



A. M. AL-REFAI LIBRARY
REFERENCING STYLES GUIDE

Table of Contents

What is referencing?.....	2
Why is referencing important?.....	2
When is a reference required?.....	2
Which style of referencing do I use?.....	2
What are the different styles of referencing?.....	2
APA (American Psychological Association) Style Referencing	3
MLA (Modern Language Association) Style Referencing	7
Harvard Style Referencing	11

What is Referencing?

The practice of acknowledging the sources of ideas while writing research articles, assignments, study reports and other materials is Referencing.

There are basically two components in referencing:

1. In the main text when the words or ideas of another have been used.
2. A list of references, giving complete publication details of the sources of borrowed information.

Why is referencing important?

It is unethical to use work or ideas of other people and fail to acknowledge it. Using others thoughts, writings, and inventions and not acknowledging will be considered as plagiarism.

References must be provided whenever someone else's ideas, opinions, theories, or data are used. You must reference information from books, journals, magazines, newspapers, videos, sound recordings, websites, lectures and personal communications – in fact any borrowed or adapted information.

When is a reference required?

A reference is required if you:

- Quote (use someone else's exact words)
- Copy (use someone else's figures, tables or structure)
- Paraphrase or adapt (convert someone else's ideas or artwork into your own words or design requirements)
- Summarize (use a brief account of someone else's ideas)

Which style of referencing do I use?

Discuss with your lecturer to know which is his/her preferred style of referencing.

What are the different styles of referencing?

American Psychological Association (APA), Modern Language Association (MLA), Turabian, Harvard, and Chicago styles are a few of the commonly used referencing styles.

In this guide, APA, MLA, and Harvard styles have been explained.

APA (American Psychological Association) Style Referencing

APA (American Psychological Association) is most commonly used to cite sources within the social sciences.

Basics of APA Style

- ✓ All citations should be listed in the reference list, with the exception of personal communications and classical works.
- ✓ References contain the following components:
 - Author name or names
 - Publication date
 - Title of the work
 - Publication data
- ✓ Put references in order by the author's surname or first author's surname if there is more than one author.
- ✓ Use the hanging indent paragraph style.
- ✓ Double-space the entire reference list.
- ✓ Entries are not numbered.
- ✓ Alphabetize by the first word of the entry.
- ✓ If no author is listed, begin with title.
- ✓ Type the article title in sentence case and journal title in title case.
- ✓ Italicize the journal title and volume number.
- ✓ Include issue number if the journal is paginated by issue.
- ✓ Editions of books are noted after the title in the following format (2nd ed.) First editions are not listed as such. If no edition is listed, omit the edition section.
- ✓ Enter author's last name followed by first and middle initials.
- ✓ List up to six (6) authors; seven (7) or more authors, use only the first six and then et al.
- ✓ Use the abbreviations p. or pp. only for multi-page newspaper articles, encyclopedia entries, and chapters or articles in edited books.
- ✓ Do not use the abbreviation p. or pp. (or any other abbreviation) for magazine and journal articles
- ✓ Use p. for one page articles, pp. for multiple page articles
- ✓ Dates are in Year, Month Day format (e.g. 1999, December 20)
- ✓ Date is in parenthesis after the author's name (or title if no author is listed)
- ✓ Use (n.d.) if no date is given
- ✓ When citing a source found on the web or electronic database,
 - make sure the version you are citing is the most recent one
 - include journal volume number and inclusive page numbers if this information is available

- copy the articles DOI and place it at the end of the reference (DOI – Digital Object Identifier is the permanent digital identifier given to an object. Its most common application is identifying electronic documents)
- do not put a period at the end of the DOI
- if there is no DOI, cite the home page URL

Authors in APA Format:

- Authors are formatted the same in all material formats.
- List only the first (and middle if available) initials of all authors
- List all authors with the last name first
- Two authors are separated with a comma and an ampersand (&)
- Three authors are formatted with commas and an ampersand (&)
- List up to six (6) authors; above that number, list the first six and then et al.
- Authors that are organizations, corporations, government entities, etc, Do not invert or use abbreviations.

Editors in APA Format:

If an entire edited book is cited, the editor is listed as the author with the abbreviation "(Ed.)" after his name, or "(Eds.)" if there is more than one editor. Multiple editors are formatted the same way as authors.

APA Citation format for Books:

Author's Last Name, First Initial. Middle Initial. (Year of Publication). *Title of book: Subtitle of book.* (edition). Place of Publication: Publisher.

Book with one author

Jokilehto, J. (1999). *A history of architectural conservation*. Oxford, England: Butterworth-Heinemann.

