**ЛЕКЦІЯ 12**

**CITING REFERENCES**

**PLAN**

**1. The verbs used to signal quotations**

**2. Important Notes For Citing**

**3. Controlling questions**

While it is important for a writer to cite sources in the text, it is also important to list the references cited at the end of an essay or larger paper that has referred to other writers [usually entitled “References” or “Works cited”]. A list of references is necessary so that a reader who may be interested in further information about the subject can look up the citations at the end of the paper. (Hall and Jung, 2000)

There are several common styles used to list references.

1. Reference is made to a **book**:

Last name, First name. Year. *The Title of the Journal or Books in Italics or Underlined.*The City of Publication: Publisher’s Name.

Hall, E., Jung, C. 2000. *Reflecting on Writing*. Ann Arbor: The University of Michigan Press.

2. Reference is made to a **journal article** or a chapter in an edited book:

Last name, Initials. Year. The title of the article or chapter. *Name of the journal.* Volume number (issue number), page numbers.

Peleg, I. 1993. “Trends of Censorship and Freedom of Expression.” *In Patterns of Censorship Around the World.*  8(2), 205-14.

3. Reference is made to **Internet sources**:

Author. “Document Title”. *Publication or Web site title.* Date of publication. Date of access.

Rosenberg, Owen. “Selling Organs for Transplant”. *Health Issues Update*. Winter 2005. 10 March 2007 <http//:www.organdebate.org/Winter2005.html>

**THE VERBS USED TO SIGNAL QUOTATIONS**

* argues
* agrees
* asserts
* claims
* comments
* compares
* declares
* demonstrates
* disputes
* disagrees
* emphasizes
* illustrates
* implies
* notes
* observes
* responds
* states

**Exercise 1.** *Rewrite these quotations,* ***punctuating*** *them correctly.*

1. Life sentences are an effective punishment he said.

2. He yelled answer the phone!

3. My spouse should have a sense of humor she added.

4. Examining the inside cover Bob said this book was printed in 1879.

5. Don’t drive so fast he begged I get nervous.

6. Although my new phone looks terrific he said it has a funny ring.

7. Do you know the difference between direct and indirect taxes she asked.

8. Benjamin Franklin said there never was a good war or a bad peace.

9. According to Hall and Jung citing references is necessary so that a reader who may be interested in further information about the subject can look up the citations at the end of the paper.

10. As the manager noted 40 per cent of work-­related ill health is due to stress and mental illness.

**Exercise 2.** *Proofread the text* ***“Secrets of the Maverick Cobbler”*** *for direct and indirect quotations.* ***Punctuate the quotations*** *correctly, and make other necessary changes.*

**Secrets of the Maverick Cobbler**

Fifteen years ago, Mr Timpson bought out his partners in the shoe-repair

business that bears his family name. In 1995, he bought Automagic, the shoe-repair and key-cutting chain. Since then. Timpson has turned to key cutting, watch and jewellery repairs and engraving, acquired two big high-street rivals and broken through £100m in annual sales. Still only Mr Timpson owns shares.

We are committed to being independent. I'm not interested in a deal that

involves equity being given to anybody says Mr Timpson, who is company chairman, while his son James is managing director. To some, the company style might seem rather old-fashioned Mr Timpson smiles with holiday homes for staff and training schemes.

Tight control of the business ensures the company's commitment to what

Mr Timpson calls upside-down management: giving power to those a long way from head office in Manchester. Mr Timpson believes that the most important staff are those who cut customers' keys and reheel their shoes. He affirms everyone else, from area managers to the boardroom, is there to serve the shop staff, who are given plenty of freedom as long as they prioritize customers' needs.

It would be difficult for some professional manager to come in and

do it our way. I don't expect other people to come up with the ideas. That is my job or James's job he admits. But I can't then tell them what is going to happen. I have got to persuade them. My form of management is a lot of communication says Mr Timpson and it won't work unless they approve of it.

**Exercise 3.** *Write the* ***reference citation*** *for the following texts.*

**1.** The bestseller *“Talking God”* written by the famous American writer Tony Hillerman was published in New York in 2001. It was the eighteenth Hillerman’s book with the famous New York publishing company An Imprint Of HarperCollinsPublisher.

**2.** An article titled “Legal Business: Trends and Insights” was written by the Ukrainian attorney-at-law Denys Sytnyk. It was published in 2009 on pages 16 to 18 of a journal called *The Ukrainian Journal of Business Law*, which is published by Yuridicheskaya Practika Publishing, based in Kyiv, Ukraine.

**3.** An article “Stop Saying Innovation” written by Scott Berkun was posted on the official site of *The Economist* (http://ideas.economist.com) on 3 March 2010 under the rubric *Innovation*.

**Exercise 4.** *Complete the following steps using the text* ***“Bonds That Keep Workers Happy”.***

**Step 1.** *Paraphrase a section of the text that shows diverging points of view.*

**Step 2.** *Choose a quotation from the article and note it.*

**Step 3.** *Summarize the article, incorporating your quotation and paraphrase.*

**Pair Work**

**Step 4.** *Exchange your summary with a partner and compare:*

- How are your summarize different? Alike?

