Sophomore English

Assignment 2

On How to Cite References?

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**What are Citation Style Guides?**

Style guides, also called style manuals, give instructions and examples of how to create footnotes and bibliographies in research papers. Many of them will also include advice on grammar and punctuation, research methods, and overall guidance on formatting the appearance of the final paper. Although there are literally hundreds of different style guides, the most commonly used guides are the **APA**, **Chicago Manual of Style**, and the **MLA**.

**What's a citation?**

A citation is a brief description of an information source, giving enough data to enable someone else to quickly and easily find the source. Here are some examples of typical kinds of data needed for different kinds of information sources:

<table>
<thead>
<tr>
<th>Periodical Article</th>
<th>Book</th>
<th>Web Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article author(s)</td>
<td>Author(s)</td>
<td>Author(s)</td>
</tr>
<tr>
<td>Article title</td>
<td>Title</td>
<td>Date of publication</td>
</tr>
<tr>
<td>Periodical title</td>
<td></td>
<td>Title</td>
</tr>
<tr>
<td>Volume and issue number of periodical</td>
<td>Edition (if given)</td>
<td>URL</td>
</tr>
<tr>
<td>Date of issue</td>
<td>Place of publication</td>
<td>Date accessed</td>
</tr>
<tr>
<td>Pages</td>
<td>Publisher</td>
<td></td>
</tr>
</tbody>
</table>

There are many other kinds of information sources beyond these basic ones: videos or DVDs, dissertation or theses, book chapters, conference papers, and many others. The guides to the various types of style will give you some guidance on how to cite these sources, but there will inevitably be types of sources they don't cover. Remember, though, that the basic goal is to provide enough information to enable someone else to quickly and easily find the source.

**Which style guide should I use?**

There is no "best" guide to use; you may wind up using different style manuals for different classes. The general intent behind style guides is to provide full and complete documentation about the sources you use for a research project. Failure to indicate your sources while using other people's ideas is called plagiarism and is a serious instance of academic misconduct.

**Steps in referencing**

- Keep a record of the full bibliographic details and relevant page numbers of all the sources from which information is taken.
- Insert brief citations at the appropriate places in the text of your document.
- Compile a reference list at the end of the document that includes full details of all references cited.

In addition to the citing styles mentioned below there are too many guiding styles like **IEEE**, **AMS**, **BAMS**, **AMA**, **CHICAGO**, **GOST** (Name Sort), **GOST** (Title Sort), **ISO 690** (First Elements and Date), **ISO 690** (Numerical References), etc.
1. **Referencing, Oxford Style**

Oxford style guidelines are often cited as the most comprehensive system available. Unlike other guidelines, Oxford gives specific rules for both referencing techniques and citation formats. In this article we shall examine briefly the rules of referencing used by the Oxford style guidelines.

Generally, Oxford style uses a combination of in-line notations, footnotes, endnotes, and annotated bibliographic appendices, leading to its designation as a “documentary-note” referencing system. It is most commonly found in the fields of **history and philosophy**, but has on frequent occasion appeared outside those fields.

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**BOOK**

FOOTNOTE:


BIBLIOGRAPHY:


**CHAPTER IN A BOOK**

FOOTNOTE:


BIBLIOGRAPHY:


**JOURNAL ARTICLE**

FOOTNOTE:


BIBLIOGRAPHY:


**E-JOURNAL ARTICLE**

FOOTNOTE:


BIBLIOGRAPHY:


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**WEBSITE**

FOOTNOTE:


BIBLIOGRAPHY:


**LEGISLATION (STATUTES)**

FOOTNOTE:

6 Trustees Act 1962 (WA) s90.

BIBLIOGRAPHY:

Trustees Act 1962 (WA) s90.

**CASES (DPP)**

FOOTNOTE:


BIBLIOGRAPHY:


**NEWSPAPER ARTICLE**

FOOTNOTE:


BIBLIOGRAPHY:


**REPORT (PRINT)**

FOOTNOTE:

9 Darren Palmer, Reece Walters & Garry Coventry, *Care, Co-operation and Youth ‘at risk’: the Fitzroy Youth Care Project ... final evaluation report*. National Centre for Socio-Legal Studies, La Trobe University, Bundoora, Vic., 1993, p. 9.

BIBLIOGRAPHY:
2. MLA Citation Style

The Modern Language Association (MLA) establishes values for acknowledging sources used in a research paper. MLA citation style uses a simple two-part parenthetical documentation system for citing sources: Citations in the text of a paper point to the alphabetical Works Cited list that appears at the end of the paper. Together, these references identify and credit the sources used in the paper and allow others to access and retrieve this material.

Citing sources in the text
In MLA style, writers place references to sources in the paper to briefly identify them and enable readers to find them in the Works Cited list. These parenthetical references should be kept as brief and as clear as possible.

- Give only the information needed to identify a source. Usually the author's last name and a page reference suffice.
- Place the parenthetical reference as close as possible its source. Insert the parenthetical reference where a pause would naturally occur, preferably at the end of a sentence.
- Information in the parenthesis should complement, not repeat, information given in the text. If you include an author's name in a sentence, you do not need to repeat it in your parenthetical statement.
- The parenthetical reference should precede the punctuation mark that concludes the sentence, clause, or phrase that contains the cited material.
- Electronic and online sources are cited just like print resources in parenthetical references. If an online source lacks page numbers, omit numbers from the parenthetical references. If an online source includes fixed page numbers or section numbering, cite the relevant numbers.

Examples:

Author's name in text
Dover has expressed this concern (118-21).

Author's name in reference
This concern has been expressed (Dover 118-21).

Multiple authors of a work
This hypothesis (Bradley and Rogers 7) suggested this theory (Sumner, Reichl, and Waugh 23).

References to volumes and pages
(Wilson 2:1-18)

References to an entire volume
(Henderson, vol. 3)

In text reference to an entire volume
In volume 3, Henderson suggests

Corporate authors
(United Nations, Economic Commission for Africa 51-63)

Works with no author
When a work has no author, use the work's title or a shortened version of the title when citing it in text.
(If abbreviating a title, omit initial articles and begin with the word by which it is
alphabetized in the Works Cited list): as stated by the presidential commission (Report 4).

Works Cited list

References cited in the text of a research paper must appear at the end of the paper in a Works Cited list or bibliography. This list provides the information necessary to identify and retrieve each source that specifically supports your research.

- Arrange entries in alphabetical order by authors' last names (surnames), or by title for sources without authors.
- Capitalize the first word and all other principal words of the titles and subtitles of cited works listed. (Do not capitalize articles, prepositions, coordinating conjunctions, or the "to" in infinitives.)
- Shorten the publisher's name; for example, omit articles, business abbreviations (Co., Inc.), and descriptive words (Press, Publisher).
- When multiple publishers are listed, include all of them, placing a semicolon between each.
- When more than one city is listed for the same publisher, use only the first city.
- Use the conjunction "and," not an ampersand [&], when listing multiple authors of a single work.
- **Pagination:** Do not use the abbreviations p. or pp. to designate page numbers.
- **Indentation:** Align the first line of the entry flush with the left margin, and indent all subsequent lines (5 to 7 spaces) to form a "hanging indent."
- **Italics:** Choose a font in which the italic style contrasts clearly with the regular style.

Examples Books:

References to an entire book should include the following elements:

- author(s) or editor(s)
- the complete title
- edition, if indicated
- place of publication
- the shortened name of the publisher
- date of publication
- medium of publication

**No author or editor:**


**Editor:**


**One author:**


**Another work, same author:**


**Two authors:**


**Three authors:**


**More than three authors:**


**Essay or Chapter in Edited Books or Anthologies:** References to an essay or chapter in an edited book or compilation must include the following elements:
Articles or entries from reference books:

If the article or entry is signed, place the author's name first; if it is unsigned, give the title first. For well-known reference works, it is not necessary to include full publication information. Include only the title of the reference source, edition, and date of publication.

Article in Journals, Magazines, and Newspapers:

References to periodical articles must include the following elements:
- author(s)
- article title
- publication title (journal, magazine, etc.)
- volume number
- publication date (abbreviate months, if used)
- the inclusive page numbers
- medium of publication

Issue numbers should be stated as decimals to a given volume number. In the example below, the number 25.4 reads as Volume 25, issue 4. When citing newspapers, it is important to specify the edition used (e.g. late ed.) because different editions of a newspaper may contain different material.

Government Documents:

References to government documents vary in their required elements. In general, if you do not know the writer of the document, cite the government agency that issued the document as author.

State document:

Federal document:

International document:

3. The Harvard Style of citation

For further information please contact us through
E-mail: infotoermi@gmail.com Visit: www.ermiastizazu.wordpress.com
The “Harvard style” is a generic author-date style for citing and referencing information in assignments and publications. There are many styles which follow the author-date convention, including the American Psychological Association (APA) and the Chicago Manual of Style.

**In-text citations**

In an author-date style, in-text citations usually require the name of the author(s) and the year of publication. A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if the you are referring to a long work and the page numbers might be useful to the reader.

**How to create a reference list/bibliography**

A reference list contains only the books, articles, and web pages etc that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.

A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title. If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.

Each reference appears on a new line.

There is no indentation of the references.

There is no numbering of the references.
### Book Elements of the citation

Author(s) of book – family name and initials Year of publication, *Title of book* – italicised, Edition, Publisher, Place of publication.

<table>
<thead>
<tr>
<th>Reference type</th>
<th>In-text examples</th>
<th>Reference list example</th>
<th>EndNote and RefWorks (which reference type?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No author</td>
<td>… already mentioned (<em>Be, know, do: leadership the Army way</em> 2004). OR In <em>Be, know, do: leadership the Army way</em> (2004) there is an interesting example …</td>
<td><em>Be, know, do: leadership the Army way</em> 2004, Jossey-Bass, San Francisco. <strong>Insert alphabetically into the Reference List.</strong></td>
<td>Book</td>
</tr>
</tbody>
</table>

### Chapter in a book Elements of the citation

Author(s) of chapter – family name and initials Year of publication, ‘Title of chapter – in single quotation marks’, in Editor(s) of book (eds), *Title of book* – italicised, Edition, Publisher, Place of publication, Page numbers.


### Conference paper Elements of the citation

Author(s) of paper – family name and initials Year of publication, ‘Title of paper – in single quotation marks’, *Title of published proceedings which may include place held and date(s) – italicised*, Publisher, Place of Publication, Page number(s), (viewed date-in-full, URL – if accessed electronically).
### Journals

**Adams University College**

**Prepared by ErmiAS TIZAZU**

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Citation Example</th>
<th>Description</th>
</tr>
</thead>
</table>

### Journal Article Elements of the Citation

Author(s) of journal article – family name and initials Year of publication, ‘Title of journal article – in single quotation marks’, *Title of journal* – italicised, Volume, Issue or number, Page number(s), (viewed date-in-full, URL – if accessed electronically).


### Thesis Elements of the Citation


### Newspaper and Magazine Article Elements of the Citation

Author(s) of article – family name and initials Year of publication, ‘Title of article – in single quotation marks’, *Title of newspaper* – italicised, Day month, Page number(s).


### Standard Elements of the Citation

For further information please contact us through

E-mail: infotoermi@gmail.com  Visit: www.ermiastizazu.wordpress.com

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Corporate body issuing standard Year of publication, Title of standard- italicised, Number of standard including identifier of issuing country or body, Publisher of standard, Place of publication.

|----------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

**Personal communication Elements of the citation**

Information obtained by interview, telephone call, letter or email should be documented in the text, but should NOT be included in the list of References.

