

## Chapter 41

# Usage of References and Its Management in Research

**M. R. Murali Prasad**  
*Centre for Economic and Social Studies, India*

### ABSTRACT

*Now-a-days, information gathering and use have become more complex process for researchers due to the tremendous growth and heterogeneous collections of digital information. A researcher requires complete information whenever they want to fulfil their research objectives. For this, the researcher requires different types of information management tools to preserve organize and access information needed to carry out their research tasks. In this chapter, the author has described about reference or citations and its management in research. The author has explained the different reference styles both in manual and through software.*

### INTRODUCTION

Now-a-days, information gathering and use have become more complex process for researchers due to the tremendous growth and heterogeneous collections of digital information. A researcher requires complete information whenever they want to fulfil their research objectives. For this, the researcher requires different types of information management tools to preserve organize and access information needed to carry out their research tasks (Prasad, 2014).

A research output depends on more than just the methodologies, findings and experience of one researcher. It also depends on the other researcher's ideas and other primary and secondary sources of information like books, articles, abstracts, theses, reports, monographs, e-publications, web sources, etc. These other's sources give strength and support to the present researcher's objectives and arguments. All these types' of used words, quotes, ideas, objectives, methodologies, theories, or Interpretations and other information sources which are used and supported for present research work are called 'references'. These references must be referred to produce a scholarly communication and also to avoid plagiarism.

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## **CITATION VS. REFERENCE VS. BIBLIOGRAPHY**

The words Citation, Reference, and Bibliography are used as synonyms in practical life and also in managing references through software. But, there is a slight difference among them in research methodology.

- **Citation:** A citation is the specific mention of a source in the main body of manuscript. It usually includes the name of the author and year of publication or citation number. Sometimes people may call it 'in-text citation'. The following are few examples for in-text citation ("what is citation", 2016):
  - **APA Format Example:** The sky is blue (Cottrell, 2013).
  - **ACS Format Example:** The sky is blue.<sup>1</sup>
  - **IEEE Format Example:** The sky is blue [1].
- **Reference:** A Reference usually mentions at the end of a manuscript (essay or research report) and it should contain only the works cited within the running text of that manuscript. The 'References' in a research are, only the cited sources in that particular research.
- **Bibliography:** A bibliography is any list of references at the end of a manuscript (essay or research report), whether cited or not. It includes both the sources used by a researcher that cited at work and also additional list of sources, he/she consulted for that work ("References Vs Bibliography", 2016).

## **IMPORTANT OF REFERENCES IN RESEARCH**

- References clearly distinguish a researcher ideas and arguments from existing research.
- References give the list of consulted sources by a researcher and it enable the reader to refer the original source of information.
- References give validation, support and strength to the ideas of present research.
- References shows the scope and depth of a research work.
- References acknowledge the works of original contributors.
- References avoid plagiarism.

## **SOURCES OF REFERENCES**

Basically, there are three different kinds of information sources like primary, secondary and tertiary which have to be referred. But, a researcher has to decide that the usefulness, appropriateness to their work and authentication of that source. It is very important characteristic before refer a source in research.

There are some information sources to be referred in a research and also some sources are no need to be referred in research.

The following are some of the sources to be referred in a research, when a researcher:

- Using or referring works from a published information sources like journals, books, reports, government publications, gazetteers, Newspapers, AV materials, web pages, e-publications, etc.

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