- Does your partner compare ideas effectively?

- Do you have any suggestions for your partner?

- Did you learn anything from reading your partner’s summary?

- Look at your partner’s quotation. Do you think your partner’s quotation is a good one? Why?

**Bonds That Keep Workers Happy**

Many people would laugh at the idea that the workplace can be a relaxing place. With their mobiles, laptops and BlackBerries, they would be more likely to complain about the way their work takes over their private lives.

The employees of Europe's best workplaces take a very different view,

however. One noticeable theme to emerge from this year’s survey is the strong attraction that many employees feel to their work and the personal bonds they have with their colleagues and managers.

At Confinimmo, a small Belgian property investment company in this

year's European top 10, employees go on a paid team-building trip each time a new person joins their department. Celebrations and informal lunches are another way of bringing employees and managers together. “Although the company has seen strong growth, it keeps its feeling of a small, familiar team,'” says one employee.

At Boehringer Ingelheim, a family-owned Danish drug company that has been

in the top 100 since the survey began four years ago, there are social events and celebrations all year, often attended by employees' children. Champagne and chocolate are brought out to mark achievements. “Our managing director knows everyone by his first name,” says one member of the 132-strong workforce.

It is, of course, easier to create a family feeling in a small business. But

bonding is also a feature of the smaller European offices of Microsoft, which is in this year's top 10. The employees of the software giant in Norway, for example, go mountain-hiking together and recently climbed seven of the highest mountains in southern Norway to symbolize their seven business goals.

Bill Mascull, *Market Leader*

**Exercise 5***. Practice* ***inserting citations*** *into the text.*

**Step 1.** *Imagine that you are writing a paper that includes a discussion about the importance of organizing space. Here is an excerpt from that paper:*

Organizing your home and work space can be one of life’s greatest problems for some people. Having your spaces organized can make the difference be­tween a peaceful existence and misery! To conquer this problem, you must first analyze your own organizational level. We each have a different way of organizing and also a different concept of what organized means in terms of our own homes and work spaces. Do you consider yourself “organized”? Are your drawers and closets as neat as you would like them? Or, are your rooms a mess, but you know exactly where to find any item that is missing? The first step to becoming organized is to define what the term means to you and to decide what degree of organization would bring peace to your life.

**Step 2.** *Incorporate into the above paragraph* ***three direct quotations*** *or* ***three sen­tences of paraphrased content*** *from the following excerpts from a book titled A New Way of Looking at Organizing, by Judy Morgenstern. The material is all from page 1 of the text, published in 1999 by Anchor Books in New York. You may insert the three sentences (quotations or paraphrased text) anywhere you wish in the paragraph.*

*Following is the* ***text*** *from Judy Morgenstern’s book to be incorporated into and cited in your paper:*

If I asked you to describe an organized space, what would you say? From most people, I hear things like “neat and tidy”, “spare”, “minimalist”, and “boring”. But an organized space has nothing to do with these traits. There are people whose homes and offices appear neat as a pin on the surface. Yet, inside their desk drawers and kitchen cabinets, there is no real system, and things are terribly out of control. By contrast, there are many people who live or work in a physical mess, yet feel very comfortable in this environment and can always put their hands on whatever they need in a second. Could they be considered organized? Absolutely.

Being organized has less to do with the way an environment *looks* thanhow

effectively it *functions.* If a person can find what she needs when she needs it, feels unencumbered in achieving her goals, and is happy in her space, then that person is well organized.

I’d like to propose a new definition of organization: Organizing is the process

by which we create environments that enable us to live, work, and relax exactly as we want to. When we are organized, our homes, offices, and schedules reflect and encourage who we are, what we want, and where we are going.

Misconceptions affect the way you think about any process, poisoning your

attitude toward it and eroding even your best efforts to succeed by convincing you before you start that you're bound to fail. Following is one of the most common beliefs about organizing, and the debunking facts that will change your thinking.

Misconception: Organizing is a mysterious talent. Some lucky people are born with it, while others, like you, are left to suffer.

Fact: Organizing is a skill. In fact, it’s a remarkably simple skill that enyone can learn.

**Step 3.** *Create a* ***reference citation*** *for this text.*

**Important Notes For Citing**

Sources need to be cited for several types of information:

* Information that has been paraphrased
* Information that has been quoted
* Information such as statistical data, including charts, tables, etc.
* Information that the writer did not have or know before researching the topic

**CONTROLLING QUESTIONS**

1. What is a summary?

2. What is the purpose of a summary?

3. What is the length of a summary?

4. Should any statements unsupported by the text appear in the summary?

5. Which information should the introduction/body/conclusion include?

6. What is a paraphrase? What is the difference between a paraphrase and a summary?

7. What is a direct quotation?

8.Which ways of using direct quotations do you know?

9. How to cite references?