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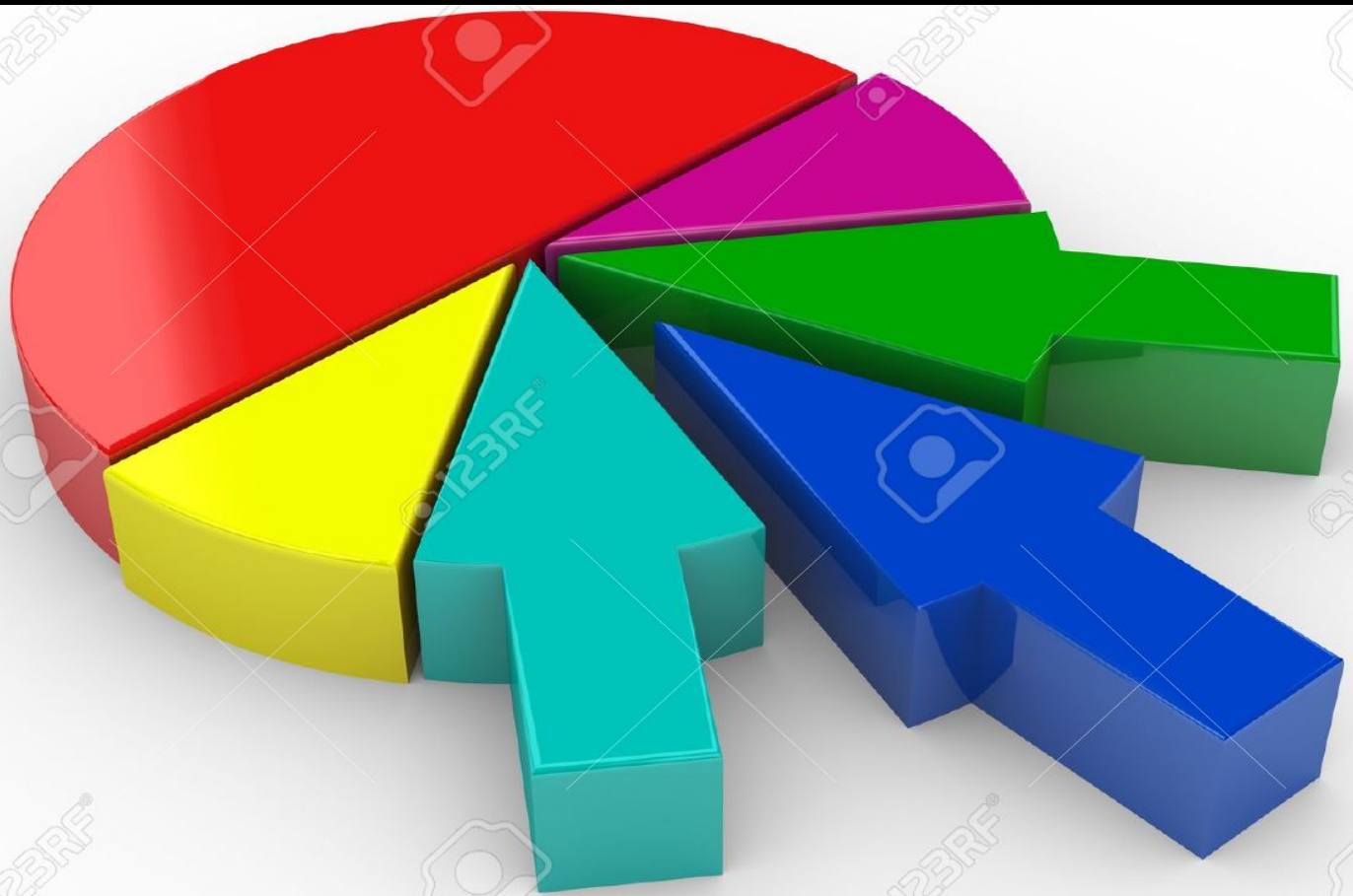
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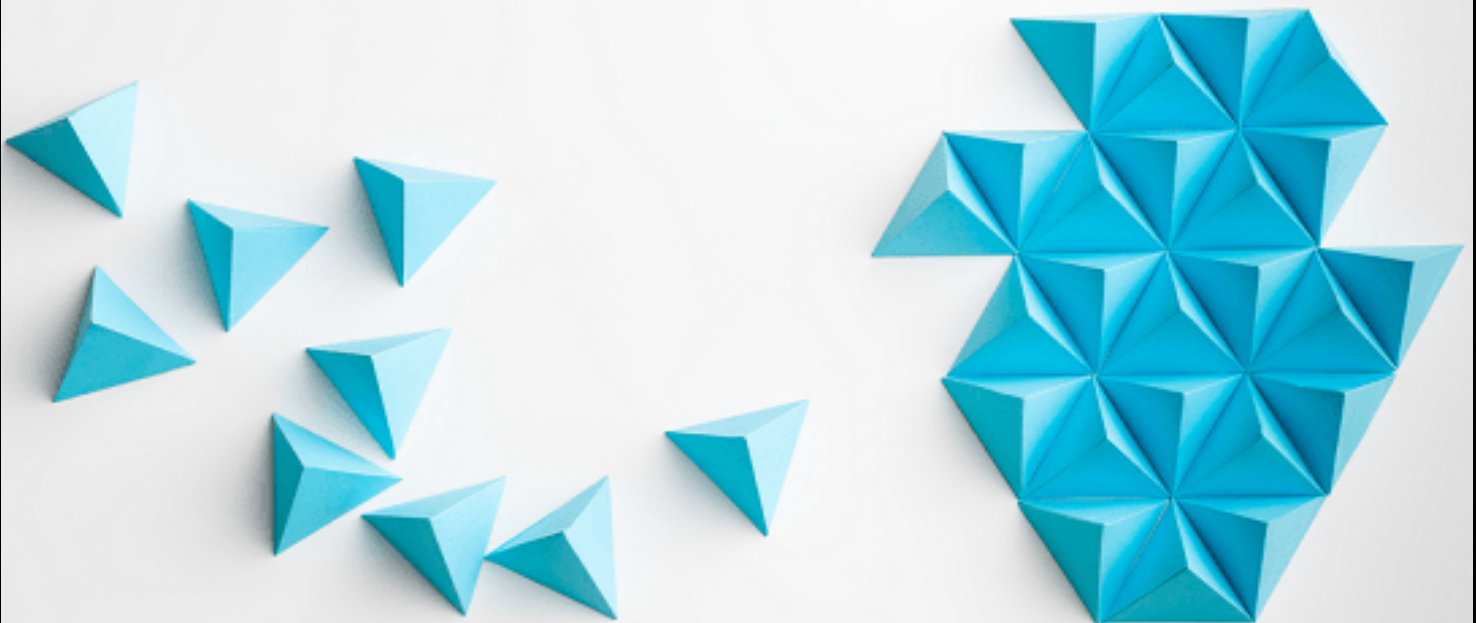


