

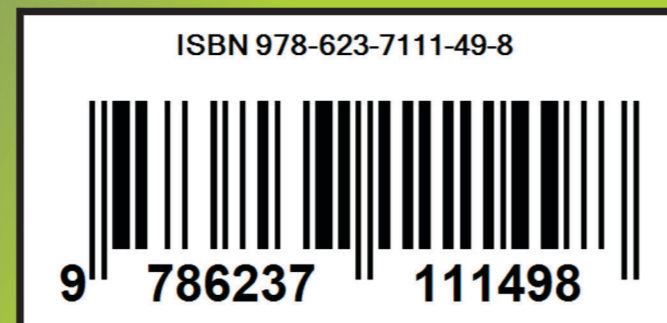
CEPAT MAHIR REFERENCES MANAGER BERBASIS MENDELEY

Mendeley adalah sebuah perangkat lunak yang kelahirannya diilhami oleh sebuah upaya untuk mengintegrasikan "citation & reference manager" ke dalam sebuah jejaring sosial. Dengan jejaring semacam ini, peneliti di berbagai belahan dunia dapat berkolaborasi dan melakukan sharing data penelitian.

Beberapa fitur yang menjadi andalan Mendeley antara lain: 1. Dapat berjalan pada MS Windows, Mac, ataupun Linux; 2. Menampilkan metadata dari sebuah file PDF secara otomatis; 3. Backup dan sinkronisasi data dari beberapa komputer dengan akun online; 4. Smart filtering dan tagging; 5. PDF viewer dengan kemampuan anotasi dan highlighting; 6. Impor dokumen dan makalah penelitian dari situs-situs eksternal (misalnya PubMed, Google Scholar, arXiv, dll); 7. Integrasi dengan berbagai perangkat lunak pengolah kata seperti MS Word, Open Office, dan Libre Office; 8. Fitur jejaring social, iPhone dan iPad app; dan 9. Free web storage sebesar 2 GB yang dapat dimanfaatkan sebagai online backup.

Kelebihan Mendeley dibandingkan program sejenis diantaranya yaitu: 1. Membuat sitasi dan daftar pustaka untuk keperluan penulisan; 2. Karya ilmiah yang kita upload di Mendeley secara otomatis diurutkan baik menurut penulis, judul, tahun dan penerbit; 3. Kita dapat mencari tulisan tidak hanya dalam satu jurnal tetapi diseluruh jurnal/buku/program yang mengandung kata yang kita cari; 4. Setiap file yang kita tambahkan di dalam program Mendeley ini dapat diketahui detailnya otomatis secara lengkap tanpa harus kita tambahkan satu persatu; 5. Terhubung secara online dengan website, jadi bagi kita yang memiliki akun Mendeley di internet dapat di sinkronkan dengan file yang ada di komputer kita dan sewaktu-waktu dapat diakses dimanapun dan kapanpun asal ada jaringan internet; dan 6. Dengan fasilitas web importer kita dapat menambahkan file ke Mendeley tanpa mengunduhnya.

Penerbit:
Lemlit Unpas
Jl. Dr. Setiabudi No. 193 Bandung
Telp. 022 - 2021440
E-mail : lembagapenelitian@unpas.ac.id



CEPAT MAHIR REFERENCES MANAGER BERBASIS MENDELEY

Acep Roni Hamdani, S.Pd., M.Pd., Dr. H. Dadang Iskandar, M.Pd.
Taufiqulloh Dahlan, S.Pd., M.Pd. Rina Indriani, S.Pd., M.Pd.
Dewi Widiyanti



MENDELEY

CEPAT MAHIR REFERENCES MANAGER BERBASIS MENDELEY



LEMLIT UNPAS

**Cepat Mahir *References Manager*
Berbasis Mendeley**

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Judul :

Cepat Mahir *References Manager* Berbasis Mendeley

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Dewi Widiyanti

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Rencana Kulit : Lemlit Unpas

Lay Out, Montase, Setter : Lemlit Unpas

Cetakan Pertama : Juli 2020

Diterbitkan oleh :

Lemlit Unpas

Jl.Dr.Setiabudi No.193 Bandung

Telp.(022) 2021440

E_mail : lembagapenelitian@unpas.ac.id

Buku ini penulis persembahkan untuk:

1. Kedua orang tua,
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3. Suami/Istri,
4. Anak,
5. Tempat mengabdiku FKIP Universitas Pasundan,
6. Pembaca buku yang budiman dan dikasihi oleh Alloh SWT,

Dua buah kata-kata mutiara penyemangat pengembangan:

Kalau impianmu tak bisa membuatmu takut, mungkin karena impianmu tak cukup besar. Aku harus bisa bersyukur atas masa-masa sulit yang menimpaku, karena Allah memilihku, berarti Allah memandang aku cukup baik untuk melalui masa-masa itu.

- **Muhammad Ali - Nouman Ali Khan** -

KATA PENGANTAR

Segala puji dan syukur kami panjatkan ke Hadirat Tuhan Yang Maha Esa, karena berkat limpahan Rahmat dan Karunia-Nya sehingga saya dapat menyusun dan menyelesaikan buku ini tepat pada waktunya. Buku ini membahas tentang Cepat Mahir *References Manager* Berbasis Mendeley. Buku ini disusun agar pembaca dapat memperluas ilmu tentang Mendeley yang kami sajikan berdasarkan pengamatan dari berbagai sumber.

Kami tidak lupa mengucapkan terimakasih pada pihak-pihak yang telah membantu menyelesaikan buku ini. Terutama kepada Rektor Universitas Pasundan, Dekan FKIP Universitas Pasundan, dan semua pihak yang terkait. Dalam Penulisan buku ini kami merasa masih banyak kekurangan baik pada teknis penulisan maupun materi, mengingat akan kemampuan yang kami miliki. Untuk itu kritik dan saran yang membangun dari semua pembaca sangat kami harapkan demi penyempurnaan pada tugas buku kami berikutnya. Terimakasih.

Bandung, 1 Juli 2020

Salam hormat,

Penulis

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BAB I

PROGRAM MENDELEY

A. Apakah yang disebut dengan Mendeley?

Mendeley adalah sebuah perangkat lunak yang kelahirannya diilhami oleh sebuah upaya untuk mengintegrasikan “*citation & reference manager*” ke dalam sebuah jejaring sosial. Dengan jejaring semacam ini, peneliti di berbagai belahan dunia dapat berkolaborasi dan melakukan *sharing* data penelitian.

B. Fitur Andalan Mendeley

Beberapa fitur yang menjadi andalan Mendeley antara lain:

1. Dapat berjalan pada MS Windows, Mac, ataupun Linux.
2. Menampilkan metadata dari sebuah file PDF secara otomatis.
3. *Backup dan sinkronisasi data dari beberapa komputer dengan akun online.*
4. *Smart filtering dan tagging.*
5. *PDF viewer dengan kemampuan anotasi dan highlighting.*
6. Impor dokumen dan makalah penelitian dari situs-situs eksternal (misalnya PubMed, Google Scholar, arXiv, dll).
7. Integrasi dengan berbagai perangkat lunak pengolah kata seperti *MS.Word, Open Office, dan Libre Office.*
8. Fitur jejaring social, iPhone dan iPad app
9. *Free web storage* sebesar 2 GB yang dapat dimanfaatkan sebagai *online backup.*

C. Kelebihan Mendeley

1. Membuat sitasi dan daftar pustaka untuk keperluan penulisan
2. Karya ilmiah yang kita *upload di Mendeley secara otomatis diurutkan baik* menurut penulis, judul, tahun dan penerbit.

3. Kita dapat mencari tulisan tidak hanya dalam satu jurnal tetapi diseluruh jurnal/buku/program yang mengandung kata yang kita cari.
4. Setiap file yang kita tambahkan di dalam program Mendeley ini dapat diketahui detailnya otomatis secara lengkap tanpa harus kita tambahkan satu persatu.
5. Terhubung secara *online dengan website, jadi bagi kita yang memiliki* akun Mendeley di internet dapat di sinkronkan dengan file yang ada di komputer kita dan sewaktu-waktu dapat diakses dimanapun dan kapanpun asal ada jaringan internet.
6. Dengan fasilitas *web importer kita dapat menambahkan file ke Mendeley* tanpa mengunduhnya.

BAB II

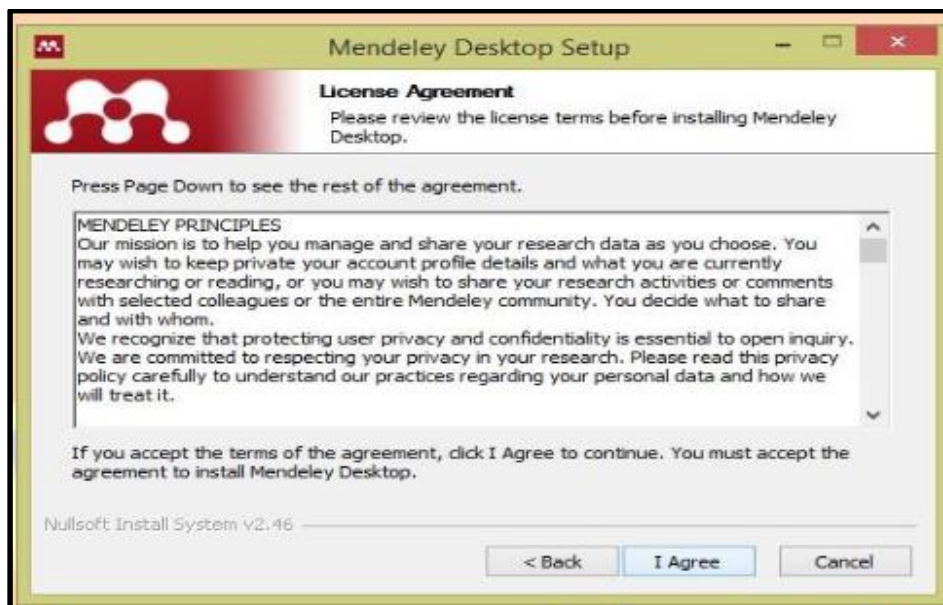
PROGRAM MENDELEY

A. Proses Instalasi Mendeley Di Window

1. Klik dua kali file Mendeley-Desktop-1.13.6-win32.exe (Gunakan yang terbaru) yang telah di *download* pada *www.mendeley.com*. Selanjutnya akan muncul kotak dialog *Setup Wizard* lalu pilih *Next*.



2. Kemudian akan muncul tampilan sebagai berikut, klik "*I Agree*" jika setuju dengan *Licence Agreement* oleh Mendeley.



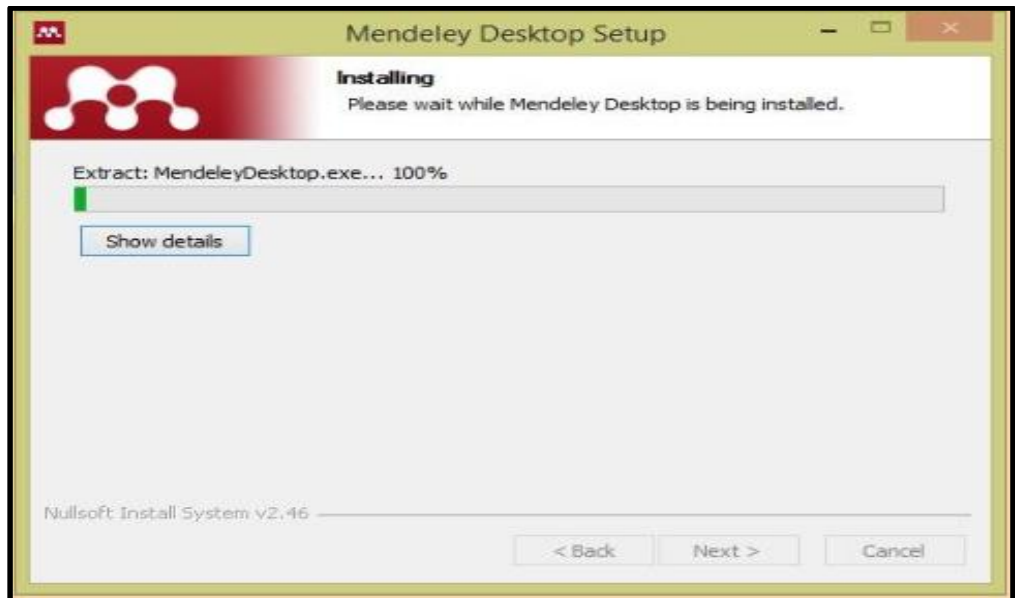
3. Klik *“Browse”* untuk menyesuaikan di folder mana aplikasi Mendeley akan dipasang. Kita dapat mengabaikan pilihan tersebut dan langsung klik *“Next”* untuk melanjutkan ke tahapan berikutnya.



4. Klik *“Install”* untuk memulai proses instalasi Mendeley Desktop.



5. Tunggu proses instalasi sampai penuh hingga 100%.



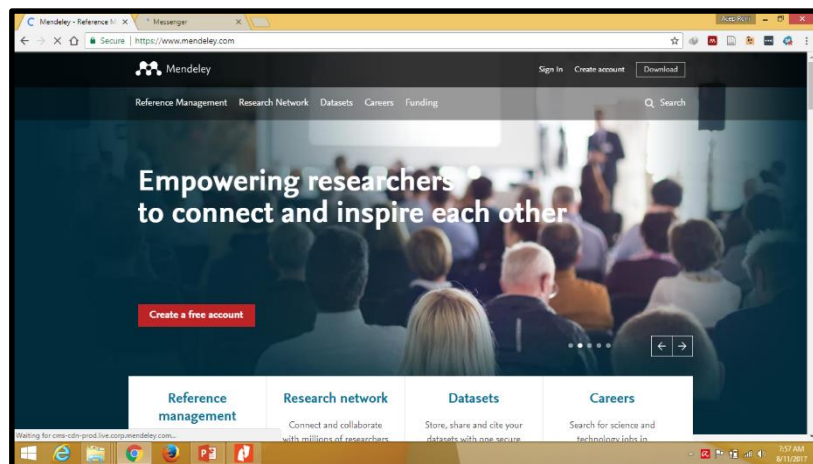
6. Lalu beri tanda centang pada “Run Mendeley Desktop” dan klik “Finish” untuk menyempurnakan proses instalasi. Sampai disini proses instalasi Mendeley Desktop telah selesai.



8. Kemudian isi email kita dan *password* kita yang baru untuk “Register” Mendeley. Klik *Register*, lalu ketika sudah klik *Register* ini kita akan terhubung dengan website Mendeley resmi untuk membuat akun anggota dengan “*Create a Free Account*”.

B. Membuat Akun Mendeley

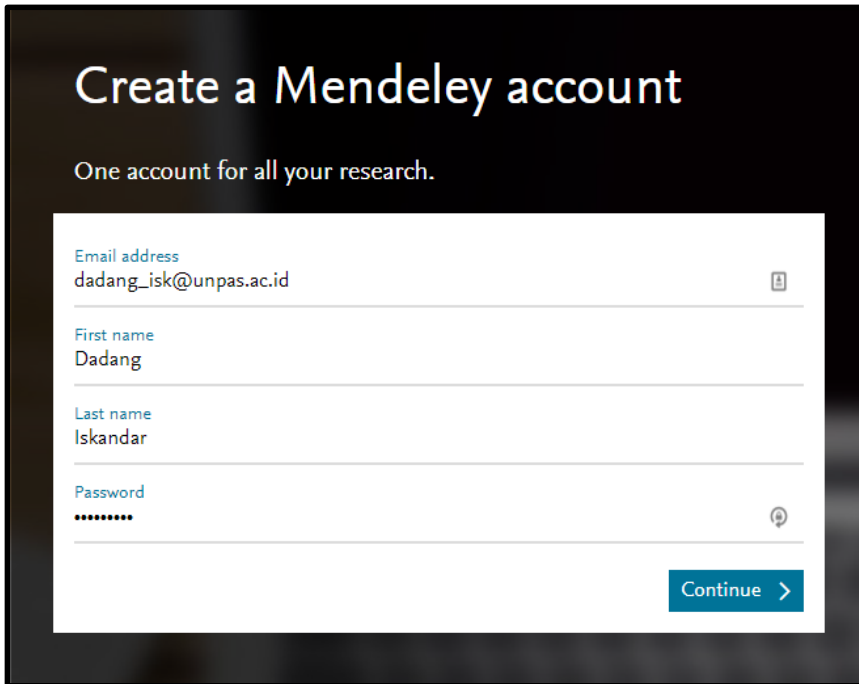
1. Jalankan *web browser* yang kita gunakan, dan akses laman web <https://www.mendeley.com>



2. Klik “*Create Free Account*” untuk memulai proses membuat akun Mendeley. Akun Mendeley juga dapat dibuat menggunakan akun facebook yang kita miliki.

