

Document Identifier: Conventions for Scholarly Referencing

An Associated College of
Trinity College Dublin, the University of Dublin

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Conventions for Scholarly Referencing

1. Context

Citing of references or sources used in written assignments is an academic convention, the objective of which is to acknowledge the work of other writers, locate the evidence on which an argument is based, and enable others to locate sources referred to as quickly and as easily as possible. These guidelines lay out the policy for scholarly referencing in Marino Institute of Education (MIE).

The readings, ideas, theories and findings which have directly influenced scholarly work must be cited even if these have been paraphrased. In correctly acknowledging the work of others, plagiarism is avoided. Plagiarism is defined as the submission of work that is not the writer's own work, without acknowledgment of the source¹. MIE views intentional plagiarism as a major offence.

2. Purpose

The purpose of this policy is to establish clear and standardised guidelines for citing sources and references within academic and scholarly work. Although different academic disciplines use various styles and formats of citation, the MIE guidelines are based on the system of referencing developed and used by the American Psychological Association (APA). This system is an author-date system. The author-date system uses citations in the text (the author's surname and year of publication) with full information about the source in an alphabetic reference list which contains all sources, and only those sources, cited in the text. An accurate reference list reflects well on the writer as a careful researcher and promotes academic integrity by ensuring that authors give proper credit to the original sources of information, ideas and data that they have drawn upon

3. Procedure

The key features of the APA system of citation are in-text citation, and a list of references at the end of a paper, essay, article or assignment. Endnotes are not used and a bibliography (which lists resources other than those cited in the text) is not included. Footnotes, which provide clarification or additional information, may be used sparingly. For more detailed information,

¹ See [Procedure for Preventing and Responding to Cases of Suspected Plagiarism](#)

please consult a copy of the *Publication Manual of the American Psychological Association* (American Psychological Association, 2020). Copies are available for loan in MIE Library. All sources used in a text must be properly cited.

Recommendations of the working group on scholarly conventions

The following recommendations were made by the working group who devised the conventions on scholarly referencing in 2014:

1. All students are to use the latest edition of APA style when citing literature in their assignments. Lecturers are requested to use the latest edition of APA style in college-related documentation. This style was chosen because widespread resources on using the APA are available; it is widely used in Education journals; and The School of Education in Trinity College Dublin, the University of Dublin has used the APA system since 2011.
2. It was recommended that the current academic style guides for use in MIE be changed to APA style and held for loan in MIE Library.
 - . For undergraduate students it will be acceptable if they properly and consistently apply the condensed guide in their scholarly work.
 - i. Graduate students will be expected to consult an official APA publication manual as necessary.
 - ii. Course handbooks will refer to and ideally link to the referencing style guide for APA.
3. In order to promote widespread use of the APA referencing guide, the following steps are recommended:
 - . Lecturers need to draw students' attention to references and citations in any texts that they recommend in class.
 - i. Individual lecturers need to show students how to use the style guide in relation to assignments set by the lecturer.
 - ii. Good referencing should be rewarded in marking schemes.
 - iii. Discrete workshops on referencing should be offered, ideally when first assignments are given out to first years and in September of each subsequent year.

4. Benefits

The consistent use of APA citation style on campus has the following benefits:

- i. It clarifies appropriate scholarly conventions for staff and students.
- ii. It helps to ensure consistency in citations across module descriptions, slides, and other documentation.
- iii. It promotes academic rigour through the use of consistent referencing. The APA style has stringent guidelines for citing sources to avoid plagiarism. This helps in instilling academic integrity and ethical writing practices among students.

5. Related Documents and Additional Resources

- 5.1. For a comprehensive understanding and practical application of APA 7 citation style, consider referring to the 'Publication Manual of the American Psychological Association, Seventh Edition'.

Additionally, numerous online resources, including the APA Style website, offer detailed guides, examples, and FAQs to assist in mastering this citation format.

The following resources provide a solid foundation for both beginners and advanced users looking to accurately apply APA 7 style in their academic writing.

- 6.1. [APA Referencing: a Handbook by MIE Library](#)
- 6.2. [APA 7 MIE Library Guide](#)
- 6.3. [APA Style website](#)
- 6.4. [OWL at Purdue APA Formatting and Style Guide \(7th Edition\)](#)
- 6.5. [Procedure for Preventing and Responding to Cases of Suspected Plagiarism](#)