



UNIVERSITY OF CAPE COAST

College of Humanities and Legal Studies

Faculty of Arts

Information Literacy Skills Unit

ILT 101

FORMATION LITERACY SKILLS

SESSION 6: REFERENCING/CITATION

SESSION OBJECTIVES

By the end of this session, the student will be able to:

- **Demonstrate the two ways of citing in-text.**
- **Demonstrate how to cite books and journal articles using the *APA* and the *MLA*.**

INTRODUCTION

Referencing or citation (used interchangeably) enables a writer acknowledge the ideas and words of others which form part of the writer's work.

Referencing or citation demonstrates that you have read relevant background literature and you can provide authority for statements you make in your work.

Referencing/citation is done in the work (**IN-TEXT citation**) and after the work (**OUT-TEXT CITATION OR REFERENCES**).

IN-TEXT CITATION

This is referencing or citation that occurs in the work itself. It can be done in the form of **Signal Phrase** or **Parenthesis**.

Signal Phrase: This occurs when a writer wants to cite an author by beginning the statement with the author(s) name(s).

Example

The view of **Amoah and Mensah (2020)**, the eclipse of the sun is a magnificent spectacle that rarely occurs.

Parenthesis: This occurs when a writer wants to cite an author after quoting or paraphrasing the statement made by the author.

Example

The eclipse of the sun is a magnificent spectacle but rarely occurs (**Amoah & Mensah, 2020**).

OUT-TEXT CITATION

This is referencing or citation that occurs after the entire work or chapter. It is usually done in accordance with a particular citation style.

For our purposes, two citation styles would be discussed.

American Psychological Association (APA) citation style 6th Edition.

Modern Language Association (MLA) citation style

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA)

APA Reference List: Books (Basic format)

- . Author (s)
- . Year of Publication
- . Title of work: Capital letter to begin subtitle– Both title and subtitle in *ITALICS*
- . Place of publication
- . Publisher

Example:

Nelson, P. & Mensah, K. (2010). *Introduction to Sociology*. Accra: Asempa Publishers.

Take note of punctuations

APA CONT.

APA Reference List: Edited Books (Basic format)

- . Editor(s)
- . Year of Publication
- . Title of work: Capital letter to begin subtitle– Both title and subtitle in *ITALICS*
- . Place of publication
- . Publisher

Example:

Kumah, M. & Parbie, S. (Eds.). (2010). *Introduction to Sociology*. Accra: Asempa Publishers.

Take note of punctuations

APA CONT.

APA Reference List: Articles in Periodicals

- . Author (s)
- . Year of publications
- . Title of article
- . Title of Periodical – In italics
- . Volume number, Issue number
- . Pages

Example:

Manson, K. E. & Obeng, F. (2012). The prototype as a construct: *Journal of Psychology*, 90, 31-36. Retrieved on 2nd April, 2019 from Jstor Database

Take note of punctuations

MODERN LANGUAGE ASSOCIATION (MLA) CITATION STYLE

MLA Reference List: Books

- . Author (s)
- . Title of work- Underlined
- . Place of Publication
- . Publisher
- . Year of Publication
- . Page numbers

Example:

anson, Keith and Mark Yamoah. The Anxiety of Gender. London: Pearson
Education, 2013. p.33.

Take note of punctuations

MLA

MLA Reference List: Articles in Periodicals

- . Author (s)
- . Title of article- in inverted commas
- . Title of periodical or journal – underlined
- . Volume number, issue number
- . Year of publication – in brackets
- . Pages

Example:

Samptey, George and Michael Yeboah. “The common reader’s Shakespeare”.
Early Modern Library Studies, 20. 3, (2015): 36-39.

Take note of punctuations

READING LIST

Atsua-Mensah, C. (ed.).(2015). *Information literacy skills: A course book*.
Cape Coast: The Library Publications Committee.

COL Students Success Team (2017). *A guide to APA referencing style* (6th
ed.). London: American Psychological Association.

Lim Library (2007). *MLA style (6th) quick guide: Library research guides*.
New York: Dalhousie University: