Citing and Referencing:
APA (6th Edition) Referencing Style

A guide to the APA 6th ed. Referencing Style

APA Mean?

You think to yourself ... **what** does that mean, **why** do I have to do it and **how** do I do it!?"

APA is one of many referencing styles used in academic writing. APA stands for American Psychological Association. The Association outlines the style in the **Publication manual of the American Psychological Association [APA] (6th ed.).**

APA Style Requires Following Elements:

1. In-Text References
- Located in the text of the paper
- Tells the reader what information was borrowed and where it came from

2. A List of References
- Located at the end of the paper
- Tells the reader what sources were used to write the paper and provides complete information about the sources

Note: The in-text references and list of references work together to give complete credit to the sources that are used in writing the paper. The in-text reference in the paper should correspond with the starting of the citation in the list of references.

Structure a Paper in APA Style

1. Use standard 8.5 x 11 inch (letter size) good quality white paper
2. Use 12-pt Times New Roman font.
3. Double space lines throughout the paper. Exceptions: Triple or quadruple spacing can be done around equations. Single or one-and-a-half spacing can be done in tables or figures.
4. Use a 1 inch (2.54 cm) margin on all sides of each page—left, right, top, and bottom.
5. Text appears on one side of the paper—the reverse side is blank.
6. Left justify your margins, meaning the left margin will be flush to the left side of the page and the right margin will be uneven.
7. Indent the first line of every paragraph five to seven spaces or a standard ―Tab‖ key space (½ inch).
8. Use 2 spaces after a sentence period in your essay and 1 space after commas, colons, and semicolons.
9. Order of the paper (not all of these elements are a necessary part of every paper):
   i. Title page
   ii. Abstract
   iii. Text
   iv. References
   v. Footnotes
   vi. Tables
   vii. Figures
    viii. Appendices
10. Page Numbering: The number is in the top right corner (1 inch from right and ½ inch from the top page edges).
11. Running Head: A running head will appear at the top of every page. It is flush against the left-hand margin (1 inch) and ½ inch from the top of the page. The running head is an abbreviated form of the title that is no longer than 50 characters in length.
12. Headings: Headings are not required, but they may be useful for the purpose of displaying hierarchal organization in your paper. There are a total of five heading styles. The following outlines the format for the first three levels of headings.
    1st level-Bold, Centered, Uppercase and Lowercase Heading
    2nd level-Bold, Flush Left, Uppercase and Lowercase Heading
    3rd level-Indented, bold, sentence case paragraph heading ending with a period
13. Visuals may include graphs, photographs, tables, etc. Clearly label each visual with a title that concisely describes its subject.
14. Formatting titles or publications mentioned in your paper:
    - **<u>ITALICIZE</u>:** titles of books, plays, pamphlets, newspapers, magazines, journals, films, compact discs, and paintings.
    - **<u>PLACE QUOTATION MARKS AROUND</u>:** titles of articles, essays, short stories, poems, chapters of books, and songs.
    - **<u>CAPITALIZE</u>:** All major words in the title

APA STYLE

APA style requires brief references in the text of the paper and complete reference information at the end of the paper. Below are some general guidelines:

In-Text References	References
An in-text reference is generally given in one of two ways. For rephrased information (information put into your own words): • use author's surname followed immediately by the copyright year in brackets within the sentence **OR** • provide the author's surname and copyright year in brackets at the end of the sentence before the period For quoted information (information copied word for word): • use the author's surname followed immediately by the copyright year in brackets and the page from which the information was copied in brackets at the end of the sentence (see example on page 10 for details) **OR** • provide the author's surname, copyright year, and page in brackets at the end of the sentence before the period (see example on page 10 for details)	The list of sources is titled "References" and is located at the end of the paper on a new page. • alphabetize entries by the first word of the entry • entries are double spaced and the second line of an entry is a hanging indent of a ½ inch (standard tab space) • use only initials for the first and middle names even if the full name is given • in titles of books and articles, capitalize only the first word of the title, the first word following a colon or dash, and all proper nouns • in titles of periodicals, capitalize all significant words • italicize the titles of books and periodicals • one space after all punctuation • list only works that were referenced in the text of the paper (except personal communications)

Books Rule

1. Author/s or Editor/s last name (surname) appears first, followed by initials (Bloggs, J.).
2. Year of publication in brackets (2010).
3. Full title of the book. Capitalise only the first word of the title and the subtitle, if any, and Proper names. Italicise the title. Use a colon (:) between the title and subtitle.
4. Include the Edition number, if applicable, in brackets after the title or subtitle (3rd ed.) or (Rev. ed.). Note: No full stop, after the title, if there is an Edition.
5. Place of publication. Always include the city and 2-letter state code when published inside the USA, and the city & country, if published outside the USA (Fort Bragg, CA or Auckland, New Zealand or Benalla, Australia or Weybridge, England). If there are two or more places included in the source, then use the first one listed.
6. Publisher's name. Provide this as briefly as possible. Do not use terms such as Publishers, Co., or Inc. but include the words Books & Press. When the author and the publisher are the same, use the word Author as the name of the publisher.

Books with One Author

Syntax: Author's Surname, Initial(s). (Year). *Title (Italic)* (Edition). Location: Publisher.

Example
1. Madura, J. (1998). *International financial Management* (5th ed.). Cincinnati, Ohio: South-Western Collage Pub.

In -Text Citation
1. Madura (1998)….or …..(Madura, 1998).

Books with Two Authors

Syntax: Author's surname, Initial(s) and another Author's surname, Initial(s). (Year). *Title (Italic)* (Edition). Location: Publisher.

Example
Sprio, R. L., & Stanton, W. (2008). *Management of a sale force* (12thed.). New Delhi: McGraw-Hill.

In -Text Citation
1. Sprio and Stanton (2008) Or
2. (Sprio& Stanton, 2008).

Books with Three to Five Authors

Syntax: Author's surname, Initial(s), Author's surname, Initial(s) and another Author's surname, Initial(s). (Year). *Title (Italic)* (Edition). Location: Publisher.

Example

Fraser, D.R., Gup, B.E. & Kolari, J.W. (1995). *Commercial banking: The management of risk*. Minneapolis, St. Paul: West Pub. Company.

In -Text Citation (et al. use to in-text citation)
1. Fraser, Gup & Kolari, (1995) OR
2. (Fraser et al., 1995) Or
3. (Bentley et al., 1929, p. 57).

Books with Place of Publication

Note: always include the city and 2-letter state code when published inside the USA, and city & country if published outside the USA.

Example

Stein, R. (2001). *Rick Stein's seafood*. London, England: BBC.

Edited Book

If you are dealing with **one editor instead of one author**, insert the editor's name in the place of the author's, **followed by (Ed.) or (Eds.) for more than one editor**. If you are referring to a chapter by another author within an edited book refer to the section 'Chapter in an edited book'.

Syntax: Editor Surname, Initial(s). (Ed.). (Year). *Book title: Subtitle (Italic).* Place of Publication: Publisher.

Example
1. Smith, J. A. (Ed.). (2008). *Qualitative psychology: A practical guide to research methods.* London: Sage.

In -Text Citation
i. (Smith, 2008).

Chapter in an Edited Book

Syntax: Author, & Author, (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book (Italic)* (pp. xxx–xxx). Location: Publisher.

Example
1. Baker, F.M., & Lightfoot, O.B. (1993) Psychiatric care of ethnic elders. In A.C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

2. Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17–43). New York, NY: Guilford Press.

In -Text Citation
i.   (Baker, 1993).

Reference Book

Syntax: Author, and Author, (Eds.). (Year). *Title of book (Italic).* Location: Publisher.

Example
1. Gibbs, J.T., & Huang, L.N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth.* San Francisco: Jossey-Bass.
2. VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

In -Text Citation
ii.   (Gibbs, 1991).
iii. (VandenBos, 2007)

Book – Author & Publisher are the Same

Syntax: Publisher Author. (Year). *Title (Italic)*. Location: Publisher.

Example
Mid Central District Health Board. (2008). *District annual plan 2008/09*. Palmerston North, New Zealand: Mid Central District Health Board.

Book (with DOI)

Syntax: Author, (2006). *Title of work (Italic)*. doi: xxxxx

Example
Sayre, Rebecca K., Devercelli, A.E., Neuman, M.J., & Wodon, Q. (2015). *Investment in early childhood development: Review of the World Bank's recent experience.* doi: 10.1596/978-1-4648-0403-8

E-book (Including Safari and Google Books)

Syntax: Author surname, Initials. (Year of publication). *Title (Italic)*. Retrieved from URL

Example:
    i.   Rich, J. R. (2011). *Your iPad 2 at work*. Retrieved from http://safaribooksonline.com
    ii. Sadun, E., Grothaus, M., & Sande, S. (2011). *Taking your iPad 2 to the max* (2nd ed.). Retrieved from http://books.google.co.nz

Electronic Version of a Print Book

Syntax: Author surname, Initials. (Year of publication). *Title (Italic)* [version]. Retrieved from URL

Example:

1. Hopkins, D. (2008). *A teacher's guide to classroom research* [DX Reader version].Retrieved fromhttp://lib.myilibrary.com/Open.aspx?id=195309

2. Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Electronic Version of a Republished Book

Syntax: Author surname, Initials. (Year of release in electronic format). *Title (Italic)*. Retrieved from URL (Original year work was published).

Example:
1. Hooke, R. (2005). *Micrographia*. Retrieved from http://www.gutenberg.org/files/15491/15491-h/15491-h.htm (Original work published1664).
2. Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), *The standard Edition of the complete psychological works of Sigmund Freud* (Vol. 4, pp. 96–121). Retrieved from http://books.google.com/books (Original work published 1900)

Corporate Report, Government Author

Note: If present, include publication or catalogue number in parenthesis after the title.

Example:

1. Australian Bureau of Statistics. (1991*). Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: Author.

    Government report

2. U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from http://www.nhlbinih.gov/health/prof/lung/asthma/asth_sch.pdf

    Report filed online

3. American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Report of the APA Task Force on the Sexualization of Girls*. Retrieved from http://www.apa.org/pi/wpo/sexualization.html

    Authored report, from nongovernmental organization

4. Kessy, S. S. A., & Urio, F. M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website:
    http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf

    Report from institutional archive

5. McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment* (CIERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website:http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf

In -Text Citation

Note:

- A group author / publisher style of reference will include corporations, associations, government agencies or study groups act as author and publisher.
- Spell out the full name of the group publisher and author, do not use abbreviations or acronyms

Example:

i.   (Australian Bureau of Statistics, 1991).

No Author or Editor

Note: *Place the title in the author position (Italic)* (Edition). (Year). Location: Publisher

Example:
> *Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster

In -Text Citation
Use the title in place of the author
According to the Merriam-Webster's Collegiate Dictionary (1993) . . . . OR . . . (Merriam-Webster's Collegiate Dictionary, 1993).

Serial/Journal Articles Rules

1. Author/s last name (surname) first, followed by initials.
2. Year of publication in brackets. (2012)
3. Title of article. Capitalise only the first word of the title and the subtitle, if any, and proper names. Use a colon (:) between the title and subtitle.
4. Title of the serial/journal in full in italics.
5. Volume number, in italics. Do not use "Vol." Before the number.
6. Issue number. This is bracketed immediately after the volume number but not italicised.
7. Month, season or other designation of publication if there is no volume or issue number.
8. Include all page numbers.
9. Include any Digital Object Identifiers [DOI].

Serial / Journal Article (Print) One Author

Syntax: Author's Surname, Initial(s) (Year). Article title. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number.

Note: Do not use "Vol." and "P" before the number.
Example
1. Mellers, B.A. (2000). Cjoice and the relative pleasure of consequence. *Psychological bulletin, 126*, 910-924.

In -Text Citation
Mellers (2000) ……or….. ((Mellers, 2000).

Journal Article, Two Author (Paginated by Issue)

Syntax: Author's Surname Initial(s), & Author's Surname, (Year). Article title. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number.

Example

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology journal: Practices and Reserch, 45*(2), 10-36.

In -Text Citation

(Klimoski, 1993)

Journal Article - Three-Six Authors

Syntax: Author's Surname, Initial(s), Author's Surname, Initial(s), & Author's Surname, (Year). Article title. *Journal Title (Italic)*, *Volume number (Italic)*(issue number), page number.

Example

1. Saywitz, K.J., Mannarino, A.P., Berliner, L., & Cohen, J.A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist, 55*, 1040-1049.
2. Wolchik, S.A., West, S. G., Sandler, I.N., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of consulting and Clinical Psychology, 68,* 843-856.

In -Text Citation

(Saywitz, 2000).

Serial / Journal Article (Online from a Database – e.g. EBSCO or Newztext)

Syntax: Author's Surname, Initial(s), & Author's Surname, (Year). Article title. *Journal Title (Italic), Volume number (Italic)*(issue number), page number.

Note:

The database name and retrieval date are no longer required. Include the home page of the journal. This may require a quick web search to locate the URL (Refer to the APA manual, p. 191-192, 199).

Example

Huy, C., Becker, S., Gomolinsky, U., Klein, T., & Thiel, A. (2008). Health, medical risk factors and bicycle use in everyday life in the over-50 population. *Journal of Aging & Physical Activity, 16*(4), 454-464.

In -Text Citation

Huy et al. (2008) or (Huy et al., 2008)

Serial / Journal – More Than One Author (with DOI)

Syntax: Author's Surname, Initial(s), Author's Surname, Initial(s), & Author's Surname, (Year). Article title. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number. doi:
    Or
Author's Surname, Initial(s), Author's Surname, Initial(s), & Author's Surname, ...Author's Surname, Initial(s) (Year). Article title. *Journal Title (Italic)*, *volume number (Italic)* (issue number), page number. doi:

Example
1. Fellin, R.E., Rose W.C., Royer, T.D., & Davis I.S. (2010). Comparison of methods for kinematic identification of foot strike and toe-off during over ground and treadmill running. *Journal of Science and Medicine in Sport, 13*(6), 646-50. doi:10.1016/j.jsams.2010.03.006

2. Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249–267. doi:10.1080/14622200410001676305

Note:
1. If the article has no DOI: Consider providing the home page URL of the journal. If you are accessing the article from a database, you may need to do a quick web search to locate this URL. It is not necessary to include the name of the database.
2. No retrieval date is necessary for content that is not likely to be changed or updated.

In -Text Citation:
Gilbert et al. (2004) or (Gilbert et al., 2004)

Journal Article with DOI, Advance Online Publication

Syntax: Author's Surname, Initial(s) (Year). Article title. *Journal Title (Italic)*. doi:

Example

Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees' in companies. Knowledge Management Research & Practice. Advance online publication. doi:10.1057/palgrave.kmrp.8500141

Journal Article without DOI (When DOI is not Available)

Syntax: Author's Surname, Initial(s), & Author's Surname, (Year). Article title. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number. Retrieved from

Example

1. Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, *2*(2), 38–48. Retrieved from http://ojs.lib.swin.edu.au /index.php/ejap

2. Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, *8*(1), 73–82.

<u>Note:</u>
1. Include the issue number if the journal is paginated by issue.
2. If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page.
3. No retrieval date is needed.

Magazine Article

Syntax: Author's Surname, Initial(s), & Author's Surname, (Year, month). Article title. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number.

Example
1. Kandel, E.R., & Squire, L.R. (2000, November). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science, 290*, 1113-1120.

In -Text Citation:
1. (Kandel & Squire, 2000).

Online Magazine Article

Syntax: Author's Surname, Initial(s), & Author's Surname, (Year, month). Article title. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number. Retrieved from

Example
Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, *39*(6). Retrieved from http://www.apa.org/monitor

Newspaper Article

Note:
i. Precede page numbers for newspaper articles with p. or pp.
ii. If an article appears on discontinuous pages, give all page numbers, and separate the Numbers with a comma (e.g., pp. B1, B3, B5–B7).