Book with multiple authors

Bickerton, I. J., & Klausner, C. L. (2002). *A concise history of the Arab-Isreali conflict*. (4th ed.). Upper Saddle River, NJ: Prentice Hall.

EBook From a database: *[Citation follows the same pattern, but shows where you accessed the book]*

Author's Last Name, First Initial. Middle Initial. (Year of Publication). *Title of book: Subtitle of book.* (edition). Retrieved from Name of database.

Pearson, D. L., Knisley, C. B., & Kazilek, C. J. (2005). *A field guide to the tiger beetles of the United States and Canada: Identification, natural history, and distribution of the Cicindelidae*. Retrieved from ebrary database.

Ebook using DOI number: *digital object identifier [specific number assigned to an electronic document]*

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of book: Subtitle of book. (edition). DOI number

Kanas, N. (2007). *Star maps: History, artistry, and cartography*. doi: 10.1007/978-0-387-71669-5

APA Citation format for Encyclopedia, Dictionaries and reference sources:

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of entry or article. In Name of reference source (Vol. number, edition, pp. pages). Place of Publication: Publisher.

McAuliffe, R. E. (Ed.) (2005). Consumer surplus. In *The Blackwell Encyclopedia of Management: Managerial Economics* (Vol. 8, 2nd ed., pp. 45-46). United Kingdom: Blackwell Publishing.

Article from on online encyclopedia on a website:

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of entry or article. In Name of reference source. Retrieved Date, from complete URL

Kuwait, flag of. (2010). In *Encyclopædia Britannica*. Retrieved August 11, 2010, from Encyclopædia Britannica Online: <http://www.search.eb.com/eb/article-9093892>

APA citation for articles in scholarly journals (Print):

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of article. Name of Journal, volume(issue), pages.

So, S., & Smith, M. (2009). Value-relevance of presenting changes in fair value of investment properties in the income statement: Evidence from Hong Kong. *Accounting and Business Research*, 39(2), 103-118.

APA citation for articles in scholarly journals (online, found in database):

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of article. Name of Journal, volume(issue), pages. Retrieved from Database name.

Barnett, T. (1992). A preliminary investigation of the relationship between selected organizational characteristics and external whistleblowing by employees. *Journal of Business Ethics*, 11(12), 949. Retrieved from ABI/INFORM Global.

APA citation for websites (*Websites can be the most complicated sources to cite. Provide as much of the information in the pattern as you can find. Three elements are absolutely necessary: the name of the site; date of retrieval; and complete URL*)

<p>Author's Last Name, First Initial. Middle Initial. (Date of Publication or Update). <i>Title of work.</i> Retrieved Month Day, Year, from Complete URL</p>

Survey: OPEC's commitment to production cuts is only 50% in July (August 12, 2010). Retrieved August 13, 2010, from <http://www.moo.gov.kw/Default.aspx?nid=12806&pageId=60>

MLA (Modern Language Association) Style Referencing

MLA style for documentation is widely used in the humanities, especially in writing on language and literature. Generally simpler and concise, the MLA style features brief parenthetical citations in the text keyed to an alphabetical list of works cited that appears at the end of the work.

Basics of MLA Style

- ✓ Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- ✓ Label the page Works Cited and center the words Works Cited at the top of the page (do not italicize the words Works Cited or put them in quotation marks).
- ✓ References contain the following components:
 - Author name or names
 - Publication date
 - Title of the work
 - Publication data
 - Medium of Publication
- ✓ All citations should be double spaced.
- ✓ Indent after the first line of each entry.
- ✓ Entries are not numbered.
- ✓ Elements of a citation are separated by a period and one space.
- ✓ Alphabetize by the first word of the entry.
- ✓ For every entry, you must determine the Medium of Publication.
- ✓ Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles). (If italics are used, the font must be obviously different from the standard print). (New to MLA 2009)
- ✓ Editions of books are noted after the title in the following format: 2nd ed. First editions are not listed as such. If no edition is listed, omit the edition section.
- ✓ List the city of publication only.
- ✓ Dates are in Day Month Year format (e.g. 12 Dec. 1992) with all months abbreviated to three letters followed by a period (Jan., Feb., Mar., Apr., Aug., Oct., Nov., Dec.) except May, June, and July, which are left as is and Sept.
- ✓ Page numbers in MLA are sometimes shortened. If the page numbers are three or more digits, shorten the second number to two digits when possible. Examples: 8-9; 44-49; 112-23; 492-506; 1253-66.
- ✓ Writers are no longer required to provide URLs for Web entries unless otherwise instructed. In case of URL inclusion, place the URL in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.
- ✓ While citing an article or a publication that was originally issued in print form but has been retrieved from an online database, type the online database name in italics. It is not required to provide subscription information in addition to the database name.

