

GE 2a

Citation Styles and Tools

75 Hours
(45hrs Lect. + 30 hrs Pactical)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
GE 2a: Citation Styles and Tools	4	3	-	1	-	-

Course Objectives

The course aims to develop a clear understanding of citation and referencing principles, including ethics and academic integrity. It equips students with skills to apply major citation styles and accurately cite a variety of information sources. The course also prepares learners to use citation management and web-based tools for efficient and error-free referencing.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Explain the purpose, components, and ethical considerations of citations and apply fair use and academic integrity principles in scholarly writing
- ☞ Identify and differentiate major national and international citation styles and select appropriate styles for different subject disciplines.
- ☞ Create accurate in-text citations and reference lists for various source types in multiple citation styles and evaluate them for accuracy and consistency.
- ☞ Use reference management software and AI-driven citation tools to generate, convert, and manage citations efficiently in multiple styles.

UNIT I: Fundamentals of Citation and Referencing 10 Hours

- ☞ Definition, meaning, and purpose, Components and Importance of citation.
- ☞ Difference between citation, reference, bibliography, and footnote.
- ☞ Academic integrity regulations in India
- ☞ Citation ethics and avoiding plagiarism.

UNIT II: Major Citation Styles 11 Hours

- ☞ American Psychological Association Style (APA Style). Latest Edition.
- ☞ Modern Language Association of America Style (MLA Style). Latest Edition.
- ☞ Indian Standard: Information and Documentation -Bibliographic References (IS:IDBR, IS 2381)
- ☞ Chicago Manual of Style – notes and bibliography vs author-date systems
- ☞ Selection criteria for citation styles in different disciplines

UNIT III: Application of Citation Styles 12 Hours

- ☞ Formatting in-text citations and reference lists in APA, MLA, IS:IDBR, Chicago, and Harvard styles
- ☞ Citing books, book chapters, journal articles, theses, reports, websites, e-resources, government documents, and conference papers.
- ☞ Handling multiple authors, no author, corporate authors, and anonymous works.
- ☞ Special cases: translated works, interviews, audio-visual materials, and social media citations.
- ☞ Cross-referencing and hyperlinking in digital documents.
- ☞ Common citation errors and how to avoid them.
- ☞ Evaluation of reference lists and citation accuracy

UNIT IV: Citation Management Tools and Web-based Citation Tools 12 Hours

- ☞ Introduction to reference management tools
- ☞ Features and benefits of citation management tools.
- ☞ Importing/exporting references from databases and OPACs.

- ☞ Introduction to Web-based Citation Creation Tools
- ☞ Generating citations in different styles using Web-based Citation tools.

Essential Reading

- ☞ AMERICAN PSYCHOLOGICAL ASSOCIATION. APA style. Available at: <https://apastyle.apa.org/>. 2025.
- ☞ ENDNOTE. EndNote – The best citation and reference management tool. Available at: <https://endnote.com/>. 2025.
- ☞ INDIAN STANDARD INFORMATION AND DOCUMENTATION – BIBLIOGRAPHIC REFERENCES (IS: IDBR). Available at: <https://archive.org/details/gov.in.is.2381.1.2009>. 2014.
- ☞ IS: IDBR. Available at: <https://law.resource.org/pub/in/bis/S07/is.2381.2.2009.pdf>. 2009.
- ☞ MENDELEY. Mendeley – Reference management software. Available at: <https://www.mendeley.com/>. 2025.
- ☞ MODERN LANGUAGE ASSOCIATION. MLA style. Available at: <https://www.mla.org/MLA-Style>. 2025.
- ☞ UNIVERSITY OF NORTH FLORIDA. Citation styles: a brief guide to APA, MLA and Turabian. Available at: <https://libguides.unf.edu/c.php?g=177030&p=1164278>
- ☞ ZOTERO. Zotero – Your personal research assistant. Available at: <https://www.zotero.org/>. 2025.

Suggested Reading

- ☞ HUNTER (J). The importance of citation. Available at: <http://web.grinnell.edu/Dean/Tutorial/EUS/IC.pdf>. 2006.
- ☞ ONLINE INDIAN CITATION GENERATION TOOL [computer software]. Available at: <https://oicgt.vercel.app/>. 2026.
- ☞ PAPERPAL. AI academic writing tool – Online English language check. Available at: <https://paperpal.com/>. 2025.
- ☞ SEMANTIC SCHOLAR. Semantic Scholar – AI-powered research tool. Available at: <https://www.semanticscholar.org/>. 2025.
- ☞ AMERICAN PSYCHOLOGICAL ASSOCIATION. APA style. Available at: <https://apastyle.apa.org/>. 2025.
- ☞ ENDNOTE. EndNote – The best citation and reference management tool. Available at: <https://endnote.com/>. 2025.

- ☞ INDIAN STANDARD INFORMATION AND DOCUMENTATION – BIBLIOGRAPHIC REFERENCES (IS: IDBR). Available at: <https://archive.org/details/gov.in.is.2381.1.2009>. 2014.
- ☞ IS: IDBR. Available at: <https://law.resource.org/pub/in/bis/S07/is.2381.2.2009.pdf>. 2009.
- ☞ MENDELEY. Mendeley – Reference management software. Available at: <https://www.mendeley.com/>. 2025.
- ☞ MODERN LANGUAGE ASSOCIATION. MLA style. Available at: <https://www.mla.org/MLA-Style>. 2025.
- ☞ PAPERPAL. AI academic writing tool – Online English language check. Available at: <https://paperpal.com/>. 2025.
- ☞ SCISPACE. SciSpace. Available at: <https://scispace.com/>. 2025.
- ☞ SEMANTIC SCHOLAR. Semantic Scholar – AI-powered research tool. Available at: <https://www.semanticscholar.org/>. 2025.
- ☞ ZOTERO. Zotero – Your personal research assistant. Available at: <https://www.zotero.org/>. 2025.