République Algérienne Démocratique et Populaire
Ministère de l'Enseignement Supérieur et de la Recherche Scientifique

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Course 07. Quoting sources

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Academic Year: 2024-2025

Plan

1. Bibliographic styles
2. Citations
3. Regulations
4. Copyright
5. Plagiarism
6. Bibliographic reference management in Word

Introduction

Definition of bibliographic research

Bibliographic research involves a series of steps designed to search for, identify, and locate documents related to a specific topic.
This process is guided by the development of an effective research strategy.

To conduct successful bibliographic research, you need:

- A solid understanding of various sources of information.
- Know how to use research tools and apply successful strategies.

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Reference via bibliography

- A **bibliographic reference** is a structured set of elements that provides essential details about a document, allowing it to be accurately identified and located. These elements typically include the author(s), title, publication date, publisher, and other relevant details such as the volume, issue, or page numbers for articles, or the DOI for digital documents. The purpose of a bibliographic reference is to ensure that others can easily trace and access the cited source.
- A **bibliography**, on the other hand, is an organized collection of multiple bibliographic references. It may be arranged alphabetically, chronologically, or thematically, depending on the purpose. A bibliography serves as a comprehensive list of the sources consulted or cited in a piece of work, providing readers with a clear and accessible record of the research foundation.

In academic or research contexts, bibliographic references and bibliographies are essential for

Identify original authors for their work

Demonstrate the research carried out and its level of detail.

Help readers to check sources and explore related documents

Introduction

- The **bibliography** is found in the last section of every scientific report.

- A good scientific article or report is characterized by a solid **bibliography**.

Introduction

- Any **use of an idea** or an author's words must be accompanied by a **bibliographic reference**;
- **all documents** used must be **cited** in the text, with a reference to the **bibliography**.
- **all documents** in the **bibliography** must be **cited** at least **once in the text**

Introduction

- The **aim** of a bibliography is to **enable** the reader to find the **documents cited**.
- The reader must be able to pursue the subject with ***easily accessible*** publications.
- Care should be taken to **reduce the number of citations** to the **most relevant** references.

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1. Bibliographic styles

There are ***various bibliographic styles***, such as **Harvard**, **Vancouver**, **APA(American Psychological Association)**, or **MLA (Modern Language Association)**, are standardized systems used to format bibliographic references and citations in academic and professional writing. Each style has unique rules for presenting the details of a source, which vary based on factors like the type of document being cited (books, articles, websites, etc.) and the discipline or journal requirements.

1. Bibliographic styles

- There are ***various bibliographic styles*** , but in general they can be separated into ***two main groups***.

-Numerical style (Vancouver), Widely used in medical and scientific fields

-and **the author-date style (Harvard).** Commonly used in sciences and social sciences.

- ***In exact science***, the trend is towards the ***"author-date*** ” style, although prestigious journals (such as *Science* or *Nature*) maintain the use of a ***numerical style*** more generally used in the ***humanities and social sciences***.

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1. Bibliographic styles
1.1. Numerical styling

- The "**Vancouver**" system uses **numerical citations** that refer to an **appearance number** in the **bibliographic list** (in order of appearance in the text).
  -The bibliographic reference does not use the author-date binomial. **The date** is placed at the ***end of the reference***.

Exemple: -**In the text** : Research has shown significant results in this area [1]**.**

- In the list of references : Smith J, Brown L. The effects of new treatments on chronic disease. Journal of Medical Research. 2022;15(4):123-130.

1. Bibliographic styles
1.2. Author-Date Style (Harvard)

- The "**Harvard**" system uses the **"Author-Date" citation** principle.
- The same binomial (author + date) is used for ***citations*** in the text and for ***references*** in the ***bibliographic list*** (in alphabetical and chronological order).
- The basic principle is constant: **Author(s) + Date + Title + Source.**
- **Exemple:** **In the text:** Research indicates that new treatments are effective (Smith, 2022).
- **- In the list of references:** Smith, J. (2022) The effects of new treatments on chronic disease. Journal of Medical Research, 15(4), pp. 123-130.

3. APA Style (American Psychological Association)

•Predominantly used in psychology, education, and other social sciences.

