Twelve Principles of Reference and Citation

1. Use citations constructively to substantiate the argument of an article.

2. Use citations creatively to advance the argument.

3. An author should argue the case of the article in the written narrative of the article. It is possible to use external sources to support the argument of the article, but external support cannot replace the argument itself. Only the argument within an article can lead to the conclusion.

All statements necessary to the argument must appear within the narrative of the article itself. Discussions that occur elsewhere do not support the narrative flow of the article, not even when a reference shows readers where to find the external discussion.

Provide definitions for important terms and concepts within the narrative of the article. When a term requires definition, the definition must appear in the article. Referring to definitions that appear elsewhere is insufficient. Quote the source or paraphrase the definition in the article so that readers understand clearly what each term means.

4. Use precise, fine-grained references. These permit the reader to locate cited materials at their exact place in the source document. Fine-grained references allow the reader to examine, question, challenge, and learn from cited sources.

5. Treat direct quotations, indirect quotations, and paraphrases the same way. Give explicit references to the exact page or section in the cited sources for all quotations and paraphrases. This serves readers while building and supporting the knowledge of the field.

6. Review cited passages in the original sources to ensure exact quotes and accurate paraphrasing. Reviewing sources helps authors to use source text well. It allows the author to reflect on the quoted material for added depth and development.

7. The cited source must state what the citing article claims that it states. The citing article must accurately represent the views and position of the cited source. The fact that a word or topic appears in a source does not, by itself, warrant citation. The cited material must be relevant to the citing article.

8. Quoted material and paraphrased ideas belong to the cited author. Research ethics require that the statements, claims, and ideas we attribute to other authors must accurately reflect those authors. Our ideas, interpretations, and conclusions belong to us. Their statements belong to them.

9. Never use second-hand references from other articles or books. Always check cited sources first-hand.

10. Never use loose or vague references. Be precise.

11. Every source document cited in the text must appear in the reference list. Every item in the reference list must appear in the text.

12. Each source in the text requires an appropriate citation in the text and a full entry in the reference list. All sources must be cited using a standard style, including digital sources. Every document has an author – one person or several, a collective author, or an institutional author. Every document has a title. Documents such as journal articles or book chapters require journal or book titles and pages within the journal or book. Every document has a publisher, and the citation requires publisher location and publisher name.

Within the document, a direct quote or an indirect quote (a paraphrase) needs a precise page location unless the document has no page numbers.

Digital sources require a complete reference. A URL or a doi is not sufficient. The World Wide Web is a global library. Many web sites are like bookshelves or file drawers – the URL or doi tells readers where to find a document on the shelf or in the file. The citation provides the details.

Every entry in the reference list must be complete. All citations and all references must use the same style. For *She Ji*, use the *She Ji* style. All citations and references must be complete and consistent to be correct.