Referencing platforms

Dr Budditha Hettige

Overview

- References and different types of documents
- Harvard referencing
- What are the various referencing problems that students face?
- Reference managers
- Zotero
  - Why Zotero?
  - How to Install Zotero?
  - Understanding Zotero (Settings, Configuration)
  - Capturing Information
  - Organizing Information
  - Notes, Links, & Cross R
  - Working with Docume r
  - Syncing with Zotero cl c
  - In-class activity

Referencing and Documents

- Project proposal

  (Less than 20 References)
- Conference paper

  (10 – 50 References)
- Journal full paper

  (25 – 75 References)
- Thesis

  (200+ References)
- Any other document ‘

Referencing

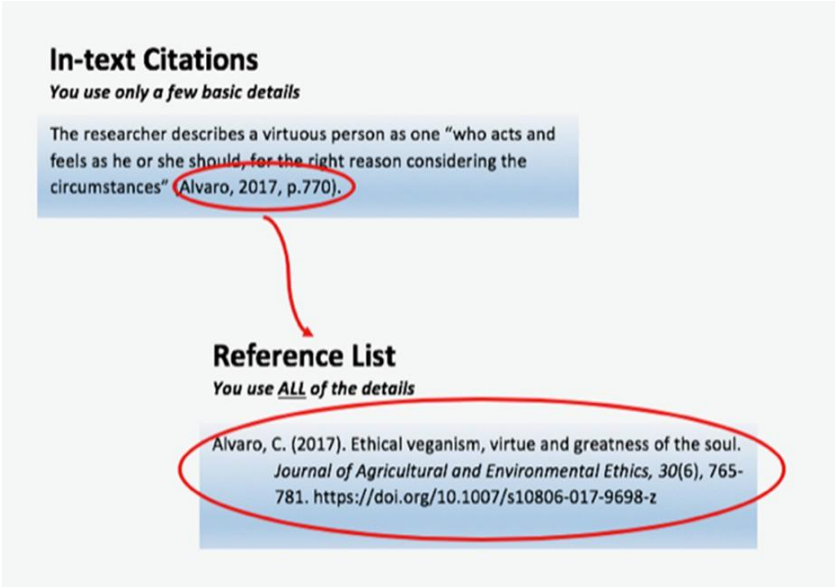
- Referencing (also called citing) simply means that whenever you use a quote from **another author's work or use their ideas** in your own work, you should acknowledge that you have done so.
- **Why?**
  - To show readers where your information came from
  - To allow the reader to identify and check your sources
  - To show how much research you have done
  - To strengthen your academic argument
  - To avoid plagiarism
  - To get good marks on your assignments.

Citing styles

Introduction to Academic Referencing platforms (Budditha Hettige 2023)

The Harvard Referencing

- This is the **most common** referencing system in use internationally.
- Harvard has the advantages of **flexibility, simplicity, clarity** and ease of use, both for the author and the reader.
- There are two stages to referencing in the Harvard system:
  1. **Citation** or **in-text** reference to the source in your document
  2. **Reference** list or **Bibliography** at the end of your document with full details of the sources.



Citation-Harvard Referencing

- **Citation or in-text referencing**

- You only need to include the **author's family name** and the **year** of publication of the

According to Barnes (2018), learning languages is a substantial task for many students.

Or

Learning languages is a substantial task for many students.(Barnes 2018).

Citation-Harvard Referencing

- **If there is no author's name:**
- When there is no author, but the work was published by an organization such as a company, university, or government, you should use the **name of the organization**.
- If there is no author or organization you can **use the title** instead.

"The term 'Cleverness' can also be used to describe the rules that govern the ability of a group." (Wikipedia, n.d.).

- **If there is no date:**
- If there is no date on the source use n.d. (not dated).

Citation-Harvard Referencing

- **If there is more than one author:**
- If there is more than one author you should give the names of each author as they are shown in the original text.
- If there are more authors you should use the first author in the original text followed by ‘et al’. (an abbreviation of the Latin term for ‘and others’).

	In-text citation
1 author	(Smith, 2014)
2 authors	(Smith and Jones, 2014)
3 authors	(Smith, Jones and Davies, 2014)
4+ authors	(Smith *et al.*, 2014)

Citation-Harvard Referencing

- **Multiple sources with the same author and date**
- If you cite multiple sources by the same author which were published in the same year, it's important to distinguish between them in your citations.
- To do this, insert an 'a' after the year in the first one you reference, a 'b' in the second, and so on:

> The results of the first study (Woodhouse, 2018a) were inconclusive, but a follow up study (Woodhouse, 2018b) achieved a clearer outcome.

Creating a Harvard Reference list

- A **bibliography** or **reference list** appears at the end of your text.
- It lists all your sources in alphabetical order by the author's last name, giving complete information so that the reader can look them up if necessary.
- The reference entry starts with the author's last name followed by initial(s). Only the first word of the title is capitalised (as well as any proper nouns).

Reference list

Childers, J.W. (2012) 'Social class in the Victorian novel', in David, D. (ed.) *The Cambridge companion to the Victorian novel*. 2nd edn. Cambridge: Cambridge University Press, pp. 148–169.

Eliot, G. (2017) *Silas Marner*. Edited by Atkinson, J. Oxford: Oxford University Press.

Levine, G. (2019) 'The Dickensian George Eliot', *Dickens Studies Annual*, 50(1), pp. 48–65.

Tolstoy, L. (2006) *War and peace*. Translated from the Russian by A Briggs. London: Penguin.

Reference-Harvard Referencing

Books

Entire book | **Book chapter** | **Translated book** | **Edition of a book**

Format	Author surname, initial. (Year) *Book title*. City: Publisher.
Example	Smith, Z. (2017) *Swing time*. London: Penguin.
Notes	• The city mentioned is the location of the publisher's headquarters.

Reference-Harvard Referencing

Journal articles

Print journal | **Online-only journal with DOI** | **Online-only journal with no DOI**

Format	Author surname, initial. (Year) 'Article title', *Journal Name*, Volume(Issue), pp. page range.
Example	Thagard, P. (1990) 'Philosophy and machine learning', *Canadian Journal of Philosophy*, 20(2), pp. 261–276.
Notes	• This format is also used for journal articles which you accessed online but which are available in print too. • There is no space between the volume and issue number (in brackets). • The page range shows where the article is located in the journal. • Unlike other titles, the name of a journal uses headline capitalisation; capitalise every important word.

Reference-Harvard Referencing

Websites

General web page	Online article or blog	Social media post

Format	Author surname, initial. (Year) *Page title*. Available at: URL (Accessed: Day Month Year).
Example	Google (2019) *Google terms of service*. Available at: https://policies.google.com/terms?hl=en-US (Accessed: 27 January 2020).
Notes	• Reference list entries for pages without a clearly identified author can begin with the name of the relevant site or organisation instead.

Reference-Harvard Referencing

- **Sources with multiple authors in the reference list**
- As with in-text citations, up to three authors should be listed; when there are four or more, list only the first author followed by '*et al.*':

Number of authors	Reference example
1 author	Davis, V. (2019) ...
2 authors	Davis, V. and Barrett, M. (2019) ...
3 authors	Davis, V., Barrett, M. and McLachlan, F. (2019) ...
4+ authors	Davis, V. *et al.* (2019) ...

IEEE Referencing

- The IEEE style is a numeric style, where citations are numbered [1] in the order of appearance.

This document shows how to use different citation using Zotero [1]. There are few document taken from Budditha Hettige's personal blog [2]. First Sinhala chatbot [3] and MaSMT [4] are the selected documents.

References

[1] "Zotero | Your personal research assistant." https://www.zotero.org/ (accessed Nov. 27, 2022).
[2] "Budditha Hettige," *Budditha Hettige*. https://budditha.wordpress.com/ (accessed Nov. 27, 2022).
[3] B. Hettige and A. S. Karunananda, "First Sinhala Chatbot in action," p. 7, 2006.
[4] B. Hettige, A. S. Karunananda, and G. Rzevski, "MaSMT: a multi-agent system development framework for English-Sinhala machine translation," *Int. J. Comput. Linguist. Nat. Lang. Process. IJCLNLP*, vol. 2, no. 7, pp. 411–416, 2013.

Is Referencing Easy?

- Unclear about various citing styles
- Collect all the relevant information
- Time

Example:

There are **200 references** in your document now you need to remove **10th reference**.

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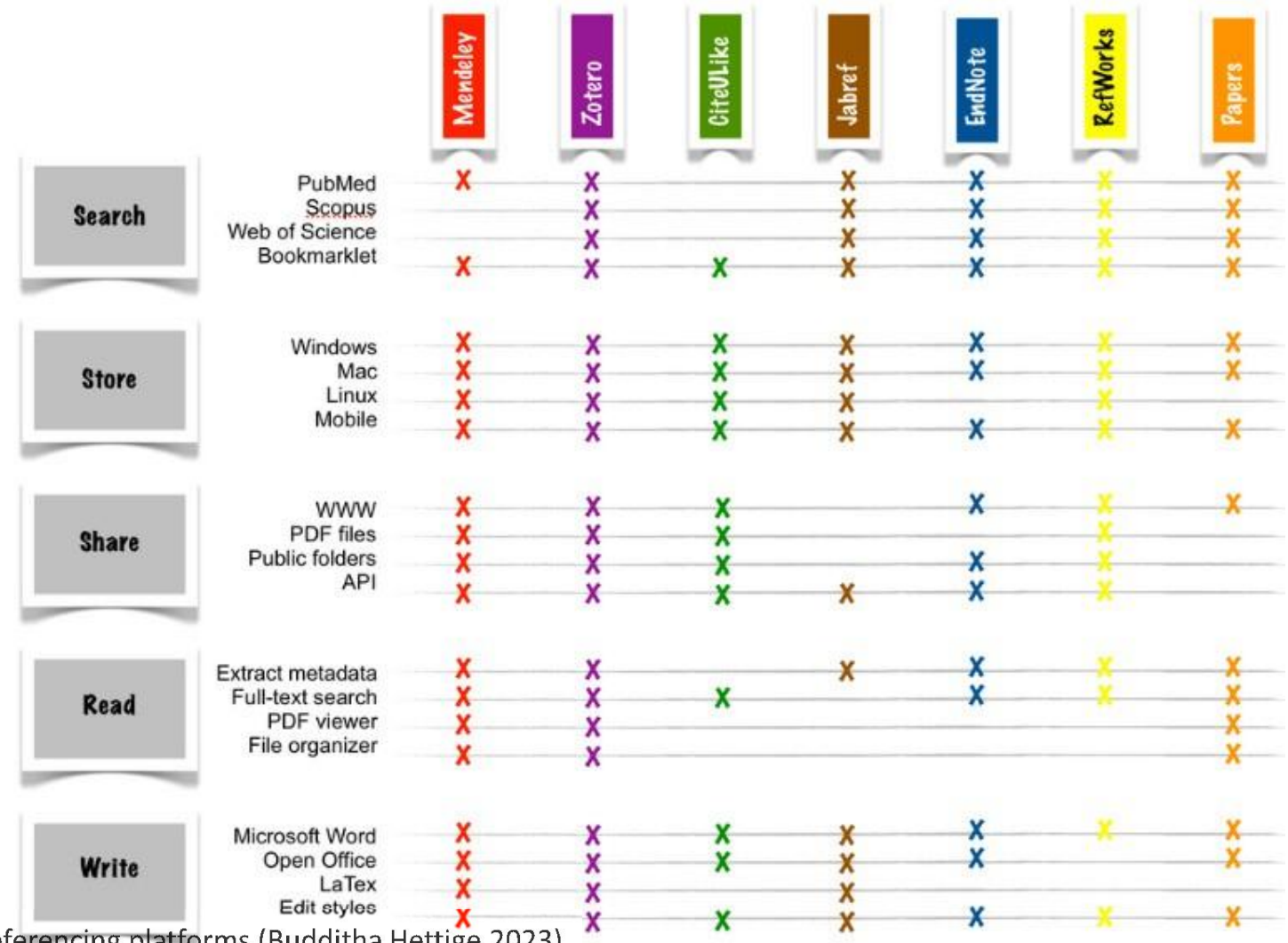
Reference Manag

What is a Reference Manager?

- A reference manager supports researchers in performing three basic research steps: **searching**, **storing**, and **writing**
- Functionalities
  - Import citations from bibliographic databases and websites
  - Gather metadata from PDF files
  - Allow organization of citations within the reference manager database
  - Allow annotation of citations
  - Allow sharing of the reference manager database or portions thereof with colleagues
  - Allow data interchange with other reference manager products through standard metadata formats (e.g. RIS, BibTeX)
  - Produce formatted citations in a variety of styles
  - Work with word processing software to facilitate in-text citation

Summary



Introduction to Academic Referencing platforms (Budditha Hettige 2023)

Zotero for Reference Management

Next…

- What is Zotero?
- Why Zotero?
- How to Install Zotero?
- Understanding Zotero (Settings, Configuration)
- Capturing Information
- Organizing Information
- Notes, Links, & Cross References
- Working with Documents
- Syncing with Zotero cloud
- In-class activity

Zotero

- Zotero is a **free and open source** reference manager that offers flexibility due to the fact it can cite in MS Word, Libre Office, and Google Docs.
- Zotero is a good general reference manager that offers a range of features for collecting, organsing, and citing.
- **Key points:**
  - Free and open source so you can use beyond your time at the university
  - Has a browser extension for collecting references from web pages or web pages themselves
  - Can cite in MS Word, Google Docs, and Libre Office
  - Doesn't have built-in PDF annotation
  - Web browser integration and Online syncing

Why Zotero?