Example

1. Berkowitz, A.D. (2000, November 24). How to tackle the problem of student drinking. *The Chronicle of Higher Education*, p. B20.
2. Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

In -Text Citation:

(Berkowitz, 2000).

Newspaper Article (No Author)

Note:

If no author is present, use the title of the article in place of the author's name

Example

1. New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post,* p. A12.
2. Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance.* Retrieved from http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html

In -Text Citation:

("New drug," 1993).

Newspaper (Online)

Syntax: Author's Surname, Initial(s), (Year, month, date). Article title. *Title of newspaper (Italic).* Retrieved from

Example

1. Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times.* Retrieved fromhttp://www.nytimes.com

Periodicals

Syntax: Author, Author, & Author, (Year). Title of article. Title of Periodical, xx, pp–pp. doi: xx.xxxxxxxxxx

Note:

1. Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters.

2. If no DOI is assigned to the content and you retrieved it online, include the home page URL for the journal, newsletter, or magazine in the reference. Use this format: Retrieved from http://www.xxxxxxxx

Monograph as Part of Journal Issue

Syntax: Author's Surname, Initial(s), & Author's Surname, (Year). Article title [Monograph]. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number. doi:

Example:
Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. *Journal of Applied Psychology, 76*, 143–168. doi:10.1037/0021-9010.76.1.143

Note:
1. For a monograph with an issue (or whole) number, include the issue number in parentheses followed by the serial number, for example, 58 (1, Serial No. 231).
2. For a monograph bound separately as a supplement to a journal, give the issue number and supplement or part number in parentheses after the volume number, for example, 80 (3, Pt. 2).

Abstract as Original Source

Syntax: Author's Surname, Initial(s), & Author's Surname, (Year). Article title [Abstract]. *Journal Title (Italic)*, *volume number (Italic)*(issue number), page number. Abstract retrieved from URL

Example:
1. Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression incholinoceptive pyramidal cells of rodent cortex and hippocampus is altered by
Pavlovian conditioning [Abstract]. *Society for Neuroscience Abstracts, 17*, 480.

2. Lassen, S. R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behavior support to academic achievement in an urban middle school. *Psychology in the Schools, 43,* 701–712. Abstract retrieved from http://www.interscience.wiley.com

Note:
Although it is preferable to cite the full text of an article, abstracts can be used as
Sources and included in the reference list.

Doctoral Dissertation or Master's Thesis from a Database

Syntax: Author, (Year). *Title of doctoral dissertation or master's thesis (Italic)* (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order No.)

Example
Ross, D.F. (1990). *Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup* (Doctoral dissertation/thesis). Retrieved from Dissertation Abstracts International. (No. 51, 417)

Master's Thesis, from a Commercial Database

Syntax: Author, (Year). *Title of master's thesis (Italic)* (Master's thesis). Available from database name. (Accession or Order No.)

Example
McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Master's thesis). Available from Pro Quest Dissertations and Theses database. (UMI No. 1434728)

Doctoral Dissertation or Master's Dissertation (Online/Web)

Syntax: Author, (Year). *Title of doctoral dissertation or master's thesis (Italic)* (Doctoral dissertation or master's dissertation, college/university name). Retrieved from website link

Example
1. Zaman, N. (2017). *In Vitro Efficacy Study of Ornidazole against Clinical Isolates of E. histolytica and E. Bangladeshi* (Master's dissertation, The East West University). Retrieved from http://dspace.ewubd.edu/handle/123456789/2307

2. Bruckman, A. (1997). *MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from http://www-static.cc.gatech.edu/~asb/thesis/

Unpublished Dissertation or Thesis

Syntax: Author, (Year). *Title of doctoral dissertation or master's thesis (Italic)* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

Example
Zaman, N. (2017). *In Vitro Efficacy Study of Ornidazole against Clinical Isolates of E. histolytica and E. Bangladeshi* (Unpublished master's thesis). The East West University, Dhaka, Bangladesh.

Doctoral Dissertation, From an Institutional Database

Syntax: Author, (Year). *Title of doctoral dissertation or master's thesis (Italic)* (Doctoral dissertation or master's dissertation). Retrieved from website link

Example
Adams, R. J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctoral dissertation). Retrieved fromhttp://www.ohiolink.edu/etd

Conference Paper (Online/Virtual)

Syntax: Author, (Year, Month). *Title of the paper (Italic).* Title of conference name, place, country Name. Retrieved from URL

Note: There is no geographic location for a virtual conference

Example:
1. Tan, G., & Lewandowsky, S. (1996, June). *A comparison of operator trust in humans versus machines.* Paper presented at the CybErg 96 virtual conference. Retrieved from http://www.curtin.edu.au/confernece/cyberg/centre/outline.cgi/frame/dir=tan

2. MacColl, F., Ker, I., Huband, A., Veith, G., & Taylor, J. (2009, November). *Minimisingpedestriancyclist conflict on paths*. Paper presented at the Seventh New Zealand Cycling Conference, New Plymouth, New Zealand. Retrieved from http://cyclingconf.org.nz/system/files/NZCyclingConf09_2A_MacColl_PedCycleConflicts.pdf

3. Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent based early warning solutions*. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstracts_2005.htm

In -Text Citation:
(Tan & Lewandowsky, 1996).
(MacColl, Ker, Huband, Veith & Taylor, 2009). or
(MacColl et al., 2009).

Symposium and Meeting

Syntax: Contributor, Contributor, Contributor, & Contributor, (Year, Month). Title of contribution. In Chairperson (Chair), *Title of symposium (Italic)*. Symposium conducted at the meeting of Organization Name, Location.

Example
Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), *Housing and consumer behavior*. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

In -Text Citation:
(Muellbauer, 2007)

Paper Presentation or Poster Session

Syntax: Presenter, (Year, Month). *Title of paper or poster (Italic)*. Paper or poster session presented at the meeting of Organization Name, Location.

Proceedings Published Regularly Online

Syntax: Author, (Year). Title of the proceeding paper. *Name or Title of Conference (Italic),* place, Vol/Series No, Page. doi:

Example:
Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic no uniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences*, USA, 105, 12593–12598. doi:10.1073/pnas.0805417105

In -Text Citation:
(Herculano-Houzel et al., 2008)

Proceedings Published in Book Form

Syntax: Author, (Year). Title of the proceeding paper. In (Ed/Eds), Note: Vol. No. *Name or Title of Conference (Italic),* (page). doi:

Example:
Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), Lecture Notes in Computer

Science: Vol. 4678. *Advanced Concepts for Intelligent Vision Systems* (pp. 97–108). doi:10.1007/978-3-540-74607-2_9

In -Text Citation:
(Katz & Aghajan, 2007)

Wikis (Including Wikipedia)

Note: Wikis can generally be written and edited by more than one person. Use wiki information wisely. Wikipedia can be a good starting point to discover background information on a topic and you can use the citations and links in any entry to verify information and locate original sources. Check with your lecturer – Are you allowed to use Wikipedia as a reference source?

Example
Moodle. (2014). Retrieved December 8, 2014, from Wikipedia:
http://en.wikipedia.org/wiki/Moodle

In -Text Citation
(Moodle, 2014).

Web Page

Note:
- Provide as many of the bibliographic elements as are available
- Include the complete Web address for the page of information (cut and paste the web address to ensure accuracy).
- Be sure that the Web site hosting a document is the actual author; a Web site might be hosting the information for other organizations.

Example
1. Canaries, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from http://www. Canarie.ca/press/publications/pdf/health/healthvision.doc

In -Text Citation
Cite electronic information the same way as printed works, use the author and date of electronic publication

Example
1. (Canaries, Inc., 1997).

Blog Post

Note: The title of the blog post is not italicised – who knows why not? The vagaries of APA! The APA manual uses the technical term [Web log post] as the descriptor but we have used the common terminology [Blog post].

Example
1. Pratuch, J.H. (2014, October 8). How to Cite Course Packs, Custom Textbooks, and Other Classroom Compendiums [Blog post]. Retrieved from http://blog.apastyle.org/apastyle/2012/09/how-to-cite-course-packs.html

In -Text Citation
(Pratuch, 2014).

Dictionary (Print)

Example
1. Saide, S (Ed.). (1980). The new grove dictionary of music and musicians (6th ed., Vols. 1-20). London: Macmillan
2. Weller, B. F. (Ed.). (2009). *Bailliere's nurses dictionary: For nurses and health care workers* (25th ed.). Edinburgh, Scotland: Elsevier.

Dictionary (Online)

Example
Cambridge dictionaries online. (2011). Retrieved from http://dictionary.cambridge.org/

In -Text Citation
(Cambridge dictionaries online, 2011).

Specific Entry in an Online Dictionary (No Author or Editor)

Example
Acquiescence. (2011). In *Merriam-Webster's online dictionary*. Retrieved from http://www.merriamwebster.com/dictionary/acquiescence

In -Text Citation
(Acquiescence, 2011).

Specific Entry in an Online Dictionary (Editor)

Example

Simpson, J. (Ed.). (2011). Acquiescence. In *Oxford English dictionary*. Retrieved fromhttp://www.oed.com

DVD / Video / Motion Picture (Including Click View & YouTube)

Example

Gardiner, A., Curtis, C., & Michael, E. (Producers), & Waititi, T. (Director). (2010). *Boy: Welcome to my interesting world* [DVD]. New Zealand: Transmission.

In -Text Citation

(Gardiner, Curtis, Michael & Waititi, 2010).

Example

1. Ahmed, A. (Producer), &Breitenmoser, K. (Director). (2012). *Job seeker Q&A: Planning your search* [ClickView DVD]. Bendigo, Australia: VEA.

2. Competenz NZ. (2014, October 16). *The tattooed baker* [Video file]. Retrieved from https://www.youtube.com/watch?v=-Gr1IaBVXkI&list=UUfkO7pVdIaH2ROyw0pzvryg

Music Recording (Whole Album)

Example

1. Midler, B. (2010b). *Memories of you* [CD]. London, England: Warner Music UK.

2. NgaPihi. (2011). *Takimeiao: Maori songs for children* [CD]. Porirua, New Zealand: Universal Children's Audio.

In -Text Citation

1. (Midler, 2010b).

2. The children responded positively to "Korikori" (NgaPihi, 2011, track 14).

Personal Communication

This refers to letters, including email, interviews, telephone conversations and discussions on placement or work experience. **Personal communications are cited in text only and are NOT included in the reference list.** Refer to APA manual, 2010, p.179.

In -Text Citation

No-tillage technologies have revolutionised the way arable farmers manage their farming operation and practices (W.R. Ritchie, personal communication, September 30, 2014).

Podcast (Audio or Video)

Example
Radio New Zealand. (2014, December 3). *Filmmaker slams corporates for delay tactics onclimate change* [Audio podcast]. Retrieved fromhttp://www.radionz.co.nz/audio/player/20159538

Software (Including Apps)

Example
UBM Medica. (2010). iMIMS (Version1.2.0) [Mobile application software]. Retrieved from http://itunes.apple.com

Television Series

Example
Flanagan, A., & Philipson, A. (Series producers & directors). (2011). *24 hours in A & E* [Television series]. Belfast, Ireland: Channel 4.

Television (Single Episode from a Series)

Note
If you can locate writer or director for your episode, use them place of series producer.

Example
Beaudry, C. (Series producer). (2014). Northland harbours [Television series episode]. In J. Curran (Executive producer), *Our big blue backyard*. Dunedin, New Zealand: Natural History of New Zealand.

Work of Art (Painting, Drawing, Sculpture, Photograph, or Other Medium)

Note
- That images from clip art packages from common software programs like Microsoft Word or PowerPoint do not need reference list entries or citations.
- Describe in text where the images came from because these programs are so well known that citations are not necessary.

Example
Artist, A. A. (copyright year). *Title of work* [Medium: Painting, drawing, sculpture, photograph, etc.]. Retrieved from http://xxxxx

Recorded Interview

Syntax: Interviewee, (Year, Month Day interviewed). *Title of interview (Italic)* (Interviewer, Interviewer) [File format]. Retrieved from http://xxxxx

Note: That the name of the person being interviewed goes in the author position. The name of the interviewer may be provided in parentheses at the author's discretion.

Archival Documents and Collections

Syntax: Author, (Year, Month Day). *Title of material (Italic)* [Description of material]. Name of Collection (Call number, Box number, File name or number, etc.). Name of Repository, Location.

References

American Psychological Association. (2002). Ethical principles of psychologists and code of conduct. *American Psychologist,* 57, 1060-1073. doi:10.103710003-066X.57.12.1060

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (2002). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (2015). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Angeli, E. L. (2010). Varying Definitions of Online Communication and Their Effects on Relationship Research, 1–8.

Services, L. (2011). A beginner's guide to the APA (6th ed.), (December), 1–25. https://doi.org/10.1007/978-0-387-93837-0

Guide, a P. a S., Laupus, W. E., & Sciences, H. (2010). APA Style Guide, 6, 1(252), 1–15. https://doi.org/10.1089/jpm.2008.0228

Marshall, M., Carter, B., Rose, K., & Brotherton, A. (2009). Living with type 1 diabetes: Perceptions of children and their parents. *Journal of Clinical Nursing*, *18*(12), 1703-1710. Retrieved from http://www.wiley.com/bw/journal.asp?ref=0962- 1067

Acquiescence. (2011). In *Merriam-Webster's online dictionary*. Retrieved from http://www.merriam-webster.com/dictionary/acquiescence

Gadamer, H. G. (1981). *Reason in the age of science* (F. G. Lawrence, Trans.). Cambridge, MA: MIT Press.

Audi, R. (Ed.). (1995). *The Cambridge dictionary of philosophy*. Cambridge, England: Cambridge University Press.

Webster's ninth new collegiate dictionary. (1991). Springfield, MA: Merriam-Webster.

Amidzic, Riehle and Elbert, 2006; Von Ledebur, 2007; 'APA (6 th Edition) Referencing Style', 2010; American Psychological Association, 2012; Universal Colleage of Learning, 2017)

American Psychological Association (2012) 'How to write an APA style reference when information is missing', p. 2012. Available at: http://blog.apastyle.org/files/missing-pieces---apa-style-reference-table.pdf.

Amidzic, O., Riehle, H. J. and Elbert, T. (2006) *Toward a psychophysiology of expertise: Focal magnetic gamma bursts as a signature of memory chunks and the aptitude of chess players*, *Journal of Psychophysiology*. doi: 10.1027/0269-8803.20.4.253.

'APA (6 th Edition) Referencing Style' (2010).

Von Ledebur, S. C. (2007) *Optimizing knowledge transfer by new employees in companies*, *Knowledge Management Research and Practice*. doi: 10.1057/palgrave.kmrp.8500141.

Universal Colleage of Learning (2017) 'A Guide to APA Referencing Style: 6 th Edition Student Success A Guide to APA 6 th ed. Referencing Style Student Success A Guide to APA 6 th ed. Referencing Style'. doi: 10.1093/acref/9780199657681.013.1245.

Citing and Referencing:

Reference Guide to the Chicago Manual of Style

Reference Guide to the Chicago Manual of Style

The Chicago manual of style is one of the most popular and widely used citation style for American English published in 1906 by the University of Chicago Press. This style is used in social science publications and historical journals.

The Chicago Manual of Style has two types of citation style:

➢ **Author-Date Style**

➢ **Notes and Bibliography**

Author-Date Style: This style is more common in science and social sciences. In this style sources are briefly cited in the text, usually in parentheses, by author"s last name and year of publication. Each in text citation adjusts with an entry in a reference list, where full bibliographic information is provided.