- ✓ All citations end with a period.

Authors in MLA Format:

- List author's last name, followed by a comma then the author's first and/or middle name. Spell out author's name. Do not use initials.
- If a work has more than one author, only invert the first author's name.
- The author should be the first element of a citation, even for web pages. If no author is present, use editor name. If no editor is present, start with book title or article title.
- Authors that are organizations, corporations, government entities, etc, Do not invert or use abbreviations.
- Two authors are separated with a comma and the word 'and'
- Three authors are formatted with commas and the word 'and'
- List up to three authors; above that number, list the first three and then et al.

Editors in MLA Format:

If an entire edited book is cited, the editor is listed as the author with the abbreviation "ed." after his name, or "eds." if there is more than one editor. Multiple editors are formatted the same way as authors.

MLA Citation format for Books:

Author's Last Name, First Name Middle Name or Initial. *Title of Book: Subtitle of Book.* edition. Place of Publication: Publisher, Year of publication. Publication Medium.

Book with one author

Jokilehto, Jukka. *A History of Architectural Conservation*. Oxford, England: Butterworth-Heinemann, 1999. Print.

Book with two authors

Bickerton, Ian J., and Carla L. Klausner. *A Concise History of the Arab-Isreali Conflict*. 4th ed. Upper Saddle River, NJ : Prentice Hall, 2002. Print.

Book with more than three authors

Harding, Vincent et al. *We Changed the World : African Americans, 1945-1970*. New York : Oxford University Press, 1997. Print.

Book with editors

Kirabaev, Nur and Yuriy Pochta. eds. *Values in Islamic Culture and the Experience of History : Russian Philosophical Studies* , 1. Washington : The Council for research in values and philosophy , 2002. Print.

EBook from a database

Author's Last Name, First Name Middle Name or Initial. Title of Book: Subtitle of book. edition. Place of Publication: Publisher, Year of publication. Name of Database. Publication Medium. Date of access.

Pearson, David L. et al. *A Field Guide to the Tiger Beetles of the United States and Canada: Identification, Natural History, and Distribution of the Cicindelidae*. New York : Oxford University Press, 2005. ebrary. Web. 14 Aug. 2010.

MLA Citation format for Encyclopedia, Dictionaries and reference sources:

Author's Last Name, First Name Middle Name or Initial. "Title of Entry or Article." Name of Reference Source. edition. Year of publication. Publication Medium.

McAuliffe, Ralf E. ed. "Consumer surplus." *The Blackwell Encyclopedia of Management: Managerial Economics*. 2nd ed. 2005. Print.

Article from on online encyclopedia on a website:

Author's Last Name, First Name Middle Name or Initial. "Title of Entry or Article." Name of Reference Source. edition. Year of publication. Publication Medium. Date of access.

"Kuwait, flag of." (2010). *Encyclopædia Britannica*. 2010. Web. 11 Aug. 2010

MLA citation for articles in scholarly journals (Print):

Author's Last Name, First Name Middle Name or Initial. "Title of Article." Name of Journal volume.issue (Year of Publication): pages. Publication Medium.

So, Stella and Malcolm Smith. "Value-Relevance of Presenting Changes in Fair Value of Investment Properties in the Income Statement: Evidence from Hong Kong." *Accounting and Business Research* 39.2 (2009) : 103-118. Print.

MLA citation for articles in scholarly journals (online, found in database):

Author's Last Name, First Name Middle Name or Initial. "Title of Article." Name of Journal volume.issue (Year of Publication): pages. Name of Database. Publication Medium. Date of access.

Barnett, Tim. (1992). "A Preliminary Investigation of the Relationship Between Selected Organizational Characteristics and External Whistleblowing by Employees." *Journal of Business Ethics* 11.12 (1992): 949. *ABI/INFORM Global*. Web. 14 Aug. 2010.

MLA citation for websites (*Websites can be the most complicated sources to cite. Provide as much of the information in the pattern as you can find. Three elements are absolutely necessary: the name of the site; date of retrieval; and Medium type*)

New Abbreviations:

- No publisher use N.p.
- No date use n.d.
- No pages use n.pag.
- No pagination use N.pag.

General pattern for websites:

Author's Last Name, First Name Middle Name or Initial. "Title of Article." *Name of Website*. Name of organizational sponsor (not advertising sponsor), Date published or updated. Publication Medium. Date of access.

“Survey: OPEC’s Commitment to Production Cuts is Only 50% in July.” *Kuwait Ministry of Oil*. Kuwait Ministry of Oil, 12 Aug. 2010. Web 13 Aug. 2010.