- Is a research tool for managing online references.
- Is a centralized location for gathering and storing references.
- Is useful for all who uses the Internet for research and needs a simple way to organize references.
- Is a free and open source product.
- Works on Windows, Mac, and Linux platforms and is compatible with Firefox.

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Install Zotero

- Download and install Zotero from www.zoreto.org
- Install Zotero Connection for web browsers
- Create Zotero account and Online syncing
- Add a plugin for word or Open Office
- Add plugin for Advanced PDF management (ZotFile)
- Install Zotero stand alone (if required)

Activity 1:

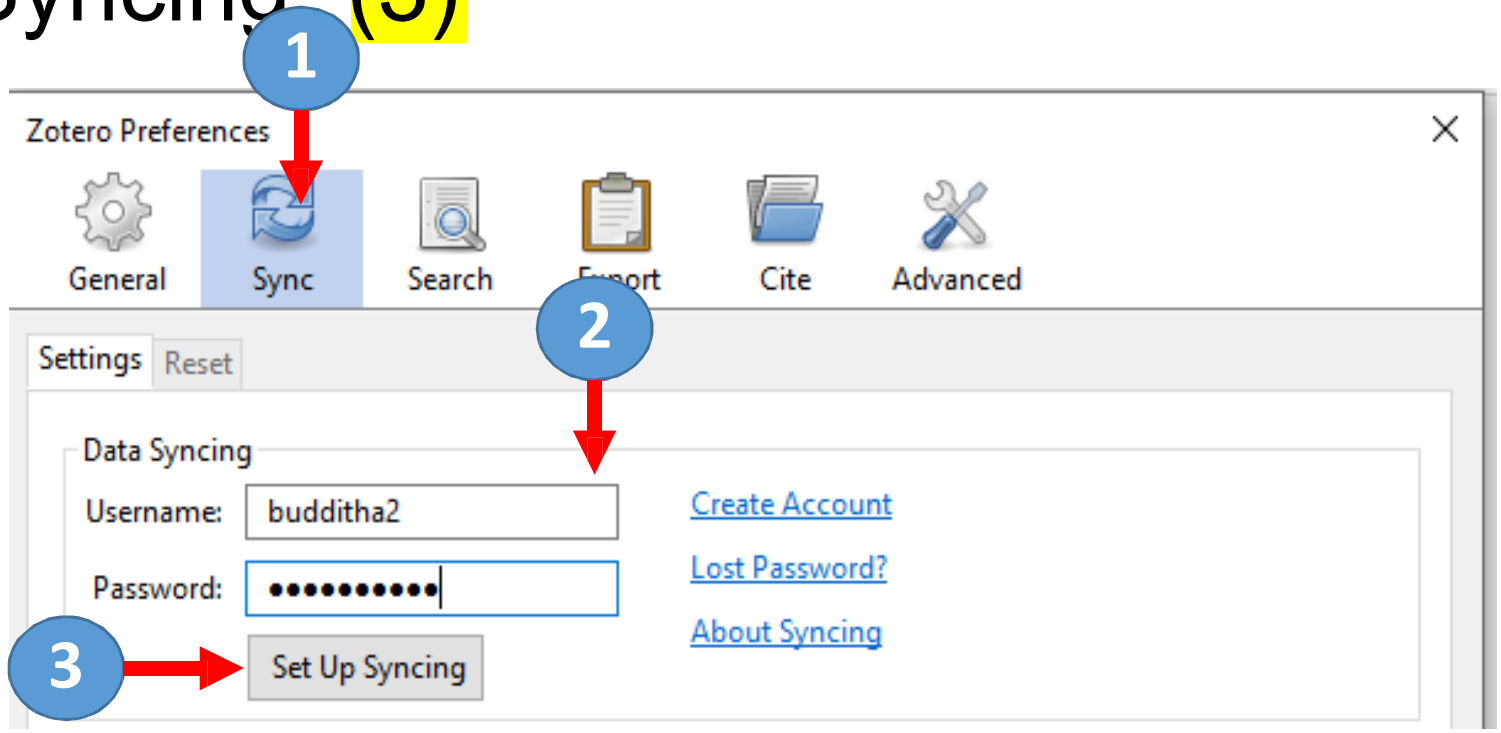
1. Download Zotero from https://www.zotero.org/ and install into your desktop
2. Install Chrome/Firefox Connector
3. Install MS Word Add-ons

Register and Enable Online Syncing

- Register for a free account
- Registering a user account allows you to sync your library, participate in groups, or post to the support forums.
- Remember username and password
- Add username and password under the settings

Sync with Zotero Cloud

- Go to - Preferences then click Sync (1) then enter username and password (2) and click "Set up Syncing" (3)

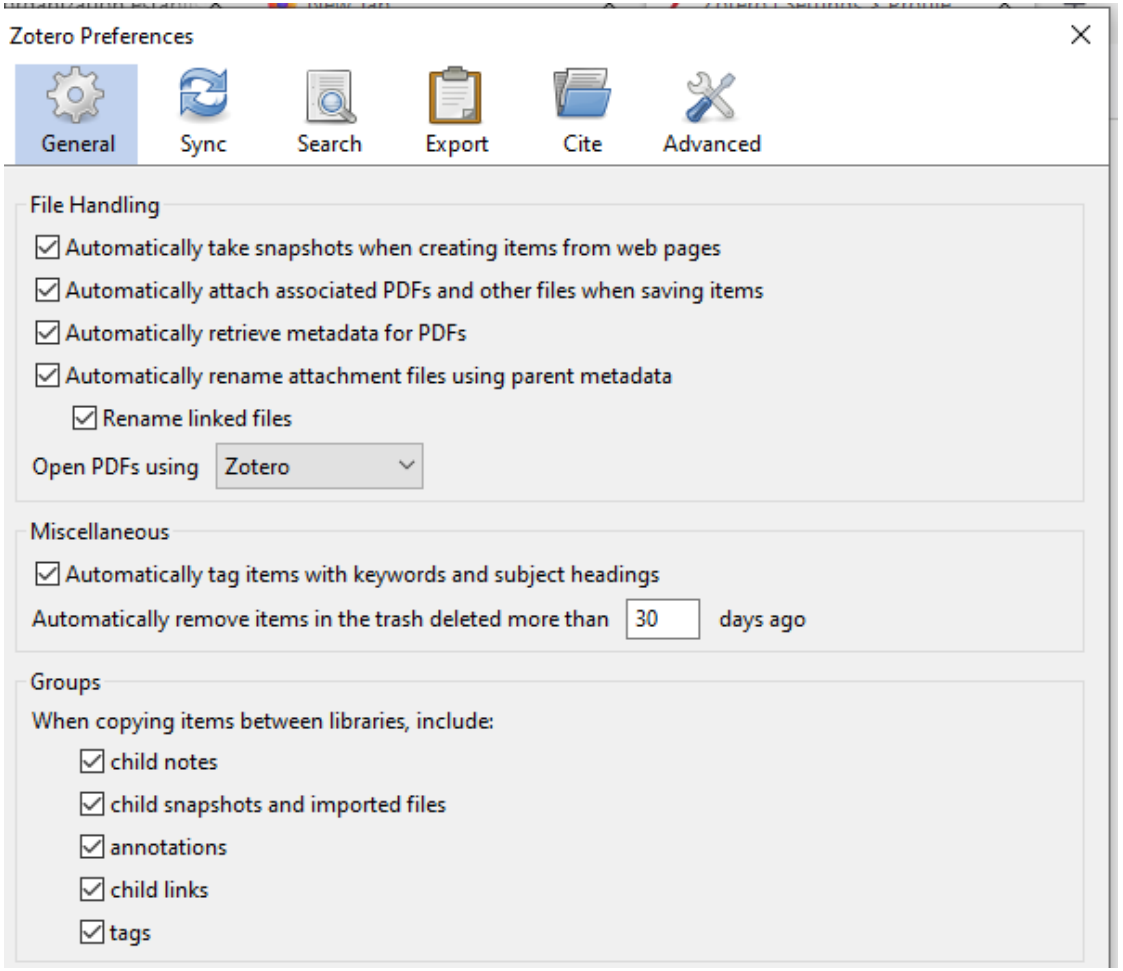


Zotero Preferences

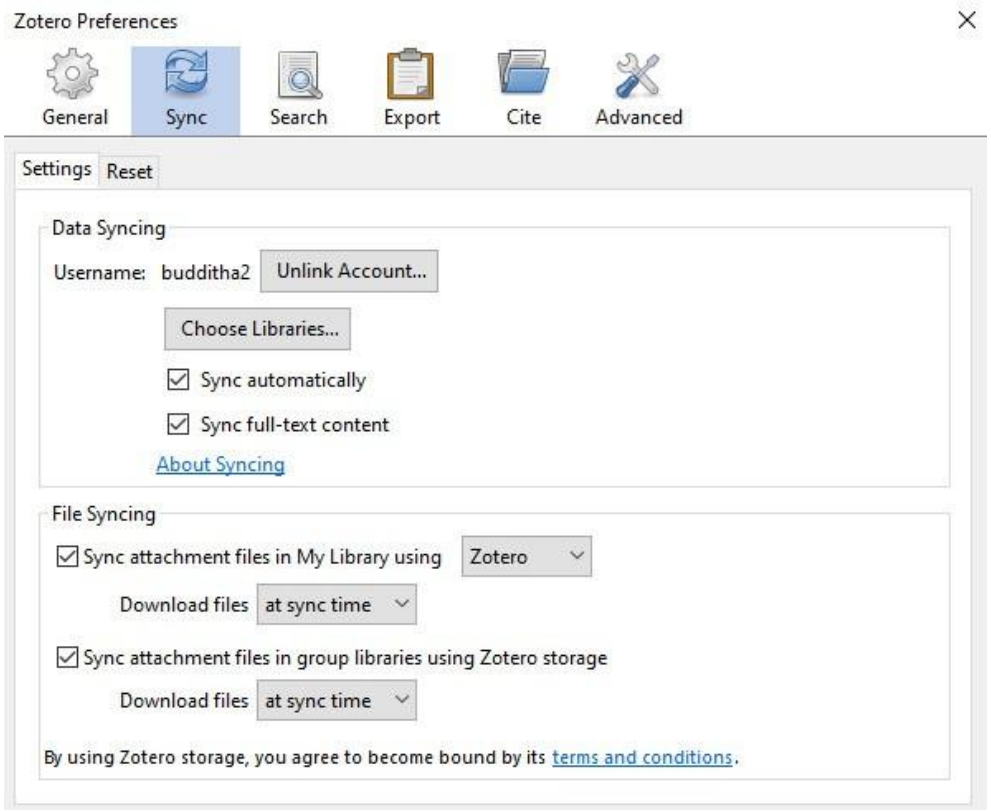
- Many of Zotero's features can be customized via the Zotero preferences window. Open the preferences by clicking “Edit → Preferences” You can also press Ctrl/Cmd -,.

- The Preference window is divided into the following panes:
- **General**: settings, and other general features.
- **Sync**: Set up data and file syncing.
- **Search**: Manage PDF fulltext indexing and see relevant statistics.
- **Export**: Set default settings for generating bibliographies and citations.
- **Cite**: Add, remove, edit, and preview citation styles and install word processor plugins.
- **Advanced**: Zotero data location, library lookup, and other advanced settings.