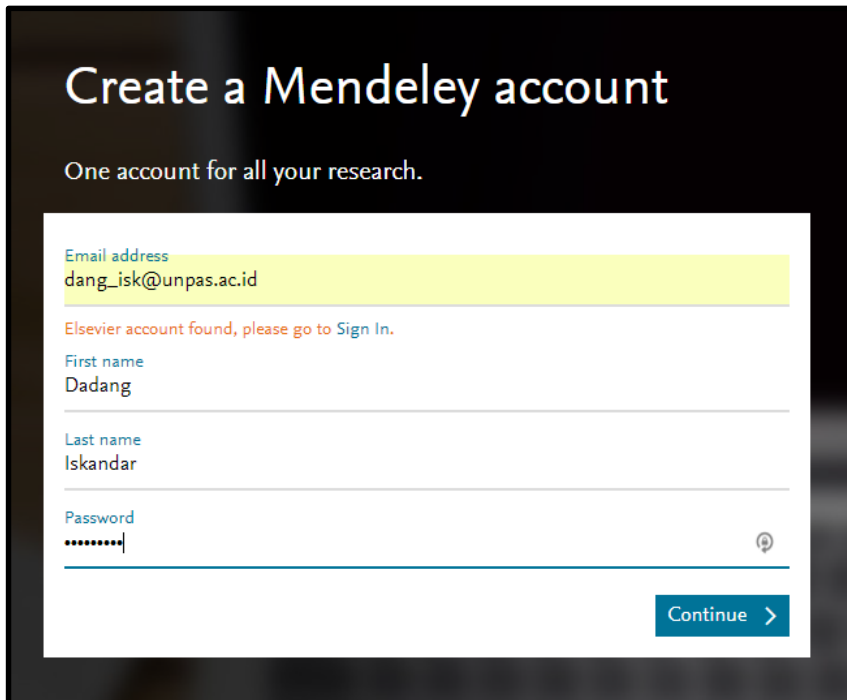
A screenshot of the "Create a Mendeley account" registration form. The form is titled "Create a Mendeley account" and has the subtitle "One account for all your research." It contains four input fields: "Email address" (with a placeholder example "e.g. j.smith@harvard.edu"), "First name", "Last name", and "Password" (with a toggle for visibility). A blue "Continue" button with a right-pointing arrow is located at the bottom right of the form.

3. Ketikkan nama depan, nama belakang, dan juga alamat email kita.
Kemudian klik “Continue”. Akan tampil sebagai berikut:
- a. Belum Ada Akun dengan E-mail Tersebut



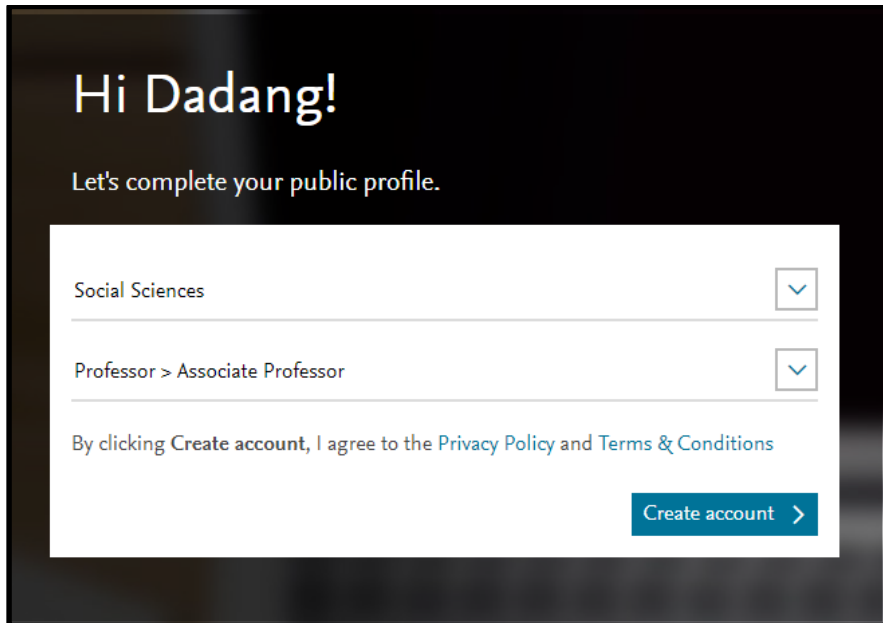
The screenshot shows the 'Create a Mendeley account' page. The title is 'Create a Mendeley account' and the subtitle is 'One account for all your research.' Below this, there are four input fields: 'Email address' with the value 'dadang_isk@unpas.ac.id', 'First name' with the value 'Dadang', 'Last name' with the value 'Iskandar', and 'Password' with a masked value '.....'. A blue 'Continue >' button is located at the bottom right of the form.

- b. Sudah Ada Akun dengan E-mail Tersebut



The screenshot shows the 'Create a Mendeley account' page. The title is 'Create a Mendeley account' and the subtitle is 'One account for all your research.' Below this, there are four input fields: 'Email address' with the value 'dang_isk@unpas.ac.id', 'First name' with the value 'Dadang', 'Last name' with the value 'Iskandar', and 'Password' with a masked value '.....'. A red error message 'Elsevier account found, please go to Sign In.' is displayed above the 'Continue >' button.

4. Isi *“field of study”* atau pilih disiplin ilmu yang sesuai dengan minat, misal *social science*. Dan pilih *“academic status”* atau status akademik (profesi) kita, misal Dosen Lektor Kepala (*Professor > Associate Professor*).



Hi Dadang!

Let's complete your public profile.

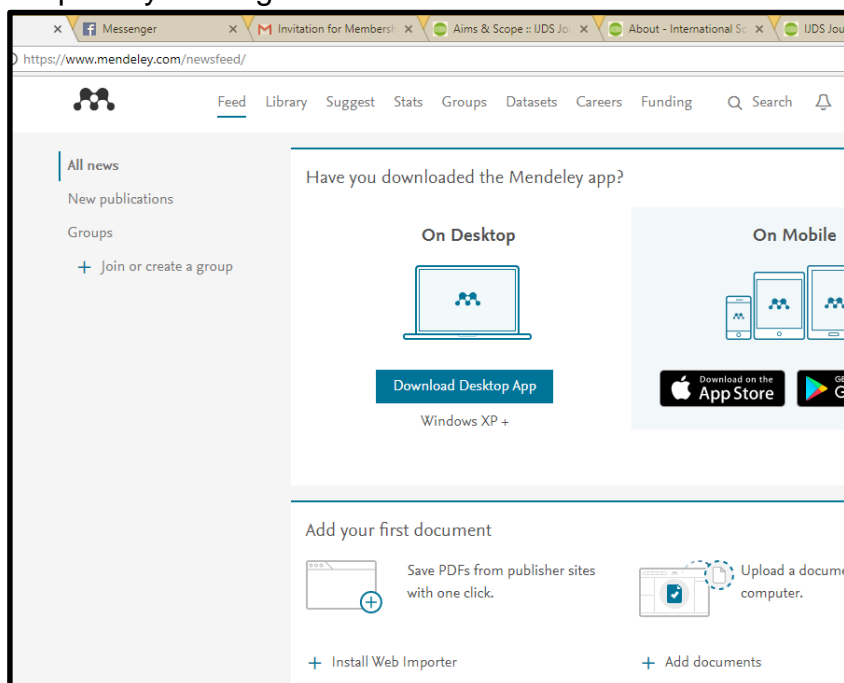
Social Sciences

Professor > Associate Professor

By clicking [Create account](#), I agree to the [Privacy Policy](#) and [Terms & Conditions](#)

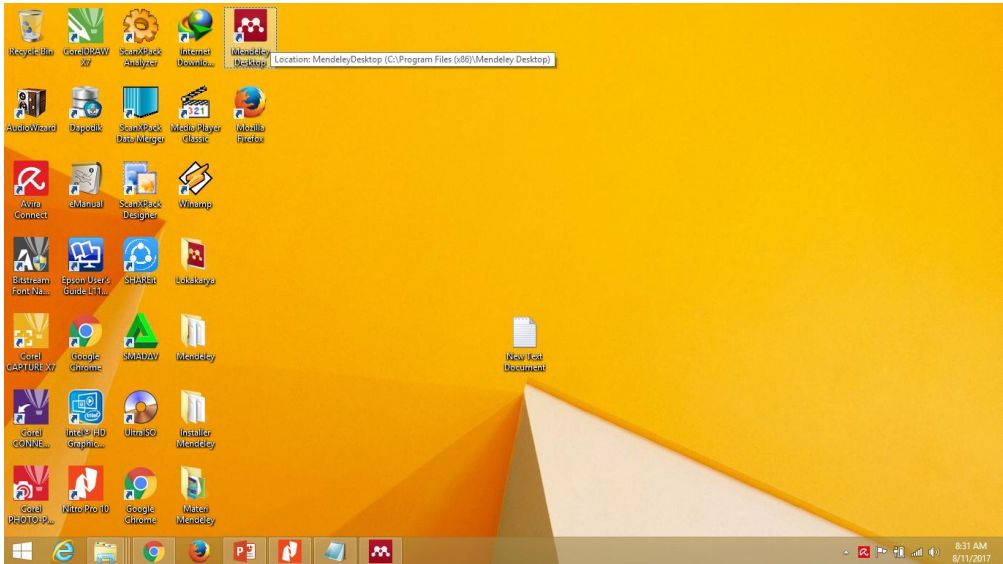
[Create account](#) >

5. Apabila Anda berhasil membuat *“account”*, maka akan masuk dan tampilannya sebagai berikut :

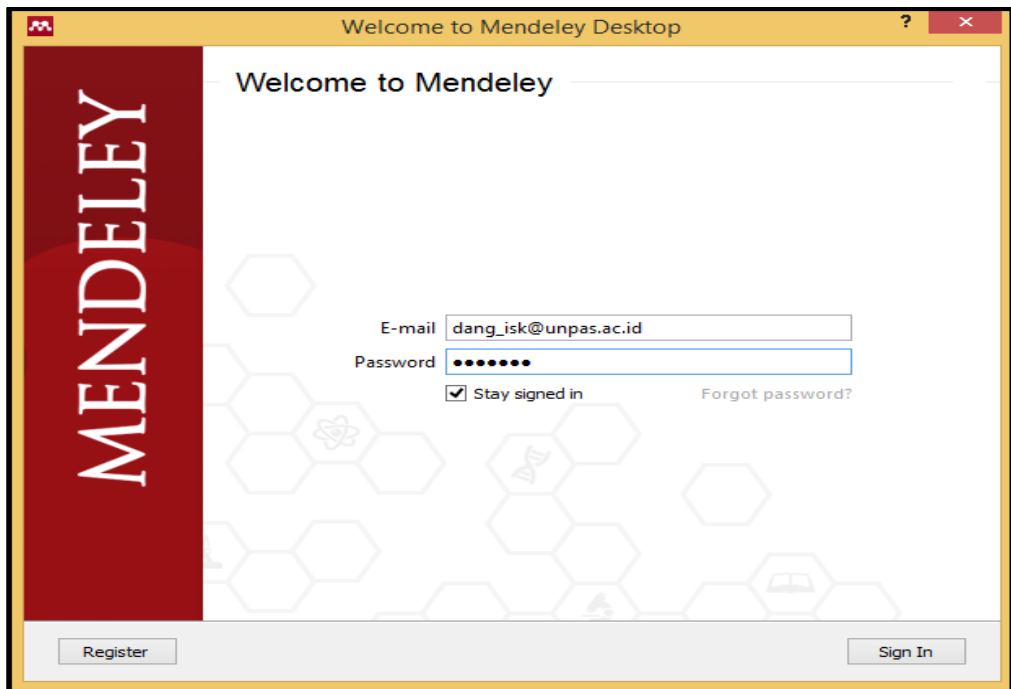


C. Menggunakan Software Mendeley Desktop

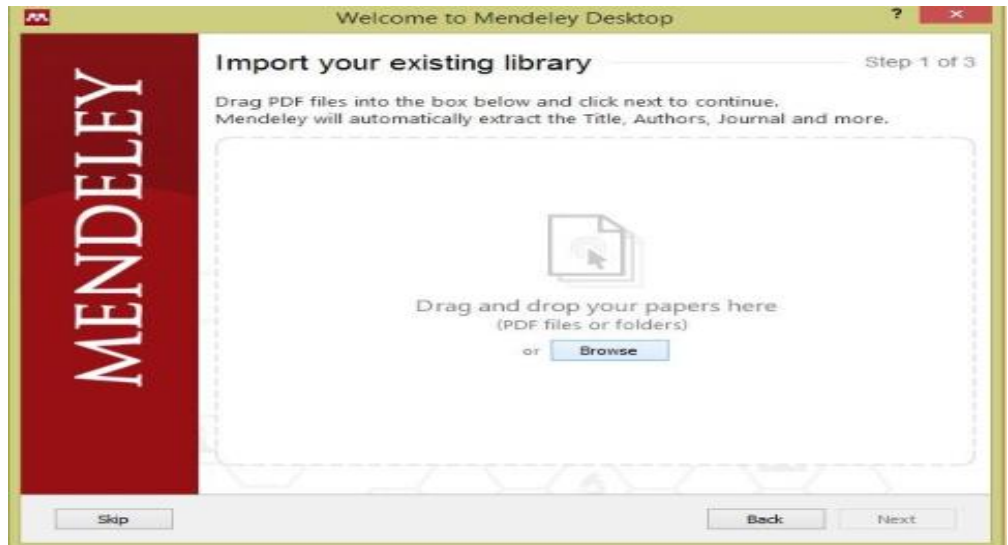
1. Jalankan Aplikasi Mendeley Desktop yang ada Shortcutnya di Desktop



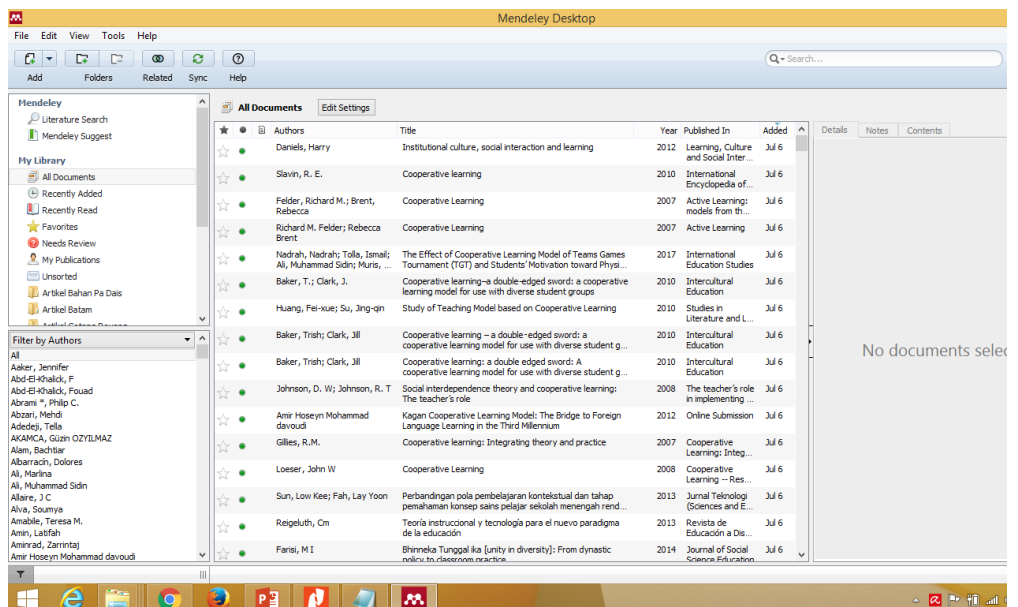
2. Lalu akan muncul dialog "Welcome to Mendeley", isikan email dan password yang sudah kita masukkan tadi. Pilih klik "Sign In".