Notes and Bibliography: Notes and Bibliography is another method of Chicago style. It uses numbered footnotes or endnotes to cite the resources. Notes are numbered within the text as superintend text. The footnotes or end notes with the full citation is placed at the foot or at the end of the paper or section.

General Guidelines: Author-Date Style:

➢ Every example for a reference list entry is accompanied by an example of a corresponding in-text citation.

➢ When no author is available, start the citation with the title of the article (book, etc.).

➢ Section and page numbers are given for each example when available for the Chicago style.

➢ When an article does not have DOI (Digital Object Identifier) number, include a URL.

➢ When there have four or more authors, include all authors in the reference list. Include the first author only in the in-text citation.

➢ Magazine articles do not need to be included in a reference list when using this style.

➢ News items, magazine articles from daily newspapers are rarely listed separately in a reference list when using this style. Newspaper citations are usually done entirely within the text.

➢ For citing a secondary source, if an original source is not available, mention the original author and date in the text of the work and may cite the secondary source in the reference list.

➢ For citing the website, website content can be included in the text of the paper.

➢ Author-Date style recommends citing audio visual materials for the running text and creating a separate section of films in the reference list.

➢ For E-book, include a URL or the name of the database in the reference list.

➢ For Journal Article, in the reference list, include the page range for the full article. For in-text citation, cite specific page numbers. For online article, include a URL or the name of the database in the reference list. Many Journal articles have DOI (Digital Object Identifier). DOI forms a permanent URL which begins https://doi.org/.

➢ Journal article often have many authors, especially in the sciences. If there have four or more authors, include up to ten in the reference list. For the in-text citation include only the first, followed by et. Al. ("and others"). For more than ten authors, include the first seven in the reference list.

➢ For newspaper articles, news sites, magazines, blogs, and the like are cited similarly. It can be useful to repeat the year with sources which are cited also by month and day in the text but not in the reference list. If the articles are on online, include a URL or the name of the database.

➢ Contents shared through social media which can usually be limited to the text. If a more formal citation is needed, a reference list may be useful. In place of title, Quote up to the first 160 Characters of the post. Comments are cited in reference to the original post.

➢ Personal communications which are including email and text messages and direct messages sent by social media, are usually cited in the text only; they are not included in the reference list.

➢ For th organizations or corporate authors, the name of the organization may be shortened. Abbreviations for the organization are not encouraged.

General Guidelines General Guidelines: Notes and Bibliography

Why footnotes or endnotes are needed?

- *For indicating the exact source of every quotation used*
- *Acknowledging indebtedness to others for opinions, work product or ideas (e. g. Statistics)*
- *For providing authority for facts which are not common knowledge or the reader might be inclined to doubt*
- *For providing information which would disrupt the flow of the argument if it was inserted in the essay itself*

Guidelines for Notes/ Footnotes:

➢ Footnotes must be numbered consecutively throughout the paper.

➢ Footnotes number must be inserted always after the punctuation.

➢ Footnotes must be placed at the bottom of each paper or at the end of the paper.

➢ Author"s name appear in the conventional order (I. e. first-name first). The source will tell whether the author"s full first name or initials should be used.

➢ For blogs, cite author, the entry title, the blog title, and the URL. Add the word blog in parentheses following the blog title unless the word blog appears in the title itself.

➢ The first line of each note is indented.

➢ Every note is single spaced, but there is a double space between notes.

➢ Sources which are cited in the notes must appears in the bibliography with the exception of reference works, personal communications and individual blog entries.

➢ For two or three authors, list each of the authors in the order presented on the title page of the book. For more than three authors, include the first author"s name followed by "and others" or "et. al."

➤ When we need to cite edited book containing chapters by various authors, for citing use the editors" name as we would the names of authors following their name with "ed."

(short for edition). Works with a translation (trans.) or a compiler (comp.) would be

treated similarly.

➤ If we will cite a particular essay or specific chapter in an edited book, we will refer to the specific chapter or essay but will also insert the title of the book and its editors.

➤ If there have no page numbers in the full text article, cite the paragraph numbers.

Guidelines for Bibliography

➤ Bibliography will start on a separate page at the end of the paper. (after the endnotes)

➤ Have to arrange entries alphabetically by the last name of the author or by the title if the author is anonymous.

➤ Include the first author of every work with the last name first. Include additional authors first-name first.

➤ Have to begin the first line of every entry at the left margin. Additional lines in the entry are intended (this is called hanging indent).

➤ In the bibliography, all the authors" name are listed.

➤ For less-known American and Canadian cities or cities which might be confused with another city of the same name, include a two-letter state or province postal abbreviation. Well known cities like New York, Toronto do not require the state or province to be included.

➤ For the bibliography entry, insert the page range of the chapter within the book.

➤ institutional authors may be an association, organization, corporation, committee etc. Provide the organization as author in the bibliography even if the organization is also the publisher.

➤ In the bibliography spell out the terms: „edited by", „translated by" or „ compiled by"

➤ Insert volume and Issue numbers in Arabic numerals. Seasons are capitalized and spell out in full. Months may be abbreviated or spelled out in full.

- When we cite a URL from a library database we should not use URL from the borrower‟s address bar. We should use a shortened stable URL provided by the database.
- If there are no page numbers in the full text article, cite the paragraph number.
- Weekly and monthly magazines are generally cited by date only, even if they have volume and issue numbers. Cite the specific page in notes, but not include the page range in the bibliography.
- Reference works usually should not entered in the bibliography.
- Cite individual web pages not entire website. Entries should include the following elements, where available: the title or a description of the site, URL, and the date. If there is no date then insert an access date.
- Blog entries can not cite in the bibliography.

Example of Author-Date Style

Book: One Author

Format:

Author Last, First. Year of Publication. *Title*. Location of Publisher: Publisher.

Sample:

Edward, Charles E. 2001. *Fundamentals Of Electronic Machine*. Cambridge: MIT press.

In-text: (Edward 2001)

Book: Two or More Author

Format:

Author Last, First, and Author First Last. Year of Publication. *Title*. Location of Publisher: Publisher.

Sample:

Boon, David, and Stephen Hurvey. 2006. *Essentials of Managerial Finance*. Cambridge: MIT press.

In-text: (Boon and Hurvey 2006)

Sample:

Patten, Michael A, Guy McCaskie, and Philip Unitt. 2003. *Birds Of The Salton Sea: Status, Biography, And Ecology*. Berkeley: University of California Press.

In-text: (Patten, McCaskie and Unitt 2003)

Books with Corporate Author

Sample:

World Bank, 2008. *Environmental Health And Child Survival: Epidemiology, Economics, Experiences*. Washington, DC: World Bank.

In-text: (World Bank 2008, 145)

Electronic Book

Format:

Author Last, First. Year of Publication. Title. Location of Publisher: Publisher. URL.

Sample:

Welch, Kathleen E. 1999. *Electronic Rhetoric: Classical Rhetoric, Oralism, And A New Literacy*. Ebook. Cambridge: MIT Press. http://www.netlibrary.com.

In-text: (Welch 1999)

Translated Books

Format:

Author Last, First. Year of Publication. *Title*. Translated By. Location of Publisher: Publisher.

Sample:

Rahman, Sheikh Mujibur. 2012. *The Unfinished Memoirs*. Translated By Dr. Fakrul Alam. Dhaka: The University Press Limited.

In-text: (Rahman 2012)

Chapter in an Edited Book

Format:

Author Last, First. Year of Publication. "Title of Chapter/Article." In *Title,* edited by First Last, inclusive page numbers. Location of Publisher: Publisher, Year.

Sample:

Tedd, Lucy A. 2009. "Networking of Libraries: Past, Present and Possible Future." In *Library & Information Science in Digital Age*, edited by Jagtar Singh, Indervir Malhan and Trishanjit Kaur, 328-342, New Delhi: Ess Ess Publications, 2009.

In-text: (Tedd 2009, 338)

Print Journal Article

Format:

Author Last, First. Year of Publication. "Title." *Journal Name* volume # (issue #): inclusive page numbers.

Sample:

Begum, Farhana. 2013. "Political Economy or Phenomenology? A Review of the Two Approaches to Study Health and Illness." *Social Science Review* 30 (2): 111-122.

In-text: (Begum 2003, 118)

Journal Article Two or More Authors

Format:

Author Last, First, and Author First Last. Year of Publication. "Title." Journal Name Volume # (no. issue #): inclusive page numbers.

Sample:

Ferdous, Robaet, and Sheikh Mohammad Shafiul Islam, 2013. "Rationale for a Relationship Between Media Freedom and the Process of Democratization." *Social Science Review* 30 (2): 23-34.

In-text: (Ferdous and Islam 2013, 29)

Journal Article More Than Two Authors

Format:

Author Last, First, and Author First Last. Year of Publication. "Title." Journal Name Volume # (no. issue #): inclusive page numbers.

Sample:

Mohiuddin, Md, Md. Lutfur Rahman and Jashim Uddin, 2009. "Test of Efficiency in Emerging Stock Market: Evidence from Bangladesh." *Journal of Business Administration* 35 (1): 01-20.

In-text: (Mohiuddin, Rahman and Uddin 2009, 17)

Journal Article from a Full Text Database with DOI

Format:

Author Last, First. Year of Publication. "Title." *Journal Name* volume # (Issue#): Inclusive page numbers if available. URL or DOI Number.

Sample:

Ghosh, Amit K. 2017. "The Influence Of Price And Promotion On Package Size Propensity". *American Journal of Business* 32 (2): 93-103. doi:10.1108/ajb-10-2016-0032.

In-text: (Ghosh 2017, 95)

Journal Article from a Full Text Database Two Authors

Format:

Author Last, First, and Author First Last. Year of Publication. "Title." *Journal Name* volume # (Issue#): Inclusive page numbers if available. URL or DOI Number.

Sample:

Koufogiannakis, Denise, and Ellen Crumley. 2006. "Research in librarianship: issues to consider". *Library Hi Tech* 24 (3): 324-340. doi:10.1108/07378830610692109.

In-text: (Koufogiannakis and Crumley 2006, 336)

Journal Article from a Full Text Database without DOI

Format:

Author Last, First. Year of Publication. "Title." *Journal Name* volume # (Issue#): Inclusive page numbers if available. URL.

Sample:

Nelson, Julie A. 2010. "Sociology, Economics and Gender: Can Knowledge of the Past Contribute to a Better Future?." *American Journal of Economics and Sociology, Inc.* 32 (2): 1127-1154. http://www.jstor.org/stable/pdf/20788960.pdf.

In-text: (Nelson 2010, 1128)

Magazine Article print

Format:

Author Last, First. Year of Publication. "Title." *Magazine Name,* Month Day.

Sample:

Datta, Devangshu. 2017. "GDP: Read with Caution". *India Today,* December 18, 20-20.

In-text: (Datta 2017, 20)

Magazine Article From Full-Text Database

Format:

Author Last, First. Year of Publication. "Title." *Magazine Name,* Month Day. URL or DOI.

Sample:

Roberts, Jeff John. 2017. "Breaking the Bitcoin Bank". *Fortune,* October 01. http://web.a.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=11&sid=b1429dd1-98c8-4d31-bddc-fad2a1fc4327%40sessionmgr4009.

In-text: (Roberts 2017, 27)

Online Magazine Article

Format:

Author Last, First. Year of Publication. "Title." *Magazine Name,* Month Day. URL.

Sample:

Irish, Anni. 2017. "Why Silicon Valley loves to stereotype the Sherpa". *Salon,* December 31. https://www.salon.com/2017/12/31/why-silicon-valley-loves-to-stereotype-the-sherpa/

In-text: (Irish, 2017)

Newspaper Print Article

Format:

Author Last, First. Year of Publication. "Title." *Newspaper Name,* Month Day of publication.

Sample:

Ahmed, Shamsin. 2017. "Exploring the potential of children with disabilities". *The Daily Star,* December 19.

In-text: (Ahmed 2018)

Newspaper Online Article

Format:

Author Last, First. Year of Publication. "Title." *Newspaper Name,* Month Day of publication. URL.

Sample:

Rahman, Jahangir. 2017. "Maintaining food security". *The Financial Express,* December 29. http://thefinancialexpress.com.bd/views/maintaining-food-security-1514565177.

In-text: (Rahman 2017)

Electronic Sources: Multi-Page Entire Internet Site

Format:

Author Last, First. Year of Publication. *Title of Site.* Accessed Month Day, Year. URL.

Sample:

Pogue, David. 2018. Yahoo Finance. January 03, 2018 https://finance.yahoo.com/news/tech-can-help-keep-new-years-resolutions-201336234.html.

In-text: (Pogue 2017)

Single Page on Internet Site

Format:

Author Last, First. Year of Publication. "Title of Page." *Title of Site.* Accessed Month Day, Year. URL.

Sample:

Sun, Yee-Fan. 2007. "beat the kitchen blahs." *DigsMagazine.com.* Accessed January 03, 2018. http://www.digsmagazine.com/nourish/nourish_cookingfun.htm.

In-text: (Sun 2007)

Internet Site Corporate Author

Format:

Corporate Author Name. Year of Pub. *Title of Site.* Accessed Month Day, Year. URL.

Sample:

World Bank Annual Report. 2017. *The World Bank.* Accessed January 03, 2018. http://www.worldbank.org/en/about/annual-report.

In-text: (The World Bank Annual Report 2017)

Blog Entry

Format:

Author Last, First. Year of Publication. "Title of blog entry." *Title of the blog Site,* Accessed Month Day, Year. URL.

Sample:

Ahmed, Tahur. 2017. "21st February, the background history of becoming International Mother Language Day and a proposal of establishing Ekushe Corner at every library of the world." *International Librarians Network,* Accessed January 03, 2018. https://interlibnet.org/2017/03/10/21st-february-the-background-history-of-becoming-international-mother-language-day-and-a-proposal-of-establishing-ekushe-corner-at-every-library-of-the-world/.

In-text: (Ahmed 2017)

Example of Notes and Bibliography

Book

Note Format: First Name Last Name, *Title of Book* (City, State Abbreviation: Publisher, Year); Page Number.

Bibliography Format: Last Name, First Name. *Title of Book*. City, State Abbreviation: Publisher, Year.

One Authored Book

Sample Note:

Jack Sidnell, *Conversation Analysis: An Introduction* (West Sussex, UK: Wiley-Blackwell, 2010); 115.

Following footnote:

Sidnell, *Conversation Analysis*, 115.

Sample Bibliography:

Sidnell, Jack. *Conversation Analysis: An Introduction*. West Sussex, UK: Wiley-Blackwell, 2010.

Book with Two or Three Authors or Editors

Sample Note:

Robert S. Pindyck, Daniel L. Rubinfeld, *Microeconomics* (Singapore: Pearson Education, 2010); 167.

Following footnote:

Pindyck and Rubinfeld, *Microeconomics*, 167.

Sample Bibliography:

Pindyck, Robert S, Daniel L. Rubinfeld. *Microeconomics*. Singapore: Pearson Education, 2010.

Three Authors or Editors

Sample Note:

Pindyck, Robert S, Daniel L. Rubinfeld and Prem L. Mehta. *Microeconomics* (Delhi: Pearson Education, 2009); 110.

Following footnote:

Pindyck, Rubinfeld and Mehta, *Microeconomics*, 110.

Sample Bibliography:

Pindyck, Robert S, Daniel L. Rubinfeld and Prem L. Mehta, *Microeconomics*. Delhi: Pearson Education, 2009.

Book with more than Three Authors or Editors

Sample Note:

James D. Foley et al., *Computer Graphics: Principles and Practice* (Delhi: Pearson Education, 1996); 287.

