

## Activity Type

Reading, matching and writing exercises

## Focus

Referenced essay terms

Features and formatting of referenced essays

## Aim

To understand key referenced essay terms as well as become familiar with the features and basic formatting requirements of referenced essays.

## Preparation

Make one copy of the three-page worksheet for each student.

## Level

Upper-intermediate (B2)

## Time

45 minutes

## Introduction

This referenced essay basics worksheet helps students to understand key referenced essay terms as well as become familiar with the features and basic formatting requirements of referenced essays.

## Procedure

Give each student a copy of the three-page worksheet.

Students begin by matching referenced essay terms to their definitions.

Exercise A - Answer key

1. h    2. e    3. f    4. b    5. a    6. c    7. d    8. g

Next, students read an example referenced essay and answer questions about its features and formatting.

Exercise B - Answer key

1. The introduction and conclusion - Introductions should not normally include a citation and conclusions should never contain citations.
2. The first body paragraph - "Sociology is the study..."
3. (Atkinson, 2015) and (Mooney, Knox, and Schacht, 2007). - For citations that come after a paraphrase, both the author's name and year of publication are enclosed in brackets. For citations that come before a paraphrase, the author's name is outside of the brackets, and the citation is usually introduced by a phrase such as 'according to' or uses a reporting verb such as 'claims' or 'explains'.
4. (Atkinson, 2015) - The abbreviation (Ed.) for publications that contain multiple chapters written by different authors. These usually have the editor's name shown on the cover.
5. University of North Carolina Department of Sociology (2021)
6. Yes - It is essential for citations to match the reference list.

(continued on the next page)

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### Procedure continued

7. Yes - It is essential for the reference list to be in alphabetical order.

8. Griffiths et al. (2017) and (Mooney et al., 2007). - The Latin phrase Et al. which means 'extra' must be used to cite a source with three or more authors.

9. Four are books - The last two sources in the references are websites from two highly reputable academic institutions.

Yes - The essay has cited four published books written by subject experts and two websites published by two world renowned universities.

10. Surname - In citations only the surname is used. First names or initials are never used. In the references, only the surname and initials are used.

In the last exercise, students read examples of citations and references and identify any errors.

Exercise C - Answer key

1. All authors must be listed in the references. Et al. is only used for in-text citations.

2. Only include surnames in in-text citations. The year must be enclosed in brackets.

3. Correct

4. The surname and year must be enclosed in brackets. A comma must be placed after the surname and a full-stop placed after the final bracket. ...prosperity (Jackson, 2020).

5. The title of the book must be italicised.

6. Correct

**A. Match the referenced essay terms to their definitions.**

a. source      b. citation      c. direct quote      d. references

e. author      f. editor      g. institutional author      h. alphabetical order

- ..... 1. organized according to the regular sequence of the letters in the alphabet
- ..... 2. a person who writes a book or an article
- ..... 3. a person who gathers and prepares writing from authors for publication in a book
- ..... 4. tells the reader where information comes from
- ..... 5. books and articles written by experts that have been peer-reviewed
- ..... 6. a report of the exact words of an expert placed inside quotation marks
- ..... 7. details that inform readers of the nature of a source and how to find it
- ..... 8. an organization that writes a book or an article

**B. Read the following essay and reference list and answer the questions.**

1. Which two paragraphs do not contain a citation?

.....

2. Which paragraph contains a direct quote?

.....

3. Which citations are located after a paraphrase?

.....

4. Which source has an editor rather than an author?

.....

5. Which source was written by an institutional author?

.....

6. Is each source cited in the text of the essay included in the references?

.....

7. Are the references listed in alphabetical order?

.....

8. Which citations include a phrase to indicate three or more authors?

.....

9. How many sources in the essay are books and are all the sources appropriately academic?

.....

10. Do citations use the author's first name or surname?

.....

**Below is an example of a referenced essay written according to the American Psychological Association (APA) 7th Edition publication manual.**

## Sociology

When deciding on a field of study for their higher education, students have an array of choices. For example, they may decide to pursue a future in the physical sciences, which includes subjects such as physics and chemistry, or they may lean towards social science subjects, which include history and psychology. An area of the social sciences that students should consider is sociology. In fact, sociology is not only an interesting field, but it offers the prospect of varied and rewarding career options.

Before pursuing a degree in sociology, it is prudent to understand what it is. According to the University of North Carolina Department of Sociology (2021 para. 1), "Sociology is the study of human social relationships and institutions." In other words, researchers in this field are trying to understand how people interact within groups, organisations, and cultures, and how the structure of these institutions influence these interactions and their outcomes. Schaefer (2013) adds that it also involves studying how these institutions and social interactions develop and change over time. For instance, this may include investigating how groups are established, the forces that move them, and how certain factors maintain and modify groups or cause social change (Atkinson, 2015).