3. Tampilan selanjutnya adalah muncul kotak dialog untuk menambah file pdf atau doc yang bisa dibrowse dari file pdf atau doc di laptop kita. Untuk melewati langkah ini bisa di klik “Skip”. Untuk melanjutkan langkah ini bisa langsung pilih “Next” setelah kita memasukkan file yang akan diimpor.

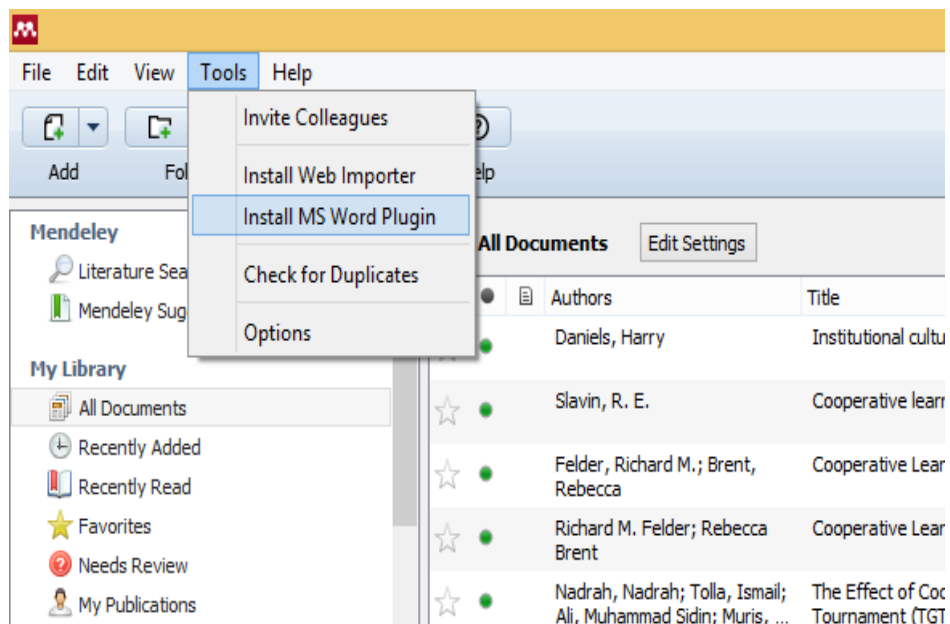


4. Hasil akhirnya adalah antar muka (interface) Mendeley, dengan tampilan sebagai berikut:

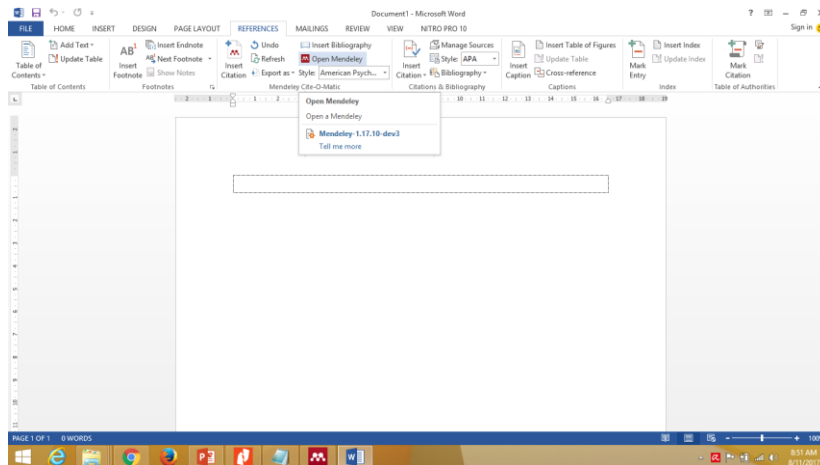


5. Interface Aplikasi *Mendeley Desktop*

- a. Kolom sebelah kiri (*left panel*), menampilkan seluruh sumber daya (koleksi referensi) yang kita miliki. *My Library* terbagi ke dalam folder dan kelompok. Beberapa folder secara otomatis disediakan oleh Mendeley, seperti: **“recently added, favorities”**.
 - b. Kolom tengah (*central panel*), dipergunakan untuk menampilkan rincian daftar sumber daya referensi yang dipilih pada kolom kiri.
 - c. Kolom sebelah kanan (*right panel*), dipergunakan untuk menampilkan detail informasi dari koleksi terpilih di kolom tengah.
 - d. Sedangkan **“Toolbar”** berisi ikon untuk tugas-tugas yang bersifat umum, seperti menambah dan menghapus dokumen, melakukan sinkronisasi dan sebagainya. Kita juga dapat melakukan *“drag and drop”* maupun *“right click”*.
6. Untuk mengaktifkan Mendeley pada MS Word, perlu terlebih dulu menginstall *plug in* caranya klik menu *Tools* pada Mendeley pilih *“Install MS Word Plug In”*. Tunggu sampai proses install *plug in* selesai. Tujuannya sebagai aplikasi pembuat sitasi dan daftar pustaka pada MS Word.

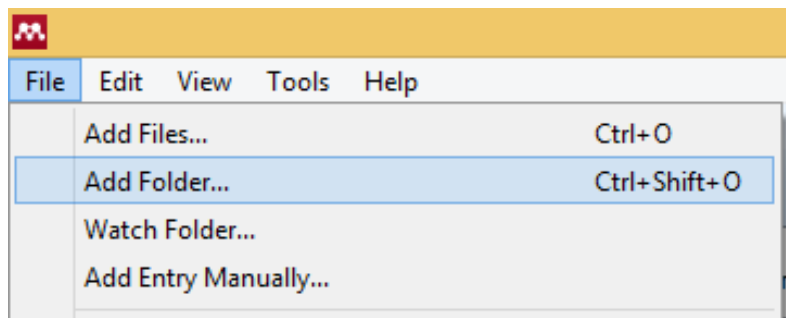


7. Setelah Klik OK, bukalah aplikasi Microsoft Word, Klik Tab References, maka ada tampilan yang berbeda, yaitu ada icon Mendeley.

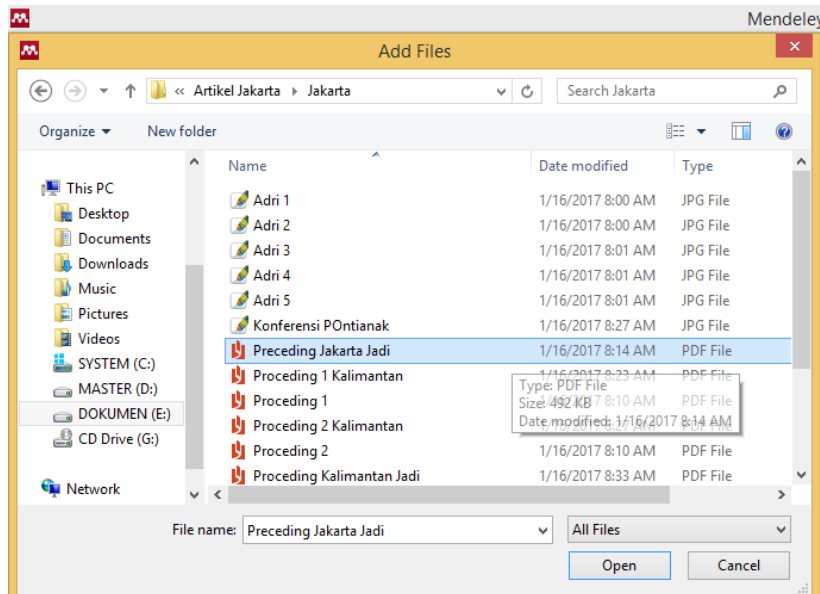


D. Membuat Kutipan Menggunakan Mendeley

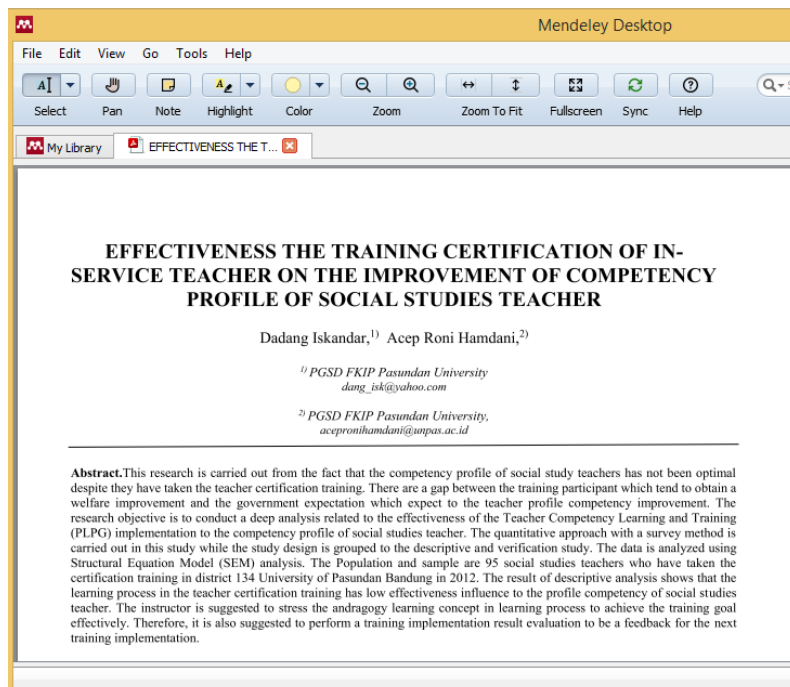
1. Sebelum membuat kutipan dan daftar pustaka dengan menggunakan data yang terdapat dalam Mendeley, pastikan bahwa Mendeley sudah terintegrasi di dalam perangkat lunak pengolah kata yang kita miliki. Untuk membuat kutipan dari daftar referensi yang kita miliki dalam Mendeley, ikuti langkah berikut ini.
2. Sebelum kita membuat kutipan dan daftar pustaka pada karya ilmiah yang akan kita buat pastikan aplikasi Mendeley sudah aktif. Kemudian klik *add file untuk menambahkan dokumen atau file dalam format .pdf atau .doc*, bias juga menambahkan folder sekaligus, akan tampil sebagai berikut:



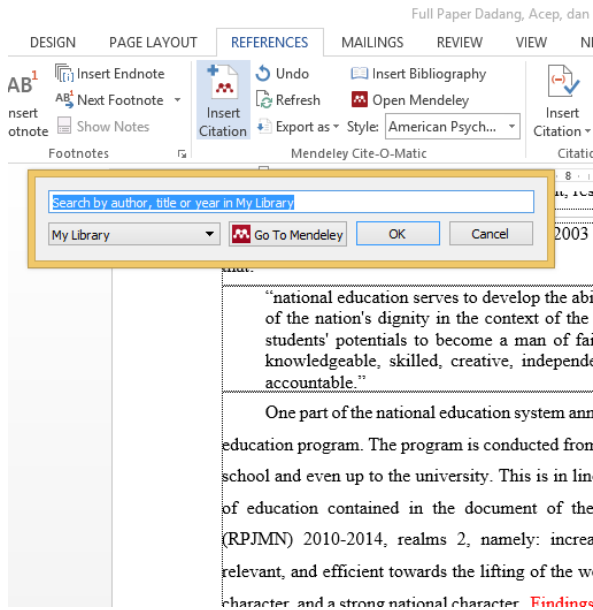
3. Ketika mengklik Add Folder maka tampilannya akan menjadi sebagai berikut.



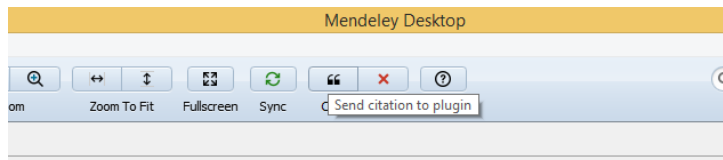
4. Pilih file yang akan kita , lalu cari bagian yang akan kita sitir dengan klik 2 kali pada file tersebut. Kemudian klik *select* untuk memilih bagian yang akan kita kutip, lalu pilih *option copy*. Akan muncul tampilan sebagai berikut:



- Paste di MS Word lalu klik *Reference* pilih *toolbar Insert Citation* lalu akan muncul kotak dialog dan pilih *Go to Mendeley*. Pastikan kursor pada MS Word berada di awal dan akhir paragraf.



- Sehingga tampilannya sebagai seperti berikut.



connection with states that: the process whereby around the pursuit of national Reviews as valuable for ers to by the ests that it is a ost major industrial temporary nations at Dore calls "the sease is a type of individuals Become plomas or degrees emphasize such statements of job off each other, and result. explained that there cur as a result of ss teacher first and n. Deterioration in ized by routine r. Similarly, in the achers are more ration exam and ate to be submitted receive benefits ith their teaching

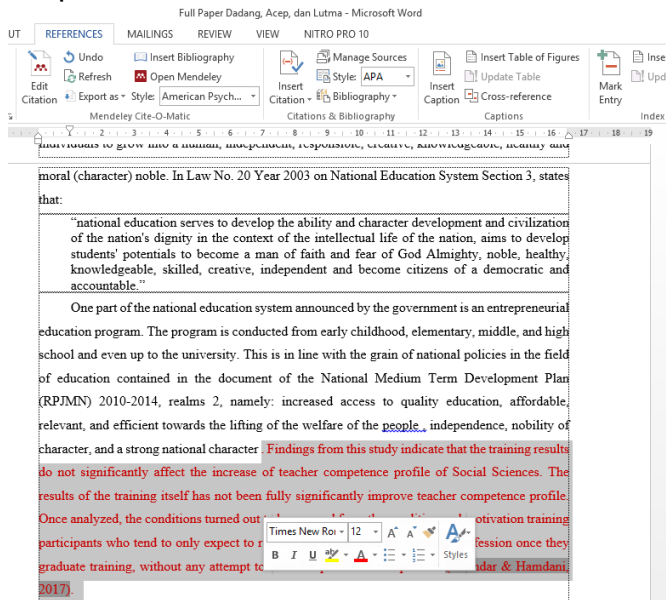
changes, or no certification, continue to occur both teachers are certified or not. Similarly, the opinion [59] that certification in junior high school teacher who studied in the West Java is very low correlation to the increased professionalism and the quality of learning. However, in spite of that, the model proposed in this study indicate that the training results of the simultaneous influence on improving teacher competence profile of Social Sciences, although not significantly. The result of the training has a positive and significant impact on the improvement of teacher competence profile of Social Sciences, with a note that the results of the training path coefficients directly to the improvement of the competence profile is not significant.