Following Footnote:

Foley et al., *Computer Graphics*, 287.

Sample Bibliography:

Foley, James D, Andries van Dam, Steven K. Feiner and John F. Hughes. *Computer Graphics: Principles and Practice*. Delhi: Pearson Education, 1996.

❖ *For more than 10 authors, only the first seven authors are listed in the Bibliography.*

East West University Library

Translated Book

Sample Note:

Sheikh Mujibur Rahman, *The Unfinished Memoirs*, trans. Dr. Fakrul Alam (Dhaka: The University Press Limited, 2012), 58.

Following Footnote:

Rahman, *The Unfinished Memoirs*, 58.

Sample Bibliography:

Rahman, Sheikh Mujib. *The Unfinished Memoirs.* Translated by Dr. Fakrul Alam. Dhaka: The University Press Limited, 2012.

Edited Book

Sample Note:

Jerry A. Jacob, *Gender Inequality at Work,* ed. Jerry A. Jacob (California: SAGE Publications, 1995), 153.

Following Footnote:

Jacob, *Gender Inequality at Work*, 153.

Sample Bibliography:

Jacob, Jerry A. *Gender Inequality at Work.* Edited by Jerry A. Jacob. California: SAGE Publications, 1995.

Chapter or Essay in an Edited Book

Sample Note:

Pamela Stone, "Assessing Gender at Work: Evidence and issues," in *Gender Inequality at Work,* ed. Jerry A. Jacob (California: SAGE Publications, 1995), 408-423.

Following Footnote:

Stone, "Assessing," 413.

Sample Bibliography:

Stone, Pamela. "Assessing Gender at Work: Evidence and issues." In *Gender Inequality at Work,* edited by Jerry A. Jacob, 408-423. California: SAGE Publications, 1995.

E-book from a Library Database or on Online

Note Format: Author First Last, *Title of Book* (Place/city: Publisher, Year), URL

Bibliography Format: Author Last, First. *Title of Book*. Place/City: Publisher, Year. URL.

Sample Note:

David Bordwell, Kristin Thompson, *Film Art: An* Introduction (London: McGraw-Hill, 2008), http://lib.ewubd.edu/ebook/6136.

Following Footnote:

Bordwell and Thompson, *Film Art,* 35-47.

Sample Bibliography:

Bordwell, David, Kristin Thompson. *Film Art: An Introduction*. London: McGraw-Hill, 2008. http://lib.ewubd.edu/ebook/6136.

Print Journal Article

Note Format: Author First Last, "Title of Article," *Journal Title* Volume#, No. # (Month Year): Page Number.

Bibliography Format: Author Last, First. "Title of Article." *Journal Title* Volume#, No. # (Month Year): Page Number.

Sample Note:

Sheikh Morshed Jahan, Syeda Farzana Morshed, "Women Entrepreneurship Development: A Preliminary Assessment of Potentials and Challenges of Business Expansion in Bangladesh," *Journal of Business Administration* 35, no. 1 & 2 (January & April 2009): 87-112.

Following Footnote:

Jahan and Morshed, "Women Entrepreneurship Development," 92.

Sample Bibliography:

Jahan, Sheikh Morshed, Syeda Farzana Morshed. "Women Entrepreneurship Development: A Preliminary Assessment of Potentials and Challenges of Business Expansion in Bangladesh." *Journal of Business Administration* 35, no. 1 & 2 (January & April 2009): 87-112.

Journal Article from Library Database: URLs

Note Format: Author First Last, "Title of Article," *Journal Title* Volume#, No. # (Month/Season Year): Page Number, URL.

Bibliography Format: Author Last, First. "Title of Article." *Journal Title* Volume#, No. # (Month/Season Year): Page Number. URL.

Sample Note:

Edward J. Lincoln, "The Heisei Economy: Puzzles, Problems, Prospects," *The Journal of Japanese Studies* 37, no. 2 (Summer 2011): 371, http://www.jstor.org/stable/pdf/41337680.pdf.

Following Footnote:

Lincoln, "The Heisei Economy," 371.

Sample Bibliography:

Lincoln, Edward J. "The Heisei Economy: Puzzles, Problems, Prospects." *The Journal of Japanese Studies* 37, no. 2 (Summer 2011): 352-360. http://www.jstor.org/stable/pdf/41337680.pdf.

Journal Article from Library Database: DOIs

Note Format: Author First Last, "Title of Article," *Journal Title* Volume#, No. # (Year): Page Number, DOI

Bibliography Format: Author Last, First. "Title of Article." *Journal Title* Volume#, No. # (Year): Page Number. DOI.

Sample Note:

Jamshed Khalid, "Diversity''s Promise for Higher Education: Making It Work," *Asian Education and Development Studies* 7, no. 1 (2017): 119, doi: 10.1108/AEDS-10-2017-0102.

Following Footnote:

Khalid, "Diversity''s Promise for Higher Education,"119.

Sample Bibliography:

Khalid, Jamshed. "Diversity''s Promise for Higher Education: Making It Work." *Asian Education and Development Studies* 7, no. 1 (2017): 118-120. doi: 10.1108/AEDS-10-2017-0102.

Print Magazine Article

Note Format: Author First Last, "Title of Article," *Magazine Title,* Month Date, Year, Page Number.

Bibliography Format: Author Last, First. "Title of Article." *Magazine Title*, Month Date, Year.

Sample Note:

Devangshu Datta, "GDP: Read with Caution," *India Today,* December 18, 2017, 20

Following Footnote:

Datta, "GDP: Read with Caution," 20.

Sample Bibliography:

Datta, Devangshu. "GDP: Read with Caution." *India Today,* December 18, 2017.

Online Magazine Article

Note Format: Author First Last, "Title of Article," *Magazine Title,* Month Date, Year, URL.

Bibliography Format: Author Last, First. "Title of Article." *Magazine Title*, Month Date, Year. URL.

Sample Note:

Anni Irish, "Why Silicon Valley loves to stereotype the Sherpa," *Salon,* December 31, 2017, https://www.salon.com/2017/12/31/why-silicon-valley-loves-to-stereotype-the-sherpa/

Following Footnote:

Irish, "Why Silicon Valley loves to stereotype the Sherpa,"

Sample Bibliography:

Irish, Anni. "Why Silicon Valley loves to stereotype the Sherpa." *Salon,* December 31, 2017. https://www.salon.com/2017/12/31/why-silicon-valley-loves-to-stereotype-the-sherpa/

Newspaper Print Article

Note Format: Author First Last, "Title of Article," *Newspaper Title,* Page No.# Month Date, Year.

Bibliography Format: Newspaper articles are not cited in bibliographies.

Sample Note:

Shamsin Ahmed, "Exploring the potential of children with disabilities," *The Daily Star,* P7 December 19, 2017.

Following Footnote:

Ahmed, "Exploring the potential of children with disabilities."

Online Newspaper Article

Note Format: Author First Last, "Title of Article," *Newspaper Title,* Month Date, Year, URL.

Bibliography Format: News Items from daily newspapers are rarely listed separately in a Bibliography.

Sample Note:

Jahangir Rahman, "Maintaining food security," *The Financial Express,* December 29, 2017. http://thefinancialexpress.com.bd/views/maintaining-food-security-1514565177.

Following Footnote:

Rahman, "Maintaining food security,"

Website Source

Note Format: Author First Last, "Title of Article," *Website Title.* Sponsor, Original Publication Month Day, Year, URL. (Accessed Month Day, Year).

Or

For Entire Website:

Note Format: Author First Last, *Website Title,* URL (Accessed Month Day, Year).

Bibliography Format: Last Name, First. "Article Title." *Website Title.* Sponsor, Original publication Month Day, Year. URL. (Accessed Month Day, Year).

Or

Bibliography Format: Last Name, First. *Wensite Title.* URL. (Accessed Month Day, Year).

Sample Note:

Stanley Reed, "Fighting Climate Change, One Laundry Load at a Time," *New York Times,* January 01, 2018, https://www.nytimes.com/2018/01/01/business/energy-environment/climate-change-enzymes-laundry.html (accesses January 04, 2018).

Following Footnote:

Reed, "Fighting Climate Change."

Sample Bibliography:

Reed,Stanley. "Fighting Climate Change, One Laundry Load at a Time," *New York Times,* January 01, 2018. https://www.nytimes.com/2018/01/01/business/energy-environment/climate-change-enzymes-laundry.html. (accesses January 04, 2018).

Government Publication

Note Format: Name of the Government, Government Agency, Division/ Regional Office, *Title of the Publication,* Date, Publication Number, Report Number (if available or relevant), Place of Pub: Publisher, Date, Page number if relevant.

Bibliography Format: Same as Note Format

Sample Note:

Government of the People''s Republic of Bangladesh, Ministry of Finance, Finance Division, *Bangladesh Economic Review 2016,* Dhaka: Economic Adviser''s Wing, November 2016, 121-124.

Sample Bibliography:

Government of the People''s Republic of Bangladesh, Ministry of Finance, Finance Division, *Bangladesh Economic Review 2016,* Dhaka: Economic Adviser''s Wing, November 2016, 121-124.

Blog Entry

Note Format: Author First Last, "Title of Article," *Title of Blog,* Month Date, Year, URL.

Bibliography Format: Author First Last. *Title of Blog*. URL.

Sample Note:

Tahur Ahmed, "21st February, the background history of becoming International Mother Language Day and a proposal of establishing Ekushe Corner at every library of the world," *International Librarians Network,* March 10, 2017, https://interlibnet.org/2017/03/10/21st-february-the-background-history-of-becoming-international -mother-language-day-and-a-proposal-of-establishing-ekushe-corner-at-every-library-of-the-world/.

Sample Bibliography:

Tahur Ahmed. *International Librarians Network.* https://interlibnet.org/2017/03/10/21st-february-the-background-history-of-becoming-international-mother-language-day-and-a-proposal-of-establishing-ekushe-corner-at-every-library-of-the-world/.

References:

1. "Chicago Citation Style: Notes and Bibliography System For History". 2018. *Okanagan College.* http://www.okanagan.bc.ca/Assets/Departments+ (Administration)/Library/PDFs/chicago.pdf.
2. "Chicago Manual Of Style: Author Date Sample Citation". 2018. *Chicago Manual Of Style Online.* http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.
3. "Chicago Manual Of Style: Notes And Bibliography Sample Citation". 2018. *Chicago Manual Of Style Online.* http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.
4. "Chicago Style Quick Guide: Notes And Bibliography". 2018. *Western Washington University.*
5. "Quick Reference Guide To The Chicago Manual Of Style: Notes And Bibliography (Humanities Style)". 2018. *University Of Management And Technology.* http://admin.umt.edu.pk/Media/Site/UMT/SubSites/jitc/FileManager/chaicago%20styl e%20manual.pdf.
6. "Chicago Citation Style UWA Examples: 16Th Edition". 2018. *The University Of Western Australia.* http://guides.library.uwa.edu.au/Chicago_citation/examples-16th-ed.
7. "Chicago Citation Style: Footnotes And Bibliography". 2018. *University Of California Santa Cruz.* https://politics.ucsc.edu/undergraduate/chicago%20style%20guide.pdf.
8. "Chicago Style Citations (Author-Date Style)". 2018. *Trinity University.* http://lib.trinity.edu/research/citing/Chicago_Author_Date_16th_ed.pdf.
9. "Chicago Style Citations (Notes-Bibliography Style)". 2018. *Trinity University.* http://lib.trinity.edu/research/citing/Chicago_Notes_16thed_w_short.pdf.
10. "Overview Of Chicago Style". 2018. *The University Of Chicago Library.* http://guides.lib.uchicago.edu/cite/chicago.

Citing and Referencing:
Harvard Style

Harvard Referencing System

Harvard Referencing System stage proclamation parenthetical referencing or author/date insinuation system. Although it has no association as well as Harvard University, but popularly known as Harvard referencing system. Edward Laurens Mark, first use this author/date suggestion system in one of his research. An English visitor axiom this system even though visiting Harvard University and difficult he press on the news that it is Harvard Referencing System (British Medical Journal, 1945).

Harvard Referencing System requires following elements:

In-Text Citation

An in-text citation in Harvard Referencing System includes:
a) Author's surname
b) Year of publication
c) Page numbers (Use only **p.** for single Page and use **pp.** for multiple Pages)

Example: (Singh 2010, p.112)
a) **Single Page:** Khan (2010, p. 75)
b) **More than one Page:** (Khan 2010, pp. 24-75)
c) **No date:** Khan (n.d., p. 75)
d) **No Page numbers:** Khan (2010)

Referencing

Referencing, or citing, is an essential component of academic writing, as it acknowledges the sources of information you have used to complete your assignments. A reference will include authors, tiles, editions, publisher details or journal details.

Reference list

A list containing the full bibliographic details of all the sources you have cited in your work. It is usually placed at the end of the document. Entries in the reference list must be in agreement to the in-text citations.

Abbreviations

Chapter- ch. or chap.	**Page**- p.
Edition- edn	**Pages (Page range)**- pp.
Editors- Ed. or Eds	**Series**- ser.
Supplement- sup.	**Table**- tab.
And others- et al.	**No date**- n.d.
(Issue) number- no.	**Volume-** vol.

At the end of your work, under the heading References, list in full all of the sources that you have cited.

- **Write the list in alphabetical order** by the author's last name.
- **Italicize titles** of books, reports and conference proceedings. For journal articles, the title of the *journal* (not the title of the journal article) should be printed in italics.
- **Capitalize the first letter** of the publication title, the first letters of all main words in the title of a journal and all first letters of a place name and publisher.

Harvard Referencing System for Books

Books with One Author

Notes

When the author name is not mentioned in the text, the citation consists of the author's surname and the date of publication and Page number in brackets. But when you have already named the author in the text, then the citation consists of the year and Page number in brackets.

In-text Citation

Format: Direct quote: Author's surname (Year, Page)
Paraphrase: (Author's surname Year, Page)

Example: Direct quote: Khan (2006, p. 120)
Paraphrase: (Khan 2006, p. 74)

Reference

Syntax: Author's Surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

Example: Khan, MHA 2006, *Digital logic design*, University Grants Commission of Bangladesh, Dhaka.

Books with Two or Three Authors

In-text Citation

Format: Direct quote: Author's surname (Year, Page)
Paraphrase: (Author's surname Year, Page)

Example: 1. Direct quote: Desikan and Ramesh (2006, p. 180)
2. Paraphrase: (Desikan and Ramesh 2006, p. 165)

Reference

Syntax for two author's: Author's surname Initial(s) and another Author's surname Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

Syntax for three author's: Author's surname, Initial(s), Author's surname, Initial(s) and another Author's surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

Example: 1. Desikan, S and Ramesh, G 2006, *Software testing*, Dorling Kindersley, Bangalore.

2. Manuh, T, Gariba, S and Budu, J 2007, *Change & transformation in Ghana's publicly funded universities: A study of experiences, lessons & opportunities*, James Currey, Oxford.

Books with more than Three Authors

Notes
- ❖ **In-text**: Only list the name of the first author followed by **et al.**
- ❖ **Reference list**: List all authors **(do not use et al.)**

In-text Citation

Format: Direct quote: Surname of the first listed author et al. (Year, Page)
Paraphrase: (Surname of the first listed author et al. Year, Page)

Example: Direct quote: Kotler et al. (2013, p. 180)
Paraphrase: (Kotler et al. 2013, p. 80)

Reference

Syntax: Author's surname, Initial(s), Author's surname, Initial(s), Author's surname, Initial(s) and another Author's surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

Example: Kotler, P, Brown, L, Burton, S, Deans, KR and Armstrong, G 2013, *Marketing*, 9th edn, Pearson Australia, French Forest, NSW.