•Utilizes an author-date format for in-text citations.

- *Example*: (Smith, 2023, p. 45)

•Bibliography Example:

Smith, J. (2023). *Title of the book*. Publisher.

4. MLA Style (Modern Language Association)

•Commonly applied in humanities, particularly in literature and language studies.

•Uses an author-page system for in-text citations.

- *Example*: (Smith 45)

•Bibliography Example:

Smith, John. *Title of the Book*. Publisher, 2023.

2. Citations

When we talk about citation, we're talking about two different concepts:

-textual citation,

-and the bibliographic reference to another document.

2. Citations
2.1. Text

If a sentence is copied (***borrowed***) without modification, it is a **textual citation**. In this case,

- quotation marks must be used. If not, it's **plagiarism**, even with a bibliographic reference.
- Without quotation marks, you must at ***least paraphrase*** the original text with a **bibliographic reference**.

Textual Citations

A **textual citation** is the direct copying of a sentence or passage from a source, without modification. When using a textual citation, **quotation marks must always be used** to indicate that the words are not your own. Failure to do so constitutes plagiarism, even if you include a bibliographic reference.

Rules for Textual Citations

1. **Use Quotation Marks**: Place the borrowed text within quotation marks.
   - *Example*:
     According to Smith (2020), "biodiversity is crucial for maintaining ecological balance."
2. **Provide a Bibliographic Reference**: Cite the source immediately after the quotation or in a footnote/endnote, depending on the citation style.

"Biodiversity is crucial for maintaining ecological balance" (Smith, 2020)

3.Indent Long Quotations: For longer passages (typically more than 40 words, though it depends on the style), indent the entire quotation as a separate block without quotation marks. Include the reference at the end.

•Example:

Biodiversity ensures the sustainability of ecosystems. Without it, the intricate balance of nature would be disrupted, leading to consequences that extend to human health, agriculture, and climate change *(Smith, 2020)*

4.Italicize Foreign Language Quotations: If quoting in a language different from your main text, italicize the quotation to highlight it.

•*Example*:

Darwin famously stated, *"Il y a une grandeur dans cette vision de la vie"* (Darwin, 1859).

Paraphrasing

If you choose not to use a direct quotation, you must **paraphrase** the original text. Paraphrasing involves rewriting the idea in your own words while maintaining the original meaning. Even when paraphrasing, you must still include a bibliographic reference to credit the source.

Rules for Paraphrasing

1.Change the Wording and Structure: Avoid simply replacing a few words with synonyms; this can still be considered plagiarism.

2.Cite the Source: Acknowledge the original author even when paraphrasing.

1. Example:

   Original Text: "Biodiversity is crucial for maintaining ecological balance" (Smith, 2020).

   Paraphrased: Maintaining ecological balance heavily relies on biodiversity, which supports the stability of ecosystems (Smith, 2020).

2. Citations

2.2. Bibliographic reference

- **When referring to the bibliography**, the source must be cited
- -at the beginning of the sentence. Example: “According to Pochet (2018)”.
- -or at the end of the sentence: “(Pochet , 2018)”.
  To separate **two references**, at the **same place** in the text, we use **“;”**: “(Pochet , 2018; Dupont, 2000)”.
  For documents with ***two authors***, ***both names are indicated*** (Brown & Dupont, 2010).
  As soon as there are ***more than two authors***, the *first author*'s name *is followed by “et al.*” (Brown et al., 2013).
- **For *two references*** for the *same author*, for the ***same year***, but for ***two different documents***, add, for example, a letter after the year: “(Pochet, 2018a ; Pochet, 2018b)”.

2. Citations
2.3. Second-hand quote

- **Second-hand quotation** (or secondary quotation). This involves taking **a quotation used by another author** and **reproducing** it without having had the opportunity to obtain the document and, therefore, ***without having read the original document***.

- The original reference is ***not included*** in the ***bibliographic list*** .
  The form of citation in the text is as follows: (Pochet, 2018 cited by Benaissa, 2022).

3. Rules for writing a bibliography

- There are a number of **basic rules** to follow. It's always possible to find variations in rules or presentation.