2. Research findings

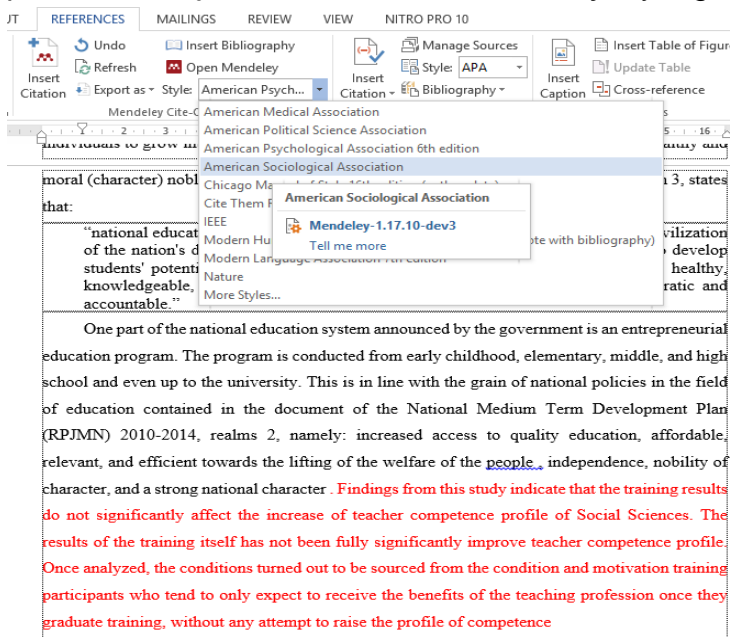
Findings from this study indicate that the training results do not significantly affect the increase of teacher competence profile of Social Sciences. The results of the training itself has not been fully significantly improve teacher competence profile. Once analyzed, the conditions turned out to be sourced from the condition and motivation training participants who tend to only expect to receive the benefits of the teaching profession once they graduate training, without any attempt to raise the profile of competence.

The implications of the findings of this study indicate that the implementation of the training is in line with its impact, which is the result of Social Sciences teacher training, but the results of Social Sciences teacher training is not yet fully in line with the impact of increased teacher

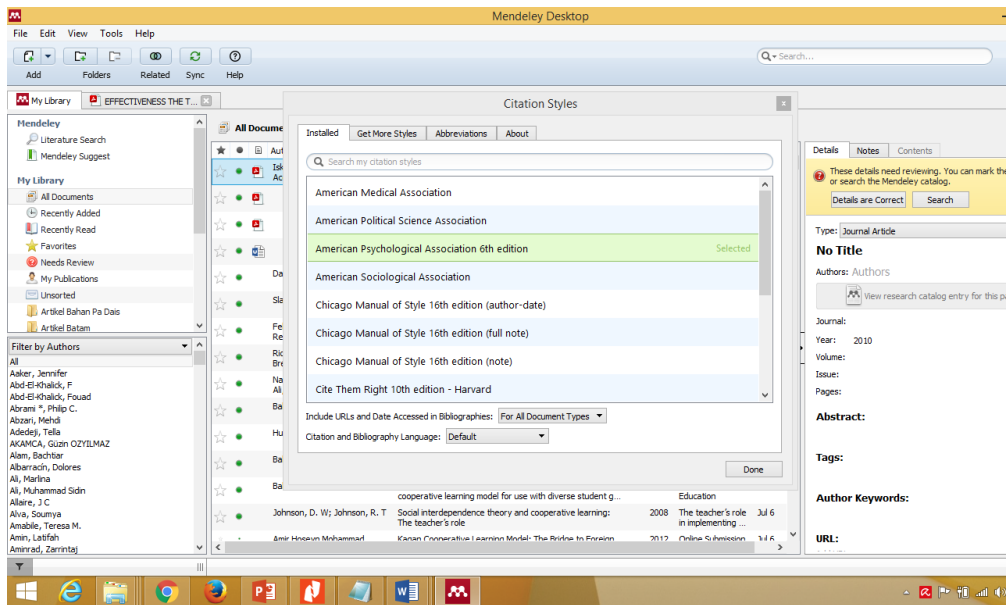
7. Hasil sitasi setelah klik file pada Mendeley lalu klik “Cite” maka otomatis pada MS Word kita sudah terdapat hasil sitasi atau sumber kutipan.



8. Yang bertanda kuning adalah hasil sitasi menggunakan Mendeley. Untuk mengubah format penulisan citation yang digunakan, sesuaikan pilihan Style di kanan menu Insert Citation. Untuk menambah “citation style” pada Mendeley pilih menu View, klik “Citation Style” pilih salah satu dari gaya sitasi yang diinginkan atau pilih “More Style” untuk menambahkan style yang belum masuk list.



- Untuk menambah "citation style" pada Mendeley pilih menu View, klik "Citation Style" pilih salah satu dari gaya sitasi yang diinginkan atau pilih "More Style" untuk menambahkan style yang belum masuk list.



E. Membuat Daftar Pustaka Menggunakan Mendeley

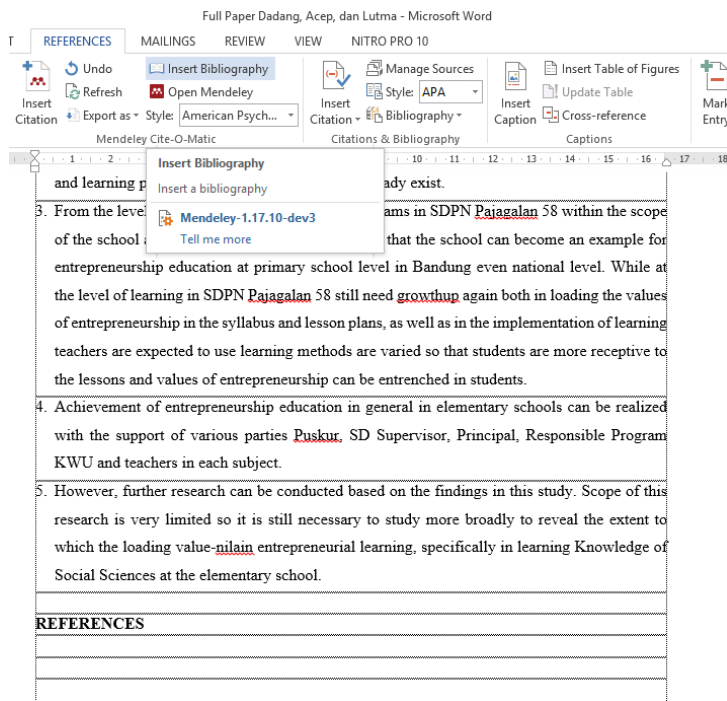
- Posisikan kursor di akhir paper di MS Word, ketikkan References atau Daftar Pustaka

the lessons and values of entrepreneurship can be entrenched in students.

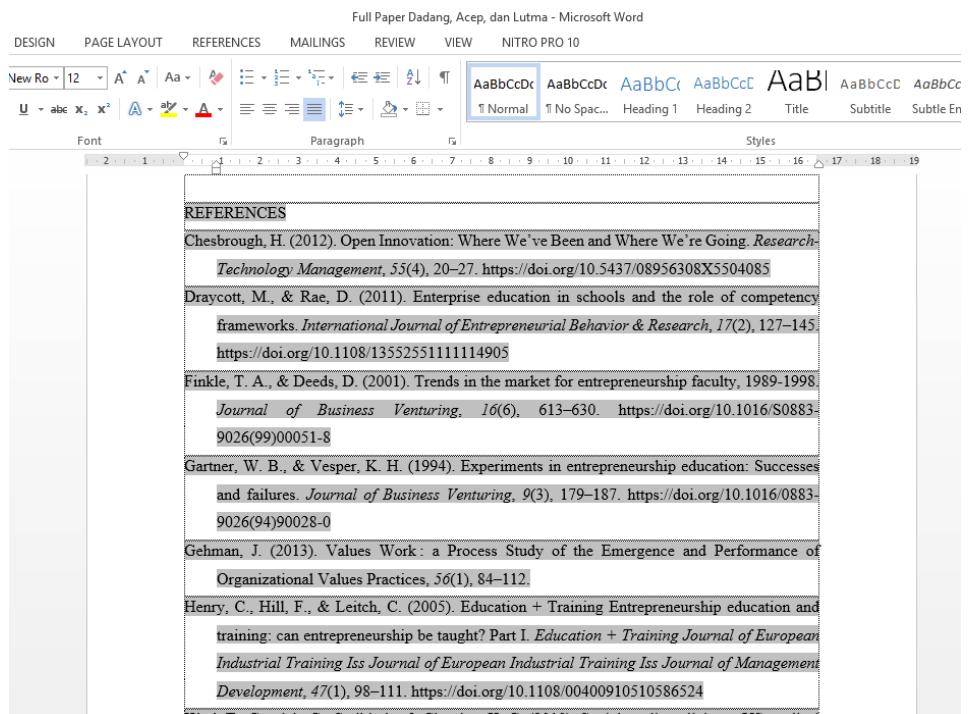
- Achievement of entrepreneurship education in general in elementary schools can be realized with the support of various parties Puskur, SD Supervisor, Principal, Responsible Program KWU and teachers in each subject.
- However, further research can be conducted based on the findings in this study. Scope of this research is very limited so it is still necessary to study more broadly to reveal the extent to which the loading value-nilain entrepreneurial learning, specifically in learning Knowledge of Social Sciences at the elementary school.

REFERENCES

2. Klik *Insert Bibliography* pada menu bar.

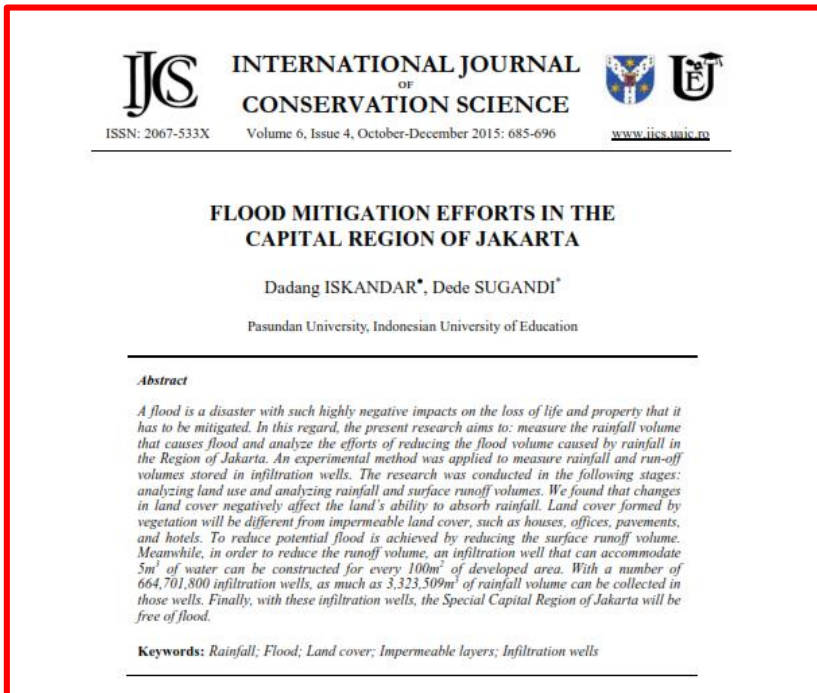


3. Mendeley akan secara otomatis akan membuat daftar pustaka dari seluruh referensi yang disitir di dalam dokumen.

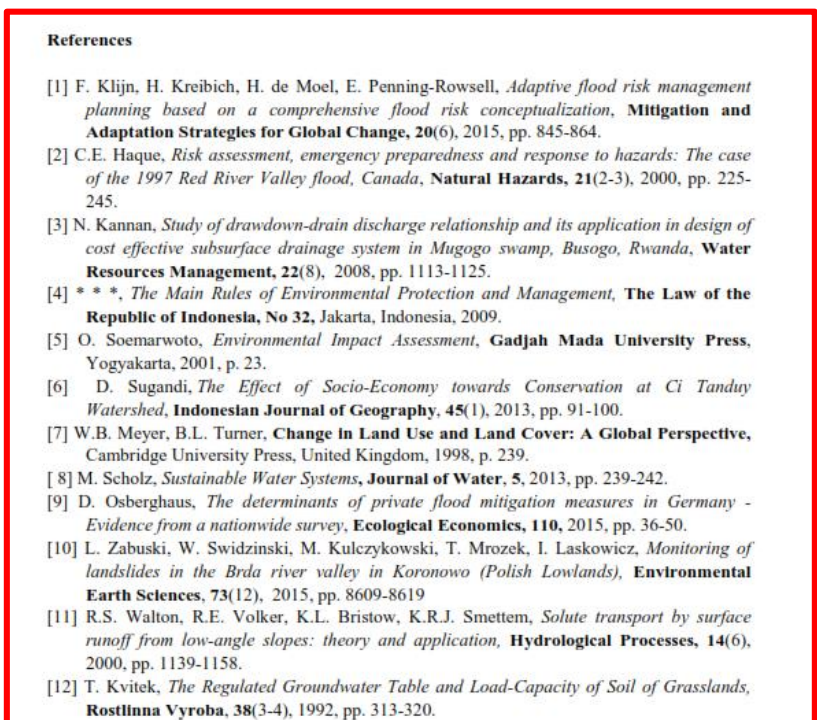


4. Contoh Penggunaan Aplikasi Mendeley 1

a. Contoh Artikel



b. Daftar Pustaka berdasarkan Artikel



5. Contoh Penggunaan Aplikasi Mendeley 2

a. Contoh Artikel

Effectiveness the Training Certification of In-Service Teacher on The Improvement of Competency Profile of Social Studies Teacher

Didang Iskandar,¹⁾ Acep Roni Hamdani,²⁾

¹⁾ PGSD FKIP Pasundan University
dang_isk@yahoo.com

²⁾ PGSD FKIP Pasundan University,
acepronihamdani@unpas.ac.id

Abstract. This research is carried out from the fact that the competency profile of social study teachers has not been optimal despite they have taken the teacher certification training. There is a gap between the training participant which tend to obtain a welfare improvement and the government expectation which expect to the teacher profile competency improvement. The research objective is to conduct a deep analysis related to the effectiveness of the Teacher Competency Learning and Training (PLPG) implementation to the competency profile of social studies teacher. The quantitative approach with a survey method is carried out in this study while the study design is grouped to the descriptive and verification study. The data is analyzed using Structural Equation Model (SEM) analysis. The Population and sample are 95 social studies teachers who have taken the certification training in the district 134 University of Pasundan Bandung in 2012. The result of the descriptive analysis shows that the learning process in the teacher certification training has low effectiveness influence to the profile competency of social studies teacher. The instructor is suggested to stress the andragogy learning concept in the learning process to achieve the training goal effectively. Therefore, it is also suggested to perform a training implementation result evaluation to be a feedback for the next training implementation.

Keywords: Teacher's Certification Training, Competency Profile of Social Studies Teacher

b. Contoh Daftar Pustaka

competence profile. In particular, the conclusions of the research results can be presented as follows: The results of the training directly no significant effect on raising the profile of teacher competence Social Sciences. This condition indicates that the training results are not yet fully in line with the impact of increased teacher competence profile of Social Sciences. This relates to the functionalist theory that did not go well. That is the hope the training participants with the government's expectations are not in line because students are more likely in increased welfare while the government expects an increase in the competence profile participants of the training with the addition of well-being.