Zotero Preferences: General Tab



Zotero Preferences: Sync Tab

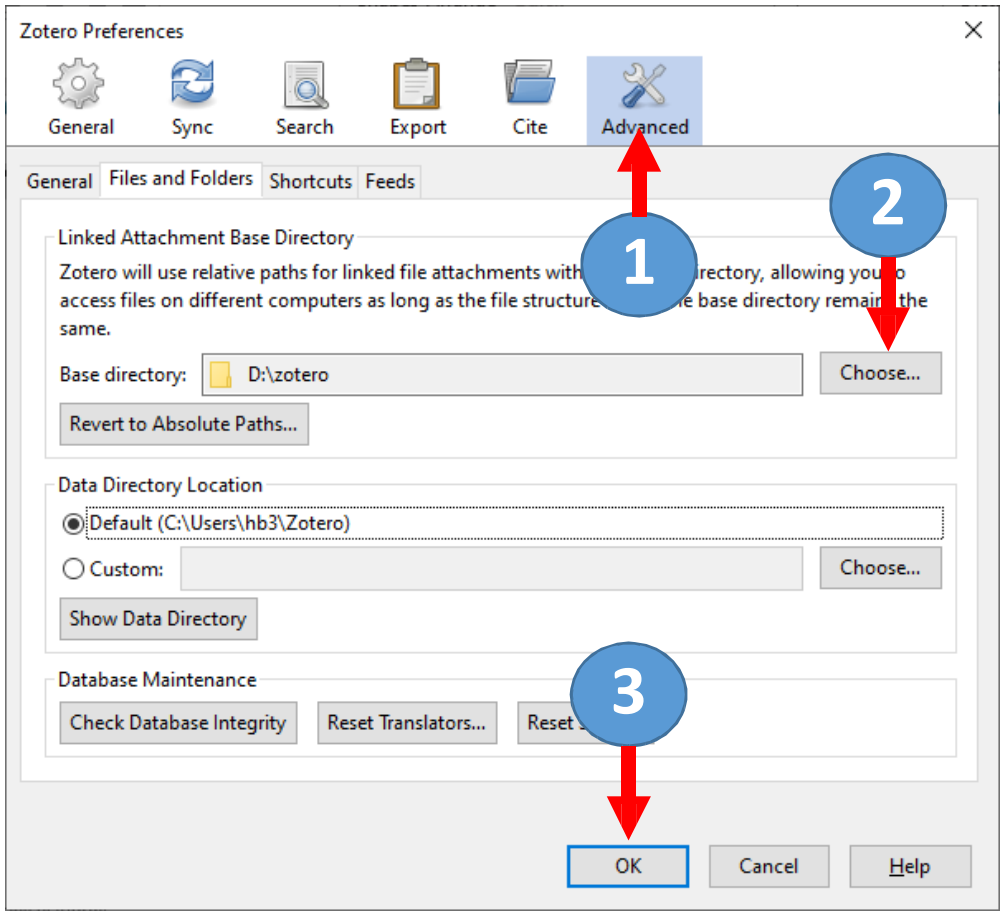


Set Custom Location for Attachments

- Go to Zotero Preferences
- Select Advanced (1)
- Click choose on Base Directory (2)
- Click OK (3)

AND/OR

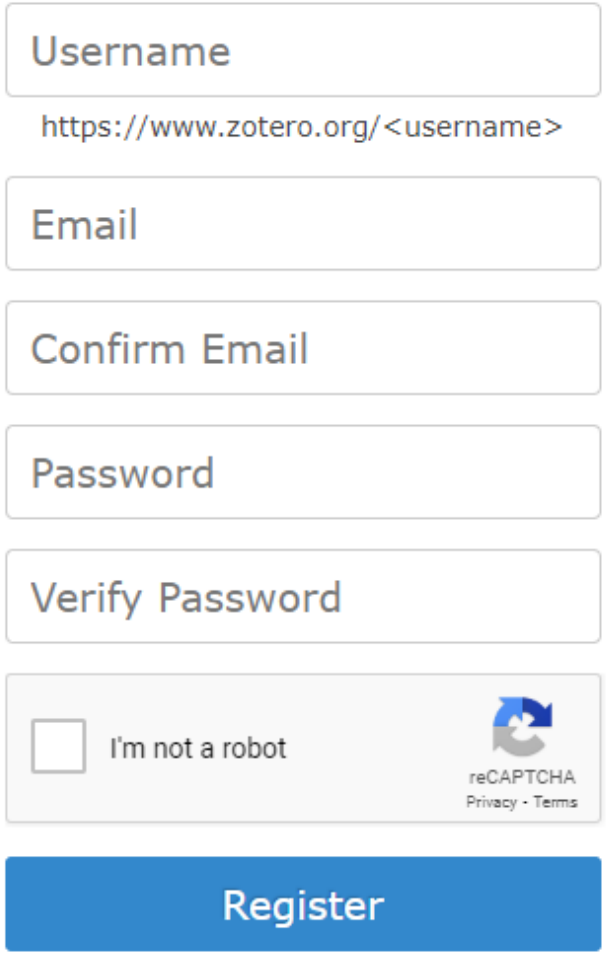
- If you required change Data dictionary as you like



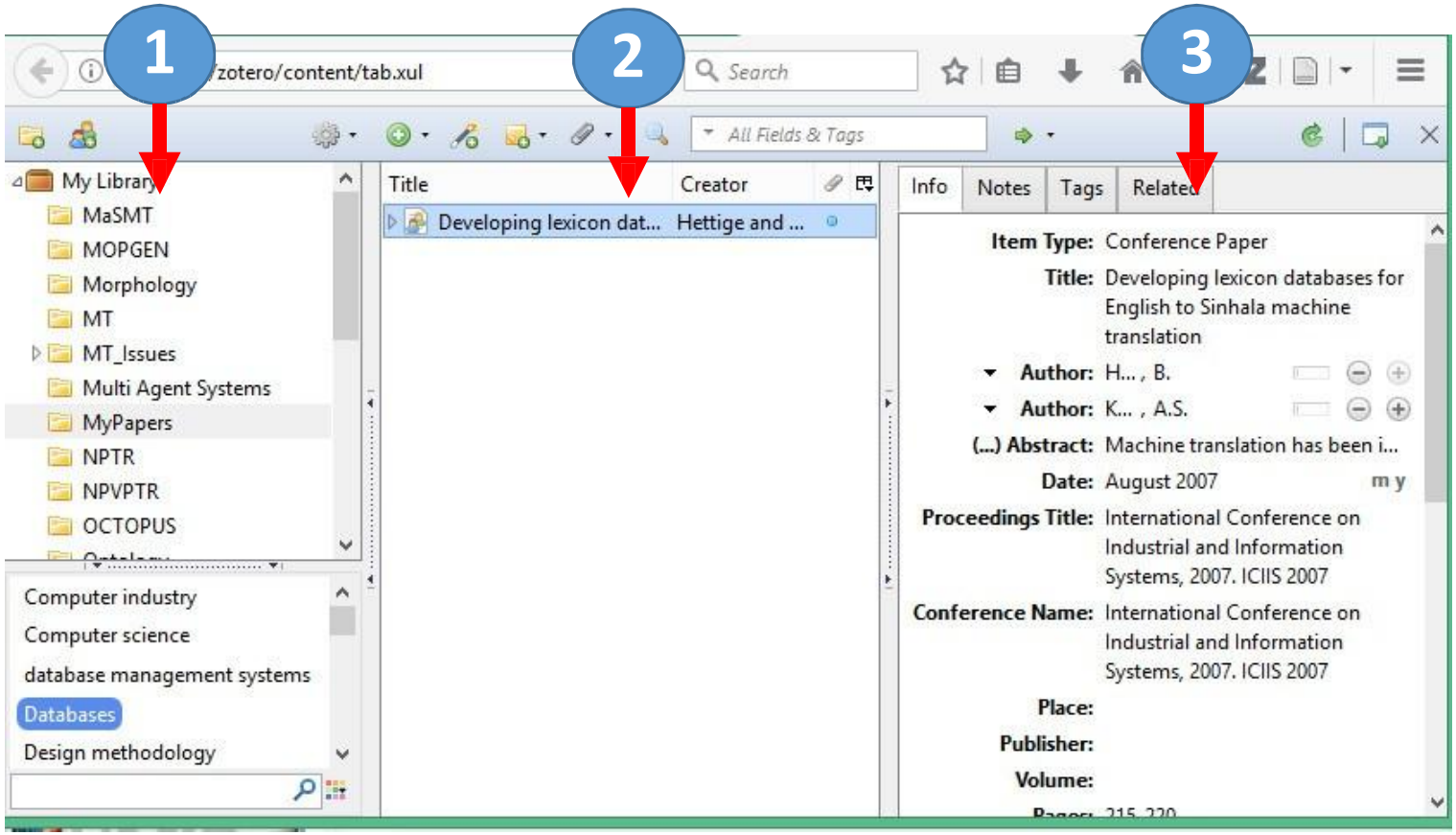
Activity 2:

1. Create your own account for Zotero

Use https://www.zotero.org/user/regis



Zotero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Multi Agent Systems
MyPapers
NPTR
NPVPTR
OCTOPUS
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Computer science
database management systems
Databases
Design methodology
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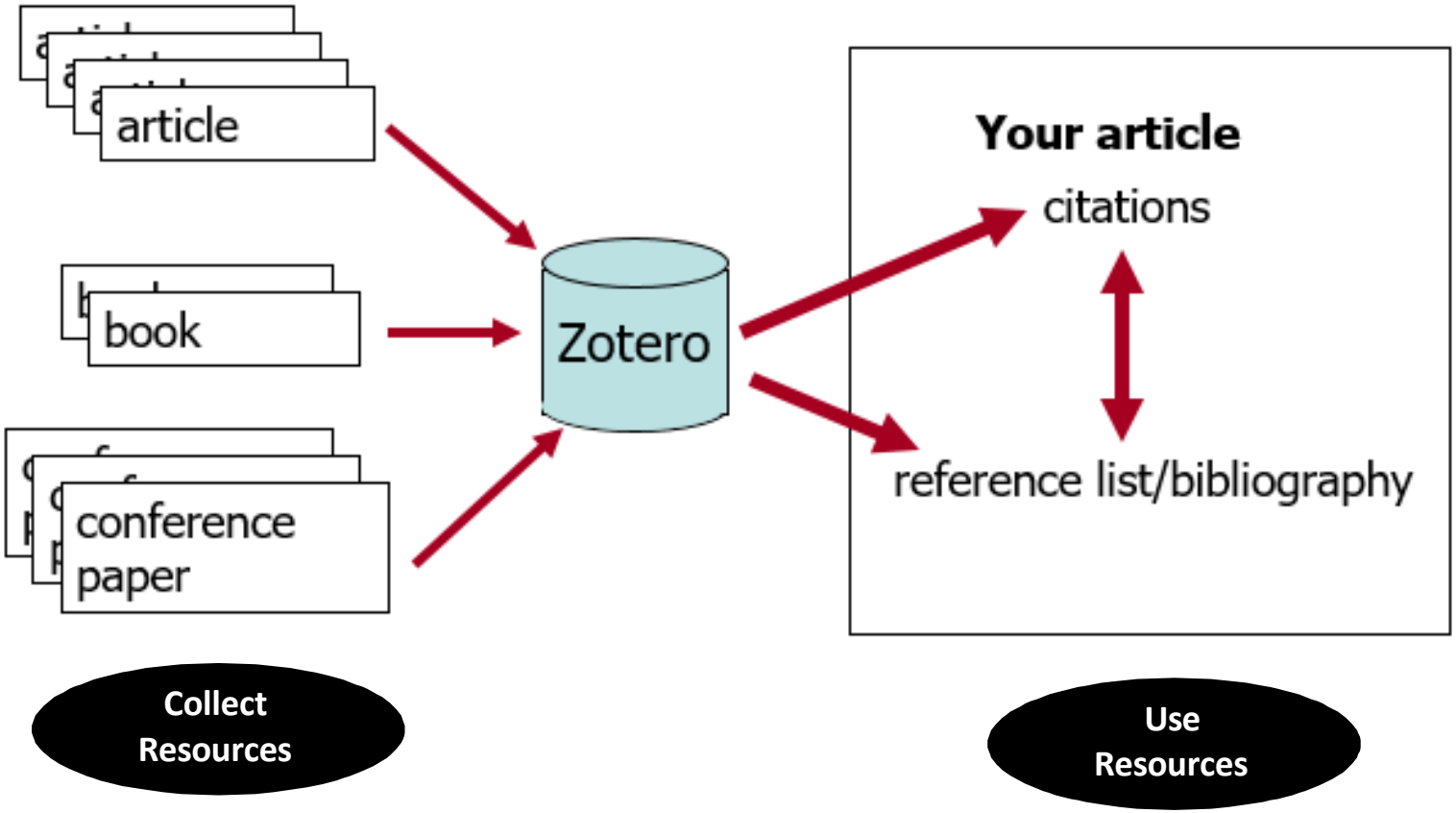
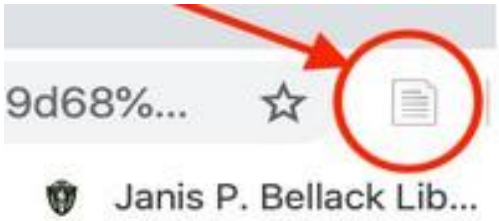
Item Type: Conference Paper
Title: Developing lexicon databases for English to Sinhala machine translation
Author: H... , B.
Author: K... , A.S.
(...) Abstract: Machine translation has been i...
Date: August 2007
Proceedings Title: International Conference on Industrial and Information Systems, 2007. ICIIS 2007
Conference Name: International Conference on Industrial and Information Systems, 2007. ICIIS 2007
Place:
Publisher:
Volume:

Layered Architecture of the Zotero



Adding Items Into Your Library

- if you are reading a journal article online, the save button in the top right corner will change to the icon of a journal article:



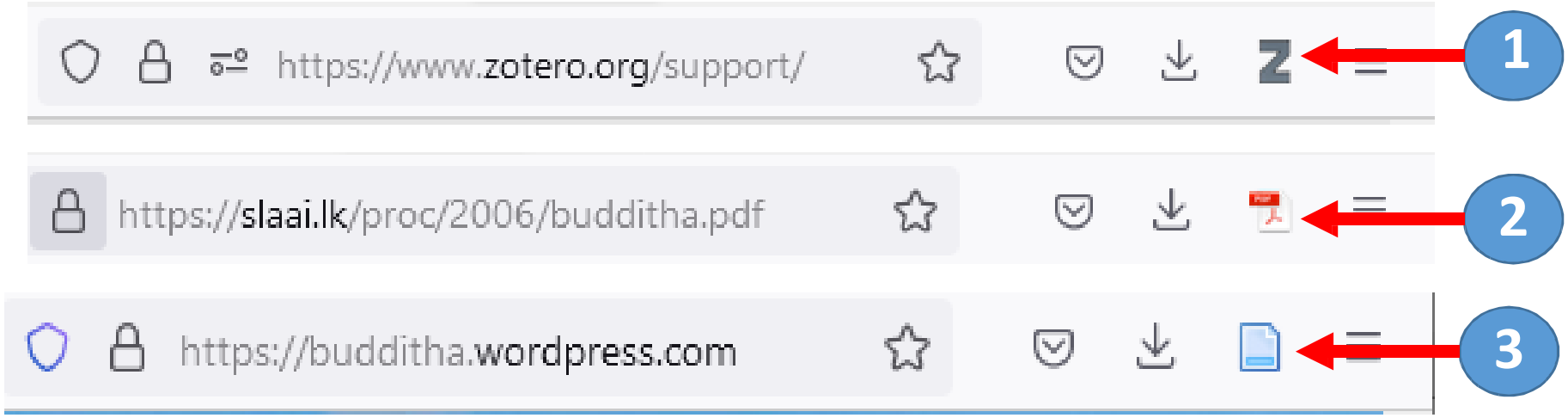
- Click on this icon to create an item in Zotero with the information it has identified.
- If the PDF has open-access, Zotero will also save the PDF file.
- A window will pop-up where you can designate the location in Zotero that you would like to save:

Steps to Adding Items Into Your Library

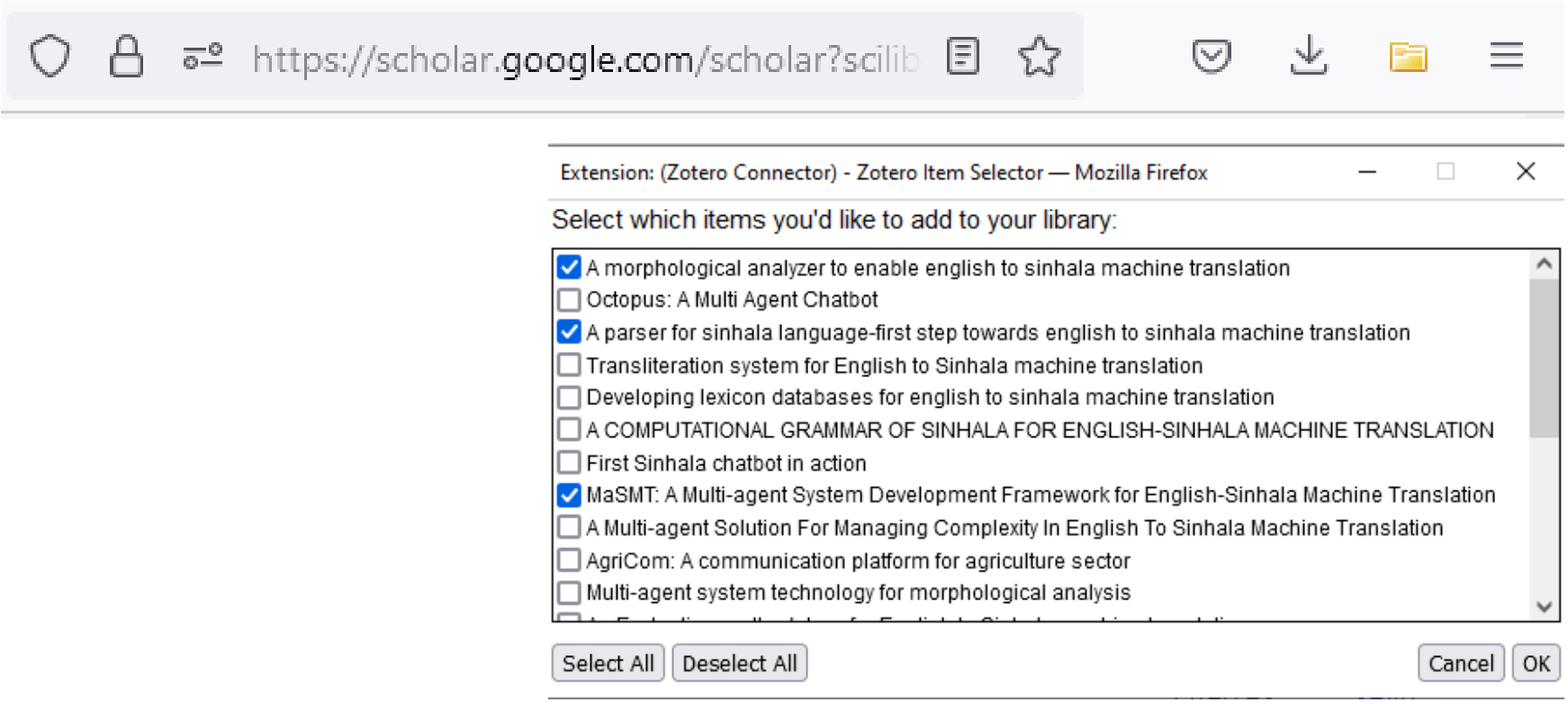
1. Create new collection
2. Adding Items Into Your Library
    1. Using web browser
    2. Manual

Adding items using Browser

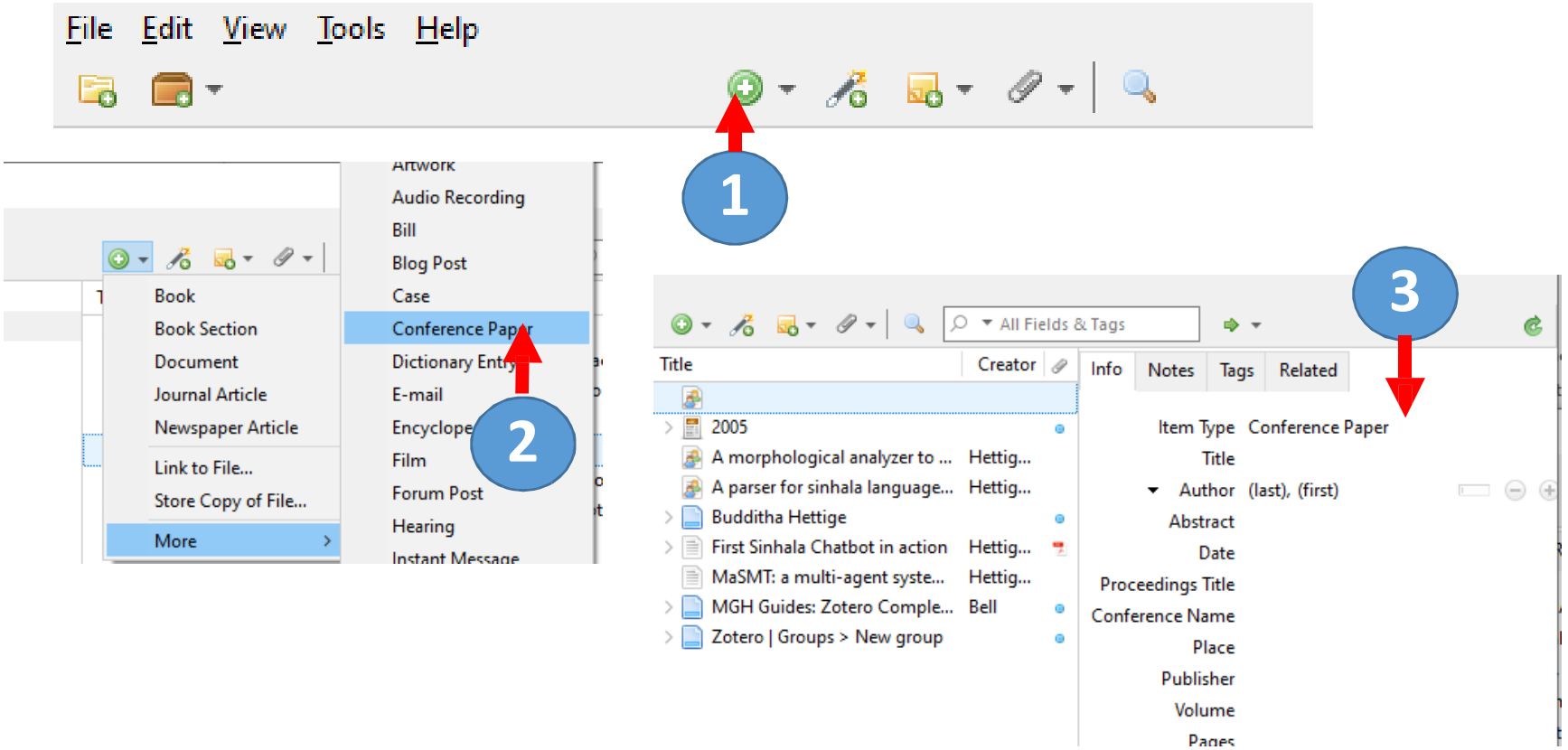
- Using the Zotero Connector's save button is a convenient way to add items to your Zotero library.
- The Zotero Connector will automatically find bibliographic information on webpages you visit, and allow you to add it to Zotero with a single click.



Google Scholar Collection



Add New Item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A parser for sinhala language... Hettig...
Budditha Hettige
First Sinhala Chatbot in action Hettig...
MaSMT: a multi-agent syste... Hettig...
MGH Guides: Zotero Comple... Bell
Zotero | Groups > New group
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Proceedings Title
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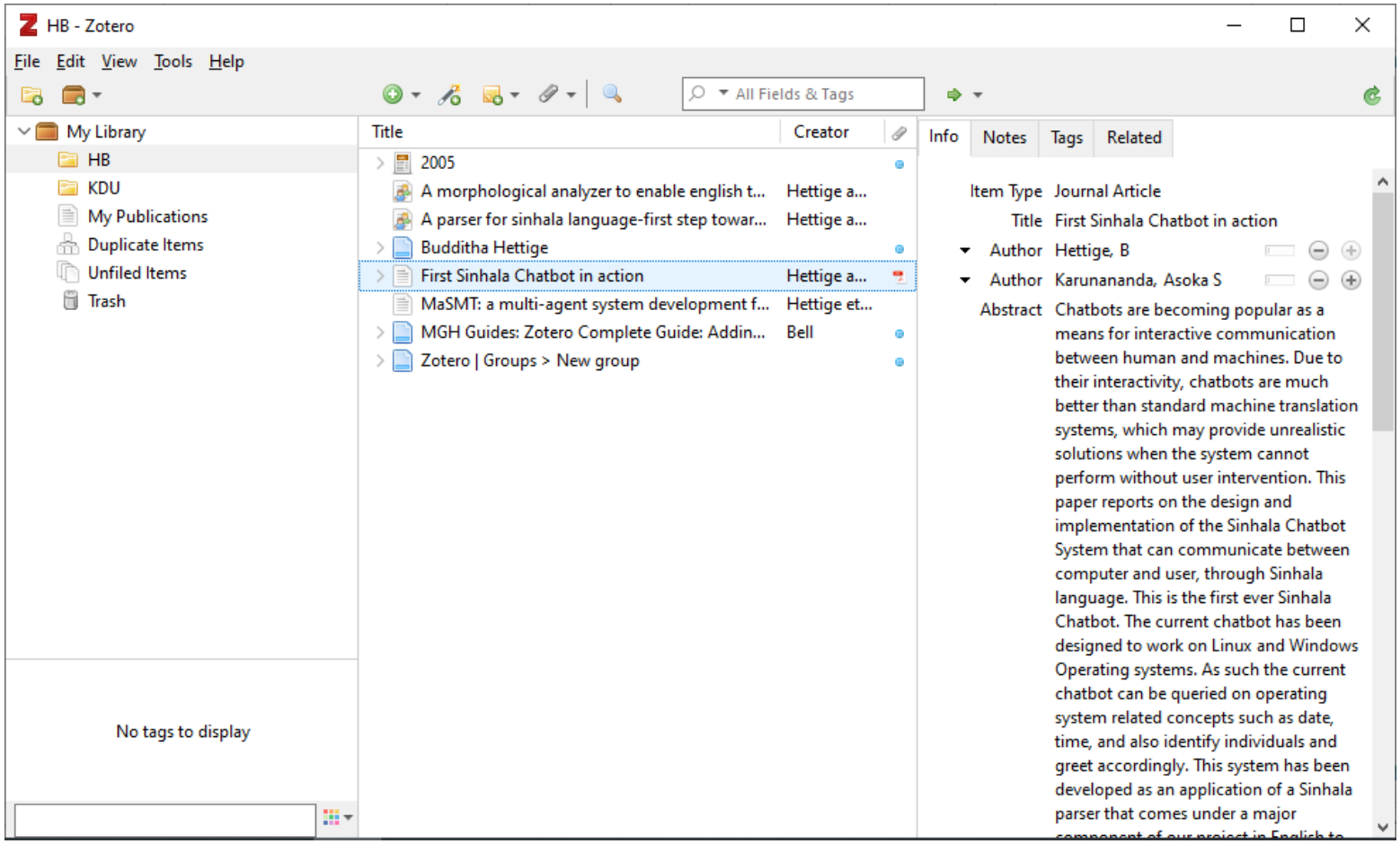
Summary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Budditha Hettige
First Sinhala Chatbot in action Hettige a...
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Related
Item Type Journal Article
Title First Sinhala Chatbot in action
Author Hettige, B
Author Karunananda, Asoka S
Abstract Chatbots are becoming popular as a means for interactive communication between human and machines. Due to their interactivity, chatbots are much better than standard machine translation systems, which may provide unrealistic solutions when the system cannot perform without user intervention. This paper reports on the design and implementation of the Sinhala Chatbot System that can communicate between computer and user, through Sinhala language. This is the first ever Sinhala Chatbot. The current chatbot has been designed to work on Linux and Windows Operating systems. As such the current chatbot can be queried on operating system related concepts such as date, time, and also identify individuals and greet accordingly. This system has been developed as an application of a Sinhala parser that comes under a major

