Rules of Citations

Citations are a cornerstone of academic and professional writing, ensuring that authors credit original ideas and sources. They provide transparency, allow readers to verify information, and uphold intellectual integrity by avoiding plagiarism. This guide outlines the key rules and formats for citing sources effectively, enabling writers to maintain credibility and adhere to scholarly standards.

Table of contents

1. Purpose of Citations

Citations may be used to:

- Acknowledge the work of others.
- Provide evidence for your arguments.
- Enable readers to locate the sources you've used.
- Avoid plagiarism by giving credit to original authors.

2. Types of Citations

1. **In-Text Citations:** Brief references within the text.
   - Example: (Smith, 2020).
2. **Footnotes/Endnotes:** Notes at the bottom of the page or at the end of the document.
   - Example: Smith, John. *Book Title*. Publisher, Year.
3. **Reference List/Bibliography:** Detailed list of all sources used, usually placed at the end of the document.

3. General Citation Guidelines

1. Always cite when quoting, paraphrasing, or summarizing someone else's work.
2. Use a consistent citation style throughout your document (e.g., APA, MLA, Chicago, or Harvard).
3. Include all necessary elements:
   - **Author(s):** Full name(s) as provided in the source.
   - **Title:** Exact title of the work.
   - **Publication Details:** Publisher, year, and, if applicable, edition or volume.
   - **URL/DOI:** For online sources, include the web link or DOI.

4. Specific Citation Styles

APA Style

1. **In-Text Citation:** (Author, Year, p. Page Number)
   - Example: (Smith, 2020, p. 45)
2. **Reference List:**

   Author Last Name, First Initial. (Year). *Title of the Work*. Publisher. DOI/URL (if applicable).
   - Example: Smith, J. (2020). *Understanding Research*. Oxford University Press.

MLA Style

1. **In-Text Citation:** (Author Last Name Page Number)
   - Example: (Smith 45)
2. **Works Cited:**

   Author Last Name, First Name. *Title of the Work*. Publisher, Year.
   - Example: Smith, John. *Understanding Research*. Oxford University Press, 2020.

Chicago Style

1. **In-Text Footnote:**
   - Example: [1] John Smith, *Understanding Research* (Oxford: Oxford University Press, 2020), 45.
2. **Bibliography Entry:**

   Author Last Name, First Name. *Title of the Work*. Place of Publication: Publisher, Year.
   - Example: Smith, John. *Understanding Research*. Oxford: Oxford University Press, 2020.

5. Rules for Common Source Types

Books

- **Format:** Author(s). (Year). *Title of the Book*. Edition (if applicable). Publisher.
- Example (APA): Brown, P. (2015). *Data Science for Beginners*. 2nd ed. Springer.

Journal Articles

- **Format:** Author(s). (Year). Title of the article. *Journal Name, Volume*(Issue), Page Numbers. DOI/URL.
- Example (APA): Brown, P., & Smith, J. (2020). Data trends. *Journal of Data Analysis, 15*(3), 120–135. https://doi.org/10.12345/jda.v15i3.5678

Websites

- **Format:** Author(s). (Year). Title of the webpage. *Website Name*. URL.
- Example (APA): Smith, J. (2021). Understanding citations. *Research Online*. https://www.researchonline.org/citations

Edited Collections

- **Format:** Editor(s). (Year). *Title of the Collection*. Publisher.
- Example (APA): Brown, P. (Ed.). (2018). *Advances in Data Science*. Oxford University Press.

6. Common Mistakes to Avoid

1. **Incomplete Citations:** Always include all required information.
2. **Incorrect Style Application:** Ensure adherence to the specific rules of your chosen citation style.
3. **Plagiarism:** Paraphrasing does not exempt you from citing the source.
4. **Outdated Sources:** Use current and reliable references whenever possible.
5. **Inconsistency:** Maintain a uniform style and formatting.

7. Tools to Assist with Citations

- **Citation Managers:** Zotero, EndNote, Mendeley.
- **Online Generators:** EasyBib, Citation Machine (verify the accuracy of generated citations).
- **Guides:** Official style manuals for APA, MLA, Chicago, etc.

8. Final Checklist

1. Have you cited all quotes, paraphrases, and summaries?
2. Are your citations consistent in style and format?
3. Does your reference list match your in-text citations?
4. Have you double-checked the accuracy of your citations?

By following these rules, you ensure academic integrity and contribute to a well-supported and credible piece of writing.

Ho Chi Minh City, 25th Nov 2024
General Director

Nikita