CHAPTER FOUR
REFERENCING STYLES

AN EXCERPT FROM RESEARCH METHODS SERIES: PROPOSAL WRITING GUIDE
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4.1 Introduction

Today, there are various citation styles that are in use. Different academic disciplines have differing priorities of what is important for the subsequent reader of an academic paper; different colleges, universities and publishers have differing rules about the citation of sources and referencing styles. For the purpose of this guide, APA style which is used mainly in the social sciences in various institutions is briefly discussed. The discussion is based on the APA manual, 6th edition, second printing resources by Angeli, et al. (2010). A few other referencing styles, namely Harvard, MLA, and Chicago/Turabian are also briefly described.

Harvard Style

Harvard came originally from "The Bluebook: A Uniform System of Citation" published by the Harvard Law Review Association. The Harvard style and its many variations are used in law, natural sciences, social and behavioural sciences, and medicine.

MLA Style

MLA is an abbreviation for Modern Language Association. This style of writing is used mainly in English and the Humanities. To read more about MLA style, visit the official site at [www.mla.org](http://www.mla.org). The MLA publishes two handbooks of MLA style, namely the MLA Handbook for Writers of Research Papers and the MLA Style Manual and Guide to Scholarly Publishing. Online Writing Lab (OWL) Purdue University Portal [https://owl.english.purdue.edu](https://owl.english.purdue.edu) offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited.

Chicago Style/Turabian

Chicago is sometimes referred to as Turabian or Chicago/Turabian. It comes from the "Chicago Manual of Style" and the simplified version of it, "A Manual for Writers of Term Papers, Theses, and Dissertations", which Kate Turabian wrote. Chicago is used mainly in the social sciences, including history, political studies, and theology.
American Psychological Association (APA)
The American Psychological Association (APA) publication style started way back in 1928 as a writing style among the psychologist scholars and professionals. Over the years, the APA style gained acceptance in other scientific and non-scientific fields such as business and economics as a standard format for writing scholarly papers. Today, there are numerous scholarly journals, magazines, publishers and institutions that require authors to use APA style. APA style uses the author-date method of citation.

APA is an author/date referencing system common in the social sciences; it uses parenthetical in-text citations to refer readers to the list of references at the end of the paper. The date of the research is important in scientific disciplines, since it conveys how recent or indeed historical the material is, thus the author’s last name and the year of publication appear within the text. Page numbers are used in the text only in the case of direct quotations, not for paraphrased material.

To read more about APA style, visit the official site at www.apa.org. There are also simplified online resources of APA formatting and style at Purdue University Online Writing Lab at https://owl.english.purdue.edu. This proposal guide however outlines the most basic APA referencing guidelines that are commonly used.

4.2 General APA Document Guidelines
4.2.1 Headings
Most manuscripts can be handled with three levels of heading: Chapter titles, Major Headings, and Minor Headings. However, APA style provides up to 5-level headings:

<table>
<thead>
<tr>
<th>Level 1 Heading:</th>
<th>Centered, Boldface, Uppercase and Lowercase Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 Heading:</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>Level 3 Heading:</td>
<td>Indented, boldface, lowercase heading with a period.</td>
</tr>
<tr>
<td>Level 4 Heading:</td>
<td>Indented, boldface, italicized, lowercase heading with a period. Begin body text after the period.</td>
</tr>
<tr>
<td>Level 5 Heading:</td>
<td>Indented, italicized, lowercase heading with a period. Begin body text after the period.</td>
</tr>
</tbody>
</table>
4.2.2 In-text citations
In referring the title of a source within a paper, capitalize all words that are four letters long or greater within the title of a source: *Issues of Sustainability.* Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Sustainability of Community.*

Note: In References list, only the first word of a title is capitalized. E.g., *Issues facing the sustainability of community based organizations*).

4.2.3 Short Quotations
If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

Example: According to Wanjohi (2008), "Students often had difficulty using APA style, especially when it was their first time" (p. 100).

He stated, "Students often had difficulty using APA style" *(Wanjohi, 2008, p. 100)*, but he did not offer an explanation as to why.

4.2.3 Long Quotations
Direct quotations that are 40 words, or longer, place them in a free-standing block of typewritten lines, and omit quotation marks. Starting on a new line, indent the quotation 1/2 inch from the left margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Regarding APA style of writing, Wanjohi (2014) observes that:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that a number of students only hear about APA style of referencing but lack tangible knowledge about how to use the style (p. 99).

4.2.4 Citing an Author or Authors

A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand “&” in the parentheses ( ).

Example: Research by Wanjohi and Dimba (2014) supports... *(Wanjohi & Dimba, 2014)*
A Work by Three to Five Authors: List all the authors in the phrase or in parentheses the first time you cite the source.

(Wanjohi, Dimba, Gitau, Otieno & Musyoka, 2013)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Wanjohi et al., 2014)
In et al., et should not be followed by a period.

Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

Wanjohi et al. (2014) argued... (at the beginning) or
(Wanjohi et al., 2014) at the end)

Organization as an Author: If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the Kenya Projects Organization, (2013),....

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Kenya Projects Organization [KENPRO], 2013)
Second citation: (KENPRO, 2013)

Two or More Works in the Same Parentheses: When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Wanjohi, 2008; Gitau, 2011)

Authors With the Same Last Name: To prevent confusion, use first initials with the last names.


Two or More Works by the Same Author in the Same Year: If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year
to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Wanjohi (2014a) illustrated that... of his students had difficulties with APA style.

Citing Indirect Sources: If you use a source that was cited in another source, name the original source in your signal phrase. List the primary source in your reference list and include the secondary source in the parentheses.