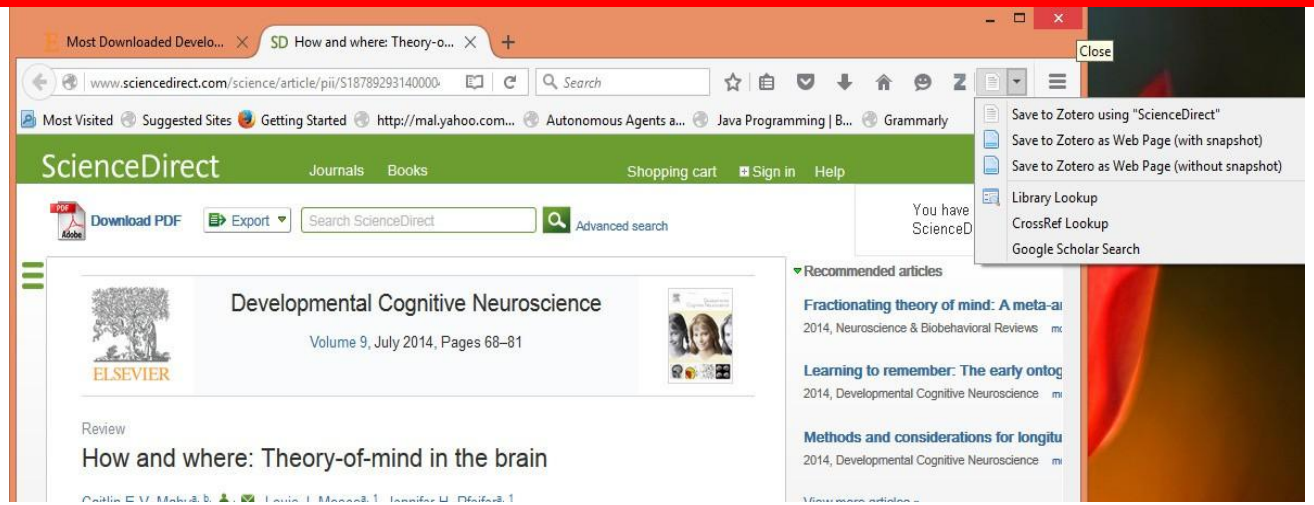
Activity 3:

Use web browser and add resources form:

1. https://www.zotero.org/
2. https://www.kdu.ac.lk/
3. https://www.budditha.wordpress.com/
4. https://slaai.lk/proc/2006/budditha.pdf
5. Some other documents
    a. Conference full paper
    b. Journal Paper
    c. Other document

Activity 4:

- Download some articles using Zotero
  http://www.journals.elsevier.com/developmental-cognitive-neuroscience/most-downloaded-articles/
- ***Describe the task of the Zotero***



Activity 5:

- **Download a pdf file and retrieve metadata**
  - Download a paper manually for any web (Journal or Conference)
  - Save file to Desktop
  - Then **drag** and **drop** the file to the middle pane of Zotero **(1)**
  - **Au metadata**
  - OR ect
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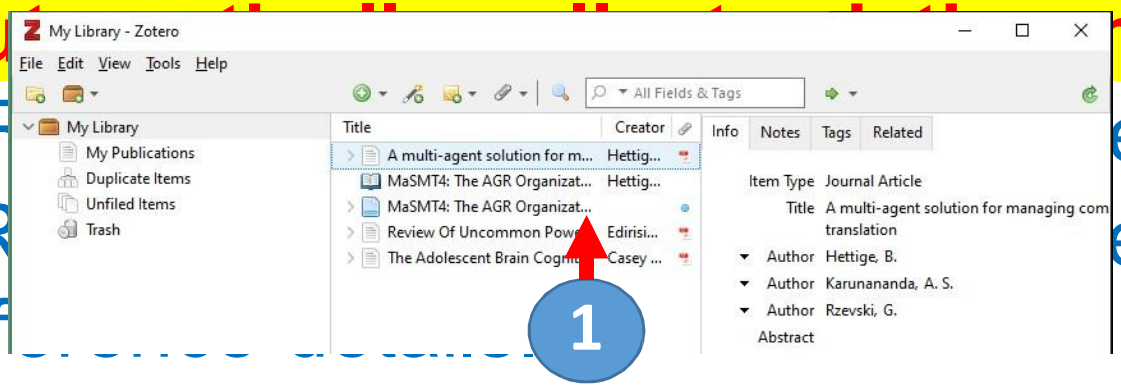
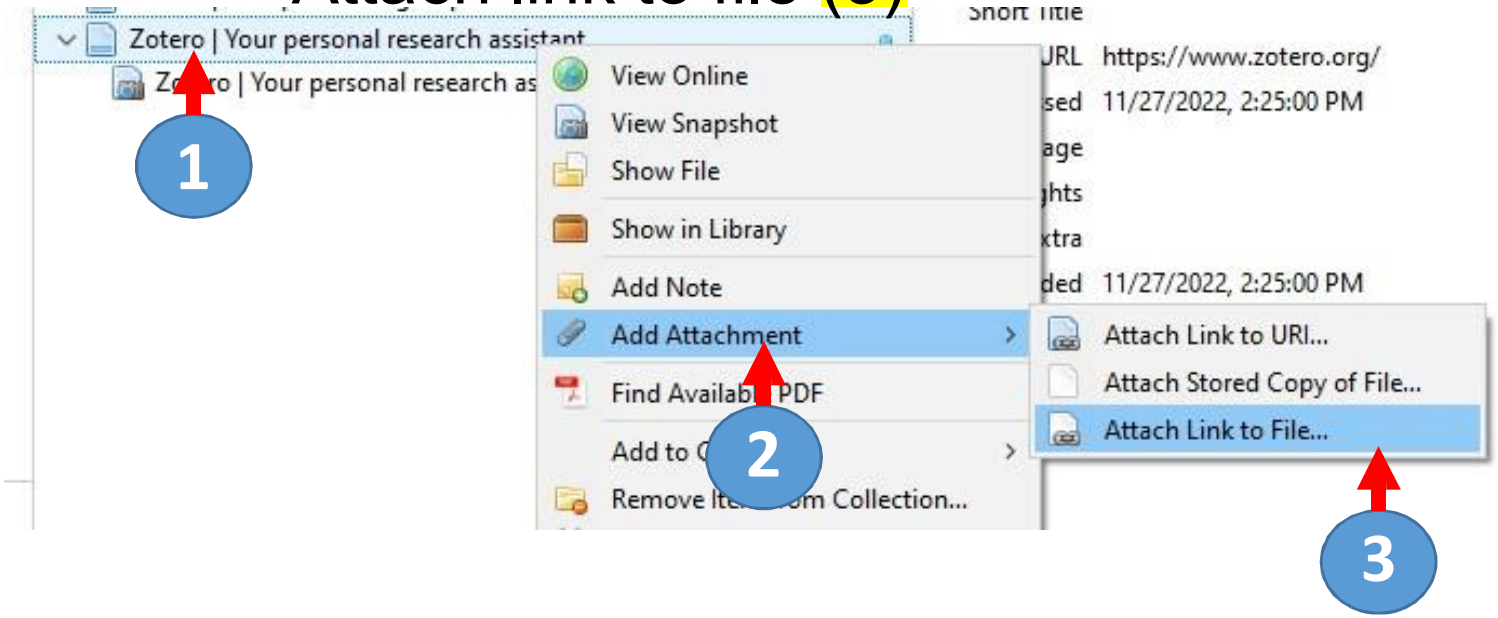
    ref



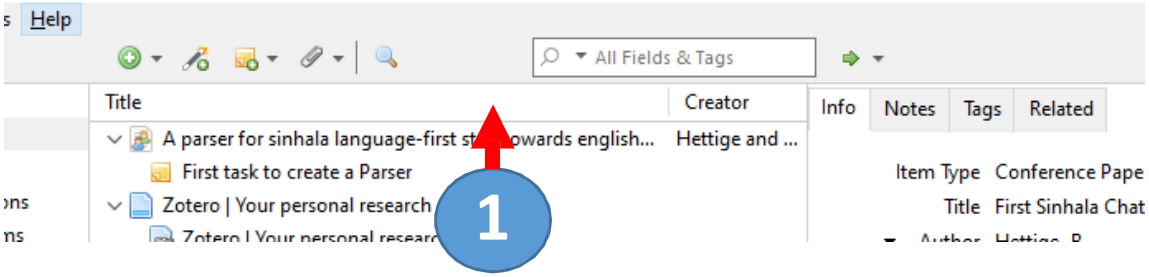
Attaching a full Paper

- Attaching a full paper some time later
  - Middle window: select a publication (1)
    - Right click and select Add attachment (2) then click Attach link to file (3)



Organizing with Item Category

- Organizing items Click on the required column **(1)**



- Right click and add category:

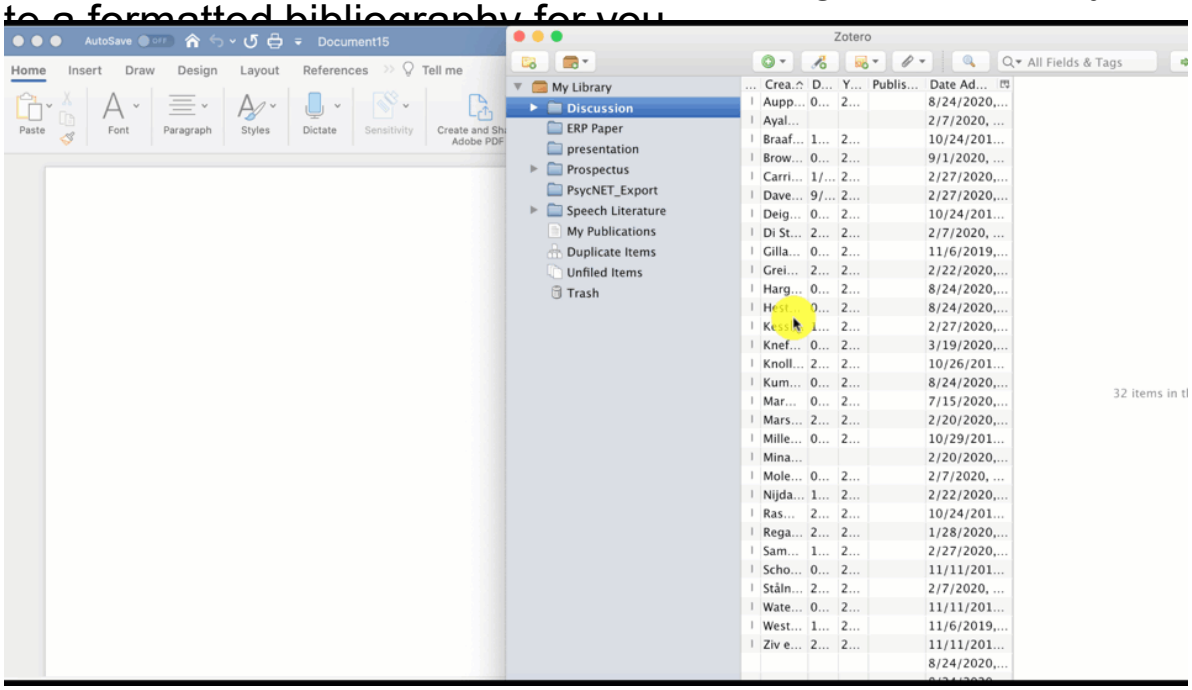
Title	Item Type	Year	Place
Computational Model for Sri Lankan Board Game Nerenchi	Conference Paper	2015	Rathmalana
Octopus: A Multi Agent Chatbot	Conference Paper	2015	Rathmalana
Sinhala Ontology Generator for English to Sinhala Machine Transl...	Conference Paper	2014	Colombo
Machine translation system for agriculture domain – issues and c...	Journal Article	2013	
A novel approach for English to Sinhala machine translation	Conference Paper	2013	Moratuwa
MaSMT: A Multi-agent System Development Framework for Engli...	Journal Article	2013	

Creating Bibliographies

Quick Copy

If you just want to quickly add references to a paper, email, or blog post, Zotero's Quick Copy is the easiest way to go. Simply select items in the center column and drag them into any text field. Zotero will automatically crea to a formatted bibliography for you

To copy citations instead of references, hold down **Shift** at the start of the drag.