<table>
<thead>
<tr>
<th>Personal communication</th>
<th>When interviewed on 15 June 1995, Dr Peter Jones explained that … OR This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).</th>
<th>Do not include in the Reference List</th>
<th>Personal communication</th>
</tr>
</thead>
</table>

4. **How to cite References Using APA Style?**

American Psychological Association (APA) citation style, which is used primarily in the social sciences.

REFERENCE LIST

APA style requires that an alphabetical listing of the sources actually used and cited be placed at the end of term papers and reports. Some of the general features of APA style are:

- The first line of each citation begins flush left, and the second and subsequent lines are indented five spaces. (This is called a "hanging indent.").
- Only initials are used for authors' first and middle names. Names are inverted: Miller, J. K
- Single spaces separate each element.
- Citations are arranged alphabetically by authors' last names; works by the same author are in alphabetical order. If the author is unknown, alphabetization is by the first word of the title.
- Only the first letter of the first word of the title of books and articles is capitalized, with the exception of proper nouns. The first word of subtitles (after a colon) is also capitalized.

Books
- The city and state in which the publisher is located are included, using United States postal codes to abbreviate states. However, the state (and/or country) is omitted for major cities and for university presses that include the name of the state. If more than one location is listed, the first is used.
- Book titles are italicized.

No author


One author


Two or more authors (up to six authors)


After the 6th author, "et al." is used. (..., Smith, P. J., et al. (1997). ...)

Society, association, or institution as author and publisher


Edited Book


Workers Press.

For multiple editors, use abbreviation, Eds.

Periodical Articles

The title of the periodical is italicized, but the title of the article is not.

The first letter of each word of the periodical title is capitalized (except for prepositions and articles).

The volume number of the periodical is italicized.

Scholarly journal that numbers pages continuously throughout the annual volume


Scholarly journal that paginates each issue separately

Magazine article (in contrast to an article in a scholarly journal)


Newspaper article


Electronic Publications

APA guidelines for online sources are subject to frequent updating. For the most current information, check Electronic Reference Formats Recommended by the APA at http://www.apa.org/journals/webref.html

To the extent possible, information is provided as for a printed source.

Information identifying the electronic source is placed at the end.

Date of retrieval is included.

Periods are omitted at the end of an Internet address, if that is the last element in the citation.

Electronic Book


http://www.netlibrary.com

In-text parenthetical citations

APA style requires the use of parenthetical citations within the text of a paper to document quotes, paraphrases, summaries, and other sources used. These references refer to entries on the References list at the end of the paper and take the place of footnotes or endnotes. All authors cited in the text must appear in the references list, and all authors listed must have been cited in the text.

Basic form: Include author's surname (if not already mentioned in the text), and the date:

Rogers (1994) compared reaction times...

A recent study of reaction times (Rogers, 1994) found...

Quotation: Author lastname, year, and page number included:

Baym (1993) concludes that journalists "must speak in a voice that is both institutional and representational, hierarchical as well as relational" (p. 111).

Two authors: Use both:

... (Wellek & Warren, 1992)...

Three to five authors: Include all authors the first time mentioned. In subsequent entries include the first author only, followed by et al.:

Wasserstein et al. (1994) found...

No author: Punctuate the first title words as in the reference list:
...on free care ("Study finds," 1982, p.115) ...
... the book College Bound Seniors (1979) ...

**Specific pages:** (Cheek and Buss, 1981, p. 332; Shimamura, 1989, chap. 3)...

**Secondary source citing a primary source:** Include both:

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)...  
(Include Coltheart, not Seidenberg, in reference list)

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**Sources**

1. Cornell University library APA & MLA Style manual
2. The University of Queensland Publication manual
3. GenuineWriting.com Writing & Research Services
4. Different web site search