



# Manual for Citation Management

**Global Studies Programme**

The examples of and formats listed on this page are geared to APA style including many of the most common types of sources used in academic research.

Also, for automatic generation of citations in appropriate citation style, use a bibliographic citation management program such as:

Zotero: <http://www.zotero.org/> (open source)

Refworks <http://www.refworks.com>

EndNote: <http://www.endnote.com>

Citavi: <http://www.citavi.com/en/index.html>

## Reference Citations in Text

In-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited.

### Works by a single author

The last name of the author and the year of publication are inserted in the text at the appropriate point.

... the concept of symbolic capital (Bourdieu 1958)

If the name of the author or the date appear as part of the *narrative text*, cite only missing information in parentheses.

Bourdieu (1958) posited that...

### Works by multiple authors

When a work has two or three authors, always cite all names every time the reference occurs in the text. In parenthetical material use an ampersand (&) before the last name.

as has been shown (Coulangeon & Philippe)  
as has been shown (Calhoun, LiPuma & Postone 1993)

In the *narrative text*, join the names with the word "and."

as Coulangeon and Philippe (2007) demonstrated  
as Calhoun, LiPuma and Postone (1993) demonstrated

When a work has *four or more authors*, cite only the surname of the first author followed by "et al."  
(Latin for "and others")

Kahneman et al. (1991) found  
as has been shown (Kahneman et al. 1991)

### **Works by associations, corporations, government agencies, etc.**

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(National Institute of Mental Health [NIMH] 2007)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

(NIMH 2007)

### **Specific parts of a source**

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

(Stigter & Das 1981, p. 96)

De Waal (1996) overstated the case when he asserted that "we seem to be reaching ... from the hands of

philosophers" (p. 218).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

(Mönnich & Spiering 2008, para. 9)

## Reference List

References cited in the text of a research paper must appear in a Reference List or bibliography. This list provides the information necessary to identify and retrieve each source.

### Conventional Sources

- Entries should be arranged in *alphabetical order* by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- Write out the names for all *authors* of a particular work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. The second name is reversed, e. g. [Schwengel, Hermann & Ari Sitas](#)
- Use the *abbreviation p. or pp.* to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopedia articles and chapters from edited books.
- The *first line* of the entry is flush with the left margin, and all subsequent lines are *indented* (5 to 7 spaces) to form a "hanging indent".
- It is appropriate to use *italics instead of underlining* for titles of books and journals.

### Online Sources

Two additional pieces of information should be included for works accessed online.

- A *stable Internet address* should be included and should direct the reader as close as possible to the actual work. If the URL is not stable, as is often the case with online newspapers and some

subscription-based databases, use the home page of the site you retrieved the work from.

- If the work is a finalized version *published and dated*, as in the case of a journal article, the date within the main body of the citation is enough. If the work is not dated or not stable, as in the case of an online encyclopedia article, include the date that you retrieved the information.

## **Books**

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

### **One author**

Kidder, Tom (1981). *The soul of a new machine*. Boston: Little, Brown & Company.

### **Two authors**

Frank, Robert H. & Bernhard Bernanke (2007). *Principles of macro-economics* (3rd ed.). Boston: McGraw-Hill/Irwin.

### **Corporate author, author as publisher**

Australian Bureau of Statistics (2000). *Tasmanian year book 2000* (No. 1301.6). Canberra, Australian Capital Territory: Author. Retrieved from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989... \\$File/13016\\_2000.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989... $File/13016_2000.pdf) on April 6<sup>th</sup>, 2003.

### **Edited book**

Gibbs, John T. & Lionel Huang (Eds.) (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco: Jossey-Bass.

## Essays or chapters in edited books

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

### One author

Labajo, John (2003). Body and voice: The construction of gender in flamenco. In: Toni Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago: University of Chicago Press.

### Two editors

Hammond, Karl R. & Leslie Adelman (1986). Science, values, and human judgment. In Hermann R. Arkes & Karl R. Hammond (Eds.) *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge: Cambridge University Press.

## Articles in journals, magazines, and newspapers

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

### Newspaper article

#### *In print*

Delaney, Karl, Michael Karnitschnig & Richard A. Guth (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. In: *The Wall Street Journal*, pp. A1, A12.

#### *Accessed online*

Cooper, Helene & Calmes Jackie (2010). Obama Setting Terms for BP Claims Fund. In: *Organizational Behavior and Human Decision Processes*, 105(2), 221-232. Retrieved from:

<http://www.nytimes.com/2010/06/17/us/politics/17obama.html?hp> on June 16<sup>th</sup>, 2010.

## **Journal article**

Holt, Douglas B. (1997). *Distinction in America? Recovering Bourdieu's theory of tastes from its critics*. In: *Poetics* 1997(25): 93-120.

## **Magazine article**

Kluger, Jeanne (2008, January 28). *Why we love*. In: *Time*, 171(4), 54-60.

## **Research reports and papers**

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

## **Government report, accessed online**

U.S. Department of Health and Human Services (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05- 00240). Washington, DC: Author. Retrieved from: <http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf>.

## **Government reports, GPO publisher, accessed online**

Congressional Budget Office. (2008). *Effects of gasoline prices on driving behavior and vehicle markets: A CBO study* (CBO Publication No. 2883). Washington, DC: U.S. Government Printing Office. Retrieved from: <http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf>

## **Technical and/or research reports, accessed online**

Deming, Dennis & Samuel Dynarski (2008). *The lengthening of childhood* (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>

## **Document available on university program or department site**

Victor, Nicolas M. (2008). *Gazprom: Gas giant under strain*. Retrieved from Stanford University, Program on Energy and Sustainable Development Web site:

[http://pesd.stanford.edu/publications/gazprom\\_gas\\_giant\\_under\\_strain/](http://pesd.stanford.edu/publications/gazprom_gas_giant_under_strain/)

## **Audio-visual media**

References to audio-visual media must include the following elements: name and function of the primary contributors (e.g., producer, director), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

### **Videocassette/DVD**

Achbar, M. (Director/Producer), Abbott, J. (Director), Bakan, J. (Writer) & Simpson, B. (Producer) (2004). *The corporation* [DVD]. Canada: Big Picture Media Corporation.

### **Audio recording**

Nhat Hanh, Thomas (Speaker). (1998). *Mindful living: a collection of teachings on love, mindfulness, and meditation* [Cassette Recording]. Boulder, CO: Sounds True Audio.

### **Television show from a series**

Whedon, James (Director/Writer). (1999, December 14). Hush [Television series episode]. In Whedon, Jack, Berman, George, Gallin, Samuel, Kuzui, Frank, & Kuzui, Karl (Executive Producers), *Buffy the Vampire Slayer*. Burbank, CA: Warner Bros..

### **Music recording**

Jackson, Michael (1982). Beat it. On *Thriller* [CD]. New York: Sony Music.

## **Undated Web site content, blogs, and data**

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

## **Blog entry**

Arrington, Mark (2008, August 5). The viral video guy gets \$1 million in funding. Message posted to <http://www.techcrunch.com>

## **Professional Web site**

National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008, from [http://www.nrel.gov/learning/re\\_biofuels.html](http://www.nrel.gov/learning/re_biofuels.html)

## **Data set from a database**

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008, from Bloomberg database.

Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [statistics]. Available from CEIC Data database.

## **Entire Web site**

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft In Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmedia.com/>).