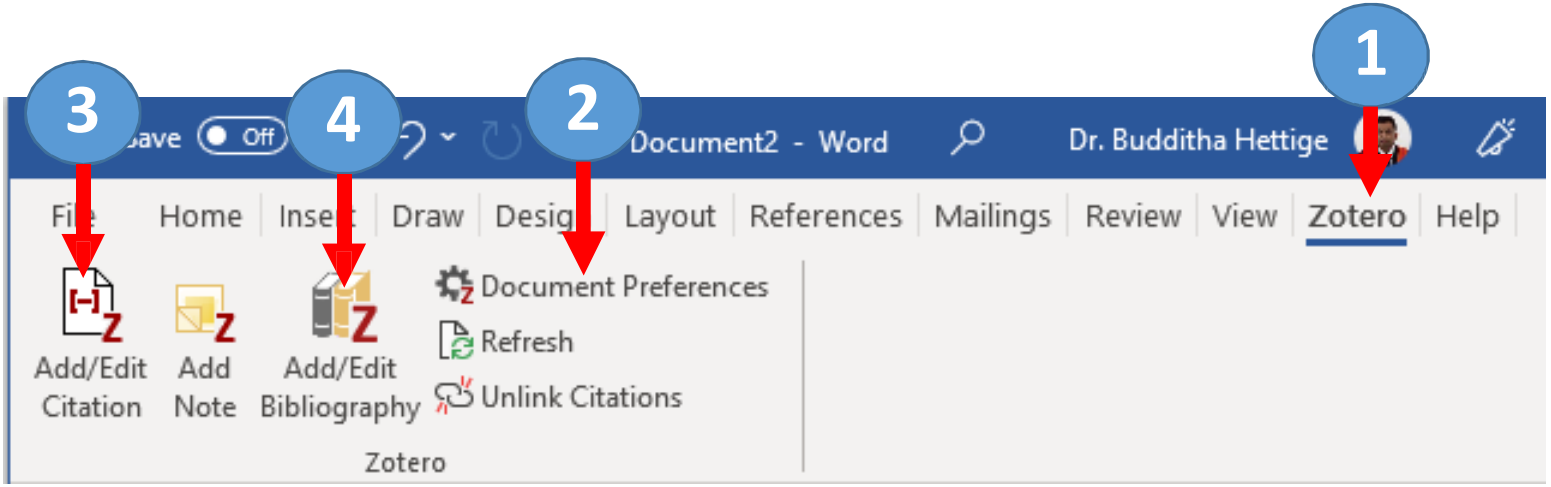


Word Processor Plugins

- Click Tools – add-ons (Check Word processor Add-ons is Enable)

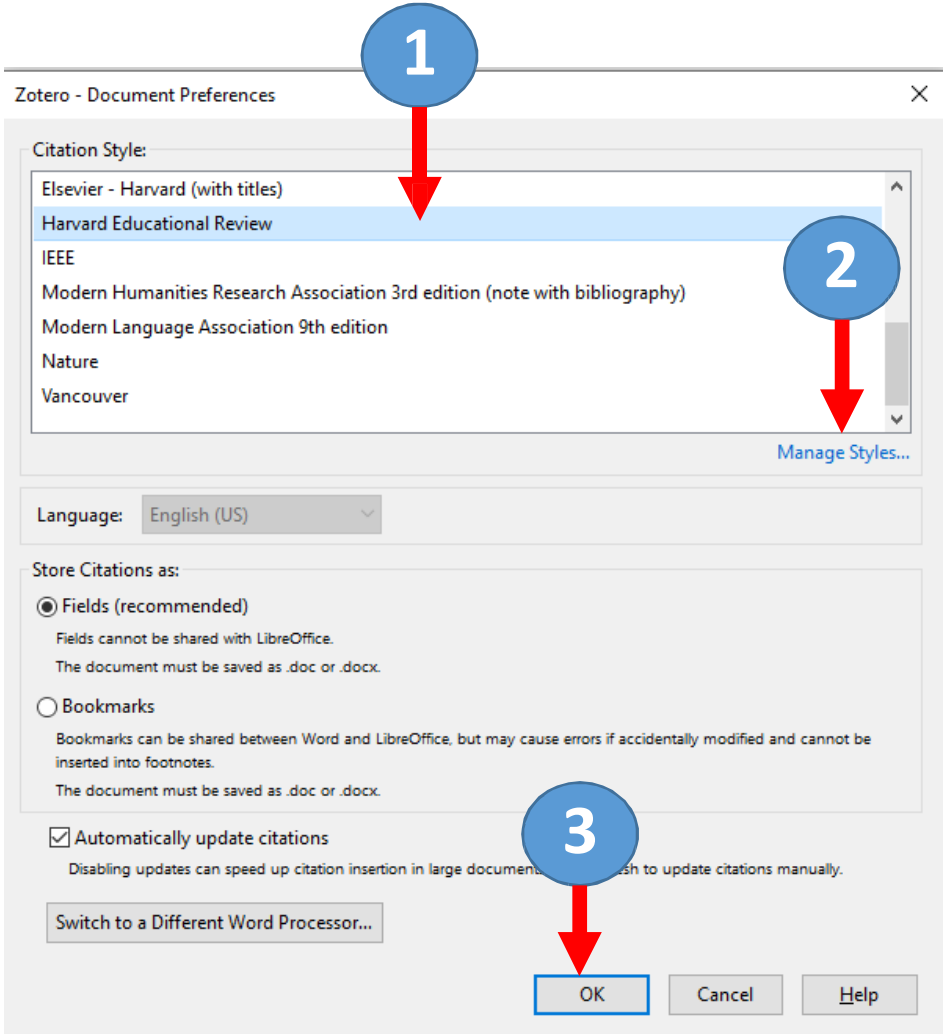
Word Processor Plugins

- In the Microsoft Word Select Zotero Tab (1) Then click Document preferences (2) to set reference style
- Then add citations (3) Finally click Add Bibliography (4)



Document preferences

- Select suitable Citation Style (1)
- If your style is not available in the list click Mange style (2) and import required style's
- Click OK (3)



Add In-text Citation

In the word document

- Go to location you need to add in-text citation Then click Add/Edit Citation
- In the red text fields type part of the paper title and select a document
- Press Enter

Example #1

This document shows how to use different citation using Zotero (*Zotero | Your Personal Research Assistant*, n.d.). There are few document taken from Budditha Hettige's personal blog (*Budditha Hettige*, n.d.). First Sinhala chatbot (Hettige & Karunananda, 2006) and MaSMT (Hettige et al., 2013) are the selected documents.

References

Budditha Hettige. (n.d.). Budditha Hettige. Retrieved November 27, 2022, from https://budditha.wordpress.com/

Hettige, B., & Karunananda, A. S. (2006). *First Sinhala Chatbot in action*. 7.

Hettige, B., Karunananda, A. S., & Rzevski, G. (2013). MaSMT: A multi-agent system development framework for English-Sinhala machine translation. *International Journal of Computational Linguistics and Natural Language Processing (IJCLNLP)*, *2*(7), 411–416.

Zotero | Your personal research assistant. (n.d.). Retrieved November 27, 2022, from https://www.zotero.org/

Example #2

This document shows how to use different citation using Zotero [1]. There are few document taken from Budditha Hettige's personal blog [2]. First Sinhala chatbot [3] and MaSMT [4] are the selected documents.

References

[1] "Zotero | Your personal research assistant." https://www.zotero.org/ (accessed Nov. 27, 2022).

[2] "Budditha Hettige," *Budditha Hettige*. https://budditha.wordpress.com/ (accessed Nov. 27, 2022).

[3] B. Hettige and A. S. Karunananda, "First Sinhala Chatbot in action," p. 7, 2006.

[4] B. Hettige, A. S. Karunananda, and G. Rzevski, "MaSMT: a multi-agent system development framework for English-Sinhala machine translation," *Int. J. Comput. Linguist. Nat. Lang. Process. IJCLNLP*, vol. 2, no. 7, pp. 411–416, 2013.

All are Correct?

This document shows how to use different citation using Zotero (*Zotero | Your Personal Research Assistant*, n.d.). There are few document taken from Budditha Hettige's personal blog (*Budditha Hettige*, n.d.). First Sinhala chatbot (Hettige & Karunananda, 2006) and MaSMT (Hettige et al., 2013) are the selected documents.

References

Budditha Hettige. (n.d.). Budditha Hettige. Retrieved November 27, 2022, from https://budditha.wordpress.com/

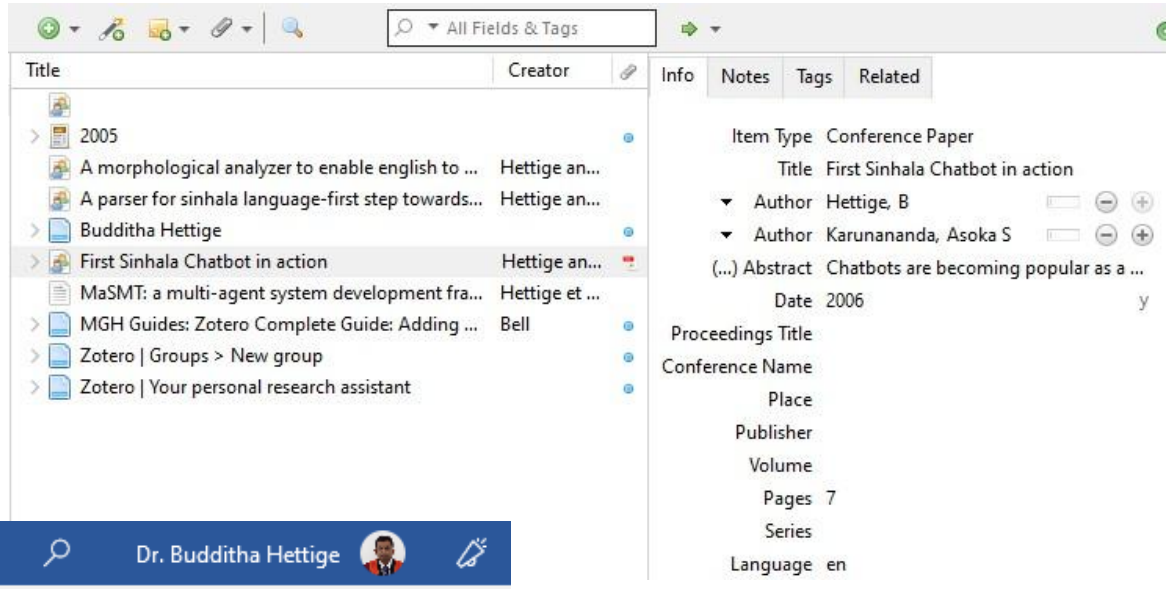
Hettige, B., & Karunananda, A. S. (2006). *First Sinhala Chatbot in action*. 7.

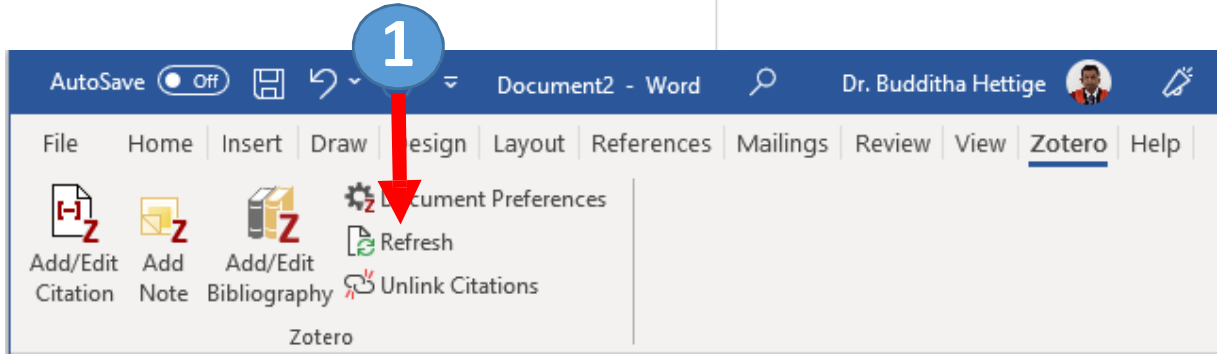
Hettige, B., Karunananda, A. S., & Rzevski, G. (2013). MaSMT: A multi-agent system development framework for English-Sinhala machine translation. *International Journal of Computational Linguistics and Natural Language Processing (IJCLNLP)*, *2*(7), 411–416.