In order to understand society more systematically, sociologists use theoretical frameworks to examine a particular social issue or phenomenon. Three theories have been particularly influential in sociology. These are structural functionalism, conflict theory, and symbolic interactionism. Griffiths et al. (2017) explain that structural functionalism views society as a framework of interconnected institutions that serve certain functions through which individuals meet biological and social needs. For example, education has functions that include socialisation, which is the learning of rules and norms of a culture, and it also prepares students for employment, so they can meet their security needs. In terms of the conflict theory perspective, Schaefer (2013) describes it as an approach that sees people's actions being influenced by tensions that emerge within societies over the way power and resources are distributed. For example, in some societies certain groups lack political representation and economic opportunities. While the structural functional and conflict theory views try to understand society in a broader sense, symbolic interactionism takes a narrower view that focuses on individuals' interactions within smaller groups, and how such things as words or symbols are accorded value. For instance, symbolic interactionism could help explain why certain objects are viewed as status symbols (Mooney et al., 2007).

With a better understanding of the nature of sociology, it would be useful to briefly discuss the career opportunities for sociology graduates. Typically, a sociology degree lays a foundation for graduates to pursue master's degrees in counselling, criminal justice, or teaching, but increasingly they are being accepted into law and medical programs. Smith (2017) explains that a degree in sociology equips students with skills that are in high demand in today's job market. These skills include advanced critical thinking, analytical problem solving, skilled communication, and a strong international and cross-cultural awareness.

In conclusion, a sociology degree presents an opportunity for students to better understand the world they live in and achieve fulfilment in their future work life. Humans are, at their core, social creatures, and understanding how societies operate through systematic analysis imparts valuable knowledge and skills. It is anticipated that sociology graduates will be in high demand in the future.

## References

- Atkinson, S. (Ed.). (2015). *The sociology book: Big ideas explained simply* (p.14). DK Publishing.
- Griffiths, H., Keirns, N., Strayer, E., Cody-Rydzewski, S., Scaramuzzo, G., Sadler, T., Vyain, S., Bry, J., & Jones, F. (2017). *Introduction to Sociology 2e*. OpenStax College. Retrieved from <https://openstax.org/details/books/introduction-sociology-2e>
- Mooney, L. A., Knox, D., & Schacht, C. (2007). *Understanding social problems* (5th ed.). Thomson Wadsworth
- Schaefer, R. T. (2013). *Sociology: A brief introduction* (10th ed.). McGraw-Hill.
- Smith, C. (2017, October 27). *Sociology majors tackle the big issues in society*. UC Davis. <https://www.ucdavis.edu/majors/sociology/what-can-i-do-with-sociology-major>
- The Department of Sociology at UNC Chapel Hill. (2021, February 16). *What is Sociology?* <https://sociology.unc.edu/undergraduate-program/sociology-major/what-is-sociology/>

## Notes on the example essay

**Font:** In APA style, the accepted fonts are usually either Times New Roman (12-point), Calibri (11-point), or Arial (11-point). This essay uses Arial (11-point).

**Formatting:** APA formatting guidelines require double line spacing. This essay does not adhere to this in order to save space. There are many particular formatting requirements in the APA style students must follow. All academic institutions usually communicate these standards to their students.

**Citing and referencing:** This essay uses the APA citation style, which is the most commonly used style in the social sciences. However, some schools may use other styles, so it is important students familiarise themselves with the particular referencing style used by their school or academic department. In the physical sciences, various Vancouver based citations styles are used. These styles differ from those such as APA primarily in their use of sequential numbers in the text instead of using the author's name and date. Regardless of their differences, all styles require students to clearly attribute and list the sources used in their essay.

## C. Compare the citations and references, in the examples below, with those in the example essay and identify any errors.

1. Smith, J., et al. (2009). *Understanding the global economy* (3rd ed.). Acme Publishing
2. John Paul Jones 2017 argues that Led Zeppelin are possibly the greatest band.
3. Baker, T. (2011). *A concise history of sport*. ABC University Press
4. Not only will automation result in more free time, but it will also increase general prosperity Jackson 2020.
5. Occhilupo, M. (2018). *An introduction to international relations* (2nd ed.). Ace Books
6. Sanchez, P., & Lopez, R. (2011). *The age of exploration*. Thomas Windsor