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6. Contoh Penggunaan Aplikasi Mendeley 3

a. Contoh Artikel

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Keywords: Teacher's Certification Training, Competency Profile of Social Studies Teacher

b. Contoh Daftar Pustaka

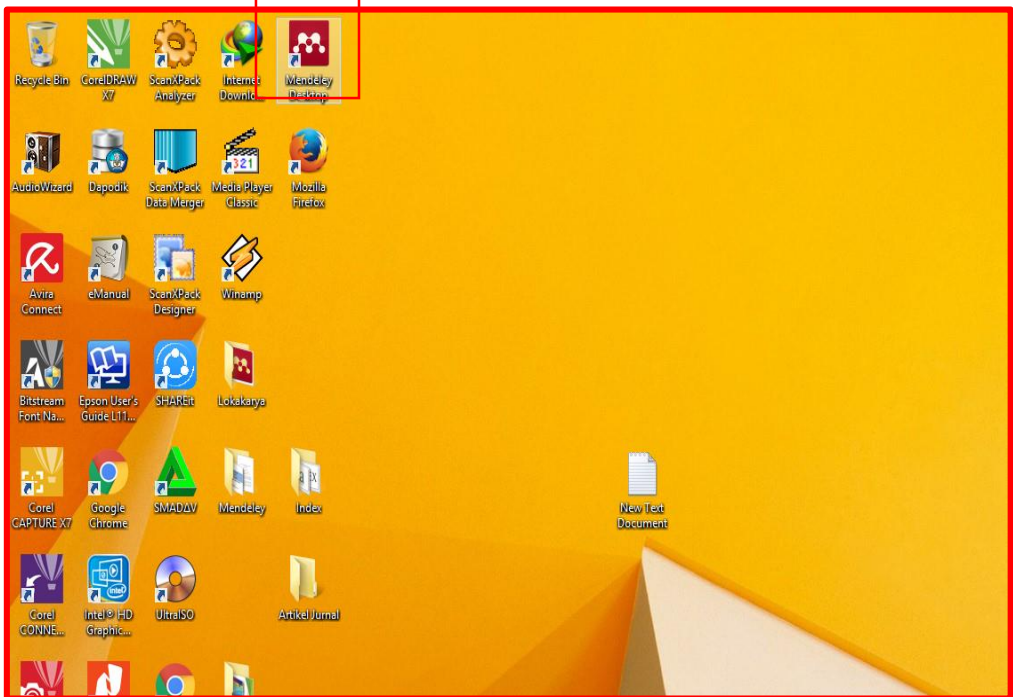
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REFERENCES

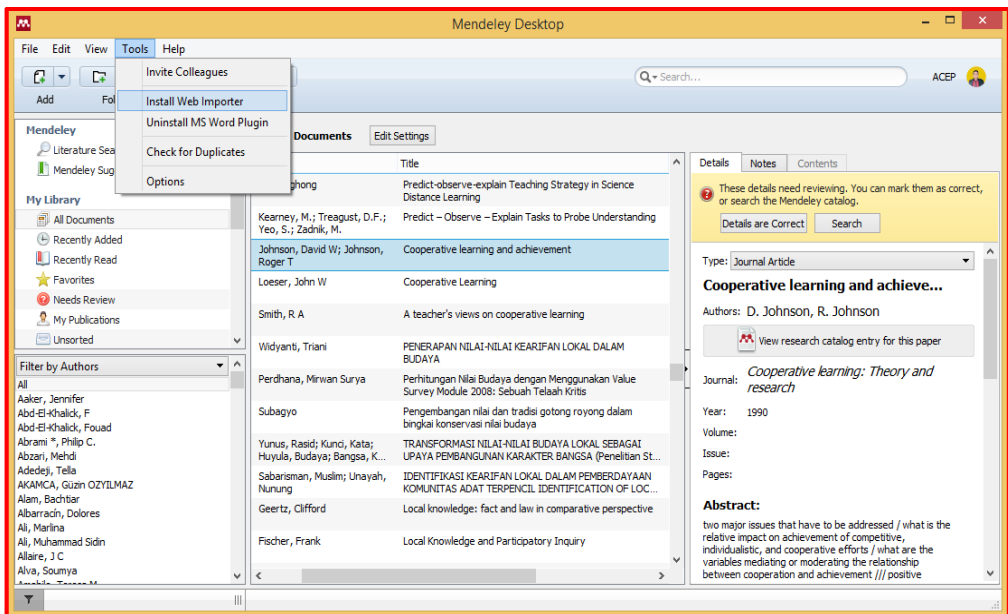
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F. Menggunakan Mendeley Desktop

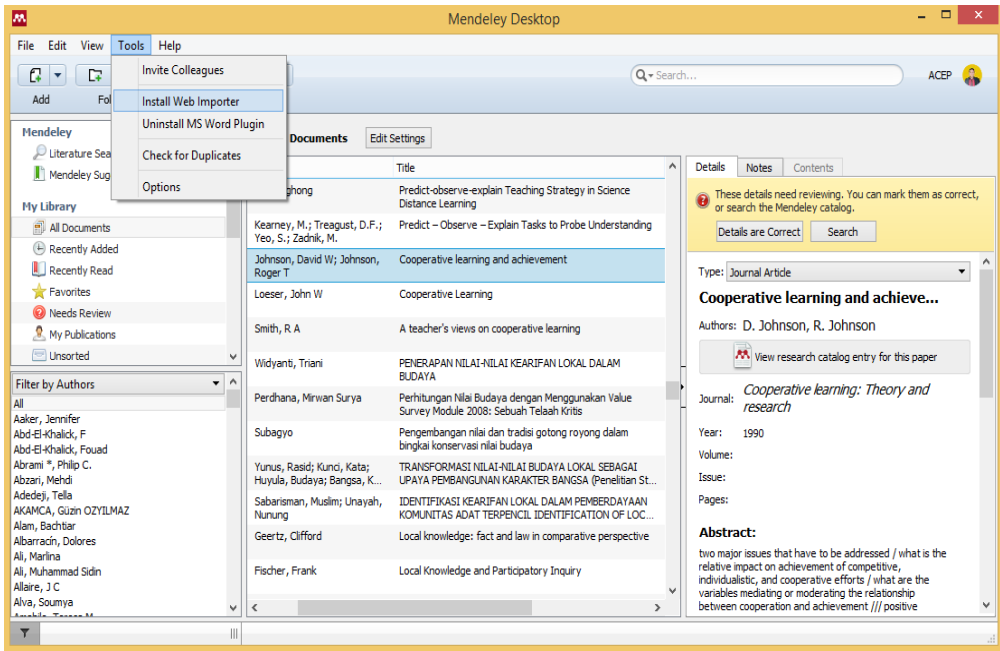
1. Buka program Mendeley pada Desktop



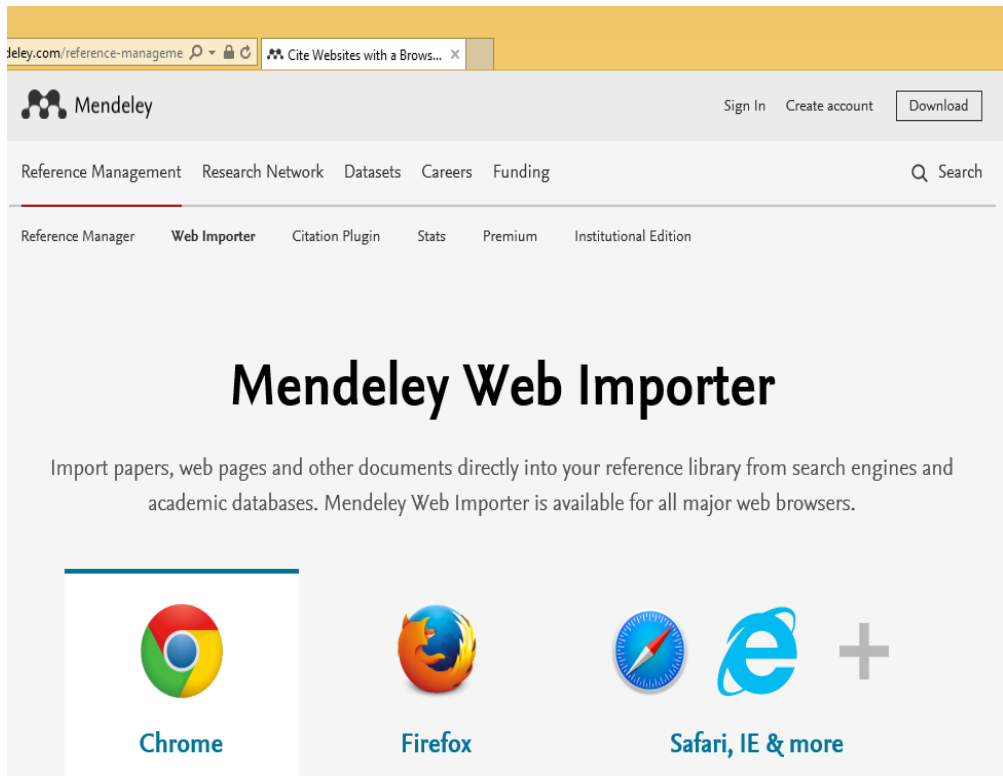
2. Kemudian isikan e-mail dan password yang telah didaftarkan pada langkah sebelumnya.



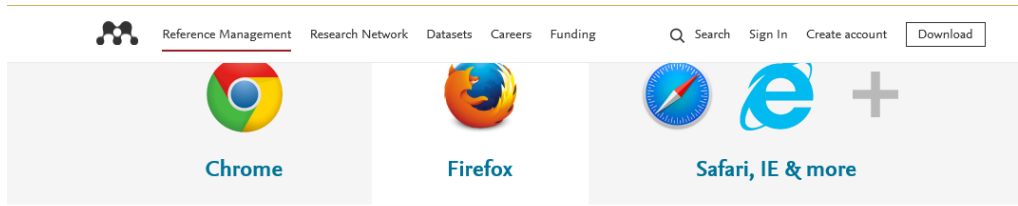
3. Klik Tools, kemudian klik Install Web Importer.



4. Pilih browser yang ingin Anda Gunakan.



5. Klik Download (Apabila yang Digunakan Mozilla Firefox) browser Extension



The screenshot shows the Mendeley website header with navigation links: Reference Management, Research Network, Datasets, Careers, Funding, Search, Sign In, Create account, and Download. Below the header are three browser extension options: Chrome, Firefox, and Safari, IE & more.

1. Download the browser extension

[Download browser extension](#)

2. Save articles from supported sites

Click the Mendeley logo in the bookmarks bar to save an article or other document. Add your notes in the prompt popup window.

6. Klik Open

1. Download the browser extension


2. Save articles from supported sites

Click the Mendeley logo in the bookmarks bar to save an article or other document.



The screenshot shows a file download dialog box with the text: "Do you want to open or save importer.xpi (789 KB) from static.mendeley.com?". The dialog has buttons for "Open", "Save", "Cancel", and a close button (X).

7. Klik Instal apabila yang digunakan Chrome, Chrome Browser Extension (Chrome)



The screenshot shows the Mendeley website header with navigation links: Reference Management, Research Network, Datasets, Careers, Funding, Search, Sign In, Create account, and Download.

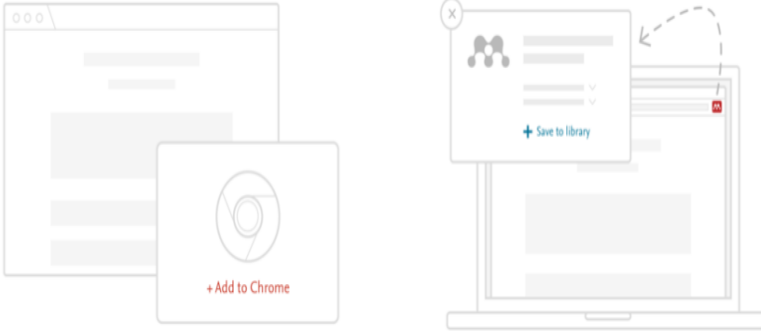
1. Install the browser extension from the Chrome Web Store

[Install Chrome browser extension](#)

2. Save articles from supported sites

Click the Chrome extension button to the right of the address bar to save an article or other document. Add your notes in the prompt popup window.

8. Klik Instal Chrome Browser Extension, kemudian Klik Available On Chrome



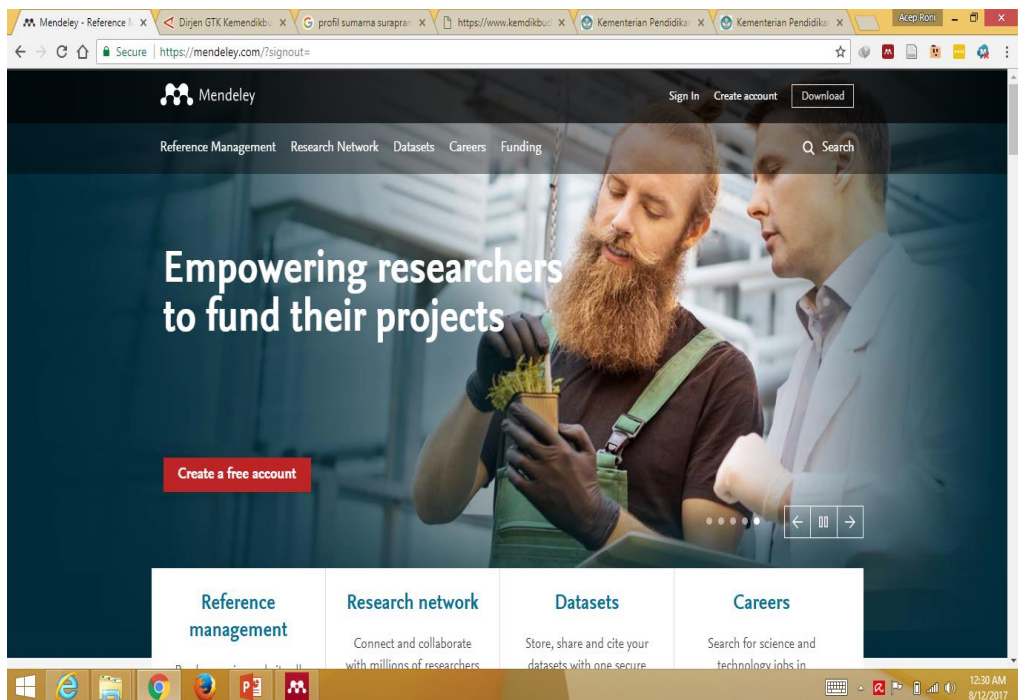
1. Install the browser extension from the Chrome Web Store

2. Save articles from supported sites

Click the Chrome extension button to the right of the address bar to open the extension. Add your notes in the prompt popup window.