Harvard Style Referencing

The author-date, or Harvard, style of referencing is widely accepted in academic publications, although you may see a number of variations in the way it is used.

Basics of Harvard Style

- ✓ The reference list, normally headed '**References**', should appear at the end of your work, and should include details of all the sources of information which have been referred to, or cited, in the text.
- ✓ The items in the reference list are arranged alphabetically by the authors' surname. Where more than one work by the same author has been cited, items are then arranged by date, starting with the earliest.
- ✓ If no author is given, start with the title.
- ✓ If no date of publication is available, use (undated) or (no date) instead of the date -showing you haven't just forgotten to include the date.
- ✓ The details, or elements, which are included in most citations, should be presented in this order: author - date- title of work - title of larger work (if any) - publishing details.
- ✓ Use minimal capitalization for the titles of books, book chapters and journal articles.
- ✓ In the titles of journals, magazines and newspapers, capital letters should be used as they appear normally.
- ✓ Use italics for the titles of books, journals, and newspapers.
- ✓ Enclose titles of book chapters and journal articles in single quotation marks.
- ✓ Books' page numbers are not usually needed in the reference list. If they are, include them as the final item of the citation, separated from the preceding one by a comma, and followed by a period.
- ✓ Journal articles' page numbers appear as the final item of the citation, separated from the preceding one by a comma, and followed by a period.
- ✓ Use the abbreviations p. for a single page, and pp. for a page range, e.g. pp. 12-18.
- ✓ The different details, or elements, of each citation are separated by commas.
- ✓ The whole citation finishes with a period.

Authors in Harvard Format:

- Use only the initials of the authors' given names.
- No full stops, and no spaces, are used between initials.
- For multiple works by the same first authors, published in the same year, single author entries come first in the reference list.
- If a work has more than one author, separate the author's name by commas and ampersand (&). All the authors must be written in the reference list citation.
- The author should be the first element of a citation, even for web pages. If no author is present, use editor name. If no editor is present, start with book title or article title.

- Authors that are organizations, corporations, government entities, etc, Do not invert or use abbreviations.

Editors in Harvard Format:

If an entire edited book is cited, the editor is listed as the author with the abbreviation "(Ed.)" after his name, or "(Eds.)" if there is more than one editor. Multiple editors are formatted the same way as authors.

Harvard Citation format for Books:

Author's Last Name, First Initial Middle Initial Year of publication, *Title of Book: Subtitle of Book*, edition, Publisher, Place of Publication.

Book with one author

Jokilehto, J 1999, *A history of architectural conservation*, Butterworth-Heinemann, Oxford.

Book with two authors

Bickerton, IJ & Klausner, CL 2002, *A concise history of the Arab-Israeli conflict*, 4th ed, Prentice Hall, Upper Saddle River, NJ.

Book with more than three authors

Harding, V, Kelley, Robin D & Lewis, E 1997, *We changed the world : African Americans, 1945-1970*, Oxford University Press, New York.

Book with editors

Kirabaev, N & Pochta, Y. (Eds) 2002, *Values in Islamic culture and the experience of history : Russian philosophical studies , 1*, The Council for research in values and philosophy, Washington.

Harvard citation for articles in scholarly journals (Print):

Author's Last Name, First Initial Middle Initial Year of Publication, 'Title of Article' *Name of Journal* volume,issue, pages.

So, S & Smith, M 2009, 'Value-relevance of presenting changes in fair value of investment properties in the income statement: evidence from Hong Kong' *Accounting and Business Research*, vol. 39, no. 2, pp. 103-118.

Harvard citation for articles in scholarly journals (online):

Author's Last Name, First Initial Middle Initial Year of Publication, 'Title of Article' *Name of Journal* volume,issue, pages, viewed Date of access, <URL>.

Barnett, T 1992, 'A preliminary investigation of the relationship between selected organizational characteristics and external whistleblowing by employees.' *Journal of Business Ethics*, vol. 11, no. 12 p. 949. viewed 14 August, 2010, <
<http://library.gust.edu.kw:2069/pqdweb?index=0&did=571794&SrchMode=1&sid=1&Fmt=3&VInst=PR OD&VType=PQD&RQT=309&VName=PQD&TS=1281853453&clientId=81560>>.

Harvard citation for websites

Author's Last Name, First Initial Middle Initial Date published or updated. *Title of Article*, Name of organizational sponsor (not advertising sponsor), Date of access, <URL>.

Survey: OPEC's Commitment to Production Cuts is Only 50% in July 12 August, 2010. Kuwait Ministry of Oil, viewed 13 August, 2010, <
<http://www.moo.gov.kw/Default.aspx?nid=12806&pageId=60>>.