Books with Editor

In-text Citation

Format:
Direct quote (Single Editor): Editor's surname (ed. Year)
Multiple Editors: Editor's surname (eds. Year, Page)

Paraphrase (Single Editor): (Editor's surname and Editor's surname ed. Year)
Multiple Editors: (Editor's surname and Editor's surname eds. Year, Page)

Example:
Direct quote (Single Editor): Jalilvand (ed. 2012)
Multiple Editors: Hanrahan and Jacobs (eds. 2005, pp. 10-15)

Paraphrase (Single Editor): (Jalilvand ed. 2012)
Multiple Editors: (Hanrahan and Jacobs eds. 2005, p. 8)

Reference

If you are referencing a book with an editor instead for an author, this should be indicated in the reference.

Syntax: Editor's surname, Initial(s) ed./eds. Year, *Title (Italic)*, Edition, Publisher, Place.

Example: 1. Jalilvand, A (ed.) 2012, *Risk management and corporate governance*, Routledge, New York.
2. Hanrahan, NW and Jacobs, MD (eds.) 2005, *The Blackwell companion to the sociology of culture*, Blackwell Publishing, Malden.

Books without Author or Editor

Notes

Use the title and the year in place of the author. Do not place a comma between the title and year.Italicize the title, but do not italicize the year of publication.

In-text Citation

Format: (*Book title [Italic]* Year)
(*Book title [Italic]* Year, Page number)

Example: (*Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun* 1983)
(*Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun* 1983, p. 10)

Reference

Syntax: *Book title (Italic)* Year, Publisher, Place.

Example: *Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun* 1983, Blackwell, Oxford.

E-Books or PDF Documents

In-text Citation

Format: Direct quote: Author's surname (Year, Page)
Paraphrase: (Author's surname Year, Page)

Example: Direct quote:
Quirk and Greenbaum (1973, p. 202)
Paraphrase:
(Quirk and Greenbaum 1973, p. 202)

Reference

Syntax: Author's surname, Initial(s), Author's surname, Initial(s) and Author's surname, Initial(s) Year, *Title (Italic),* Publisher, Place, viewed Day Month Year, URL.

Example: Quirk, R and Greenbaum, S 1973, *A university grammar of English,* Longman, Harlow, viewed 03 January 2018, http://lib.ewubd.edu/ebook/34.

Chapter in Edited Book

Notes

Enclose the chapter title in single quotation marks.After the chapter title, insert the word '**in**' before the name of the editor(s).Use (ed.) for a single editor and (eds) for multiple editors. In your reference list, use the editor's name with initials before surname (e.g. K Crowley).If there is no chapter author, use the title in place of the author in-text and in the reference list.

In-text Citation

Format: (Chapter Author's surname Year, Page)

Example: (Milkman 1998, p. 22)

Reference

Syntax: Author's surname, Initial(s), Year, 'Chapter Title', in Editor's Initial(s) then Editor's Surname (ed./eds), *Book Title (Italic)*, Page numbers of chapter, Publisher, Place.

Example: Milkman, R 1998, 'The new American workplace: High road or low road?' in P Thompson and C Warhurst, (eds.), *Workplaces of the future*, pp. 22-34, Macmillan Press, London.

Translator, Compiler or Reviser

Notes

Use the following abbreviations before the person's name in the Reference List:
- ❖ For **Compiler** use **comp.**
- ❖ For **Reviser** use **rev.**
- ❖ For **Translator** use **trans.**

In-text Citation

Format: (Author's Surname Year)
          (Author's Surname Year, Page number)

Example: 1. (Mandel 1971)
          2. (Mandel 1971, p. 112)

Reference

Syntax: Author Surname, Initial(s) Year, *Book title (Italic)*, trans. Translator Initial(s) Surname, Publisher, Place of Publication.

Example: 1. Mandel, E 1971, *The formation of the economic thought of Karl Marx, 1843 to Capital*, trans. B Pearce, Monthly Review Press, New York.

          2. Colorado, JA 2006, *Economic theory in the Mexican context: Recent developments on the ground*, trans. K Smith, Oxford University Press, Oxford.

Corporate Author- when the Author is also the Publisher

Notes

Where the author is a corporate body, use the name of the corporate body as the author. Spell out the full name of the corporate body and include an abbreviation in the first instance. Use the abbreviation in subsequent references.

In-text Citation

Format: Direct quote:
　　　　　(Corporate Author's Year, Page)
　　　Paraphrase:
　　　　　(Corporate Author's Surname Year, Page Number)

Example: Direct quote:
　　　　　(The World Bank 1994, p. 301)
　　　Paraphrase:
　　　　　The World Bank (1994, p. 301)

Reference

Syntax: Name of corporate body Year of publication, *Title (Italic)*, Publisher (Abbreviation), Place.

Example: The World Bank 1994, *Making development sustainable: The World Bank group and the environment*, WB, Washington DC.

Harvard Referencing System for Journal

Journal Article with One Author

In-text Citation

Format: (Author Surname Year)
　　　　(Author Surname Year, Page Number)

Example: (Jennings 1997)
　　　　(Jennings 1997, pp. 33-45)

Reference

Syntax: Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number.

Example: Jennings, P 1997, 'The performance and competitive advantage of small firms: A management perspective', *International Small Business Journal*, vol. 15, no. 2, pp. 33-45.

Journal Article with Two or Three Authors

In-text Citation

Format: Direct quote: (Author's Surname & Author Surname Year)
       Paraphrase: (Author's Surname & Author Surname Year, Page number)

Note: When Author's names are incorporated into the text, use **'and'** instead of the ampersand **'&'**

       Direct quote: Author Surname and Author Surname (Year)
       Paraphrase: Author Surname and Author Surname (Year, Page number)

Example: 1. (Triplett, A and Scheumann 2000)
       (Triplett, A and Scheumann 2000, pp. 35-43)

Example: 2. Triplett and Scheumann (2000)
       Triplett and Scheumann (2000, p. 44)

Reference

Syntax: Author's Surname, Initial(s) and Author's Surname, Initial(s) Year, 'Article title', *Journal Title***,** volume number, issue number, Page number.

Example: Triplett, A and Scheumann, J 2000, 'Managing shared services with ABM', *Strategic Finance*, vol. 81, no. 8, pp. 35-43.

Journal Article with more than Three Authors

Notes

The names of all authors should be provided in the reference list (do not use **'et al'**).
For In-text Citation; give the first author's family name followed by **'et al'**.

In-text Citation

Format: Direct quote: (Surname of the first listed author et al. Year, Page number)
       Paraphrase: Surname of the first listed author et al. (Year, Page number)

Example: Direct quote: (Argibay-losada et al. 2010, p. 147)
       Paraphrase: Argibay-losada et al. (2010, p. 147)

Reference

Syntax: Author's Surname, Initial(s), Author's Surname, Initial(s), Author's Surname, Initial(s) and Author's Surname, Initial(s) Year, 'Article title', *Journal Title***,** volume number, issue number, Page number.

Example: Argibay-losada, P, Suarez-Gonzalez, A, Lopez-Garcia, C and Fernandez-Veiga, M 2010, 'Flow splitting for end-to-end proportional QoS in OBS networks', *IEEE Transactions on Communications*, vol. 58, no. 1, pp. 147-159.

Article in Online Journal or Magazine

Notes

The names of all authors should be provided in the reference list (do not use **'et al'**).
For In-text Citation; give the first author's family name followed by **'et al'**.

In-text Citation

Format:
For Single Author: Direct quote: (Author's Surname Year)
                              Paraphrase: Author's Surname (Year, Page)

For Multiple (More than Three) Authors:
                              Direct quote: (Surname of the first listed author et al. Year, Page)
                              Paraphrase: Surname of the first listed author et al. (Year, Page)

Example:
For Single Author: (Gruenwald 2013)
                        Gruenwald (2013, p. 32)

For Multiple Authors: (Salleh et al. 2008)
                            Salleh et al. (2008, p. 252)

Reference

Syntax for Single Author: Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number, viewed Day Month Year, URL.

Syntax for Multiple Authors: Author's Surname, Initial(s), Author's Surname, Initial(s) and Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number, viewed Day Month Year, URL.

Example for Single Author: Gruenwald, RK 2013, 'Entrepreneurship challenges in high-growth companies and consequences for SME policy', *Entrepreneurial Business and Economics Review*, vol. 1, no. 1, pp. 31-45, viewed 03 January 2018, https://eber.uek.krakow.pl/index.php/eber/article/view/4.

Example for Multiple Authors: Salleh, NHM, Siong-Hook, L, Ramachandran, S, Shuib, A and Noor, ZM 2008, 'Asian tourism demand for Malaysia: A bound test approach', *Contemporary Management Research*, vol. 4, no. 4, pp. 220-254, viewed 03 January 2018, http://www.cmr-journal.org/article/viewArticle/1178.

Journal Article with DOI Link

Notes

DOIs (Digital Object Identifiers) are generally not required in Harvard referencing style. But if you prefer to provide a DOI, place it at the end of a reference.

In-text Citation

Format: (Author Surname Year)
(Author Surname Year, Page number)

Example: (Pan 2015)
(Pan 2015, p. 88)

Reference

Syntax: Author Surname, Initial(s) Year, 'Article title', *Journal Title*, volume, issue or number, Page range, viewed Day Month Year, http://dx.doi.org/xxxxxxxx.

Example: Pan, FC 2015, 'Practical application of importance-performance analysis in determining critical job satisfaction factors of a tourist hotel', *Tourism Management*, vol. 46, pp. 84-91, viewed 03 January 2018, http://dx.doi.org/10.1016/j.tourman.2014.06.004.

Newspaper

Newspaper Article with Author

In-text Citation

Format: (Author Surname Year)
(Author Surname Year, Page number)

Example: (Byron 2018)
(Byron 2018 p. 17)

Reference

Syntax: Author Surname, Initial(s) Year, 'Article title', *Newspaper Title*, Day Month, Page.

Example: Byron RK 2018, 'Govt. to amend Grameen Bank electoral rules again', *The Daily Star*, 04 January, p. 17.

Newspaper Article without Author

Note
Give the Newspaper name in place of the author name.

In-text Citation
Format: (*Newspaper Title,* Year, Page)

Example: (*The Daily Star* 2018, p. 08)

Reference
Syntax: *Newspaper Title* Year, 'Article title', Day Month, Page.

Example: *The Daily Star* 2018, 'Antigen test at last: A very welcome decision', 23 September, p. 08.

Online Newspaper or Newsletter Article- No Author, No Page Number

In-text Citation
Format: (Article title Year)
Example: (Amend rules for the lower court judges 2018)

Reference
Syntax: 'Article title' Year, *Newspaper Title*, Day Month, viewed Date Month Year, URL.

Example: 'Amend rules for the lower court judges' 2018, *The Daily Star*, 05 January, viewed 06 January 2018, http://www.thedailystar.net/backPage/amend-rules-the-lower-court-judges-1515259.

Online Newspaper or Newsletter Article

In-text Citation
Format: (Author Surname Year)

Example: (Rahman 2017)

Reference
Syntax: Author Surname, Initial(s) Year, 'Article title', *Newspaper Title*, Day Month, Page range, viewed Day Month Year, URL.

Example: Rahman CT 2017, 'The journey to Liberation War by a fifteen year old boy', *The Daily Star,* 18 December, viewed 04 January 2017, http://www.thedailystar.net/in-focus/the-journey-liberation-war-fifteen-year-old-boy-1506442.

Government Publication

Government Department as Author

Notes

For corporate authors with long names, spell out the full name of the body and include an abbreviation in the first in-text reference. Use the abbreviation in subsequent references.

In-text Citation

Format: (Government Department name Year)
Subsequent In-text Citation: Shorten form of Government Department (Year)

Example: (Ministry of Finance [MOF] 2016)

For Subsequent in-text reference: MOF (2016)

Reference

Syntax: Government Department name Year, *Title of publications*, Publisher, Place.

Example: Ministry of Finance 2016, *Bangladesh economic review 2016*, MOF, Dhaka.

Legislation

Notes

Legislations: Acts, Regulations, rules and by-laws, should be cited exactly. Most Acts have a short formal title that can be used for citation purpose.
Legislation is only included in a list of reference, if it is important to an understanding of the work. It is preferable to list separately under the subheading of Legislation.

Units of division: For 'Sections' and 'Regulations' of acts, have used the abbreviations s., ss., r. rr.

Examples: Sections (Single): s. 24
      Sections (Multiples): ss. 1-28
❖ Same as for **'Regulations'**

In-text Citation

Format: *Title of the Act Year*
    Title of the Act Year (abbreviation of the jurisdiction)

Example: *Bangladesh Road Transport Authority Act 2017*
    Bangladesh Road Transport Authority Act 2017 (Bd)

Reference

Syntax: *Title of the Act and Date of publication* (abbreviation of the jurisdiction), section number(s), reprint number, Publisher, Place of Publication.

Example: *Bangladesh road transport authority act 2017* (Bd), ss. 1-28, Ministry of Law, Justice and Parliamentary Affairs, Dhaka.

Audio Visual Sources

CD, DVD, Video Recording, Film/Motion Picture

In-text Citation

Format: 1. (*Title* Year)

2. (*Film Motion Picture Title* Year)

Example: 1. (*What is marketing* 2009)

2. (*Wall Street* 2014)

Reference

Syntax: 1. *Title of DVD or video-recording* Year of production, format e.g. DVD, video recording or motion picture, Publisher, Place.

2. *Title of movie* Year of production, motion picture, Producer. Distributed by (Agent or Production House), Place, and starring (Cineplex name).

Example: 1. *What is marketing?* 2009, DVD, Classroom Video, United Kingdom. Distributed by VEA Australia, Bendigo, VIC.

2. *Wall street* 1987, motion picture, American Entertainment Partners and Amercent Films, Distributed by 20th Century Fox, and starring Michael Douglas and Charlie Sheen.

Online/Social Media Videos (YouTube, Facebook….. etc)

In-text Citation

Format: (Author's Surname/Username Year)

Example: (BRIGHT SIDE 2018)

Reference

Syntax: Author's Surname, Initial(s)/Username Year, *Title of video*, Day Month (video was posted), viewed Day Month Year, URL.

Example: BRIGHT SIDE 2018, *9 Brain exercises to strengthen your mind*, 25 November, viewed 27 November 2018, https://www.youtube.com/watch?v=pCpiteBel8E.

Website

Website Page with Author

In-text Citation

Format: (Author's Surname Year)
Example: (Ahmed 2018)

Reference

Syntax: Author's Surname, Initial(s) Year (Published Year), *Title of Page*, Website name, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, URL.

Example: Ahmed, MA 2018, *Water pollution: Solutions that actually work*, The Daily Star, Dhaka, viewed 07 January 2018, http://www.thedailystar.net/opinion/environment/water-pollution-solutions-actually-work-1515562.

Website Page without Author

In-text Citation

Format: (*Title of Page* Year)
Example: (*HP recalls computer batteries over fire risk* 2018)

Reference

Syntax: *Title of Page* Year (Published Year), Website name, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, URL.

Example: *HP recalls computer batteries over fire risk* 2018, The Daily Star, Dhaka, viewed 07 January 2018, http://www.thedailystar.net/business/hp-recalls-computer-batteries-over-fire-risk-1516084.

Website Page without Date

In-text Citation

Format: (Author n.d.)
Example: (Mahaffie n.d.)

Reference

Syntax: Author's Surname Initial(s) n.d., *Title of Page*, viewed Day Month Year, URL.

Example: Mahaffie, JB n.d., *How for-profit businesses will reshape education,* The Daily Star, Dhaka, viewed 07 January 2018, http://www.wise-qatar.org/john-mahaffie-for-profit-education.