Install Chrome browser extension

9. Masuk ke mendeley web dengan mengunjungi alamat <https://mendeley.com/>



Reference Management | Research Network | Datasets | Careers | Funding

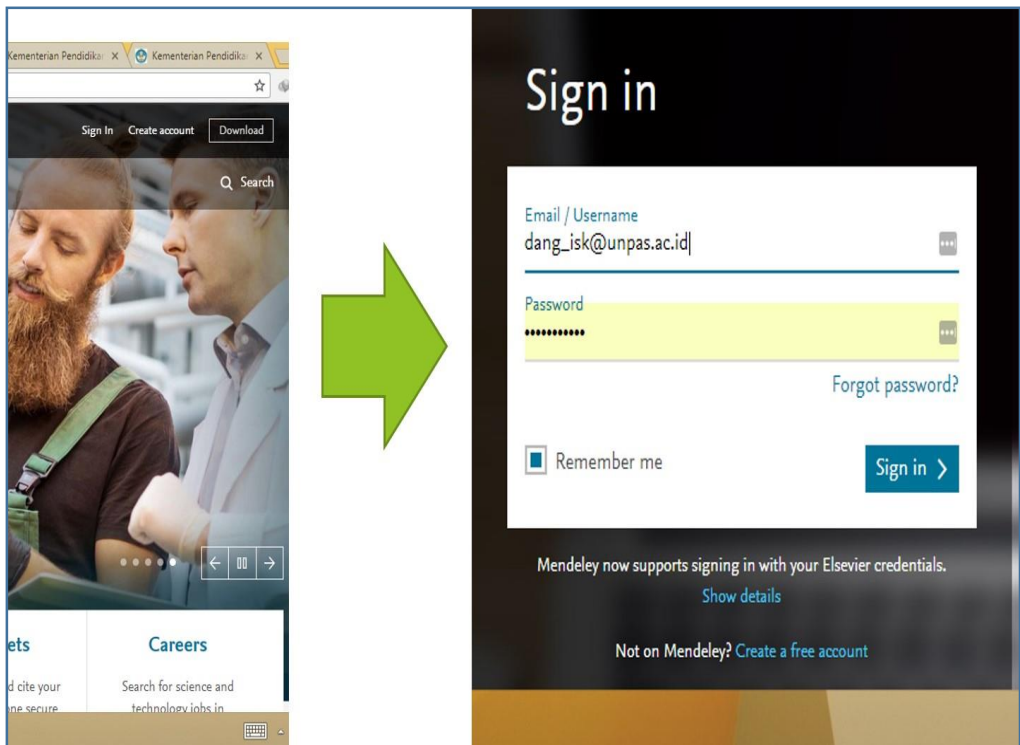
Sign In | Create account | Download

Empowering researchers to fund their projects

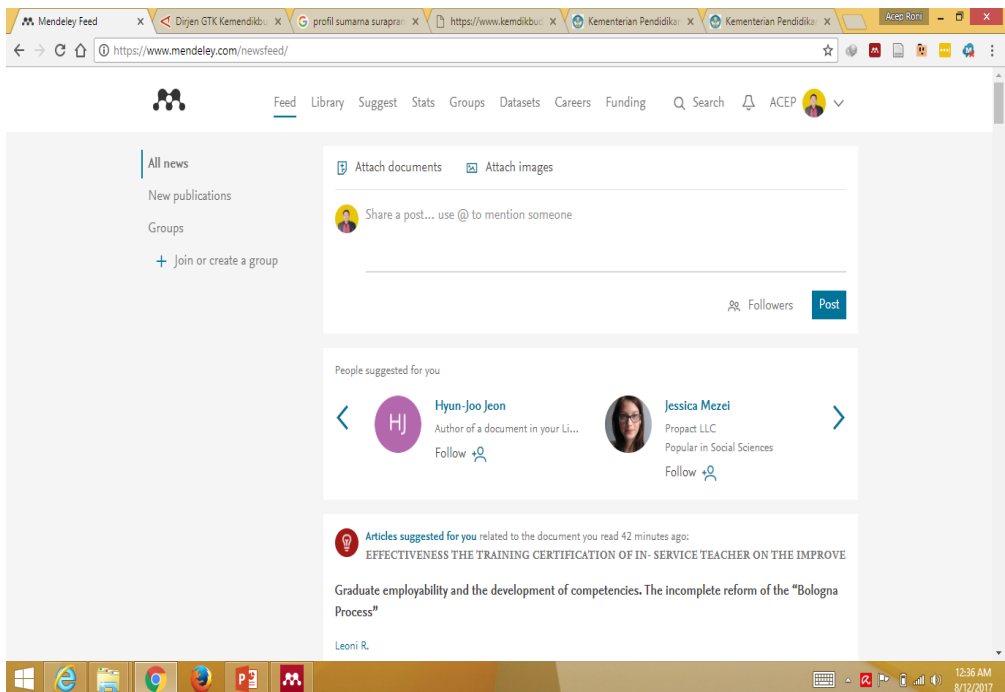
Create a free account

Reference management | Research network | Datasets | Careers

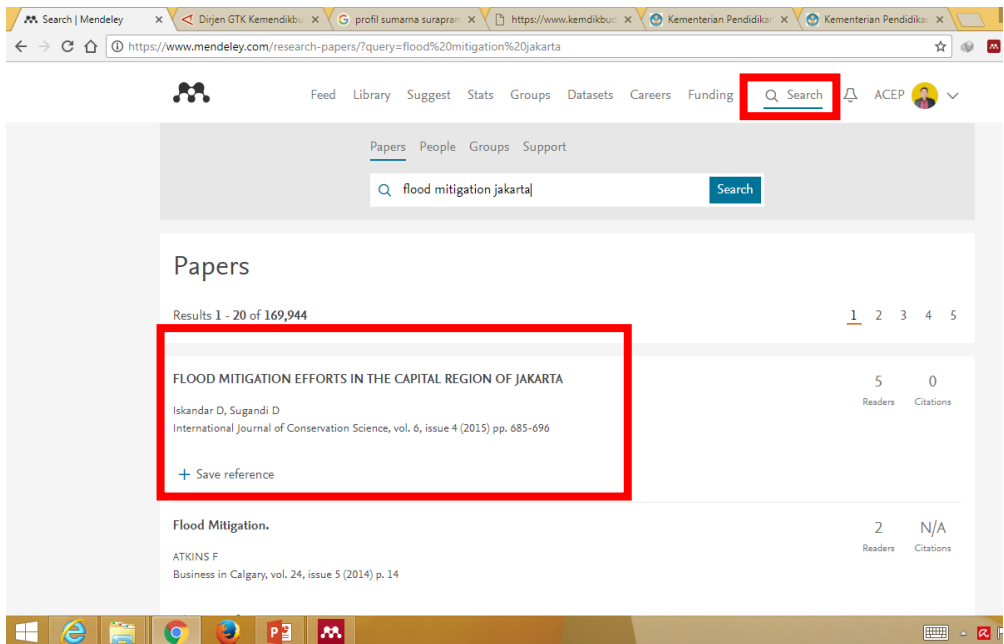
10. Klik Sign In, kemudian akan tampil kotak dialog berikut.



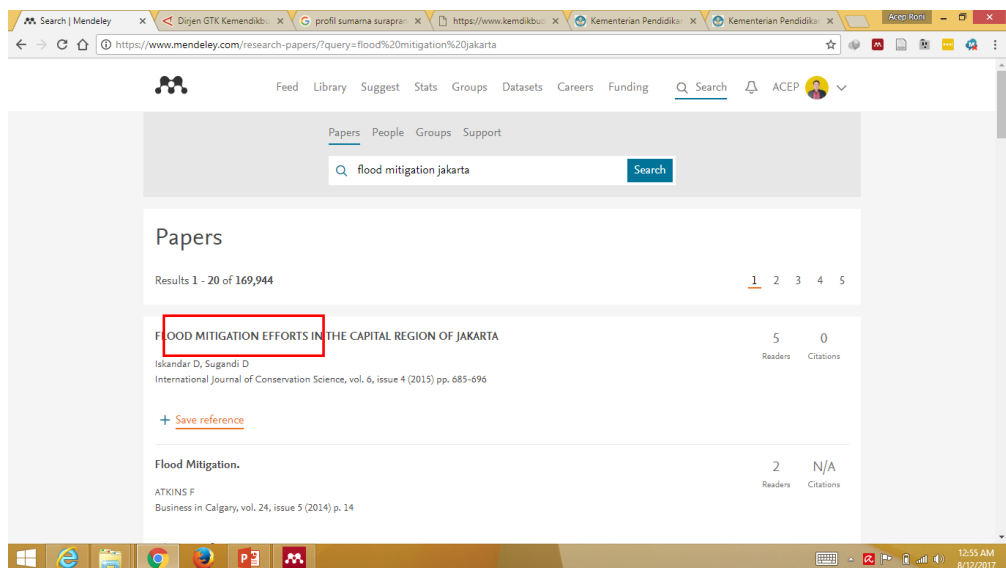
11. Kemudian akan tampil sebagai berikut.



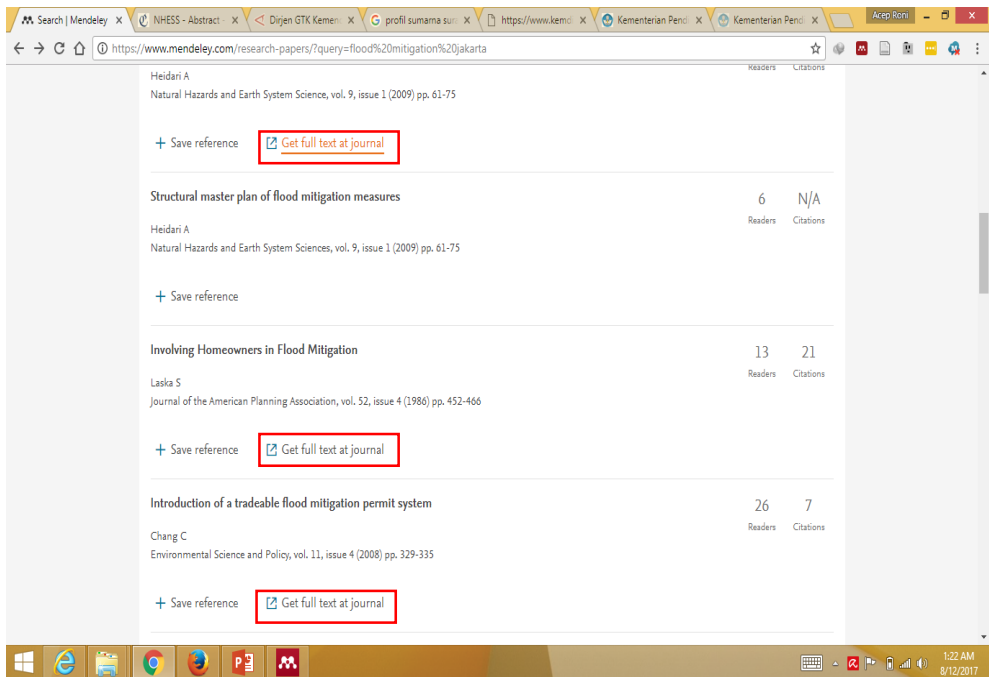
12. Kemudian klik Search, dan masukan kata kunci yang sedang dicari referensinya, maka artikel yang dimaksud akan muncul.



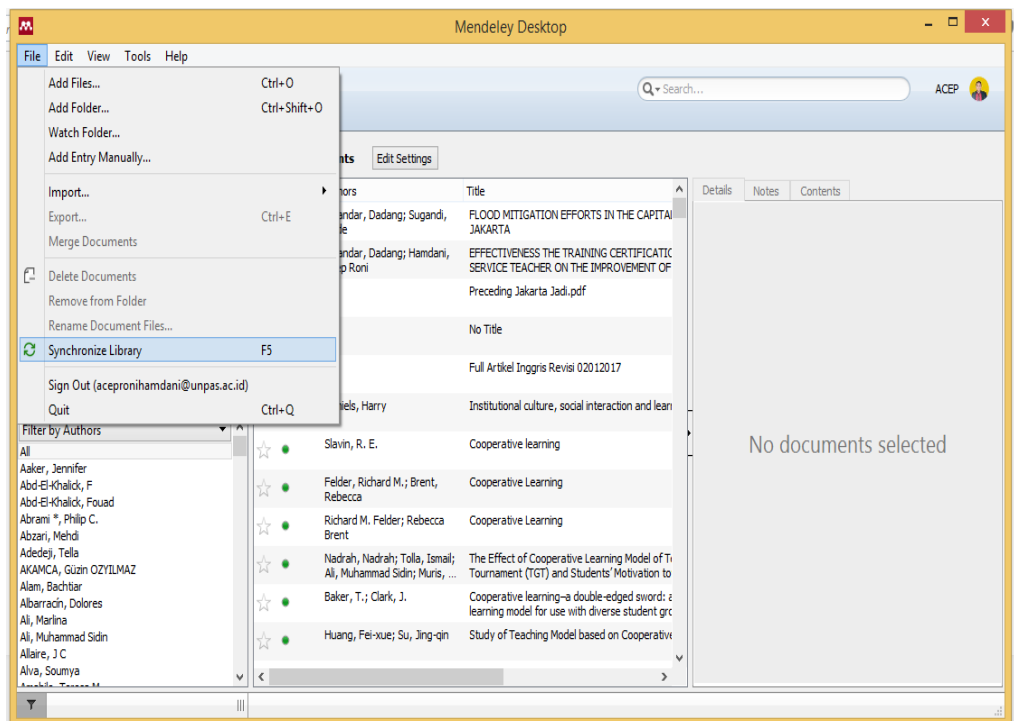
13. Setelah muncul artikel, pilih artikel yang dimaksud, yaitu dari kesesuaian dengan yang kita cari, jumlah pembaca dan pengutip. Kemudian klik Save References, maka akan berubah menjadi "Saved", lakukan berulang-ulang.



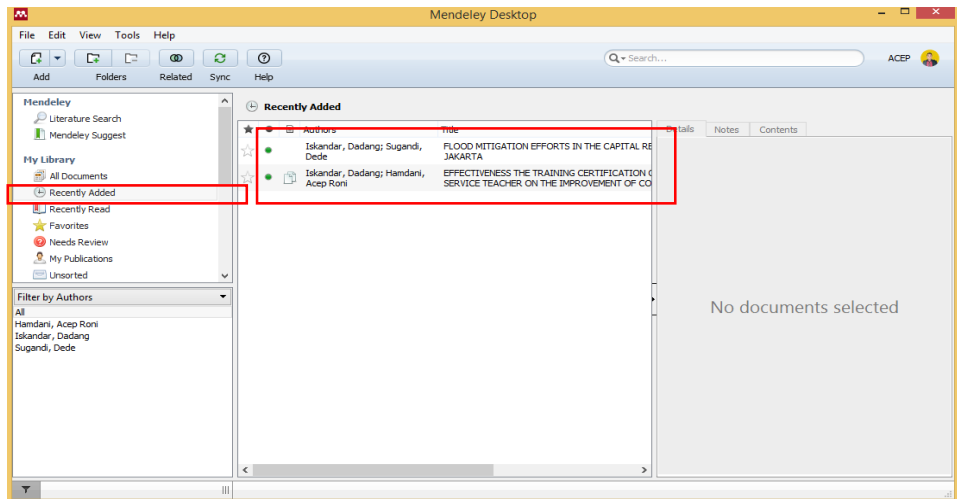
14. Artikel dapat didownload dengan mengklik Get Full Text Journal



15. Setelah referensi di save, masuk ke Mendeley Desktop, Kemudian Klik Synchronize atau F5



16. Maka referensi akan masuk, ke daftar referensi Mendeley Desktop pada tab Recently Added, dan bisa dikutip seperti langkah sebelumnya.



DAFTAR PUSTAKA

DCU Library.(2017). *APA Style of Citing and Referencing*.
Drumcondra : ST Patrick's Campus
www.mendeley.com

LAMPIRAN



DCU Library APA Style of Citing & Referencing



APA Style – 6th edition

Latest revision: September 2017

What is referencing?

You are referencing every time you credit the sources you used in your paper. Referencing is a requirement in academic writing and you will be asked to present a list of all the works and authors cited in your paper.

It is essential that when you use other people's work and ideas, either directly or paraphrased, you have to cite the source in the body of your essay (in-text citation) and in the list of references at the end of the work.

Please note that using people's ideas in any academic work without crediting is considered a form of academic dishonesty (plagiarism) and treated as fraud, whether intentional or unintentional. When it comes to citing your sources, being clear and consistent will help you to avoid plagiarism.

Presenting someone else's ideas is important for several reasons:

- By comparing and contrasting ideas, you can build and support your argument;
- Crediting sources helps to avoid plagiarism;
- Applying international standards will facilitate the dissemination of your essay;
- Referencing helps locate the source of your information for researchers.

APA referencing style

The American Psychological Association (APA) referencing style is the most widely used formatting and referencing style in the Social Sciences. This brief guide will present the most recurring citation types with practical examples for both in-text citations and references.

Resources

As a DCU student, you have multiple resources you can use to find, store, manage and present your references. First of all, lecturers of your department and library staff are willing to help you. Additionally, you can contact the Information Service with any question you might have. You can contact us at 01-884 2180 / info.library@dcu.ie (St Patrick's Campus), or at 01-700 5418 / library@dcu.ie (Glasnevin Campus). You can also get in touch via Facebook or Twitter, or drop-in anytime during library opening hours.

There are many reference management software tools available to organise your references. DCU offers students and staff free access to Refworks, which can be used to import APA style references to generate reference lists. Refworks seminars are held regularly in the library - enquire at the Information Service for more information.

The APA Website has a comprehensive blog (<http://blog.apastyle.org/>) full of case by case examples and you can also look up the APA manual. We currently hold six copies of the latest edition (6th) available in the Library shelf.

Contents

In-text citation: general rules

- Quoting
- Quoting poems
- Quoting plays
- Quoting the Bible and classical works
- Paraphrasing
- Abbreviations
- Using secondary sources (Secondary referencing)

References

- The basics
- Which words should be italicised?
- Which words should be capitalised?