- What's important is to ***keep to the same rules*** , so as to present a ***coherent***, ***homogeneous*** and ***legible*** whole.

3. Rules for writing a bibliography
3.1. Bibliographic list

- Bibliographical references are double-spaced and ***listed in alphabetical order by author's name***.
- For the ***same author***, they are listed in ***chronological order***, from the ***oldest to the most recent***.
- The reference of a ***single author*** always precedes the reference(s) of the same author when accompanied by one or more ***co-authors***.

3. Rules for writing a bibliography
3.2. Authors

- ✓ Authors' names are listed as in the source. The first name is always placed behind the surname (or post-name), for alphabetical sorting.
- ✓ The name of the author organization is quoted as in the source (e.g. WHO).
- ✓ When there is more than one author, a “&” is placed between the last two authors.
- ✓ If there are more than four authors, only the first author is entered, followed by 4 “et al.
- ✓ For anonymous documents, indicate “Anon.” instead of the author's name (example: “Anon., 2006. The ....”).

3. Rules for writing a bibliography
3.3. Date

- For a book, the **year of publication** is usually found on the copyright page.
- -Only the year (four digits) is indicated.
- -For an article, we indicate the year of publication of the fascicle, even if the year of receipt or acceptance is indicated and earlier.
- -When no year of publication is found, the year is replaced by “sd”, without changing the punctuation.

3. Rules for writing a bibliography
3.4. Title

- ✓ Information is transcribed as in the source (except for capitalization).
- ✓ The subtitle is transcribed if deemed necessary. It is separated from the title by a period (“.”).
- ✓ The title of a monograph, the title of a periodical or the title of a collective work is written in italics.
- ✓ The title of an article or a contribution to a collective work is not italicized..

3. Rules for writing a bibliography
3.5. Punctuation

The names of authors and scientific editors are followed by a comma.

Date, title and subtitle are followed by a full.

All references end with a period.

Periodical titles (abbreviations) are followed by a comma, volume and issue indications and pagination.

Pagination is always preceded by a comma.

For references to documents in French, there is a space before the ":"; for documents in English, there is none (examples: "Paris: Lavoisier" and "New York: Wiley").

3. Rules for writing a bibliography
3.6. A document on the Internet

An electronic document (a book, an article, a report...) will be described as a printed document with two additional indications, placed at the end of the reference (after a comma):

- Internet address ;
- date of consultation (in DD/MM/YY format, preceded by a comma and enclosed in brackets). The reference will take the form :

Association national pour l'amélioration de la qualité de l'air. Nitrogen dioxide (NO2). available at: https://www.respire-asso.org/dioxyde-dazote-no2/ , consulted on 01/09/2021

4. Copyright

Copyright is governed by laws that give ***publishers***, ***authors*** and their successors a number of prerogatives that limit the reuse of works.

Le droit d'auteur est régit par des lois qui donnent ***aux éditeurs***, ***aux auteurs*** et à leurs ayants droit un certain nombre de prérogatives qui limitent la réutilisation de l'œuvre

4. Copyright

Copyright is the set of privileges enjoyed by an author over his originals. There are two types of copyright:

- 1) Economic rights (**lending right, reproduction right, right to quote)**

(fr; Droits patrimoniaux **(droit de prêt , droit de reproduction, droit de citation).**

- 2. **moral rights** , which concern the author's personality.

5. Plagiarism

- -To **plagiarize** is to make people **believe that you are the author of a text** written by someone **else**. (c'est faire **croire que l'on est l'auteur d'un texte** rédigé par quelqu'un **d'autre)**

- -Plagiarism appeals to the notion of **intellectual** and scientific **honesty** ;

- - **plagiarism** and **copyright** are two **complementary** but **distinct** notions;

5. Plagiarism

Plagiarism is:

- Copying a passage verbatim from a book, magazine or web page without placing it in quotation marks **and/or without mentioning the source** ;
- inserting images, graphics, data, etc. from external sources into a work without indicating the source;
- Summarize an author's original idea in your own words, without indicating the source;
- partially or fully translate a text without indicating its source;
- use the work of another person and present it as your own, even if that person has given your approval.