Zotero | Your personal research assistant. (n.d.). Retrieved November 27, 2022, from https://www.zotero.org/

Fill Missing Information as Required

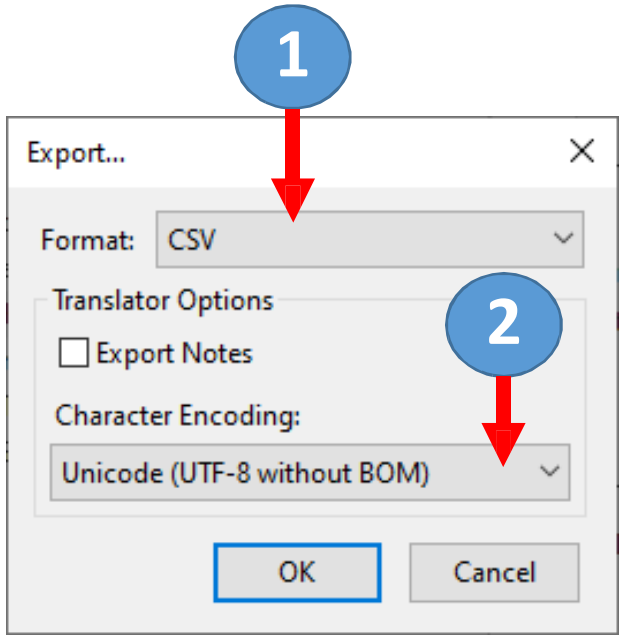
- Insert data manually
- In the Zotero menu click **Refresh**





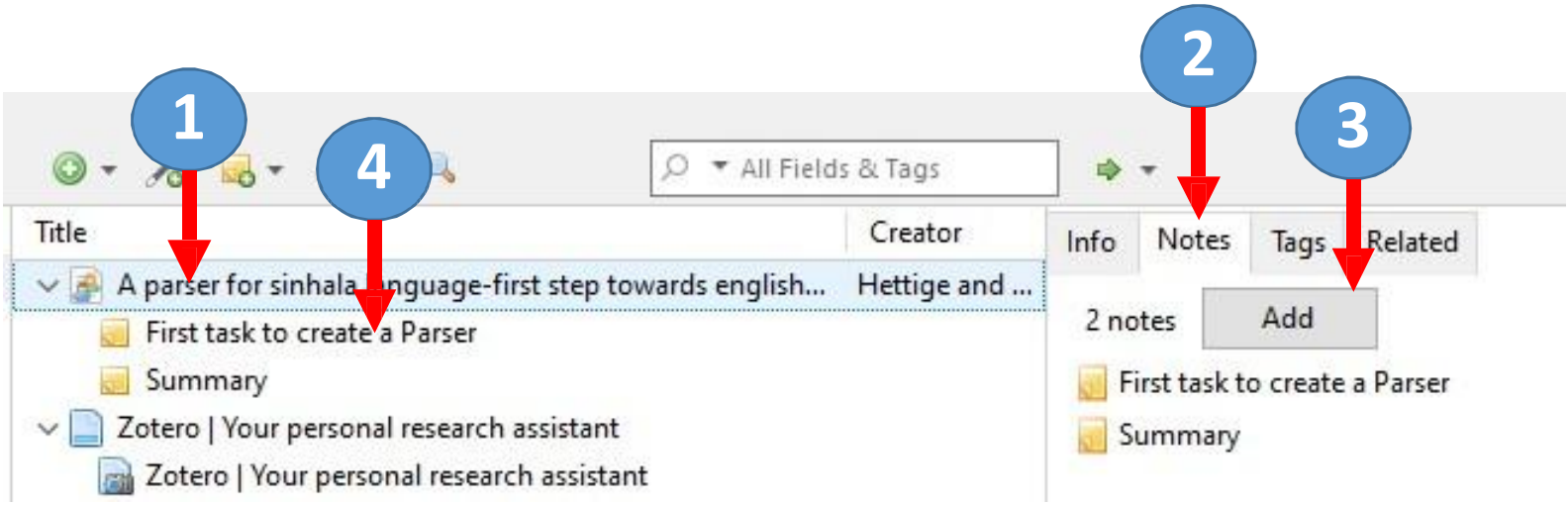
Export Library

- To Export Library, click File menu and Select **Export Library**
- Then select the format of the data (1) and method of Encoding (2)
- Finally click OK



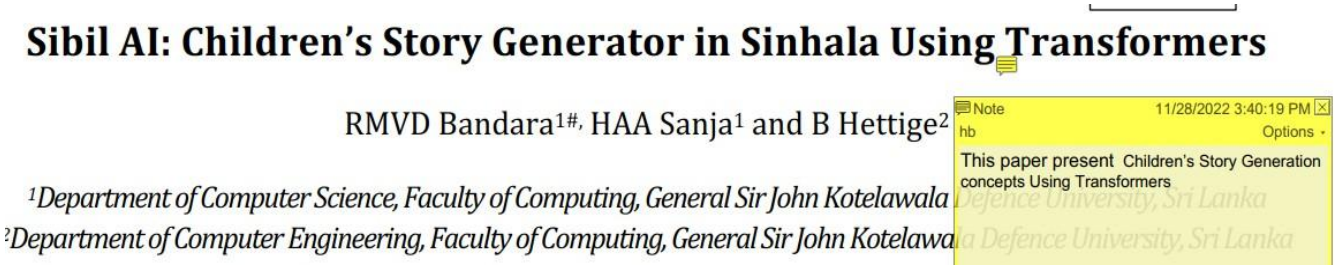
Add Note

- Select a document (1) Then select Note (2) then click Add (3)
- Type your note in the given editor
- Now Note is appear bottom of the document (4)



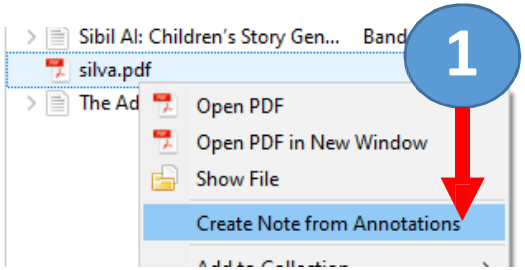
Create Notes from Annotations

- Download some paper from a Conference
- Add some note for the paper



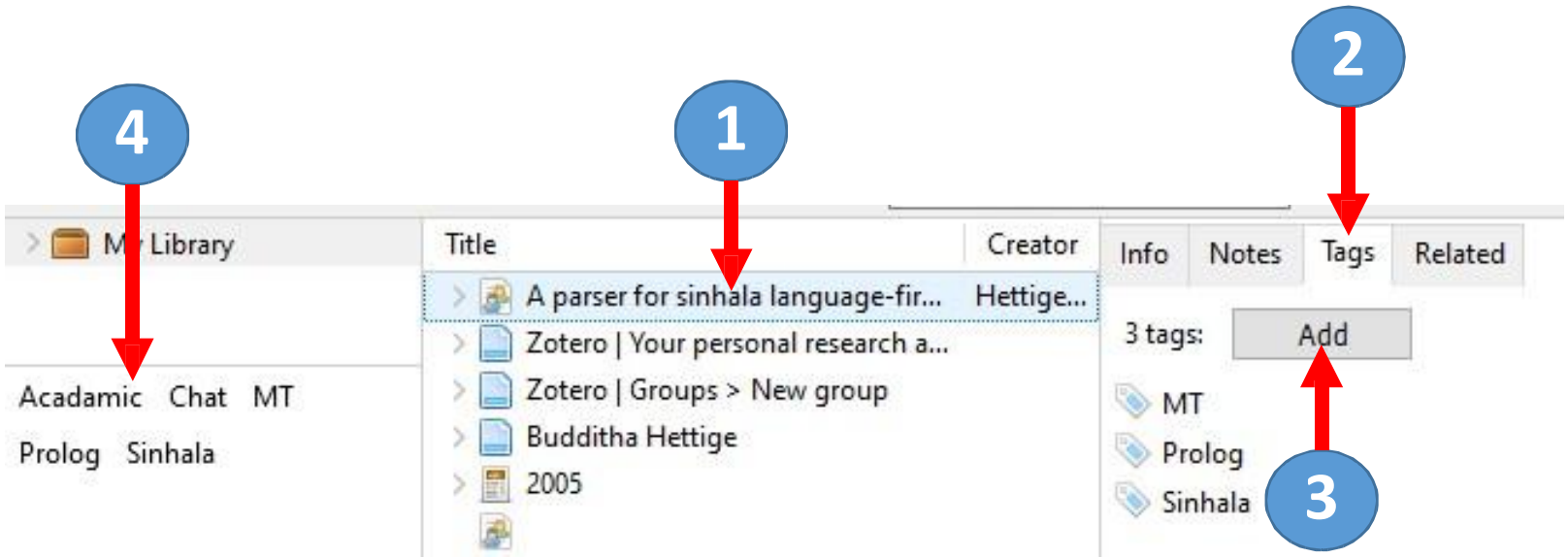
- Then add this Pdf file into the Zotero library and Select

"**Create Note from Annot**



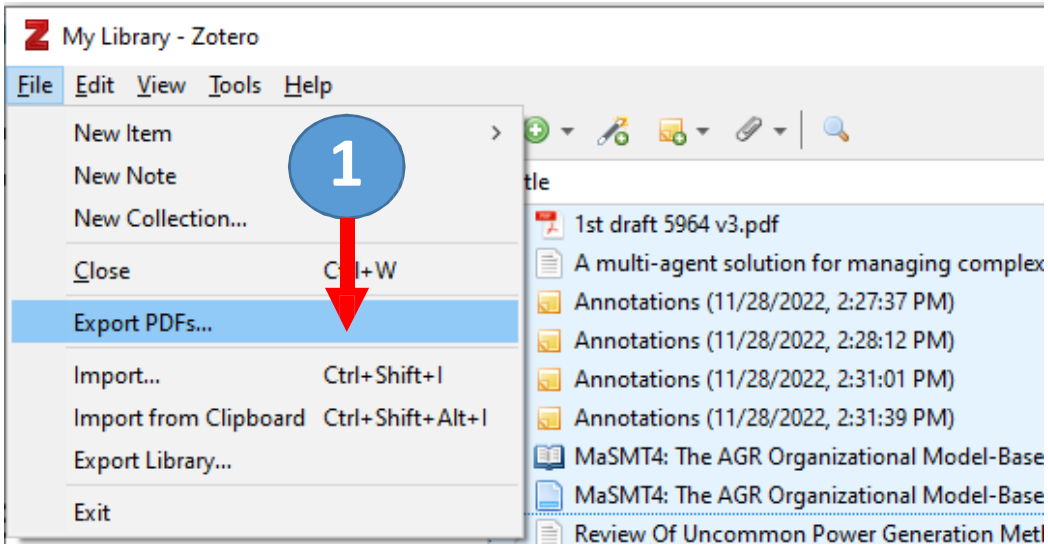
Add TAGs

- Select a document (1) Then select Note (2) then click Add (3)
- Type your Type relevant tags
- Tags are appear left bottom of the Zotero Interface (4)
- Now you can select paper according to the Tgs (Click on the Tags)



Export PDFs

- Select Items you are request to take PDFs
- Click File – Export PDFs (1)
- Then select suitable folder to export PDFs