Common citation types with examples:

Books and book chapters

- Book with a single author
- Book with two authors
- Book with three to five authors
- Book with more than five authors
- Book with no author
- eBook
- Edited book / Anthology
- Chapter in an edited book / Anthology
- Introduction / Preface / Foreword

Periodicals (Print journals, e-Journals, newspapers, magazines, newsletters)

- Print journal article
- e-Journal article
- Newspaper article (Print or online)

Master's theses and doctoral dissertations

Conferences, symposia and meetings

Website / Document on the Internet

- Blogs, newsgroups and forum entries
- Facebook / Twitter
- Image on the Internet

Personal communication (Interview, email, unpublished lecture)

Official publication

- Government agency and organisation publication
- Parliamentary and legal material
- EU publication (Legislation, policy, directives, regulation)
- Reports and press releases

Dataset and statistics

- Data from Central Statistics Office

Audiovisual media

- Film
- Radio or television programme
- Single episode from a television, radio or internet series
- Music recording
- Online video
- Podcast
- Performance / Play / Drama

In-text citation: general rules

The APA style is an example of Author-Date style; this means that every time an author is cited in your paper, you have to credit the work with an in-text citation. The in-text citation can be either a direct quote or reporting the ideas with your own words.

Quoting

Direct quotation always requires the following information: author, year and page number (or paragraph number) in parenthesis (brackets).

Short quotation (fewer than 40 words)

When the quote is short, incorporate the quote in the text and use double quotation marks.

Frith (2001) applied the “stranger reaction” (p.147) paradigm, comparing behaviour of different groups of children...

When the short quotation is at the end of a sentence, use the following format:

Another useful paradigm in developmental psychology is based on the “stranger reaction” (Frith, 2001, p. 146).

Long quotation (40 or more words)

Specific editing is required for long quotation. The long direct quote has to be presented in a double-spaced, indented block (with no quotation marks).

Other studies provide evidences of positive social responsiveness:

A rich paradigm in developmental psychology is based on the stranger reaction. The children diagnosed with autism between two and five years old were compared with non-autistic children of the same age. In view of the general belief of the inability of autistic children to form attachments, they were surprised to find no differences in the behaviour of both groups with strangers. (Frith, 2001, p. 146)

[\(Back to Contents\)](#)

Quoting poems

For short quotes, where no more than three lines are quoted, do not indent but leave the quotation in the body of the text. Line breaks are marked with a slash (/).

The author uses powerful images in the opening lines: “Turning and turning in the widening gyre / the falcon cannot hear the falconer; / things fall apart;” (Yeats, 1920).

If you decide to introduce a long quote (more than three lines), indent maintaining the original punctuation. No quotation marks are required.

The poem describes places familiar to the Irish reader:

From Dalkey Island
to the North wall,
to the blue distance seizing its perimeter,
its old divisions are deep within it.
And in me also.
And always will be (Boland, 1996).

[*\(Back to Contents\)*](#)

Quoting plays

For short quotes, apply the same rule as the general direct quote: incorporate the quote in the text and use double quotation marks. Always conclude the quote with the author’s name, year and act, scene and line numbers.

In an outburst of despair, the protagonist famously erupts: “Oh, full of scorpions is my mind, dear wife!” (Shakespeare, 1611, 3.2.38).

For longer quotes, or dialogues, indent the quotation and provide both characters’ names followed by a full stop and conclude with author’s name, year and act, scene and line numbers.

Rural life emerges from the lines of Dancing at Lughnasa:

Maggie. Did he get the hens?
Rose. I don’t think so.
Maggie. Was the door left open?
Rose. They’re all right. They’re safe.
Agnes. We’ll get another white rooster for you (Friel, 1990, 2.63-67).

[*\(Back to Contents\)*](#)

Quoting the Bible and classical works

When you make a reference to the Bible, or other classical religious works (including ancient Greek and Roman works), provide the book, chapter and verse. The first time the work is cited, identify the version used.

Another advice found in the Bible: “do not envy the wicked, do not desire their company” (Proverbs, 22:24, New International Version).

[\(Back to Contents\)](#)

Paraphrasing

You can decide to summarise a specific section/idea of a previous study. In this case, when you credit the original author, you only have to include the author’s surname and the year in parenthesis (author, year). You don’t have to include the exact page number as you re-wrote the section with your own words.

When the name of the author is used as part of your narrative just add the year after the surname in parenthesis:

Gray (2007) analyses best practice in palliative care.

When a work is referred to in the body of the paper, include the author’s surname and year in parenthesis:

Positive outcomes emerge utilising the principles of flow (Bryan, 2006).

For two or more sources in the same statement, use semi-colons to divide works:

Several cross-disciplinary studies addressed the issue (Purcell, 2010; Ryan, 2011).

[\(Back to Contents\)](#)

Abbreviations

If a corporate author is cited multiple times in the body of the text, APA style suggests abbreviating to facilitate the reading. The first use in the text should introduce the corporate author: write out the name (British Broadcasting Corporation) followed by the acronym (BBC) that will be used in any subsequent citations. Note that if the corporate author is abbreviated the first time, for consistency it should be abbreviated throughout the paper.

Data available from the Economic and Social Research Institute (ESRI, 2009) highlights...

[\(Back to Contents\)](#)

Using secondary sources (Secondary referencing)

It is always recommended to use the original source. If primary sources are not available, or if you have not read them, it is essential to correctly cite the secondary source. In the body of your text, name the primary source with year. Add “as cited in” followed by details of the secondary source. You must only include in your reference list the consulted source.

Smith (2003) as cited in Carey and Doyle (2006) has shown...

when notions of risk have become central to child protection practice (Smith, 2003, cited in Carey & Doyle, 2006).

[\(Back to Contents\)](#)

References

The second part of the APA referencing style requires that you keep track of the full bibliographic details of the works you cite in your assignment. All sources should be listed in alphabetical order at the end of the essay in a section called References.

Please note that a reference list differs from a bibliography. A bibliography includes sources not cited in the paper, but acknowledged by the author as influential in the study. A clear and consistent reference list will be sufficient for most of your assignments, but you do need to double-check with your lecturer.

The most common formatting style for a reference list requires double-spacing with hanging indents for the second and subsequent lines of each source.

Lopresti, D., & Nagy, B. (1999). A Tabular Survey of Automated Table Processing.
Graphics Recognition, 2, 1-12.

Walker, J. (2006). *Fitness and the urban walker*. London: Blandford.

Wooldridge, A. K., & Morgan, R. A. (2010). *The physical basis of geography: An outline of geomorphology*. New York: Longman.

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The basics

1. The reference list should be on a new page from the assignment
2. Name the list References at the centre of the page (not in bold, underlined, or use quotation marks)
3. All text should be double-spaced
4. All lines following the first line of each reference should be indented 0.5 inch from the left hand side of the page
5. APA guidelines recommends using 12pt, Times New Roman font throughout the whole assignment, though double-check with your lecturer

Which words should be italicised?

The APA guidelines are clear about this. You have to use italics for all titles of books, journals and videos but do not italicise article and chapter titles. Volume numbers have to be italicised but issue numbers do not.

Example of chapter in edited book:

Davies, A. (2005). Validity and validation in language testing. In E. Hinkel
(Ed.), *Handbook of research in second language teaching and learning* (pp.
795–814). New York: Lawrence Erlbaum.

Example of journal article:

Harsh, C., & Martin, G. (2013). Comparing holistic and analytic scoring methods:
Issues of validity and reliability. *Assessment in Education: Principles, Policy
& Practice*. 20(3), 281-307. doi:10.1080/0969594X.2012.742422

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Which words should be capitalised?

The same set of rules applies for capitalisation. Capitalise all major words in journal titles. For books, chapters, articles and web pages, capitalise only the first word of a title (and subtitle if present). You also need to capitalise the first word after a colon and proper nouns.

Example of capitalisation in journal article:

Krieg, S. (2010). The professional knowledge in Australian contemporary early childhood teacher education. *Contemporary Issues in Early Childhood*. 11(2), 144-155.

Example of capitalisation in book:

Janet, P. (1965). *Mental and nervous disorder: A comparative policy development analysis*. London: Frank Cass.

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The following are the most common kind of references, grouped by types:

Books and book chapters

Book with a single author

In-text citation. Including when the author is a corporate body.

Bolton (2000) introduced the notion of matrix.
The research introduced the notion of matrix (Bolton, 2000).

References.

Author, Initial(s). (Year). *Title of work*. Location: Publisher.

Bolton, A. (2000). *Managing the academic unit*. Philadelphia: Open University Press.

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Book with two authors

In-text citation.

As demonstrated by Bryan and Clegg (2006) in an influential study...
An influential study (Bryan & Clegg, 2006) has shown the consequences of...

References.

Author#1, Initial(s), & Author#2, Initial(s). (Year). *Title of work*. Location:
Publisher.

Bryan, C., & Clegg, K. (2006). *Innovative assessment in higher education*. London:
Routledge.

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Book with three to five authors

In-text citation. Cite all names in the first citation and in subsequent citations give only first author followed by “et al.”

Brown, Bull and Pendlebury (1997) agreed that the experiment...
The experiment was repeated in another study (Brown, Bull & Pendlebury,
1997).

Subsequent citations of same source:

It is useful to refer again to the research conducted by Brown et al. (1997)
as it is demonstrated in the aforementioned study (Brown et al., 1997).

References.

Author#1, Initial(s), Author#2, Initial(s), & Author#3, Initial(s). (Year). *Title of
work*. Location: Publisher.

Brown, G., Bull, J., & Pendlebury, M. (1997). *Assessing student learning in higher
education*. London: Routledge.

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Book with more than five authors

In-text citation. Give the name of the first author followed by “et al.” and year for the first
and all other citations.

Stein et al. (2008) stated...
As found in relevant research (Stein et al., 2008).

References. Give the first 7 authors in the order of appearance. When 8 authors or more, include the first 6 names, insert three ellipsis points, and add the last name.

Author#1, Initial(s), Author#2, Initial(s), Author#3, Initial(s), Author#4,
Initial(s), Author#5, Initial(s), Author#6, Initial(s), ... Author#9,
Initial(s), (Year). *Title of work*. Location: Publisher.

Stein, G., Gilbert, D., Plath, R., Schneider, W., Cox, B. Y., Elliott, P., ...Hogg, G.,
(2005). *Computational protein design*. New York: Taylor & Francis.

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Book with no author

This might occur for dictionary entries and encyclopaedias. Move the title to the author position, followed by date of publication. Apply the same rule for any other source without author. If no date is available, add (n.d.).

In-text citation. Capitalise all major words. Italicise the title of books, periodicals, brochures and reports. Use double quotation marks for title of articles, chapters and web pages.

The *Academic Press Dictionary of Science and Technology* (1992) defines acoustics as...

Another definition of acoustics (*Academic Press Dictionary of Science and Technology*, 1992) focuses on...

References.

Entry. (Year). In *Title of dictionary*. Location: Publisher.

Acoustics.(1992). In *Academic Press dictionary of science and technology*. San Diego: Academic Press.

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eBook

For an eBook available on database, add the URL, or when available, the digital object identifier (DOI) at the end of the reference.

In-text citation. Refer to the in-text citation for single, two, five or more than five authors.

In a precedent study Smith (2008) highlights...

As it was highlighted in a precedent research (Smith, 2008)...

References.

Author, Initial(s). (Year). *Title of eBook*. Retrieved from (URL)

Smith, K. (2008). *Environmental hazards: Assessing risks and reducing disaster*.

Retrieved from <http://www-dawsonera-om.dcu.idm.oclc.org/abstract/9780203884805>

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Edited book / Anthology

In-text citation. Refer to the in-text citation for single, two, three or more authors.

Money and Schiffman (1966) stated that...

As defined in a preliminary research (Money & Schiffman, 1966).

References. Place editor's name in author's position, followed by (Ed.) or (Eds.)

Author, Initial(s), & Author, Initial(s). (Eds.). (Year). *Title of Book*. Location:

Publisher.

Money, J., & Schiffman, G., (Eds.). (1966). *The disabled reader: Education of the dyslexic child*. Baltimore: Johns Hopkins Press.

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Chapter in an edited book / Anthology

In-text citation. Refer to the in-text citation for single, two, three or more authors.

Foskett (1997) has considered fieldwork...

The value of fieldwork has been assessed in research (Foskett, 1997).

References. Note that chapter titles are not italicised, but book titles are. Introduce editor(s) with “In” and followed by Editor’s Initials and Editor’s surname.

Author, Initial(s). (Year). Title of the book chapter. In Initial(s). Editor’s surname (Ed.), *Title of Book* (pp. xx-xx). Location: Publisher.

Foskett, N. (1997). Teaching and learning through fieldwork. In D. Tilbury & M. Williams (Eds.), *Teaching and learning geography* (pp. 189-201). London: Routledge.

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Introduction / Preface / Foreword

In-text citation. Refer to the in-text citation for single, two, five or more than five authors.

Hakel (2001) highlighted the importance of performance in college...

The value of performance in college has been assessed in research (Hakel, 2001).

References.

Author, Initial(s). (Year). Introduction/Preface/Foreword. In Initial(s). Editor’s surname (Ed.), *Title of Book* (pp. xx-xx). Location: Publisher.

Hakel, M. D. (2001). Introduction. In M. Crowe (Ed.), *Integrating learning, development, and performance in college* (pp. iii-ix). London: Oxford University Press.

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Periodicals (Print journals, e-Journals, newspapers, magazines, newsletters)

Print journal article

In-text citation.

Murphy and Shuttleworth (1997) examine the effects of...
Strong correlations have emerged in the study (Murphy & Shuttleworth, 1997)

References. Give the first seven authors in the order of appearance. If there are eight authors or more, include the first six names, insert three ellipsis points and add the last name.

Author#1, Initial(s), & Author#2, Initial(s). (Year). Title of article. *Title of Journal*,
Volume number(Issue number), Pages.

Murphy, A., & Shuttleworth, I. (1997). Education, Religion and the “First Destinations” of recent school-leavers in Northern Ireland. *The Economic and Social Review*, 28(1), 23-41.

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E-journal article

In-text citation.

Based on previous findings (Dahl-Michelsen & Solbraekke, 2014)...
Dahl-Michelsen and Solbraekke (2014) argue that...

References. When available, always include digital object identifier (DOI). If the article is freely available, include the full URL. If the journal is only available via database, give the URL homepage of the database.

How to find a DOI? The DOI is typically located on the first page of the electronic journal article or it can be found on the database landing page for the article. It is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to the resource.

Author#1, Initial(s), & Author#2, Initial(s). (Year). Title of article. *Title of Journal*,
Volume number(Issue number), Pages. doi:xxx/xxxxx.xxxx.xxx

Author#1, Initial(s), & Author#2, Initial(s). (Year). Title of article. *Title of Journal*,
Volume number(Issue number), Pages. Retrieved from <http://database>

Dahl-Michelsen, T., & Solbraekke, K. N. (2014). When bodies matter: Significance
of the body in gender constructions in physiotherapy education. *Gender &
Education*, 26(6), 672-687. doi:10.1080/09540253.2014.946475

Dahl-Michelsen, T., & Solbrække, K. N. (2014). When bodies matter: Significance
of the body in gender constructions in physiotherapy education. *Gender &
Education*, 26(6), 672-687. Retrieved from <http://ebSCOhost.com>

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Newspaper article (Print or online)

In-text citation.

Finley (2014) analyses price fluctuation of equity holdings.
Equity holdings can influence price fluctuation (Finley, 2014).

References. For article retrieved online, give full URL if available; alternatively give the
home page if the article is only available by search.

Author, Initial(s). (Year, Month Day). Article title. *Newspaper title*. p. xxx.

Author, Initial(s). (Year, Month Day). Article title. *Newspaper title*. Volume and/or
Issue number [if applicable]. Retrieved from
<http://www.newspapername.com>

Finley, R. (2014, March 29). Prospects still slim for major pick-up of global
economy. *The Irish Examiner*, p. 27.

Finley, R. (2014, March 30). Prospects still slim for major pick-up of global economy. *The Irish Examiner*. Retrieved from <http://www.irishexaminer.com>

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Master's Theses and Doctoral Dissertations

In-text citation.

Meehan (2007) investigates how poets are influenced by local communities. Another approach (Meehan, 2007) looks at the relationship between...

