How to win marks now and influence future employers... cite your sources correctly!!

• If your references are accurate this will
  • demonstrate how well you have researched your topic
  • demonstrate your commitment to accuracy and completeness
  • show you have explored beyond the obvious references
  • allow someone else to find the same reference

• No-one is saying it’s an exciting process...
Your References List in the ASCE style: (American society of civil engineering)

ASCE books and journals use the author-date system of referencing
ASCE is different to APA 6th
All factual material that comes from sources other than you must be accompanied by a reference to its source – unless it is common knowledge

This system has two parts, the in-text citation and the reference list.

- **The in-text citation** appears within your written work and shows author & year in brackets – no punctuation necessary

- **The Reference list** occurs at the end of your written work and gives the complete information about the reference

- The references/bibliography includes all in-text citations from the full text of your work

- *Sorted alphabetically by last name of the first author.*

- Initials of the author should *never* come first,

- you do not need to add qualifications of the author or if they are a member of ASCE - *family name and initials only!*
Journal article examples

• Exporting the journal article from a library database to EndNote is the easiest way to get all the details correct

• Include the name of the journal, volume, issue numbers and page numbers!

• ASCE Journals — ASCE no longer uses page numbers and has adopted a new format for its references (including those older papers that still contain page numbers). Use the following style for citation to an ASCE journal: Authors. (Year of initial publication). “Title of paper.” Journal abbr., DOI, CID/page range.


Books

• Books — authors can be individual persons or organizations
• If the book is a second or later edition that information should be included

How in text citations should look:

- one author (Smith 2004)
- two authors (Smith and Jones 2004)
- three or more authors (Smith et al. 2004).


Chapter in a book

If a specific chapter is being used, the chapter title and inclusive page numbers should be included.

The title of the entire book and the editors should also be included.

Databases are unlikely to filter the correct version of this record to EndNote so copying and pasting into the correct fields is essential – you need to use the book section option.


Reports — if you found it on the Web then include the URL and include all the information you can to distinguish it from other reports – best added after you have removed all field codes in EndNote


Citing a web site or other online report

• Make sure to include the full web address, enclosed within angle brackets; and date of the visit


New York Times., July 11
Things you don’t need to cite

• A one page web site on the topic from a popular magazine or TV show is unlikely to be worth citing

• Newspaper articles from news sites that are known to hold extreme views are unlikely to be worth citing

• Web Sites that give you facts and figures are unlikely to be useful as these are considered as common knowledge. If you could easily find the same information in numerous reference materials, you don’t need a citation

• Web sites that give definitions are not necessary

• Geographical or meteorological information on the area you are considering is also not necessary

• Don’t use Wikipedia for facts and figures – use it as a source of ideas, analysis and other references

• Consider if your references are off topic and remove them if they are