5. Plagiarism

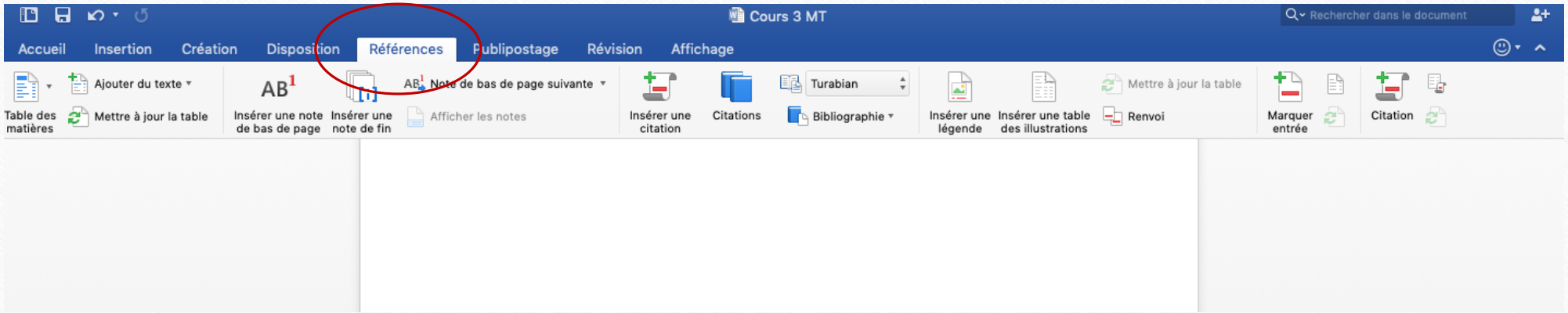
To avoid plagiarism, you need to :

- clearly cite all sources used (ideas, concepts, phrases, illustrations, etc.);
- enclose all borrowings in quotation marks;
- use correct bibliographical references.

Plagiarism has always existed. With the advent of the Internet, plagiarism may be easier (“copy and paste”) but it's also quicker to discover (with or without specialized software).

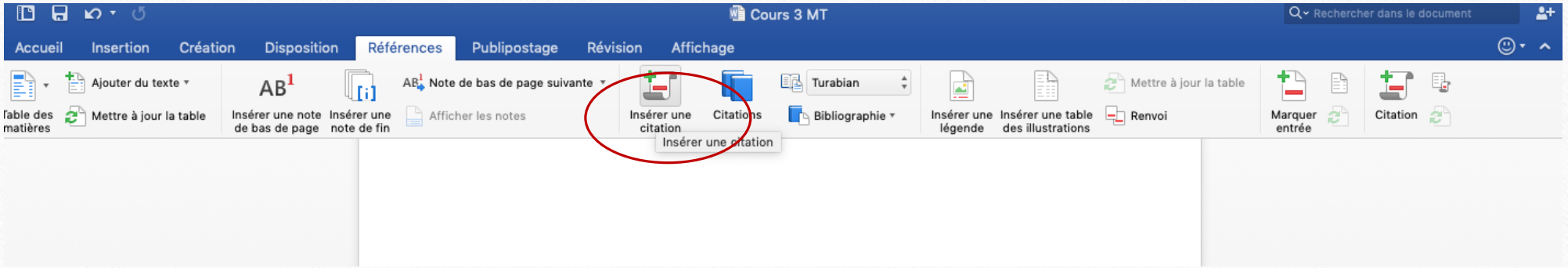
6. Managing bibliographic references in Word

✓In the Word page toolbar, click on “References”.



