



CHAPTER FOUR

REFERENCING STYLES

AN EXCERPT FROM RESEARCH METHODS SERIES: PROPOSAL WRITING GUIDE

BY

ANTHONY M. WANJOHI

wanjohi@kenpro.org

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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. 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>] 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:

Level 1 Heading:

Centered, Boldface, Uppercase and Lowercase Headings

Level 2 Heading:

Left-aligned, Boldface, Uppercase and Lowercase Heading

Level 3 Heading:

Indented, boldface, lowercase heading with a period.

Level 4 Heading:

Indented, boldface, italicized, lowercase heading with a period. Begin body text after the period.

Level 5 Heading:

Indented, italicized, lowercase heading with a period. Begin body text after the period.

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.

(O. Mugenda, 2003; A. Mugenda, 1998)

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

- i) Source Reference: title, place of publication and publisher (for book); title, journal, volume (issue number), pages (for journal article). NB. Titles of books, titles and volume numbers of periodicals are italicized.

4.3 Referencing Books

General book referencing

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston: Allyn and Bacon.

Article or chapter in an edited book

Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York: Oxford University Press.

Translated book

Abdul, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814)

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

Edition

Herme, M. E., Kirui, R. S., & Nkrumah, R. D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.

Multivolume Work

Wairimu, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

Book Review

Wakambala, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.

4.4 Referencing Journals

General format

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number (issue number), pages. <http://dx.doi.org/xx.xxxx/yyyyy>.

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology*, 26, 1617-1626.

Journal article from database

Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence*, 15, 503-522. Retrieved May 20, 2000, from ProQuest database.

Journal article, Internet-only journal

Bergen, D. (2002, Spring). The role of pretend play in children's cognitive development. *Early Childhood Research & Practice*, 4(1). Retrieved February 1, 2004, from <http://ecrp.uiuc.edu/v4n1/bergen.html>

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:0000000/00000000000 or <http://dx.doi.org/10.0000/0000>

Bittor, D. (2007). Toward effective poster presentations: An annotated bibliography. *African Journal of Marketing*, 41, 1245-1283.
doi:10.1108/03090560710821161

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.

Mwai, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

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.

Sale, J. E., Lohfeld, L. H., & Brazil, K. (2002). Revisiting the quantitative-qualitative debate: Implications for mixed-methods research. *Quality & Quantity*, 36(1), 43-53.

4.5 Referencing Electronic Sources

Web document

Wanjohi, A.M. (2010). Challenges facing SMEs in Kenya and the efforts in progress. Retrieved from <http://www.kenpro.org/challenges-facing-smes-in-kenya-and-the-efforts-in-progress/>

Web document from a university website

Degelman, D., & Harris, M. L. (2000). *APA style essentials*. Retrieved from Vanguard University, Department of Psychology. Website: <http://www.vanguard.edu/faculty/>

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

Gender and society. (n.d.). Retrieved December 3, 2001, from <http://www.trinity.edu/~mkearl/gender.html>

Online Bibliographies and Annotated Bibliographies

Mbatia, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf

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).

Halima, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Website: <http://www.econ.iastate.edu/classes/econ501/Hallam/index.html>

Online Presentation Slides

Chacha, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

Kindle e-books

Wanjohi, A.M., & Murimi, P. (2012). *Beyond all odds: The story of a peasant boy*. [Kindle DX version]. Retrieved from www.kd.Amazon.com

Online Book Reviews

Fatuma, S. (2008, April 27). Natural women [Review of the book *Girls like us*]. *The New York Times*. Retrieved from <http://www.nytimes.com/2008/04/27/books/review/Zachareck-t.html?pagewanted=2>

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

Last name, A.M. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of Institution, Location.

Wanjohi, A.M. (2004). *Teacher and parental factors influencing academic performance in private secondary schools in Embu municipality*. (Unpublished postgraduate research). CUEA, Nairobi.

4.7 Referencing Article in a Magazine and Newspaper

Magazine

Wanjohi, A.M. (2008, April 9). Making the grade in today's schools. *Kenya Times*, 135, 28-31.

Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Kutwa, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

4.8 Referencing Encyclopedia and Dictionaries

Baraza, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

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.

Feminism (2013). In *Encyclopædia Britannica online*. Retrieved from
<http://www.britannica.com/EBchecked/topic/724633/feminism>

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.

African Research Journal of Education and Social Sciences (2014). [Graph illustration showing social economic issues facing youth]. Retrieved from
<http://www.arjess.org/wp-content/uploads/2013/11/wanjohi-figure2-social-economic-issues-facing-youth-2013.png>

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 4.1

Distribution of Students by Sex

<u>Sex</u>	<u>Frequency</u>	<u>Percentage</u>
Male	*20	50
Female	*20	50
Total	40	100

* 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					
<i>Sample ANOVA Table</i>					
Between Groups	Sum of Squares	Df	Mean Square	F	Sig.
Within Groups	1.875105	4	0.748	1.746	0.292
	24.098	81	0.303	-	-

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.

Sample APA Figure

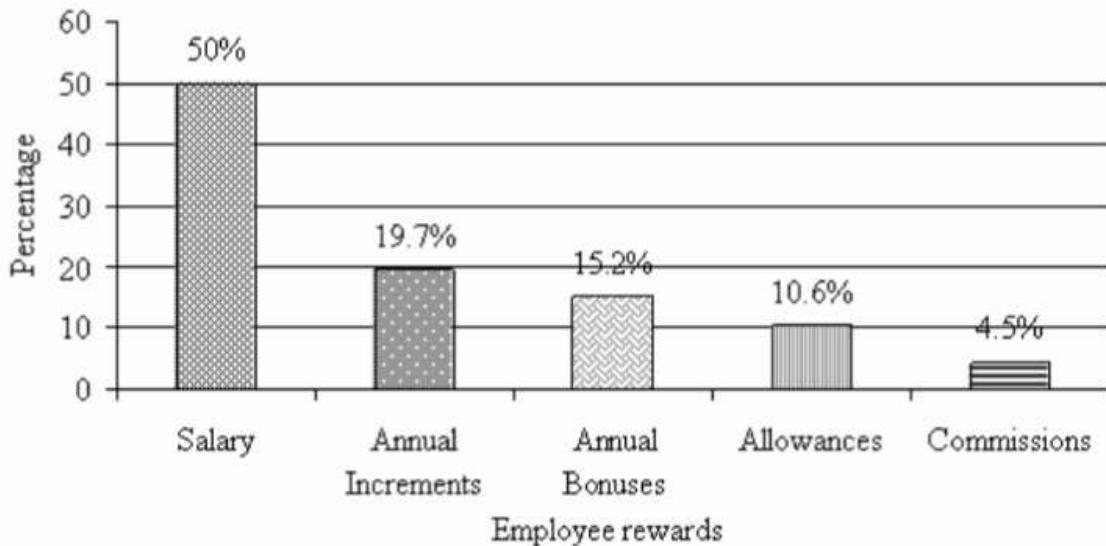


Figure 1: Reward factors that motivated employees the most

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.