Website Page with Organizational Author

In-text Citation

Format: (Organizational Name Year)
(Organizational Name Year, Page)

Example: (Attorney-General's Department 1998)
(Attorney-General's Department 1998, p. 10)

Reference

Syntax: Organizational Name Year (Page created or revised), *Title of specific document*, Publisher (if applicable), Place (if applicable), viewed Day Month Year, URL.

Example: Attorney-General's Department 1998, *Review of the Commonwealth's 'Acts interpretation act 1901'*, viewed 01 October 1999, http://www.law.gov.au.

Blog Post

Note

If an author posts multiple entries on the same day, include the time the entry was posted (e.g. 19 April, 10:39 AM)

In-text Citation

Format: Direct quote: Author's Surname (Year)
Paraphrase: (Author's Surname Year)

Example: Direct quote: Berg (2017)
Paraphrase: (Berg 2017)

Reference

Syntax: Author's Surname, Initial(s) Year, 'Blog Post Title', *Blog Name*, blog post, Day Month (Date of post), viewed Day Month Year, URL.

Example: Berg, J 2017, 'On anger in LIS: Notes from a feminized, white profession', *BeerBrarian*, blog post, 27 July, viewed 05 January 2018, https://beerbrarian.blogspot.com/2017.

Wikipedia

In-text Citation

Format: (Title of Article (in single quotation marks) Year)

Example: ('Ha-Meem group' 2019)

Reference

Syntax: Title of Article (in single quotation marks) Year that the site was published/last updated, *Title of wiki site (in italics),* viewed Day Month Year, URL.

Example: 'Ha-Meem group' 2019, *Wikipedia*, viewed 18 August 2019, https://en.wikipedia.org/wiki/Ha-meem_Group.

Other Sources

Conference or Seminar Papers- Print

Notes

If there is no identifiable author, use the title instead. If the title of the conference also includes the place and date that the conference was held, then these should also be included in the title.

In-text Citation

Format: (Author Surname Year)
(Author Surname Year, Page number)

Example: (Wilde and Cox 2008)
(Wilde and Cox 2008, p. 115)

Reference

Syntax: Author's Surname, Initial(s) Year, 'Title of paper', in (Initial and Surname of editors), *Title of published proceedings*, Publisher, Place of Publication, Page number(s).

Example: Wilde, S and Cox, C 2008, 'Principal factors contributing to the competitiveness of tourism destinations at varying stages of development', in S Richardson, L Fredline, A Patiar and M Ternel (eds.), *CAUTHE 2008: Where the 'bloody hell' are we?*, Griffith University, Gold Coast, Qld, pp. 115-8.

Conference Proceedings or Seminar Papers- Online

In-text Citation

Format: (Author's Surname Year)
Example: (Fan, Gordon and Pathak 2000)

Reference

Syntax: Author's Surname, Initial(s) Year (Conference Year). 'Title of Paper' *Name or Title of Conference*, Publisher, Place of Publication, Pages, viewed Day Month Year, URL.

Example: Fan, W, Gordon, MD and Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', *Proceedings of the twenty-first international conference on information systems*, Association for Information Systems, Brisbane, pp. 20-34, viewed 18 August 2020, https://dl.acm.org/citation.cfm?id=359640.

Dictionary or Encyclopedia

Notes

List the entry title in single quotation marks and the encyclopedia title in italics. If there is no author for an entry, use the title of the entry instead. If you are using an encyclopedia from a library database, replace the publisher and place of publication with the database name.

In-text Citation

Format: Direct quote: Author's Surname (Year, Page)
Paraphrase: (Author's Surname Year, Page)

Example: Direct quote: Meadows (2011, p. 150)
Paraphrase: (Meadows 2011, p. 150)

Reference

Syntax: Author's Surname, Initial(s) Year of Publication, 'Title of entry', in Editor's Initial(s) Surname (ed./eds), *Title of encyclopedia*, Edition (if not the first), Volume number (if any), Publisher, Place, Page.

Example: Meadows, M 2011, 'Indigenous media (Australia)', in JDH Downing (ed.), *Encyclopedia of social movement media*, SAGE Publications, Los Angeles, pp. 247-250.

Thesis or Dissertation

In-text Citation

Format: (Author's Surname Year)
(Author's Surname Year, Page)

Example: (Hoque (2005)
(Hoque 2005, p. 45)

Reference

Syntax: Author's Surname of thesis, Initial(s) Year of Submission, 'Title of Thesis', Name of Degree, Institution Name, viewed Day Month Year, URL.

Example: Hoque, MS 2005, 'Overview of mobile activity management', Bachelor of Business Administration thesis, East West University, Dhaka, viewed 05 January 2018, http://dspace.ewubd.edu/handle/123456789/1757.

Reference List

1. **The material contained in this document has been adapted from the following publication:**
   Referencing and citation styles: Harvard 2019, *Introduction to the Harvard author-date referencing style,* The University of Sydney Library, Sydney, Australia, Viewed 03 January 2020, https://libguides.library.usyd.edu.au/ld.php?content_id=22570384.

2. **Examples in this document have been based on the following sites and publications:**

   (a) East West University n.d., Open Access Catalogue (OPAC), East West University Library, Dhaka, Bangladesh, viewed 05 January 2018, http://opac.ewubd.edu.

   (b) East West University n.d., EWU institutional repository, East West University Library, Dhaka, Bangladesh, viewed 06 January 2018, http://dspace.ewubd.edu.

   (c) Bangladesh Road Transport Authority 2017, *Bangladesh road transport authority act 2017,* Ministry of Law, Justice and Parliamentary Affairs, Dhaka, viewed 06 January 2018, http://www.brta.gov.bd/newsite/en/brta-act-2017.

   (d) 'Amend rules for the lower court judges' 2018, *The Daily Star*, 05 January, viewed 06 January 2018, http://www.thedailystar.net/backPage/amend-rules-the-lower-court-judges-1515259.

   (e) *HP recalls computer batteries over fire risk* 2018, The Daily Star, Dhaka, viewed 07 January 2018, http://www.thedailystar.net/business/hp-recalls-computer-batteries-over-fire-risk-1516084.

   (f) Ministry of Finance 2016, *Bangladesh economic review 2016*, MOF, Dhaka.

Modern Language Association (MLA) Citation Guide

MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the MLA Handbook (8th ed.), offers examples for the general format of MLA research papers, in-text citations and the Works Cited page.

Please read this guide first. If you have any questions about MLA, please contact at Reference Section of EWU Library.

The Student Research Process
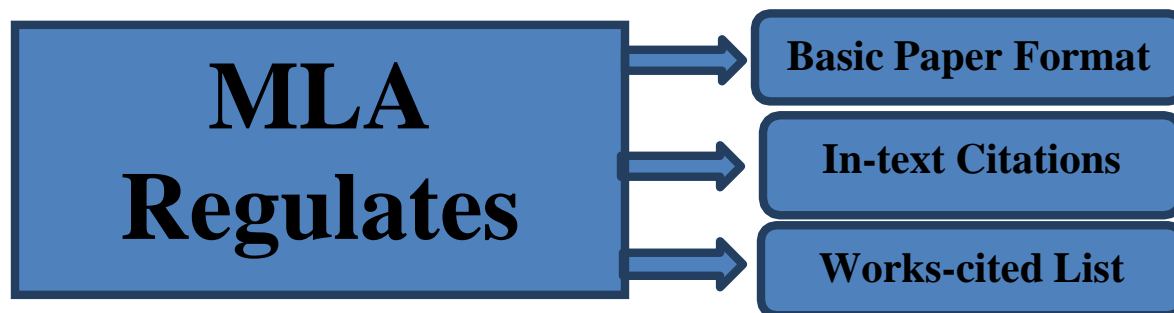
Formulate a Research Question

Research Topic in Multiple Resources

Take Notes

Locate and Evaluate Resources

Identify Specific Sources and Information

Refine Topic

Cite Sources

Organize Information

Identify Key Points and Formulate Thesis Statement

Evaluate Product

Evaluate product

Compose Rough Draft or Begin Work on Product

Polish Final Product
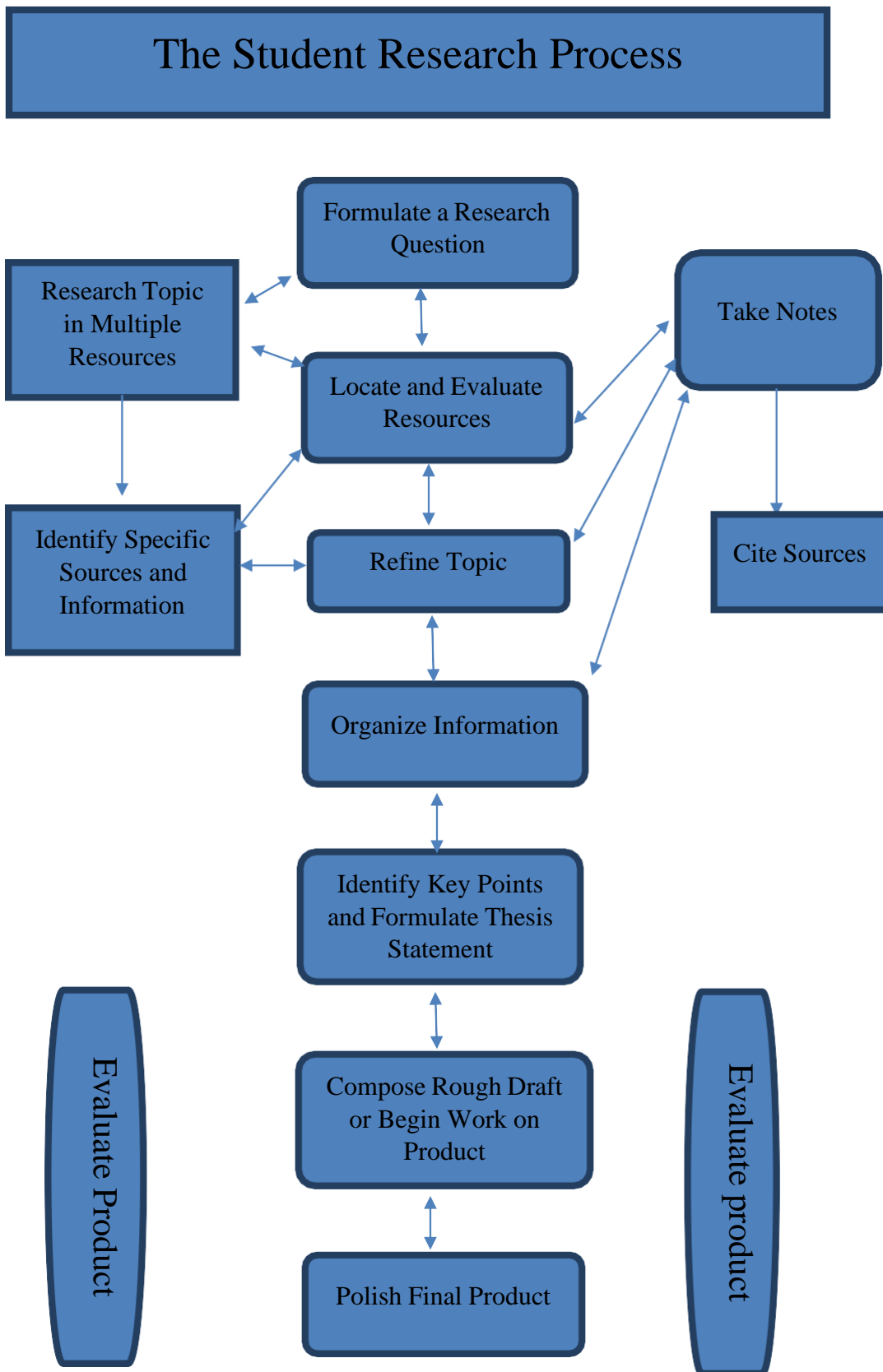
Fig. The Student Research process.

Citing and Referencing

Ethics is a very important topic in research. Every researcher should know about the ethical violations in research. "Research misconduct-fabrication, falsification, and plagiarism-is an insidious problem in the scientific community today with the capacity to harm science, scientists, and the public." Kornfeld, Donald S. "Research Misconduct: The Search for a Remedy." *Academic Medicine,* vol. 87, no. 7, 2012, pp. 877-882.

To understand what is plagiarism and how to avoid this serious problem using this link
https://wts.indiana.edu/writing-guides/plagiarism.html

MLA Regulates

→ **Basic Paper Format**

→ **In-text Citations**

→ **Works-cited List**

Basic Paper Format

When you have been asked to submit a paper in MLA style, you need to format the page and present the content in a specific way. The following steps will show you how to format a research paper in MLA style. However, it should be mentioned here that before formatting any style, ask your instructor's guideline first

General Paper/Manuscript Format

□ The margins of document should be 1 inch on all sides

□ Printout on paper larger than 8½ by 11 inches [*do not print the text in an area greater than 6½ by 9 inches*]
▢ Double space the text of paper.
□ Use 12 pt. front size and a readable front type such as Times New Roman

□ Beginning one inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing the lines. On a new, double-spaced line, center the title. Do not italicize or underline your title, put it in quotation marks or boldface, or type it in all capital letters.

□ Do not use a period after your title or after any heading in the paper (e.g., *Works Cited*). Begin your text on a new, double-spaced line after the title, indenting the first line of the paragraph half an inch from the left margin
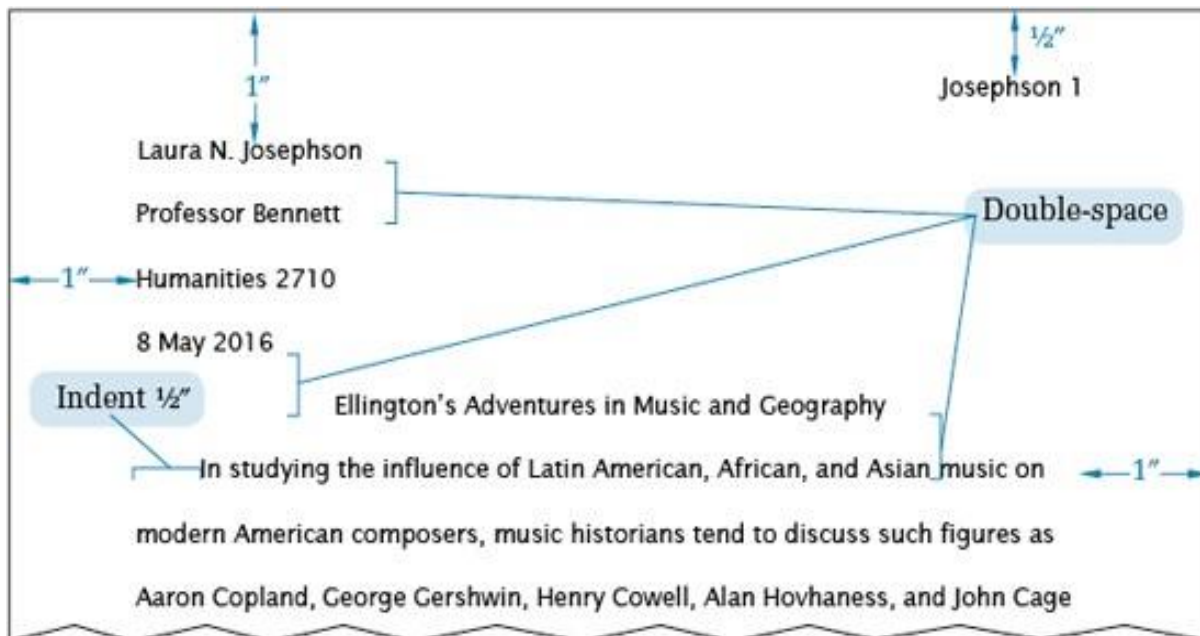
□ Number all pages consecutively throughout the research paper in the upper right-hand corner, half an inch from the top and flush with the right margin. Type your last name, followed by a space, before the page number. *Do not use the abbreviation p. before the page number or add a period, a hyphen, or any other mark or symbol.*

Example:

½"

1"

Josephson 2

1" ⟶ Ellington's earliest attempts to move beyond the four-minute limit imposed by the ⟵ 1" ⟶

Fig. 2. The running head of a research paper.