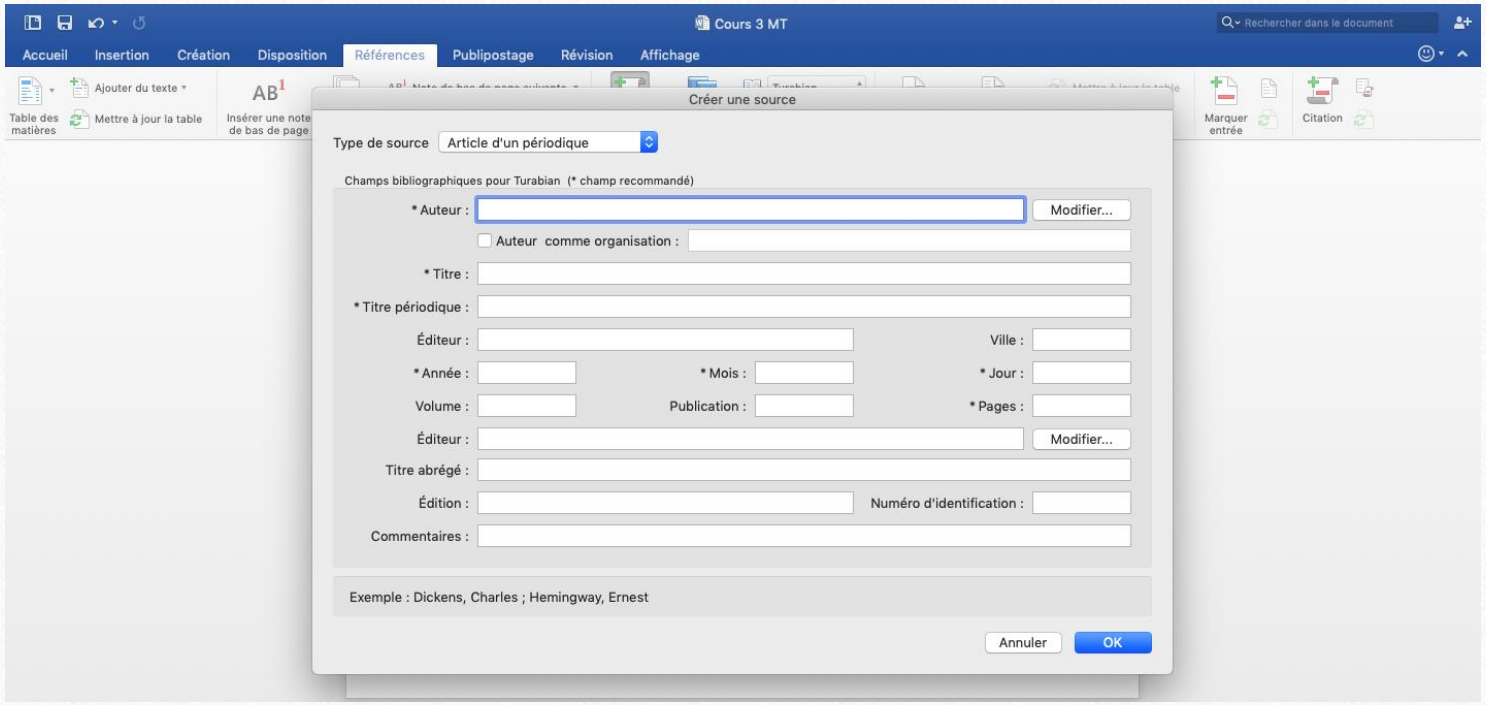
6. Managing bibliographic references in Word

✓ In the “References” option, select “Insert a quotation”.