Tips and
Tricks

Zotero: Tips and Tricks

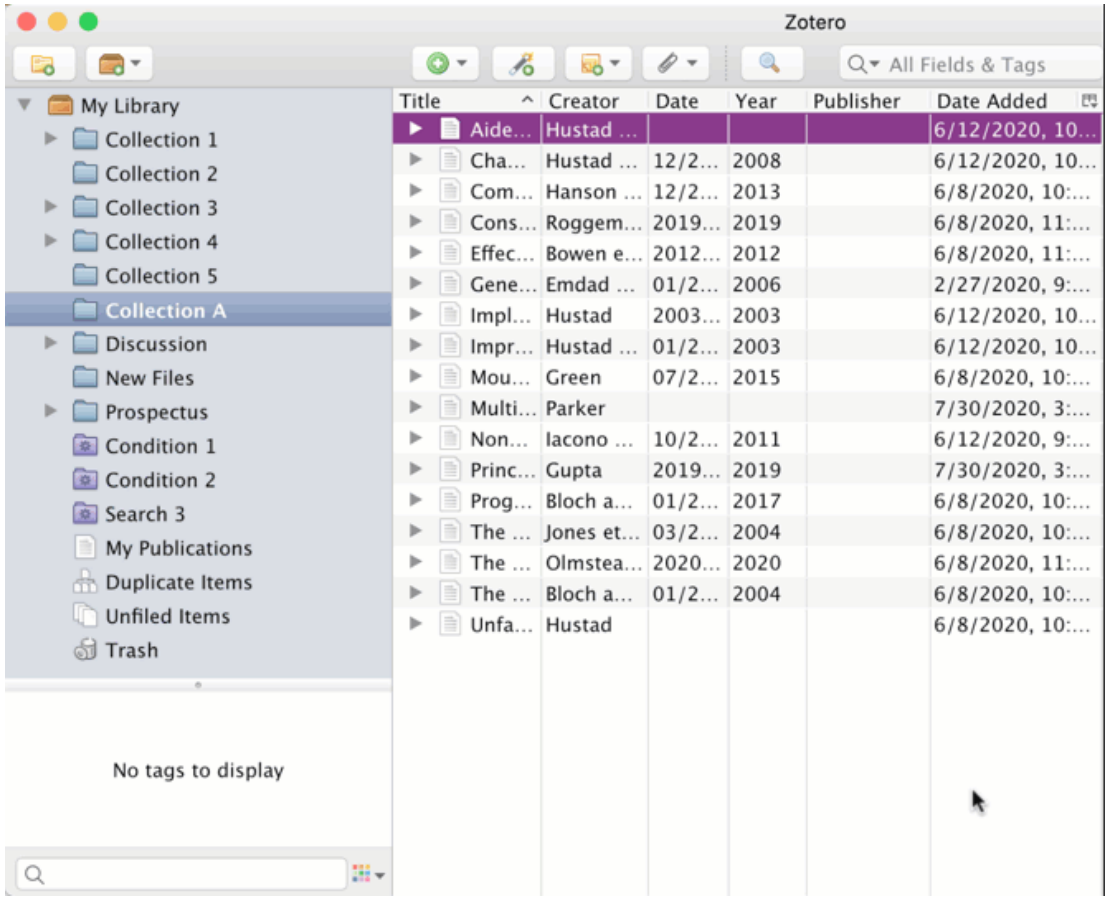
Tip 1

When you select an item in the middle column, you can highlight all collections that contain this item by holding down the "Option" key on Mac OS X, the "**Control**" key on Windows, or the "Alt" key on Linux. See on Mac OS X below:

Zotero: Tips and Tricks

Tip 2

Press "Shift" and “+” (plus) on the keyboard within a collections list or items list to expand all attachments, and “-” (minus) to collapse them.



Zotero: Tips and Tricks

Tip 3

To see the number of items in the selected library or collection, click an item in the middle column and use the Select All shortcut:

Command + A on Mac OS X or

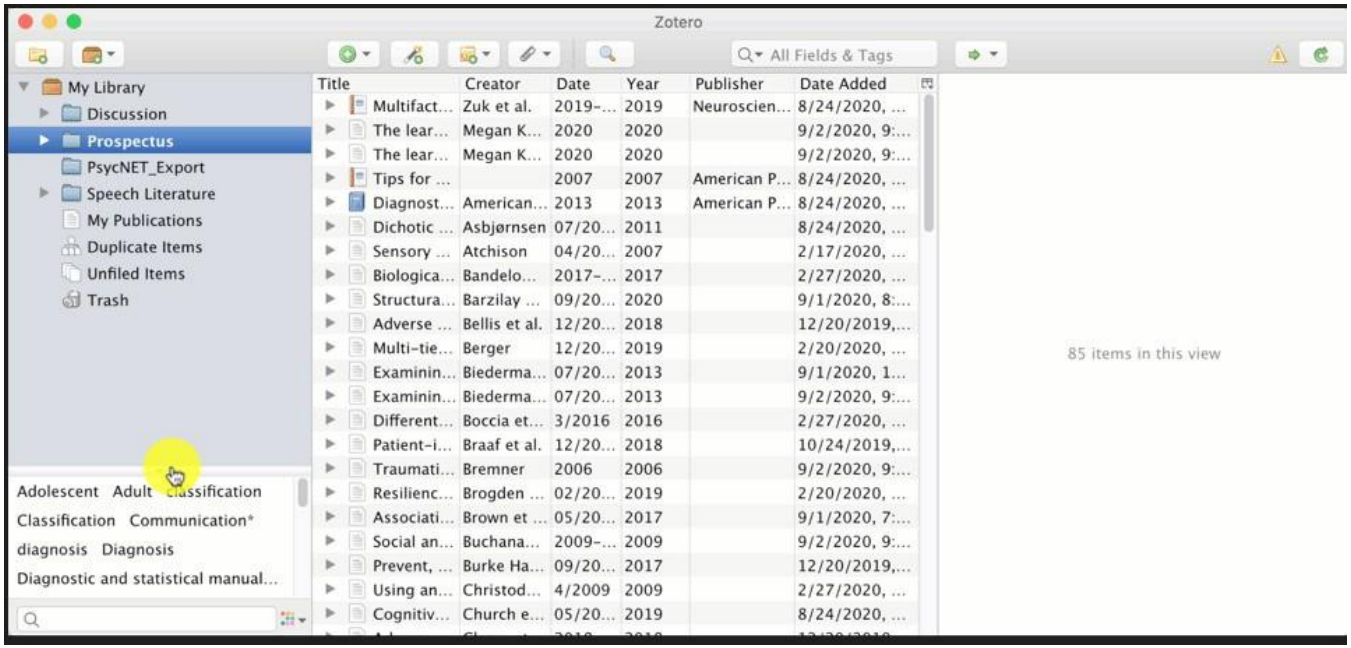
Control + A on Windows and Linux

A count will appear in the right column::

Zotero: Tips and Tricks

Tip 4

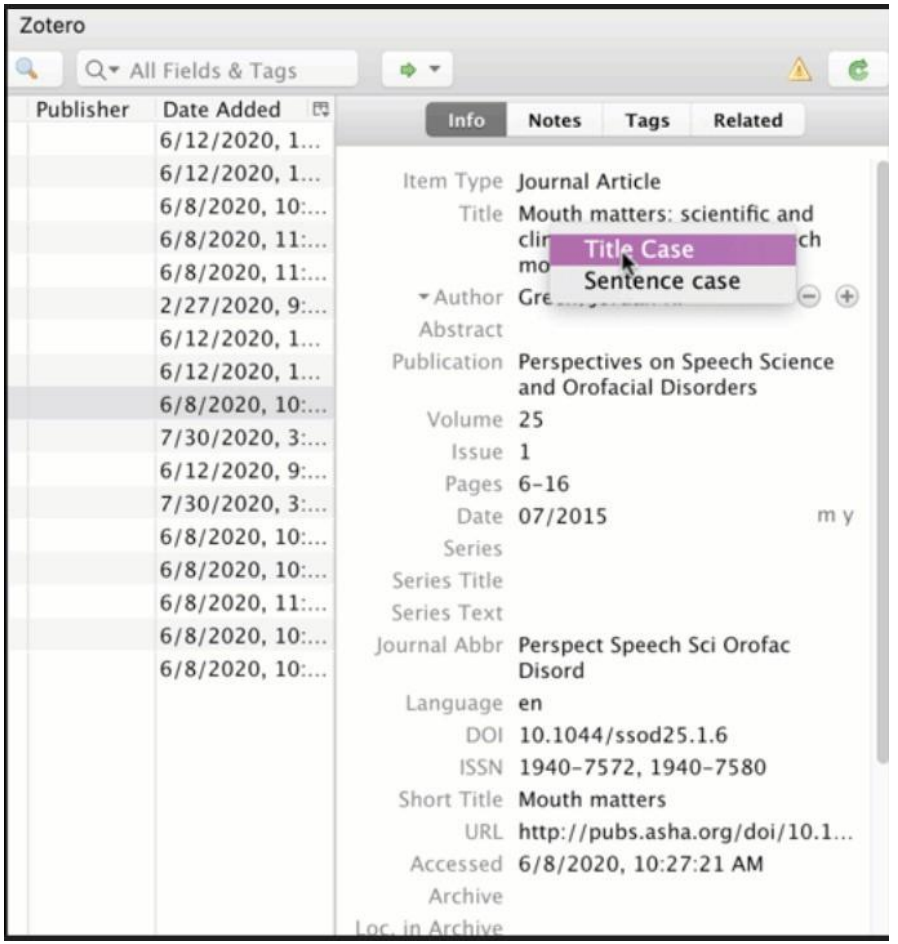
Are you unable to adjust the size of the Zotero pane downwards beyond a certain point? Close the tag selector (e.g. by dragging the splitter above the tag selector down), as it has a minimum height.



Zotero: Tips and Tricks

Tip 5

You can convert the contents of
the "Title" and "Publisher" fiel
ds to either sentence or title case by right-clicking the field and using the Transform Text menu.:



Zotero: Tips and Tricks

Tip 6

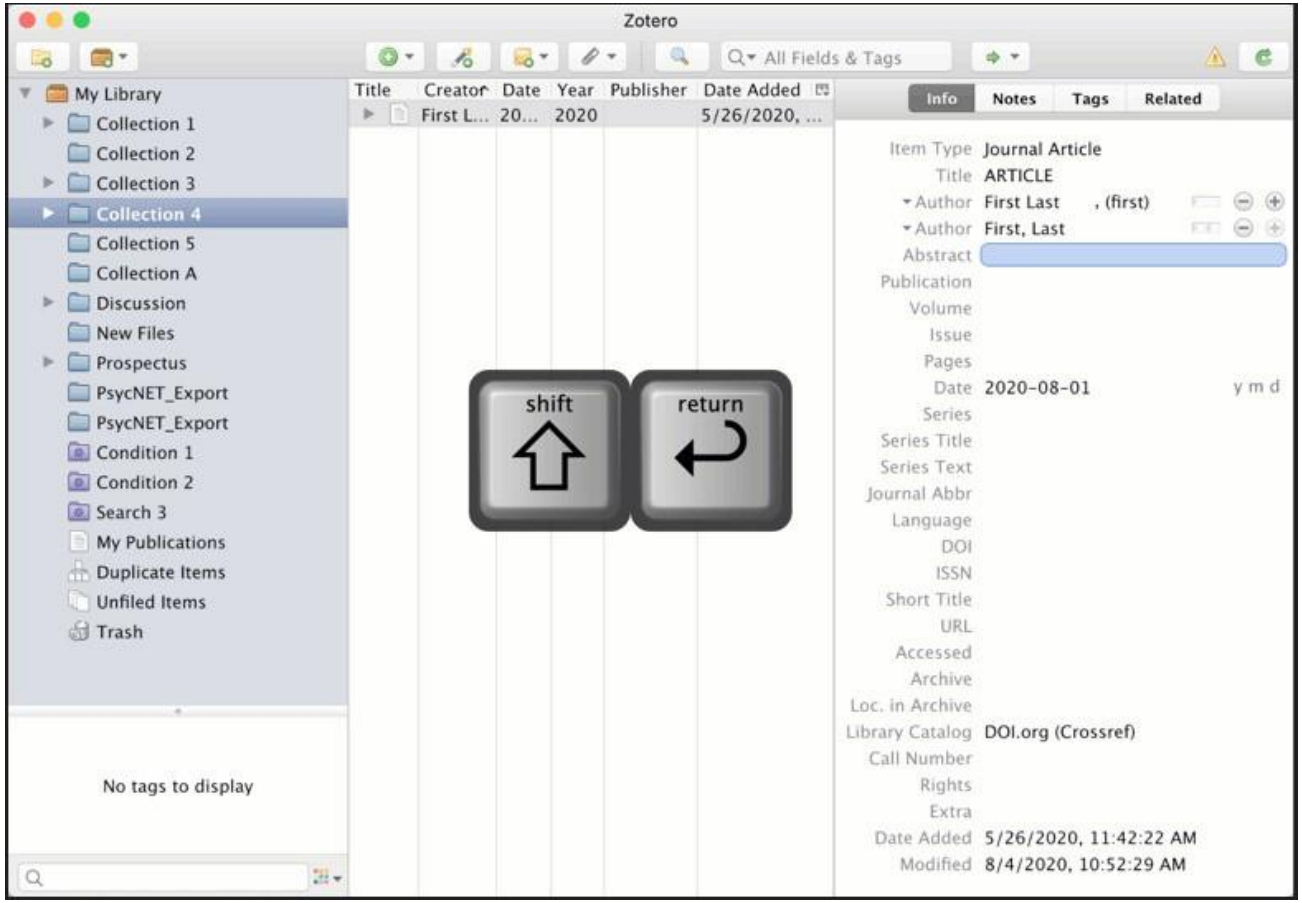
In the "Date" field in the right panel of Zotero, you can type in "Yesterday", "Today" or "Tomorrow" and the date field will automatically convert into the respective dates. See how to do this here:

Zotero: Tips and Tricks

Tip 8

Manually adding authors to a Zotero item?

You can use Shift + Enter (Shift + Return on Mac) after typing each name as a faster alternative to clicking the “+” button



Activity 6:

- Create new Collection “KDU2”
- Add item to Zotero (automatically)
  - Web Site (Wikipedia, blog)
  - Paper (IEEE)
  - Article (Journal)
- Manual Add some items (Books, Newspaper)
- Manage resources as you like
- Create a word document with in-text citation and reference list
- Change the Style type (IEEE, Harvard, or any other)
- Modify Any citation

Then see the results