☐ Place tables and illustrations as close as possible to the parts of the text to which they relate. A table is usually labeled *Table*, given an arabic numeral, and titled. Type both label and title flush left on separate lines above the table, and capitalize them as titles (do not use all capital letters). Give the source of the table and any notes immediately below the table in a caption. To avoid confusion between notes to the text and notes to the table, designate notes to the table with lowercase letters rather than with numerals. Double-space throughout; use dividing lines as needed.

Example:

Table 1

Degrees in Modern Foreign Languages and Literatures Conferred by Degree-Granting Institutions of Higher Education in the United States[a]

Year	Bachelor's Degrees	Master's Degrees	Doctor's Degrees
1996-97	13,053	2,470	793
1997-98	13,618	2,367	819
1998-99	14,163	2,267	757
1999-2000	14,186	2,228	804
2000-01	14,292	2,244	818
2001-02	14,236	2,284	780
2002-03	14,854	2,256	749
2003-04	15,408	2,307	743
2004-05	16,008	2,517	762
2005-06	16,762	2,637	777

Source: table 297 in *Digest of Education Statistics*, 2007 ed., United States Dept. of Education, Institute of Education Sciences, National Center for Education Statistics, June 2007, nces.ed.gov/programs/digest/d07/tables/dt07_297.asp.

a. These figures include degrees conferred in a single language or a combination of modern foreign languages and exclude degrees in linguistics, Latin, classics, ancient and Middle and Near Eastern biblical and Semitic languages, ancient and classical Greek, Sanskrit and classical Indian languages, and sign language and sign language interpretation.

Fig. 4. A table in a research paper.

If you have any endnotes, include them on a separate page before your Works Cited page.

The first page of an MLA Style paper will:

□ Have no title page

□ Double space everything

□ List your name, your instructor's name, the course and date in the upper left-hand corner

□ The paper title should be Center (use standard caps but no underlining, italics, quote marks of bold typeface)

□ Create a header in the upper right corner at half inch from the top and one inch from the right of the page (list your last name and page number here)

Example:

Lucas | 1

Charlotte Lucas

Dr. J. Austen

ENGL 106

12 October 2008

Building a Dream: Reasons to Expand Ross-Ade Stadium

During the 2000 football season, the Purdue Boilermakers won the Big Ten Conference Title, earned their first trip to the Rose Bowl in thirty-four years, and played every game in front of a sold-out crowd. Looking ahead...

In-Text Citations

Syntax

In general, the in-text citation will be the author's last name with a page number, enclosed in parentheses.

Example:

(Chambers 12)
Corresponding Works Cited Entry: Chambers, Angela. "Questions In English And French Research Articles In Linguistics: A Corpus-Based Contrastive Analysis." *Corpus Pragmatics*, 2017, pp. 12-50.

Syntax

If you are citing from the works of two different authors with the same last name, include the author's first initial in your reference

Example:

(R. Miller 12)
(A. Miller 46)

Syntax

If there is no author or the author is unknown, use the title. Shorter titles can be included in full in the in-text citation.

Longer titles can be shortened for the in-text citation but the first word (not counting articles like a, an, the, etc.) must remain so the title can be found in the alphabetized bibliography at the end of the paper. Titles of entire works (e.g. book titles) are italicized.

Example:

(*Encyclopedia of Virginia* 212)

Syntax

If the entry in the works-cited list begins with the names of two authors, include both last names in the in-text citation, connected by *and*.

If the source has three or more authors, the entry in the works-cited list should begin with the first author's name followed by et al. The in-text citation should follow suit.

Example:
(Booth and Williams 190)
(Barclay et al. 144-145)

Syntax

If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the others.

Example:
Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38),though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

Syntax

If the author's name is not mentioned in the sentence, format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers

Example: Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

Syntax

If you cite from different volumes of a multivolume work, always include the volume number followed by a colon. Put a space after the colon, then provide the page number(s). (If you only cite from one volume, provide only the page number in parentheses.)

Example:
… as Quintilian wrote in *InstitutioOratoria* (1: 14-17).

Syntax

In your first parenthetical citation, you want to make clear which Bible you're using (italicize the title), as each version varies in its translation, followed by book (do not italicize), chapter and verse. Do not include page numbers. However, for references, employ the same edition of the Bible you are using, list only the book, chapter, and verse in the parenthetical citation.

Example:
Ezekiel saw "what seemed to be four living creatures," each with the faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1:5-10).

Syntax

For such indirect quotations, use "qtd. in" to indicate the source you actually consulted. This is illustrated in the first example on this slide.

Example:
(qtd. in Weisman 259).

Syntax

For works in time-based media, such as audio and video recordings, cite the relevant time or range of times. Give the numbers of the hours, minutes, and seconds as displayed in your media player, separating the numbers with colons.

Example:
("*Buffy*" 00:03:16-17).

Syntax

When a source has no page numbers or any other kind of part number, no number should be given in a parenthetical citation. Do not count unnumbered paragraphs, pauses, or other parts.

Example:
(Kotler)

Syntax

If you quote part or all of a line of verse that does not require special emphasis, put it in quotation marks within your text and mention the used line.

Example:
Properzia Rossi tells the statue that it will be a container for her feelings: "The bright work grows / Beneath my hand, unfolding, as a rose" (lines 31-32).

Syntax

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Example:
• Kotler and Armstrong, in book on principles of marketing, states: "Marketing is the social process by which individuals and organizations obtain what they need and want through creating and exchanging value [both individuals and organizations]with others"

Works-cited List

Books

Syntax

Author. *Title of book.* Publisher, Year of publication. Medium
- There are four main parts to a book citation: the author's name, the title of the book (italicized), the publisher information and the medium type (print, web, etc.)
- The author's name should be written: Last Name, First Name.
- The title and any subtitles should be italicized.
- If more than one place of publication is given, only provide the first one listed.
- Publishers' names should be listed abbreviated as much as possible e.g. omit articles (a, an, the), business abbreviations (Co., Corp, Inc., Ltd.) and descriptive words (Books, House, Press, Publishers).

Book by a single author

Syntax

Begin the entry with the author's last name, followed by a comma and the rest of the name, as presented in the work.

Example:
Volti, Rudi. *Cars and Culture: The Life Story of a Technology.* Johns Hopkins UP, 2016.

East West University Library

Book by two authors

Syntax

If there are two authors, list the authors according to the order of the names on the title page. Reverse only the name of the first author, add a comma, and give the other names in normal forms.

Example:
Dorris, Michael, and Louise Erdrich. *The Crown of Columbus*. HarperCollins, 1999.

Book by three or more authors

Syntax

When a source has three or more authors, reverse the first of the names and follow it with a comma and add et al. ("and others").

Example:
Burdick, Anne, et al. *Digital Humanities*. MIT Press, 2012.

An Anonymous book

Syntax

If a book has no author's or editor's name on the title page, begin the entry with title. Alphabetize the entry by the title, ignoring any initial a, an or the.

Example:
Encyclopedia of Virginia. New York: Somerset, 1993.

East West University Library

www.lib.ewubd.edu

For edited Books

Syntax

For one editor entry begin with the following rules

Example:
Nunberg, Geoffrey, editor. *The Future of the book*. University of California Press, 1996.

Syntax

If there are two or more editor following rules should be followed

Example:

McCaffrey, Paul, and Lynn M. Messina, editors. *The United States Supreme Court*. Wilson, 2015.

Example:

Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein.* U of Massachusetts p, 2007.

Book by a corporate author or organization

Syntax

List the names of corporate authors in the place where an author's name typically appears at the beginning of the entry.

Example:
United Nations. *Consequences of Rapid Population Growth in Developing Countries*. Tylor and Francis, 1991.

Government document

Syntax

Give the name of the government first, then the name of the agency.

Example: Hawaii. Office of the Auditor. *Follow-up Audit of the Child Protective Services System*. State of Hawaii, 2015.

Revised edition

Syntax

If an edition is given, specify it by number (2nd ed.), name (Rev. ed.), or year (2004 ed.).

Example: Castro, Peter, and Michael E. Huber. *Marine Biology*. 4th ed., McGraw, 2015.

Periodical

Syntax

Author(s). "Title of Article." *Title of Periodical,* vol. x, no. x, season or month, Year, pp. x-xx.

Example: Craven, Chris. "Vampires, Vampires, Vampires." *Vampire Magazine,* vol. 24, no. 1, Jan. 2003, pp. 24-34.

An Article in a Scholarly Journal

Syntax

Author(s). "Title of Article." *Title of Journal*, vol x, no x, year, pp. xx-xx.

Example: Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly*, vol. 16, no.1, 2008, pp. 134- 164.

Article in an Online Database

Syntax

Author(s)."Title of Article." *Title of Journal,* volume, issue, year, pages.*Title of the Database,*URL or DOI.

Example:

Elmborg, James. "Critical Information Literacy: Implications for Instructional Practice." *The Journal of Academic Librarianship*, vol. 32, no.2, 2006, pp. 192-199. *Elsevier BV,*

Website

Syntax

Author(s). *Name of Site*. Name of sponsor or publisher, date of publication, URL.

• When citing a website, do not include http://

• If you cannot find some of the information, cite what is available.

• If the author is unknown, put the name of the article or the name of the web site in the author position.

• A website whose title is essentially the same as the name of its publisher may omit the publisher name.

• If the publication date is unknown, substitute the publication date with the date the site was accessed.

• DOIs and permalinks, when available, are preferred over URLs.

• For in-text citations, use the first item that appears in the Works Cited entry that corresponds to the citation. Most often, this will be the author or name of the site

Example:
Clark, josh. "Does Gum Really Stay in You for Seven Years?" How Stuff Works. Discover, 18 Dec. 2007. Web. 12 Aug. 2008.

Baird, Julia. "The Savvy, Salty Political Saint." Newsweek 24 Dec. 2007: 54-55.

Baird, Julia. "The Savvy, Salty Political Saint." Newsweek Vol. 28.15

E-mail

Example:
Underwood, Jason. "X-ray." Message to the author. 5 June 2008. Email

Citing and Referencing:

OSCOLA Citation Style

OSCOLA Referencing Guide

The Oxford University Standard for the Citation of Legal Authorities (OSCOLA) is the referencing style used by the Leicester Law School, and by many law schools and legal publishers in the UK.OSCOLA is a guide to legal citation, not a style guide. For advice on punctuation, grammar and writing style, use the most recent editions of Fowler's Modern English Usage, The Oxford English Dictionary, and Hart's Rules. Hart's Rules is particularly useful for information about typographical conventions, but note that the legal citation section is not always consistent with OSCOLA.

OSCOLA is published and maintained by the University of Oxford, and is available to download For free from https://www.law.ox.ac.uk/research-subject-groups/publications/oscola. OSCOLA includes rules and examples for referencing all types of primary and secondary legal resources in the UK, Europe and Internationally. Please read this guide first. If you have any questions about OSCOLA referencing, please contact at Reference Section of EWU Library.

When to cite:

Reference Required	No Reference Required
Discus the ideas and resource of another person in your own words.	Present the result of your own experiment and survey.
Copy text from another source	Write about your own opinion on a topic
Include a table or data or a diagram from another source.	Mention a fact which is commonly known.
Paraphrase the ideas from two separate sources linking them together using your own words.	
Write about something you know you have read about somewhere but you cannot remember where.	

Principles for footnotes

• When citing any source, either directly (as a quotation) or indirectly (by paraphrasing or Referring to ideas in a source), cite the reference in a footnote, in the style indicated in OSCOLA.

• Indicate footnotes with a superscript number which should appear after the relevant punctuation in the text (if any).Put the footnote marker at the end of a sentence, unless for the sake of clarity it is necessary to put it directly after the word or phrase to which it relates. If the word or phrase to which the footnote marker relates is in brackets, put the marker before the closing bracket.

• A quotation need not be footnoted separately from the name of the source from which it is derived if the two appear in the same sentence. Otherwise, separate notes should be used.

• Close footnotes with a full stop (or question or exclamation mark).Where more than one citation is given in a single footnote reference, separate them with semi-colons.

• When citing cases, give the name of the case, the neutral citation (if appropriate), and volume and first page of the relevant law report, and where necessary the court.

• If the name of the case is given in the text, it is not necessary to repeat it in the footnote.

• In the footnote at the bottom of the same page, insert the reference. In your footnote reference, refer to a specific page - or range of pages - if appropriate (this is known as 'pinpointing').

Principles for Bibliography

At the end of your work (and before any appendices) include all your references in a full bibliography.
Your bibliography is a list of every source of information you have used in preparing your piece of work, including sources you have used for background reading but not necessarily quoted from or referred to directly in your work. In your bibliography reference the information source as a whole, not specific pages. Sources should be listed alphabetically by author's surname, or by title if no author is given.

Your bibliography should be laid out in three parts:

1. Table of cases

2. Table of legislation

3. Bibliography

Table of cases

• Cases should be listed alphabetically by case name (eg Brown v Wilson, then Brown v Wright, then Browne v Wright).

• Cases should be alphabetized by the significant name. So, for example, In re the Estate of Farquar or Re Farquar's Estate should be listed in the table of cases under Farquar's Estate, Re.

• Unless there are very few cases, you should divide the table of cases into separate sections for separate jurisdictions.

  o European cases should be distinguished between ECJ, CFI and Commission cases and should be arranged in chronological and numerical order by their assigned case number.

• Shipping and trade mark cases (which are often referred to simply by the name of the ship or trade mark) should be included as normal, but should also have an additional entry in the table included under the name of the ship or trade mark, with a cross-reference to the full name of the case.

Table of legislation

• Legislation should be listed alphabetically by title.

• Your table of legislation should be listed with similar divisions to your table of cases to identify legislation from different jurisdictions.

• You may want to distinguish between primary and secondary legislation (eg having a 'List of Statutes' and a 'List of Statutory Instruments').

Short forms and ibids

Syntax:

The first time you reference a source, full details should be given in the footnote.
For **subsequent citations**, a **short form** of the reference can be given, followed by a cross-reference (in brackets) to the fully referenced footnote. For cases the short form is normally the first party name, and for books and articles the author's surname. If you refer to the same work in the immediately following footnote, you can use **ibid** (an abbreviation of the Latin ibidem, meaning 'in the same place'), instead of the short form. Page numbers can also be used at the end of short forms and ibids.

Example:

(Where footnote 3 refers to footnote 2 and footnote 4 refers to footnote 1)

1. Richard Pears and Graham Shields, Cite them right: the essential referencing guide (9th ed., Palgrave Macmillan 2013).

2. Lisa Webley, Legal Writing (3rd ed., Routledge 2013).

3. ibid.

4. Pears and Shields (n 1).

Quotations

Syntax:

Short quotations (up to three lines of text), should be incorporated into the text, within 'single quotation marks'; **longer quotations** (over three lines of text), should be presented in an indented paragraph, without quotation marks. All quotations should be referenced by a footnote, and the page number of the quotation should be indicated at the end of the

footnote. Quotations from other works must be faithful to the original, except where it is necessary to change quotation marks from single to double, or vice versa. If some words are missing from the quotation, or if it ends mid-sentence in the original text, use an ellipsis (...) to indicate that some of the quotation is missing.