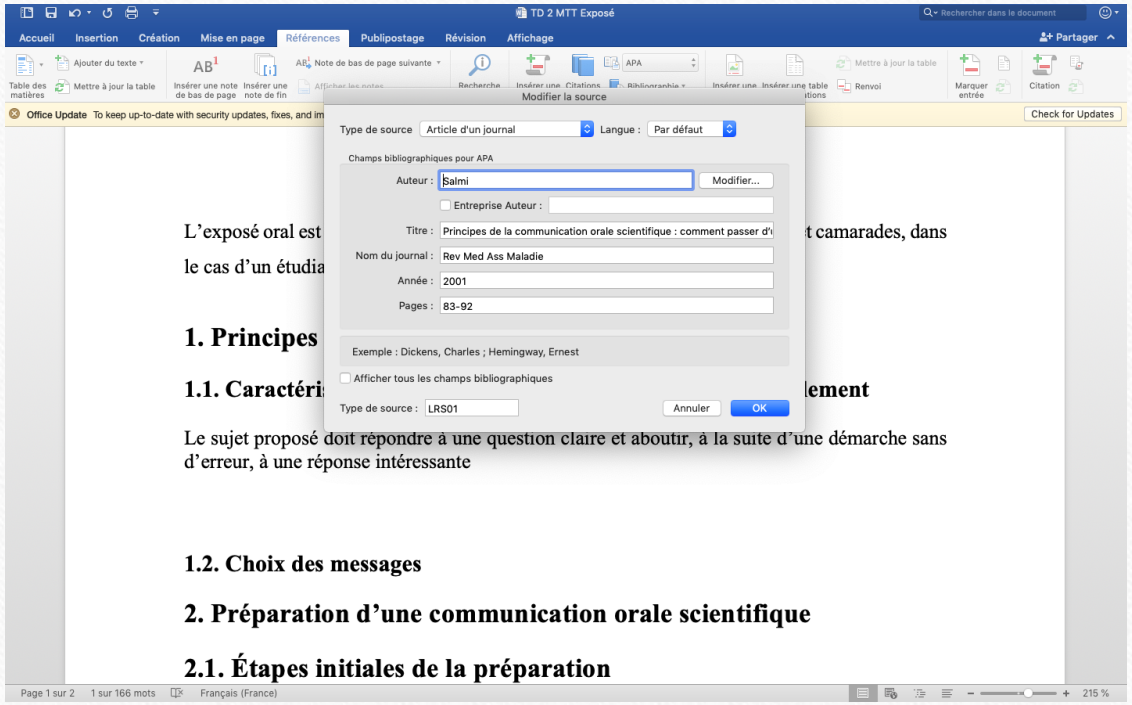
6. Managing bibliographic references in Word

✓ On obtient le tableau suivant:



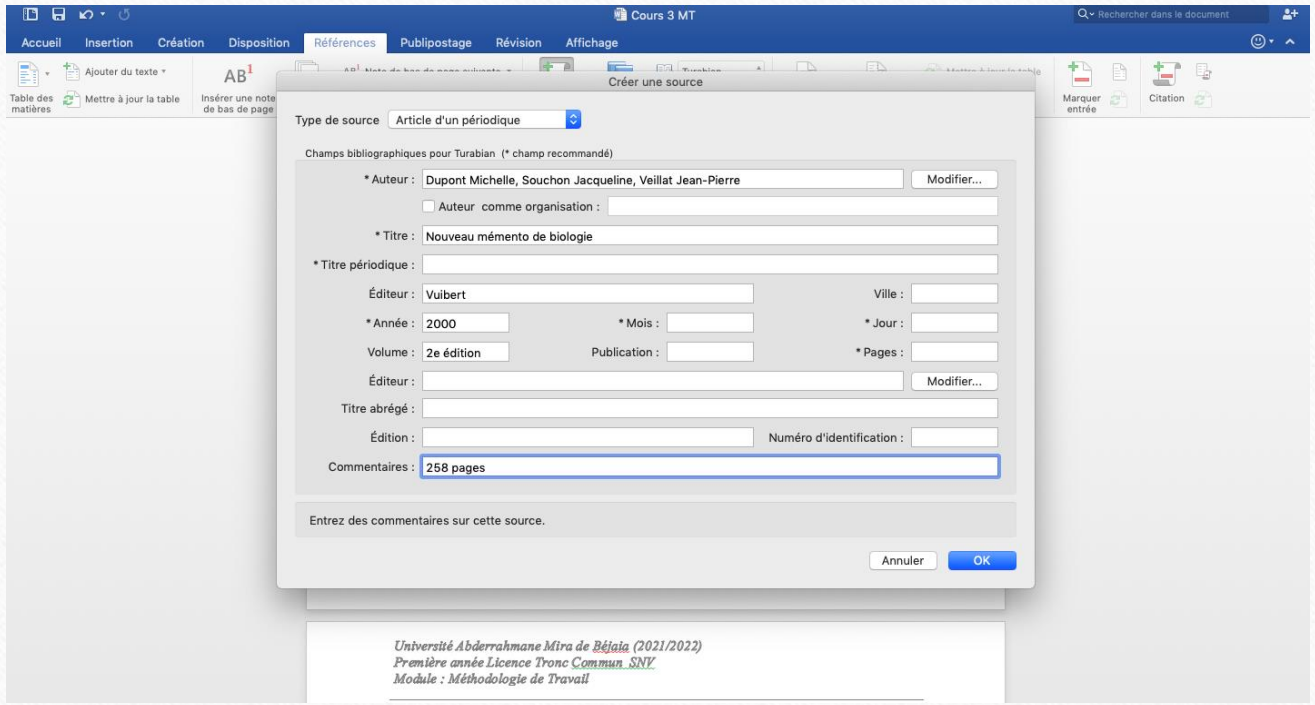
6. Managing bibliographic references in Word

