to the same source of information in footnotes which immediately follow each other
 - “(n)” – Referring to same source of information in earlier footnotes that do NOT directly follow each other

“Ibid” – Referring to the same source of information in footnotes which immediately follow each other

¹ *Corr v IBC Vehicles Ltd* [2008] UKHL 13, [2008] 1 AC 884, 882. (full citation)

² *ibid* 895. (citation immediately after the full citation, referring to the same case but a different page pinpoint)

“(n)” – Referring to same source of information in earlier footnotes that do NOT directly follow each other

¹ [1967] 2 AC 46, 52. (reference given in full the first time you cite it)

² [1963] 2 QB 606.

³ (n1) 124. (This reference is from the same source as footnote 1 so the (n1) informs the reader to check there for the full details. The page pinpoint is included to show the reader that the information has come from a different page, in this case, page 124).

Citations, Footnotes, & Bibliography

Bibliography

- Organized by type of source (Primary and Secondary Sources)
 - Primary – cases, legislation
 - Organized by title
 - Secondary – book or article
 - Organized by author's surname
- Alphabetical

Citations, Footnotes, & Bibliography

Footnote:

¹Adam White, *The Politics of Private Security* (Palgrave Macmillan 2010).

Bibliography/Reference List:

White A, *The Politics of Private Security* (Palgrave Macmillan 2010)

Citations, Footnotes, & Bibliography

Bibliography/Reference List:

Page v Smith [1996] AC 155 (HL)

Paul Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440

Thomas Hobbes, Leviathan (first published 1651, Penguin 1985) 268

Some Abbreviations in Zambian Laws

▶ Zambia Law Reports	1964–date	ZLR
▶ Northern Rhodesia Law Reports	1911–1958	NRLR
▶ Rhodesia and Nyasaland Law Reports	1954–1963	R&N
▶ Zambia and Northern Rhodesia Law Reports	1963–1964	ZNRLR

Alternative Citations

Cases

Citation format: <case name> (<reporter year>) <volume number, if applicable> <reporter abbreviation> <first page>, <pages of specific material, if desired> [<court abbreviation, if desired>] (<country abbreviation if not evident from context>).

▶ **Attorney General v. Valentine Shula Musakanya (1981) ZLR 1 [SC] (Zam.).**

▶ **Susman Bros. & Wulfsohn Ltd. v. The King (1949–1954) 5 NRLR 2 (N. Rhodesia).**

▶ **Shingadia Bros. v. Karson Jadavjee Shingadia (1958) R&N 1 (Rhodesia & Nyasaland).**

The background is a light green watercolor wash with darker green spots. There are several clusters of green leaves with dark green veins, some in the corners and some along the edges. The text is centered in a dark green, serif font.

Footnote & Bibliography Activity

Let's practice making references!

PRACTICAL ACTIVITY WITH A BOOK

author, | *title* | (additional information, | edition, | publisher | year)

Timothy Endicott, *Administrative Law* (OUP 2009)



THANKS!

Visit Office 117BB if you have further questions and Read the OSCOLA Book shared on WhatsApp

CREDITS: This presentation template was created by [Slidesgo](#), and includes icons by [Flaticon](#), and infographics & images by [Freepik](#)

Cites Sourced

Oxford 4th Edition https://www.law.ox.ac.uk/sites/default/files/migrated/oscola_4th_edn_hart_2012.pdf

LibGuides

<https://libguides.reading.ac.uk/citing-references/referencingstyles#:~:text=OSCOLA%20stands%20for%20Oxford%20Standard,cases%2C%20statutes%20and%20command%20papers.>

OSCOLA Style https://subjectguides.york.ac.uk/ld.php?content_id=33345295

Word Reference Guide <https://libguides.swansea.ac.uk/oscola/bibliography>

Grammarly <https://www.grammarly.com/blog/single-vs-double-quotes/>

Quotations <https://wmich.edu/writing/punctuation/quotationmarks>

University of Oxford – Plagiarism

<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism#:~:text=Plagiarism%20is%20a%20breach%20of,basis%20for%20their%20own%20work.>

Plagiarism questions <https://libraryapps.fairfield.edu/plagiarism/quiz.html>

Greenmatch

<https://www.greenmatch.co.uk/blog/2014/08/5-advantages-and-5-disadvantages-of-solar-energy>

Daybell, James (2016). "Gender, Writing, Technologies, and Early Modern Epistolary". In Smuts, R. Malcolm (ed.). *The Oxford Handbook of the Age of Shakespeare*. Oxford University Press. pp. 493–511. ISBN 978-0-199-66084-1.

***Besides the last reference, his cites sourced page is not a model on how one should reference for official academic purposes

Images Sourced

Books

[https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.newstatesman.com%2Fculture%2Fbooks%2F2023%2F10%2F15-best-books-academic-presses&psig=AOvVawOK-VEowkcBDLKLdcNLRiDm&ust=1712753253929000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCPjsx5yVtYUDFQAAAAAdAA
AAABAR](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.newstatesman.com%2Fculture%2Fbooks%2F2023%2F10%2F15-best-books-academic-presses&psig=AOvVawOK-VEowkcBDLKLdcNLRiDm&ust=1712753253929000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCPjsx5yVtYUDFQAAAAAdAA
AAABAR)

Interview

<https://www.google.com/url?sa=i&url=https%3A%2F%2Fjoinhandshake.com%2Fblog%2Fstudents%2Finterview-pro-tips-how-to-nail-a-behavioral-interview%2F&psig=AOvVawONsOyJSKBgE-5uaH1w-tJG&ust=1712753313999000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCKiPh7qVtYUDFQAAAAAdAAAAABAE>

Gavel

<https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.mgc.com.tr%2Fen%2Fwhat-is-a-lawyer%2F&psig=AOvVaw2ThHhA5VCSfOw15SCua8fH&ust=1712758131210000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCKCy9rintYUDFQAAAAAdAAAAABAE>

Images Sourced

Giving Credit

<https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.linkedin.com%2Fpulse%2Fwhy-great-leaders-let-others-take-credit-jas-singh&psig=AOvVaw2GaGpmghSpJjpOFpA7PLpQ&ust=1712753111689000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCOChiNmUtYUDFQAAAAAdAAAAABAE>

Plagiarism

https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.myeducator.com%2Fthe-5-types-of-plagiarism-and-how-to-avoid-them%2F&psig=AOvVaw3hJl9CP_LjeOXOHUkopa-a&ust=1712737952936000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCKDf8JzctIUDFQAAAAAdAAAAABAE

Shakespeare Women

<https://www.google.com/url?sa=i&url=https%3A%2F%2Fresearch.arizona.edu%2Fstories%2Fwomen-shakespeare-its-complicated&psig=AOvVaw0mM2h2njBP-EG72lrRLrw9&ust=1712738121250000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCLiu4evctIUDFQAAAAAdAAAAABAE>

Quotations

<https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.grammarly.com%2Fblog%2Ftypes-of-plagiarism%2F&psig=AOvVaw3VzI0SNCRa4JkOqA2YqcWw&ust=1712738051245000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCPI64ozdtIUDFQAAAAAdAAAAABAE>

Straight to jail

https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.pinterest.com%2Fpin%2Fstraight-to-jail--90212798770689294%2F&psig=AOvVawOdw_K2dEaBVC0iy6YORu3b&ust=1712752989587000&source=images&cd=vfe&opi=89978449&ved=OCBIQjRxqFwoTCJC6hZ6UtYUDFQAAAAAdAAAAABAE