References. For a DCU doctoral dissertation or master's thesis:

Author, Initial(s). (Year). *Title of the work*. (Unpublished doctoral dissertation / master's thesis). DCU, Dublin

Meehan, D. (2007). *An exploration of the relationship between poet and the community based on the work of three contemporary Irish poets*. (Unpublished master's thesis). DCU, Dublin.

For a thesis found on a database / institutional repository (i.e. Doras, DCU Online Research Access Services).

Author, Initial(s). (Year). *Title of the work*. (Unpublished doctoral dissertation/master's thesis). Retrieved from Doras, DCU Online Research Access Services (<http://doras.dcu.ie/xxxx>)

Emmett, Y. (2013). *Living theory of leadership development for e-learning*. (Doctoral dissertation). Retrieved from Doras, DCU Online Research Access Services (<http://doras.dcu.ie/17723/>)

Conferences, symposia and meetings

In-text citation.

Noak (2009) argues that school health education state policy...
Another approach (Noak, 2009) suggests that state policy...

References. In dealing with proceedings, the general distinction is whether the outcome is formally published or not. Sometimes the outcome of a conference can be published as a standalone book. In this case the reference format will be the book or chapter of a book.

Author, Initial(s). (Year). Title of the contribution. *Title of the conference/meeting*
(pp.xx-xx). Location: Publisher.

Noak, M. (2009). State policy support for school health education. *Mathematical Proceedings of the 53rd annual meetings of the Royal Irish Academy* (pp.69-98). Dublin: Royal Irish Academy.

If the proceedings are published periodically, use the journal article referencing format.

Author#1, Initial(s)., & Author#2, Initial(s). (Year). Title of the contribution.
Proceedings of the Name of the Institution, Volume, Pages xx-xx.

Lloyd, P. M., & Shay, K. (1999). Integrating geriatric dentistry into general practice residency programmes. *Proceedings of the Royal School of Dental Science*, 4, 202-256.

For an unpublished paper presentation or poster session:

Author, Initial(s). (Year, Month Day). *Title of the contribution*. Paper presented at
the Name of the Conference, Location of the Conference.

Boylan, M. (2009, August). *Alice in Wonderland and cultural diversity*. Paper presented at the 19th Biennial Congress of the International Research Society for Children's Literature, Frankfurt.

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Website / Document on the Internet

According to the APA style manual, if you generally refer to an entire website, and not a single page/document, it is sufficient to include the URL in the text. No references needed. [See [APA style blog](#)]

In-text citation.

The DCU Library website has information about its research and information services (<http://www4.dcu.ie/library/index.shtml>)

If you mention a specific document/page of the website (authored or not), you need to include the source in the reference list.

In-text citation.

Zimmer (2015) analyses homelessness in New York City.
Another article (Zimmer, 2015) highlights homelessness crisis in New York City.

References.

Author, Initial(s). (Date of publication when available; n.d. if not available). Title of article. *Title of website*. Retrieved from <http://xxxx.xxx>

Zimmer, A. (2015, October 13). Increase in homelessness affecting city real estates. *The Awl*. Retrieved from <http://www.dnainfo.com/new-york/20151013/murray-hill/increase-homelessness-affecting-city-real-estate-brokers-say>.

Sometimes it can be difficult to identify the person responsible for the authorship of an entry. If no information is provided, just use the title of the website as corporate author.

In-text citation.

Hardness in the migrant camp near Calais is described in detail by the BBC (2016).

A news report (BBC, 2016) addresses the crisis of Syrian refugees camping in Calais.

References.

Title of Website. (Date of publication when available; n.d. if not available). *Title of article*. Retrieved from <http://xxxx.xxxx>

BBC News. (2016, January 22). *Syrian refugees from Calais arrive in UK after legal ruling*. Retrieved from <http://www.bbc.com/news/uk-35379110>

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Blogs, newsgroups and forum entries

For material that is subject to frequent change (i.e. blogs and personal pages, organisations' websites, online dictionaries), add the retrieved date. If the author's name is not available, provide the screen name. Blog entry titles are not italicised.

In-text citation.

Lupton (2015) argues that...

A common approach to protecting personal digital data (Lupton, 2015)

References.

Author, Initial(s). (Year, Month Day). Title of the entry. *Title of the website/blog*.

[Blog post]. Retrieved Month Day, Year from <http://xxxx.xxxx>

Lupton, D. (2015, December 10). Public understanding of personal digital data.

This Sociological Life. [Blog post]. Retrieved January 5, 2016 from

<https://simplysociology.wordpress.com/2015/12/10/public-understanding-of-personal-digital-data>

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Facebook / Twitter

Include the author's name as presented in the account and the full length tweet. Abbreviate the Facebook post if too long. Include [Twitter post] or [Facebook update] after the title.

In-text citation.

The Irish Food Board (2016) announced the production of extended market reports...

Extended market reports were recently announced (Irish Food Board, 2016).

References.

Author Screen Name. (Year, Month Day). Full post or truncated version if too long. [Facebook update/Twitter post]. Retrieved from <http://xxxx.xxx>

Irish Food Board. (2016, January 16). In 2016 we will produce sector and market reports for Chilled, Frozen, Value Added Meals & Gluten Free Bakery #BBSmallBiz. [Twitter post]. Retrieved from <https://twitter.com/Bordbia/status/689400395282558976>

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Image on the Internet

If you intend to reproduce an image found online (chart, graph, picture, photograph, infographic, illustration, table, etc.) in your text, first you need to clarify the copyright status of the image. Some websites such as Flickr Commons (<https://www.flickr.com/commons>) or Pixabay (<https://pixabay.com>) offer a bank of images available as public domain. Other images are available to be freely used (Attribution License) with the only condition to credit the author. See Creative Commons webpage (<http://creativecommons.org>) for details.

The APA referencing style guide advises to label the images as numbered figures (i.e. Figure 1, Figure 2 etc.) and add a caption with title, copyright statement and a description of the image.

In-text citation. For images republished online, add both original date and date of online publication. If neither is available add “n.d.”

In the image presented (Glucksman Library, 1986/2010) it is depicted...

Caption.



Figure 1. Unidentified pianist and clarinettist (Glucksman Library, 1986/2010)

References.

Author, Initial(s). (Year). *Title of the image* [image] (Year, Month Day). Retrieved Month Day, Year, from <http://xxx.xxxx>

Glucksman Library. (2010). *Unidentified pianist and clarinettist* [image] (1986).

Retrieved January 18, 2016, from

https://www.flickr.com/photos/ul_digital_library/9269252308/in/album-72157634603228191/

Note: If author is not available, move the title to the author position, followed by date of publication or n.d. if date unknown or not available.

References.

Title of the image [image] (Year, Month Day). Retrieved Month Day, Year, from
<http://xxxx.xxxx>

Connemara, Ireland [image] (n.d.). Retrieved December 15, 2015, from
<https://pixabay.com/en/ireland-connemara-paradise-1004474/>

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Personal communication (Interview, email, unpublished lecture)

APA style suggests to prioritise published sources over personal communications. If you decide to use this type of sources, you don't need to provide a reference list entry as no recoverable data is publicly available.

Despite what the APA manual says, if agreed with the lecturer, include the entry in the references. Either way, in the body of the text, always include "personal communication".

In-text citation.

O'Sullivan (personal communication, September, 4, 2015) stated that...

References.

Name of the person interviewed, initials. (Year, Month, Day). Personal interview.

Toibín, C. (2013, June 15). Personal interview.

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Official publication

When you use any official document published by Government, a government department, national or international organisation, and no specific author is mentioned, the organisation should be given as corporate author.

Government agency and organisation publication

In-text citation.

The Department of Education and Skills (2015) reported that...
As shown in the report (Department of Education and Skills, 2015).

References. If the material is retrieved online, add Retrieved from <http://xxx.xxx>

Corporate Author. (Year). *Title* (Series or reference number). Retrieved from
<http://www.xxx.xxx>

Department of Education and Skills. (2015). *Guidelines for the publication of school inspection reports*. Retrieved from
http://www.education.ie/en/Publications/Inspection-Reports-Publications/Evaluation-Reports-Guidelines/insp_publication_reports_guidelines.pdf

References. If the material is available in print, add Place of publication and Publisher.

Corporate Author. (Year). *Title* (Series or reference number). Place: Publisher.
Department of Education and Skills. (2015). *Guidelines for the publication of school inspection reports*. Dublin: Stationery Office.

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Parliamentary and legal material

In-text citation.

The Social Welfare Act (2010) regulated the issue.
Legislation (Social Welfare Act, 2010) addressing the issue...

References.

Title, source or section number if available, (Year). Retrieved from <http://xxxx>

Social Welfare Act, (2010). Retrieved from

<http://www.irishstatutebook.ie/eli/2010/act/34/enacted/en/html>

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EU publication (Legislation, policy, directive, regulation)

The European Union publishes primary legislation and secondary legislation, such as directives and regulations. In references, add legislation type and number in brackets after the title (i.e. Regulation 1288/2013).

In-text citation.

A transnational partnership regulated the issue with the Union programme for education, training, youth and sport (2013).

A recent transnational regulation addressed the issue (Union programme for education, training, youth and sport, 2013).

References.

European Union, Name of the EU agency. (Year). *Title of publication*. (Legislation type i.e. Regulation/Policy/Directive and Number of Legislation).

Retrieved from <http://xxxx.xxxx>

European Union, Directorate General for Education and Culture. (2013). *Union programme for education, training, youth and sport*. (Regulation 1288/2013). Retrieved from http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1452089307139&uri=URISERV:150102_1

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Reports and press releases

In-text citation.

This study (Byrne et al., 2006) highlights that...
Byrne et al. (2006) encourage a better understanding...

References. If the material is available in print, add Place of Publication and Publisher.

Author, Initial(s). (Year). *Title of report* (Report No. xxx). Place of Publication:
Publisher.

Byrne, T., Nixon, E., Mayock, P. & Whyte, J. (2006). *The free time and leisure needs of young people living in disadvantaged communities* (Research briefing issue 1). Dublin: Children's Research Centre.

When the organisation is the corporate author, use the following template for a print report:

Corporate author. (Year). *Title of report* (Report No. xxx). Location: Publisher
Children's Research Centre. (2006). *Not just homelessness: A study of out of home young people in Cork City*. (Research briefing issue 4). Dublin: Trinity College Dublin.

For reports retrieved online, with identified author(s):

Author, Initial(s). (Year). *Title of report* (Report No. xxx). Retrieved from Agency
name website: <http://xxxx>

Byrne, T., Nixon, E., Mayock, P. & Whyte J. (2006). *The free time and leisure needs of young people living in disadvantaged communities* (Research briefing issue 1). Retrieved from Children's Research Centre website:

<https://www.tcd.ie/childrensresearchcentre/assets/pdf/ResearchBriefings/ResearchBriefingIssue1PDF292kB.pdf>

For report retrieved online authored by a corporate body:

Corporate author. (Year). *Title of report* (Report No. xxx). Retrieved from
<http://xxx>

Children's Research Centre. (2006). *Not just homelessness: A study of out of home young people in Cork City*. (Research briefing issue 4). Retrieved from
<https://www.tcd.ie/childrensresearchcentre/assets/pdf/ResearchBriefings/ResearchBriefingIssue4PDF205kB.pdf>

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Dataset and statistics

In-text citation.

The Higher Education Authority (2006) provides the number of the full-time student population by gender and age.

A comprehensive research grouped the full-time student by gender and age (Higher Education Authority, 2006).

References. Name of the dataset is italicised.

Corporate author (or author(s) of the report in the format Author, Initial(s), if available). (Year). *Title of dataset*. Retrieved from (name of database when available) URL

Higher Education Authority. (2006). *Age of all full-time students, undergraduate and postgraduate*. Retrieved from
<http://www.hea.ie/files/files/file/statistics/2006/AllFTAge06%20Amen ded.xls>

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Data from Central Statistics Office

In-text citation.

According to the Central Statistics Office (2011), the level of education attainment...

This report (Central Statistics Office, 2011) presents the level of education attainment...

References.

Central Statistics Office. (Year). Title of report/dataset. Retrieved from CSO website: <http://xxx.xxxx>

Central Statistics Office. (2011). *Educational Attainment Thematic Report 2011*.

Retrieved from CSO website:

<http://www.cso.ie/en/media/csoie/releasespublications/documents/education/2011/educationalattainment2011.pdf>

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Audiovisual media

This category includes films, radio or television programmes and music recordings.

Information needed for the citation can be found in the opening and closing credits of the film or programme. For additional information, the APA blog recommends to use the IMBD website (www.imbd.com).

Film

Note that primary contributors such as producer and director are listed in the author's position and followed by their role in parenthesis (Producer) and (Director). For films, director is given as in-text citation but in references first author will be the producer.

In-text citation. Use the director's surname and year when you cite a film in the body of your text, but use the producer's surname as main author in the references.

The film (Jordan, 1996) opens with...

References.

Producer, initial(s). (Producer), & Director, initial(s). (Director). (Year). *Title of film*. Country of origin: Studio.

Woolley, S. (Producer), & Jordan, N. (Director). (1996). *Michael Collins*. Ireland; Warner Bros.

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Radio or television programme

In-text citation.

The topic was introduced in the national radio (Donnelly, 2014)...

References.

Author, Initial(s) (Producer) & Author, Initial(s) (Presenter). (Date of Broadcast). *Programme title* [Program Type]. Location: Network or Studio.

Donnelly, T. (Producer) & Wilson, M. (Presenter). (2014, February 8). *Drivetime* [Radio broadcast]. Dublin: RTE Radio 1.

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Single episode from a television, radio or internet series.

For an episode from a television or radio series, use the book chapter format. Give script writer and director in the author position and producer in the editor position. Provide URL if available online (web series or episode retrieved online).

In-text citation.

The author's life is the subject of a television series episode (Yentob, 2008)...

References.

Writer, Initial(s). (Writer) & Director, Initial(s). (Director). (Year). Title of the episode [Television series episode]. In Initial(s). Producer's surname (Producer), *Title of the programme (Series number)*. Place: Broadcaster.

Yentob, A. (Writer) & Parsons, R. (2008). A wild sheep chase: In search of Haruki Murakami [Television series episode]. In C. Ryan (Executive Producer), *Imagine*. (Series 13). London: BBC One.

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Music recording

In-text citation.

Example of traditional African songs played to children (Kidjo, 2003)...

References.

Writer, Initial(s). (Year). Title of song. [Recorded by Artist, if different from writer]. On *Title of album* [CD, record, cassette, MP3, etc.] Location: Label.

Kidjo, A. (2003). The sun shines in the Benin. On *African playground* [CD]. New York: Putumayo Kids.

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Online video

When available, include title and URL in references. If the author's name is not available, provide the screen name.

In-text citation.

Other video-artists were inspired by the subject (Sekine, 2015)...

References.

Author, Initial(s). [or Screen name] (Year, Month Day of publication). *Title of video* [Video file]. Retrieved from <http://xxxx.xxxx>

Sekine K. (2015, April 15). *Young Juvenile Youth* [Video file]. Retrieved from <https://vimeo.com/143468503>

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Podcast

In-text citation.

The perspective of local historians of the battle of Clontarf (Lennon, 2014)...

References.

Author, Initial(s). (Year, Month Day of recording). Title of the contribution [Audio podcast]. Part of *Title of the series / Conference*. Retrieved from <http://xxxx.xxx>

Lennon, C. (2014, April 1). Historical and antiquarian perspective on the Battle of Clontarf. Part of *City Hall Lecture Series Commemorating the Battle of Clontarf*. Retrieved from <http://www.dublincity.ie/story/commemorating-clontarf-battle-and-its-legacy?language=en>

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Performance / Play / Drama

In-text citation. See [Direct quote from a play](#) page if you intend to use the exact words of the play. Use director's name when referring to the performance in the body of text.

The performance (Comyn, 2015) celebrates the 25th anniversary of the play.

References.

Director, Initial(s) (Director). (Year, Month Day). *Title of the performance*. By
Author of the Play. Place: Name of the Theatre.

Comyn, A. (Director). (2015, October 6). *Dancing at Lughnasa*. By Brian Friel.
Dublin: Gaiety Theatre.

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