✓ Fill in the table with the requested information.



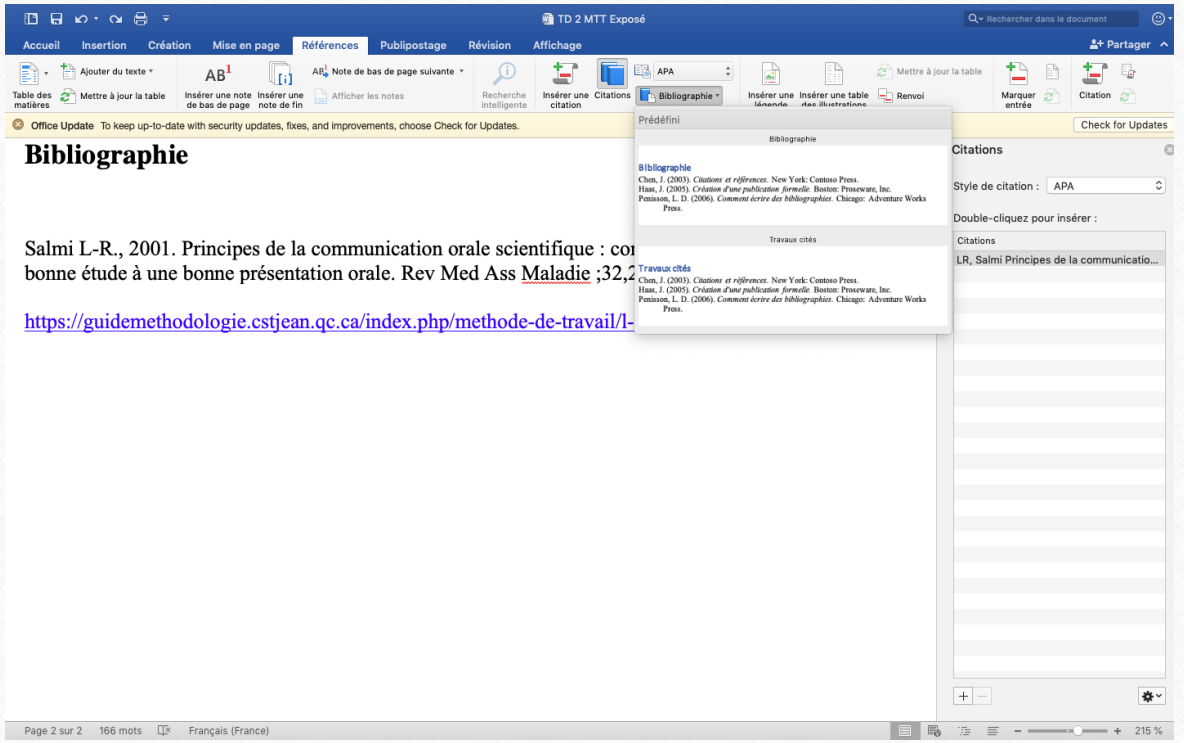
6. Managing bibliographic references in Word

- ✓ Click Ok



6. Managing bibliographic references in Word

- ✓ Go to last page of document.
- ✓ click on quote.



Bibliographie

Pochet B., 2018. Comprendre et maîtriser la littérature scientifique. Les presses agronomiques de Gembloux (Belgique). Pp 139-150.

https://libguides.biblio.usherbrooke.ca/stylesbibliographiques/ieee