Page numbers

Syntax:

If you directly quote or paraphrase a source, you should include the page or paragraph number at the end the footnote (although not in the bibliography). OSCOLA uses minimal punctuation, and page numbers are given simply as a number e.g. 5 or range of numbers e.g. 5-6 at the end of the footnote, without any 'p' or 'pp' or 'page' prefix; paragraph numbers are Normally given in square brackets e.g. [5] or [5-7] at the end of the footnote, without any 'para' prefix.

Example:

Book: - Lisa Webley, Legal Writing (3rd ed., Routledge 2013) 5

Journal: - Graham Virgo, 'Why Study Law: the Relevance of Legal Information' (2011) 11 LIM 221, 223-224

Authors

Syntax:

Give authors' names as they appear in the publication, but omit post nominal such as QC. In **footnotes**, give the author's first name or initial(s) followed by their surname; in the bibliography, give the author's surname first, followed by their initial(s)

Example:

Footnote: - Lisa Webley, Legal Writing (3rd edn, Routledge 2013).
Bibliography: -Webley L, Legal Writing (3rd edn, Routledge 2013)

If there are between 1 and 3 authors, give all the authors' names in the reference; if there are **4 or more authors**, give the first author's name, followed by the words 'and others'. If the author is not known, begin the citation with the title (do not use anon).

Example:

Footnote: - Scott Slorach and others, Legal Systems and Skills (3rd ed., OUP 2017).

Bibliography: -Slorach S and others, Legal Systems and Skills (3rd ed., OUP 2017)

Book

Cite all publications with an ISBN as if they were books, whether read online or in hard copy. Older books do not have ISBNs, but should be cited as books even if read online

Authored books

Cite the author's name first, followed by a comma, and then the title of the book in italics Where a book has a title and subtitle not separated with punctuation, insert a colon.

Publication information follows the title within brackets. Publication elements should always include the publisher and the year of publication, with a space but no punctuation between them. The place of publication need not be given. If you are citing an edition other than the first edition, indicate that using the form '2nd ed. (or 'rev ed.' for a revised edition).

Additional information should be of a clarifying nature: it may include the editor, the translator or other descriptive information about the work.

Syntax:

Author, | Title of the Book | (Edition, | Publisher | Year)

Example:

Footnote:- Lisa Webley, Legal Writing (3rd edn, Routledge 2013).

If pinpointing:- Lisa Webley, Legal Writing (3rd edn, Routledge 2013) 5.

If pinpointing:- Lisa Webley, Legal Writing (3rd edn, Routledge 2013) 5.

Short form:- Webley (n #).

Short form if pinpointing:- Webley (n #) 5.

Bibliography:- Webley L, Legal Writing (3rd edn, Routledge 2013)

Edited and translated books

If there is no author, cite the editor or translator as you would an author, adding in brackets after their name '(ed)' or '(tr)', or '(eds)' or '(trs)' if there is more than one.

Example:

Jeremy Horder (ed), *Oxford Essays in Jurisprudence: Fourth Series* (OUP 2000)

Peter Birks and Grant McLeod (trs), *The Institutes of Justinian* (Duckworth 1987)

If the work has an author, but an editor or translator is also acknowledged on the front cover, cite the author in the usual way and attribute the editor or translator at the beginning of the publication information, within the brackets.

Example:

HLA Hart, *Punishment and Responsibility: Essays in the Philosophy of Law* (John Gardner ed, 2nd edn, OUP 2008)

K Zweigert and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998)

Book chapters

Syntax:
Author, | 'Title of Chapter', | in | Editor (ed), | Title of the Book | (Edition, | Publisher | Year)

Example:

Footnote:- Philip Handler, 'Legal History' in Dawn Watkins and Mandy Burton (eds), Research Methods in Law (Routledge 2013).

Short form:- Handler (n #).

Bibliography:- Handler P, 'Legal History' in Dawn Watkins and Mandy Burton (eds), Research Methods in Law (Routledge 2013)

Older works

Books published before 1800 commonly have as 'publisher' a long list of booksellers; in such cases it is appropriate to cite merely the date and place of publication. When citing a recent publication of an older work, it may be appropriate to indicate the Original publication date within the brackets and before the publication details of the recent publication.

Example:

Thomas Hobbes, *Leviathan* (first published 1651, Penguin 1985) 268

Encyclopedias

Cite an encyclopedia much as you would a book, but excluding the author or editor and publisher and including the edition and year of issue or reissue. Pinpoints to volumes and paragraphs come after the publication information. When an encyclopedia credits an author for a segment, give both the author and the segment title at the beginning of the citation. If citing an online encyclopedia, give the web address and date of access.

Example:

Halsbury's Laws (5th edn, 2010) vol 57, para 53

CJ Friedrich, 'Constitutions and Constitutionalism', *International Encyclopedia of the Social Sciences III* (1968) 319

Leslie Green, 'Legal Positivism', *The Stanford Encyclopedia of Philosophy* (Fall ed., 2009) <http://plato.stanford.edu/archives/fall2009/entries/legal-positivism> accessed 20 November 2009

Conference papers

When citing conference papers that were only available at a conference or directly from the author, give the author, the title in quotation marks and then in brackets the title, location and date of the conference. If a conference paper has been published, cite the published version instead; papers that are available online should include a web address and date of access. Cite conference papers that are not publicly available only if you have the author's permission

Example :

Ben McFarlane and Donal Nolan, 'Remedying Reliance: The Future Development of Promissory and Proprietary Estopple in English Law' (Obligation III conference, Brisbane, July 2006)

Theses

When citing an unpublished thesis, give the author, the title and then in brackets the type of thesis, university and year of completion.

Example:

Javan Herberg, 'Injunctive Relief for Wrongful Termination of Employment' (DPhil thesis, University of Oxford 1989)

Journal articles

Syntax:

Author, | 'Title of Article' | [(Year)] | Volume | Abbreviation | First Page

Example:

Footnote: - Graham Virgo, 'Why Study Law: the Relevance of Legal Information' (2011) 11 LIM221.

If pinpointing :- Graham Virgo, 'Why Study Law: the Relevance of Legal Information' (2011) 11 LIM 221, 223. **[NB: A pinpoint is a reference to a particular paragraph of a judgmentor page of a report.]**

Short form:- Virgo (n #).

Short form if pinpointing :- Virgo (n #) 223.

Bibliography:- Virgo G, 'Why Study Law: the Relevance of Legal Information' (2011) 11 LIM 221

Websites

Syntax:

Author, | Title of Website | (Date) | < URL > | accessed Date

Example

Footnote: - Equality and Human Rights Commission, Being Disabled in Britain: A Journey Less
Equal (3 April 2017) <www.equalityhumanrights.com> accessed 8 May 2017.

Short form:- Equality and Human Rights Commission (n #).

Bibliography:- Equality and Human Rights Commission, Being Disabled in Britain: A Journey Less Equal (3 April 2017) <www.equalityhumanrights.com> accessed 8 May 2017

Blogs

Syntax:

Author, | 'Title of Post' | (Title of Blog, | Date of Post) | < URL > | accessed | Date

Example

Footnote:- Brian Meli, 'May the 4th Be With Your Brand: A Legal Guide to Making Star Wars Tributes' (Legal Matter, 27 April 2015) < www.legalmatterblog.com > accessed 28 May 2017.

Short form: - Meli (n #).

Bibliography:- Meli B, 'May the 4th Be With Your Brand: A Legal Guide to Making Star Wars Tributes' (LegalMatter, 27 April 2015) < www.legalmatterblog.com > accessed 28 May 2017

Newspaper articles

When citing newspaper articles, give the author, the title, the name of the newspaper in italics and then in brackets the city of publication and the date. Some newspapers have 'The' in the title and some do not. If known, give the number of the page on which the article was published, after the brackets. If the newspaper is divided into sections, and the page numbering begins afresh in each section, put the section name in roman before the page number, with a space but no comma between the two. If the reference is to an editorial, cite the author as 'Editorial'. If the article is sourced from the web and there is no page number available, provide the web address and date of access.

Example:

Jane Croft, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010) 3

Ian Loader, 'The Great Victim of this Get Tough Hyperactivity is Labour' *The Guardian* (London, 19 June 2008) <www.guardian.co.uk/commentisfree/2008/jun/19/justice.ukcrime> accessed 19 November 2009

e-Books and e-Journals

Syntax:

If you read books and journals online, as eBook and e-Journals, you should normally reference

them as if you were reading the print resource. There is no need to acknowledge the electronic format, database supplier, or web address (URL) and digital object identifier (DOI). If resources are published online only, with no print equivalent, then you should follow guidance for referencing websites, as far as possible.

UK legislation

Syntax:

If you give a full legislation reference (title, year and section) in the main text of your essay, then you do not need to repeat the information in the footnote. The reference can be omitted from the footnote, but it should be included in the bibliography.

Act / Statute

Syntax:

Short Title | Year

Example

Footnote: - Human Rights Act 1998.

If pinpointing: - Human Rights Act 1998, s 12.

If shortening: - Human Rights Act 1998, s 12 (HRA 1998).

Short form: HRA 1998, s 12.

Bibliography: Human Rights Act 1998

Statutory Instrument

Syntax:

Title | Year, | SI Year/Number

Example

Footnote: - Copyright (Industrial Designs) Rules 1949, SI 1949/2367.

If pinpointing: - Copyright (Industrial Designs) Rules 1949, SI 1949/2367, reg 4.

If shortening: - Copyright (Industrial Designs) Rules 1949, SI 1949/2367, reg 4 (CIDR 1949).

Short form: - CIDR 1949, reg 4

Bibliography: - Copyright (Industrial Designs) Rules 1949, SI 1949/2367

EU legislation

Syntax:

Title | [Year] | OJ Citation

Example

Footnote: - Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organization of working time [2003] OJ L299/9.

If pinpointing:- Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organization of working time [2003] OJ L299/9, art 7.

If shortening:- Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organization of working time [2003] OJ L299/9 (Working Time Directive 2003).

Short form: - Working Time Directive 2003.

Bibliography: - Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organization of working time [2003] OJ L299/9

Treaties

Syntax:

Title | (adopted Date, | entered into force Date) | Citation

Citation = Volume | Abbreviation for Series | Page number

Citations should be from the UNTS (United Nations Treaty Series), or another National Treaty series.

Example

Footnote: - WIPO Copyright Treaty (adopted 20 December 1996, entered into force 6 March 2002) 2186 UNTS 121.

If pinpointing: - WIPO Copyright Treaty (adopted 20 December 1996, entered into force 6 March 2002) 2186 UNTS 121 (WCT), art 10.

If shortening: - WIPO Copyright Treaty (adopted 20 December 1996, entered into force 6 March
2002) 2186 UNTS 121 (WCT).

Short form: - WCT.

Bibliography: - WIPO Copyright Treaty (adopted 20 December 1996, entered into force 6 March 2002) 2186 UNTS 121

UK cases

If you give the full case name in the main text of your essay, then you only need to give the case citations in the footnote (the case name can be omitted from the footnote).

Cases with a neutral citation (published after 2001)

Syntax:

Case Name | Neutral Citation, | Report Citation

Neutral Citation = [Year] | Abbreviation for Court | Case number

Report Citation = [(Year)] | Volume | Abbreviation for Law Report | Page number

Where possible cite cases from The Law Reports first, then Weekly Law Reports and All England Law Reports.

Example

Footnote:- Lucasfilm Ltd v Ainsworth [2011] UKSC 39, [2012] 1 AC 208.

If pinpointing to page:- Lucasfilm Ltd v Ainsworth [2011] UKSC 39, [2012] 1 AC 208, 228

If pinpointing to a judge:- Lucasfilm Ltd v Ainsworth [2011] UKSC 39, [2012] 1 AC 208 [42]-
[44] (Lord Walker SCJ).

If case name given in essay:- [2011] UKSC 39, [2012] 1 AC 208.

Short form:- Lucasfilm (n #).

Bibliography:- Lucasfilm Ltd v Ainsworth [2011] UKSC 39, [2012] 1 AC 208

Cases without a neutral citation (published before 2001)

Syntax:

Case Name | Report Citation | (Court)

Report Citation = [(Year)] | Volume | Abbreviation for Law Report | Page number

Where possible cite cases from The Law Reports first, then Weekly Law Reports and All England Law Reports.

Example

Footnote: - Tyburn Productions Ltd v Conan Doyle [1990] 3 WLR 167 (Ch).

If pinpointing to page:- Tyburn Productions Ltd v Conan Doyle [1990] 3 WLR 167 (Ch), 168.

If pinpointing to a judge:- Tyburn Productions Ltd v Conan Doyle [1990] 3 WLR 167 (Ch), 178-
179 (Vinelott J).

If case name given in essay:- [1990] 3 WLR 167 (Ch).

Short form:-Tyburn (n #).

Bibliography:- Tyburn Productions Ltd v Conan Doyle [1990] 3 WLR 167 (Ch)

ECJ cases

Syntax:

Case Number | Case Name | ECLI citation, | Report citation

ECLI citation = Region | Court | Year | Case number

ECR citation = [Year] | ECR | Volume- | Page number

CMLR citation = [Year] | Volume | CMLR | Page number

Where possible cite cases from the European Court Reports first, then Common Market Law Reports, or other major series.
If pinpointing to a paragraph number, use the prefix para instead of [brackets].
In the bibliography, reorder the citation by case name first, then case number and citation.

Example

Footnote:- Case C-607/11 ITV Broadcasting Ltd v TV Catchup Ltd EU:C:2013:147, [2013] 3 CMLR 1.

If pinpointing: - Case C-607/11 ITV Broadcasting Ltd v TV Catchup Ltd EU:C: 2013:147, [2013] 3 CMLR 1, paras 30-36.

Case name given in essay:- Case C-607/11, EU:C:2013:147, [2013] 3 CMLR 1

Short form:- ITV Broadcasting Ltd (n #).

Bibliography: - ITV Broadcasting Ltd v TV Catchup Ltd (Case C-607/11) EU:C:2013:147, [2013] 3 CMLR 1

Unreported ECJ cases

Syntax:

Case Number | Case Name | OJ Citation

Example

Footnote:- Case C-527/15 Stichting Brein v Jack Frederik Wullems [2017] OJ C195/02.

Case name given in essay:- Case C-527/15, [2017] OJ C195/02

Bibliography:-Stichting Brein v Jack Frederik Wullems (Case C-527/15) [2017] OJ C195/02

ECtHR cases

Syntax:

Case Name | Report Citation

ECHR citation = ECHR | Year | Volume | Page number

EHRR citation - (Year) | Volume | EHRR | Case number

Cite either from the Reports of Judgments and Decisions (ECHR) or the European Human Rights Reports (EHRR).

If pinpointing to a paragraph number, use the prefix para instead of [brackets].

Example

Footnote:- Animal Defenders International v United Kingdom (2013) 57 EHRR 21.

If pinpointing:- Animal Defenders International v United Kingdom (2013) 57 EHRR 21, para 124.

Case name given in essay:- (2013) 57 EHRR 21.

Short form:- Animal Defenders International (n #).

Bibliography:- Animal Defenders International v United Kingdom (2013) 57 EHRR 21

International cases

Syntax:

Case Name | Citation

Where possible cite cases from the International Court of Justice Reports first, then the International Law Reports or other law report series.

Example

Footnote:- Case Concerning the Armed Activities on the Territory of the Congo (Democratic Republic of the Congo v Uganda) [2005] ICJ Rep 168.

Case name given in essay:- [2005] ICJ Rep 168.

Short form:- Congo v Uganda (n #).

Bibliography:- Case Concerning the Armed Activities on the Territory of the Congo (Democratic Republic of the Congo v Uganda) [2005] ICJ Rep 168