Gitau argued that... (as cited in Wanjohi, 2014, p. 12).

Note: Avoid much usage of secondary sources. Try as much as possible to locate the original material, cite and reference the primary source.

4.2.5 References
The alphabetical Reference List at the end of the paper provides the necessary information for readers to locate and retrieve any source cited in the body of the text.

Key points to note about references:

a) The References are placed on a new page,
b) References title is centered,
c) All the citations (sources cited within the text) must be included in the reference list,
d) References are listed alphabetically using the sir name of the first author,
e) Hanging indentation is used when enlisting references,
f) Most references have the following key components: author, year of publication and source reference like title, place of publication and publisher,
g) Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use "et al." for remaining authors. If no author is identified, the title of the document begins the reference,
h) Year of Publication: In parentheses following authors, with a period following the closing parenthesis. If no publication date is given, use "n.d." in parentheses following the authors and
4.3 Referencing Books

General book referencing

Article or chapter in an edited book

Translated book

Note: When you cite a republished work, (as in the example), it should appear with both dates: e.g., Abdul (1814/1951).

Edition

Multivolume Work

Book Review

4.4 Referencing Journals

General format

*Journal article from database*

*Journal article, Internet-only journal*

*Article From an Online Periodical with DOI Assigned*
Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number, page range.doi:0000000/000000000000 or http://dx.doi.org/10.0000/0000*


*Article in Journal Paginated by Volume*
Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.


*Article in Journal Paginated by Issue*
Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

4.5 Referencing Electronic Sources

Web document

Web document from a university website

Stand-alone Web document (no author, no date)

Online Bibliographies and Annotated Bibliographies


Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).


Online Presentation Slides


Kindle e-books

Online Book Reviews


4.6 Referencing Thesis and Research Dissertations

In Database

Last name, initials of other names (Year). Title of dissertation. (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

Unpublished


4.7 Referencing Article in a Magazine and Newspaper

Magazine


Newspaper


4.8 Referencing Encyclopedia and Dictionaries

Often encyclopedias and dictionaries do not provide authors' names). When no name is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.


4.9 Referencing Graphic Data

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.


4.10 Referencing Tables and Figures

4.10.1 Tables

A common use of tables is to present quantitative data or the results of statistical analyses (such as ANOVA).

Key points to note about Tables:

- Tables must be referred to in the text,
- Each Table should begin on a separate page.
- Table heading is justified left on the first line and double spaced.
- Table title is justified left, italicized and written in Title Case (where the key words are in caps). See Example.

<table>
<thead>
<tr>
<th>Sex</th>
<th>Frequency</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>*20</td>
<td>50</td>
</tr>
<tr>
<td>Female</td>
<td>*20</td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>40</td>
<td>100</td>
</tr>
</tbody>
</table>

* The number of males and females was made equal to ensure equal representation of the respondents by sex (explain symbols, abbreviations, etc.)

Numbers. Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables.
Titles. Like the title of the paper itself, each table must have a clear and concise title.

Headings. Keep headings clear and brief. The heading should not be much wider than the widest entry in the column. Use of standard abbreviations can aid in achieving that goal. All columns must have headings.

Body. In reporting the data, consistency is key: Numerals should be expressed in a consistent number of decimal places that is determined by the precision of measurement.

Specific Types of Tables
There are certain tables, (product of inferential statistics) like ANOVA, Regression Analysis, Factor Analysis which are presented with lines. The following example is an Analysis of Variance (ANOVA) Table.

Table 4.2
Sample ANOVA Table

<table>
<thead>
<tr>
<th></th>
<th>Between Groups</th>
<th>Within Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum of Squares</td>
<td>1.875105</td>
<td>24.098</td>
</tr>
<tr>
<td>Df</td>
<td>4</td>
<td>81</td>
</tr>
<tr>
<td>Mean Square</td>
<td>0.748</td>
<td>0.303</td>
</tr>
<tr>
<td>F</td>
<td>1.746</td>
<td>-</td>
</tr>
<tr>
<td>Sig.</td>
<td>0.292</td>
<td>-</td>
</tr>
</tbody>
</table>

Significance level: 0.05

4.10.2 Figures
A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). Key points to note about Figures:

- The Figures that follow the Figure Captions page do NOT have page numbers,
- Figures should be numbered consecutively with Arabic numerals,
- Header: Figure Caption(s) is below, centered and not italicized,
- Figure title is justified left, italicized, only capitalizing only the first letter of the first word and any proper nouns and double spaced,
- Figures must also be simple and clean,
- Should show accurate plotting of data,
- Abbreviations and symbols must be cleared explained in a figure legend or figure caption and
- Should be mentioned in the text.
4.11 Conclusion
A major question one is likely to ask after passing various referencing/citation styles is: Why cite or reference? The answer to this question lies in the following: to attribute prior work and ideas to the correct sources, to help the reader gauge the strength and validity of the material the author has used and to uphold intellectual honesty and therefore avoiding plagiarism (Dickerson & Mouse, 2010).

When gaining familiarity with the rules highlighted, it is critically important, as unintentional mistakes can lead to charges of plagiarism, which is the uncredited use (both intentional and unintentional) of somebody else's words or ideas. Today, there are online portals (websites) that you can use to check plagiarism. The most common is www.grammarly.com. This portal not only helps in checking the originality of the work but also grammar. One more site that you should visit as a student of research, practitioner or a scholar is Purdue University Online Writing Lab (http://owl.english.purdue.edu) which provides free access to Research and Citation resources.

The pursuit of knowledge, even for its own sake makes humans nobler. As students of research, trail it to the end; armored with weapons of Patience, Persistence, Pursuance and Passion.