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A Manual for Referencing Styles in Research

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Acknowledgement

Presenting this manual I am very delighted, and grateful to my Almighty Allah who made the completion of this project possible. On heavens, my Allah is there to help me and on ground He has sent my way some honorable people who really deserve my gratitude for their support and help in my project; who took time for me to discuss things and helped me with their valuable advice; also those who helped me in the editing, proofreading and design.

I would like to thank Ms. Midra Ikram, Dr. Imtiaz Subhani, and Dr. Nusrat Hussain who stood beside me throughout my working period and kept on guiding me. Besides, the support from my family and friends cannot be devalued whose encouragement kept on boosting my energies.

I am also really thankful to the e-sources which made the access of this manual possible to those who cannot approach the print version of it.

Finally, my great apologies for those whose efforts are delivered to me in one way or the other and I fail to mention their names in it.

Preface

Referencing has become an integral part of all sorts of academic writing, the major purposes of which are to discourage plagiarism and give credit to the scholars, researchers etc. for their efforts in the growth of knowledge

There are a number of referencing styles that are used throughout the world, some of which are more common than the others. I have tried to include the names of all the styles with a detailed description of a few more common and widely used styles.

Although, automatic reference generators are now available, nevertheless there is no parallel to manual creation of references for it makes you far more familiar with the format of the style. The present manual has been designed in a way to elaborate the major differences that exist among various types of referencing styles.

The manual begins with the introduction of referencing and then breaks up into various types of styles. Each section of the respective style can broadly be broken into two parts: first part carries the information on how to deal with various situations and in the second part general format of referencing for various types of sources is provided.

About this Manual

Referencing has become an integral part of all sorts of academic writing, the major purposes of which are to discourage plagiarism and give credit to the scholars, researchers etc. for their efforts in the growth of knowledge.

There are a number of referencing styles used throughout the world, some of which are more common than the others. These styles differ from each other in a lot of ways. I have tried to include the names of all the common and well-known styles with a detailed description of a few more common and widely used styles (Harvard, APA, Vancouver, MLA, Chicago); and brief description of some less commons (ACS, AMA, AGLC, CSE, IEEE).

Although, automatic reference generators are now available, nevertheless there is no parallel to manual creation of references for it makes you far more familiar with the format of the style. In your hunt of knowledge you come across with a number of sources that are referenced in quite distinct ways, so it is very important to know which way your source is referenced and how you have to convert it into your desired style. Unless you know about the differences in various styles you cannot perform the task. The present manual has been designed in a way to elaborate the major differences that exist among various types of referencing styles so the conversion from one style to the other becomes easier.

The manual begins with the introduction of referencing, defining it, its purposes and various types of styles.

Afterwards the manual breaks up into various styles. Each section of the respective style can broadly be broken into four parts: first part carries an introduction of the style describing the origin and usage of style; the second part is about the general principals of the citation style; the third part carries the information on how to deal with varying situations and in the last part general format of referencing for various types of sources is provided.

The above division is for the five more common referencing styles, while the five less common styles described in this manual are divided into only two parts: the introduction, and the general principals.

How To Read The Reference Guide Given In This Manual?

The format of various types of referencing given in this manual is in general form. The pieces of information written in these brackets <...> are the one to be replaced by the piece of information given in your source. For instance, in a reference it is written <author name>. (<Publication Year>)., it may have to be replaced like this: Richard, D. (2002). Punctuation marks other than the aforementioned brackets such as comma (,), full stop (.), round brackets, square brackets etc. are actually present in the reference format. For more clarification, two illustrative examples are given below:

Illustration 1:

General Format:

<Name of author>. (<Publication Year>). <Book Title> (<Edition>). <Place of Publication> : <Publisher>.

Example:

Smith, R. (2002). Science and technology (2nd edn.). USA: Kingston

Illustration 2:

General Format:

<Name/s of author/s> <Publication Year>, <Book Title>, <Edition>, <Publisher>.

Example:

Smith R 2002, Science and technology, 2nd edn., Kingston

Note:

The above examples are just created for illustration and are not the actual publications of any authors.

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What is Referencing?

- Referencing is also called as citation.
- Referencing can be defined as a method of acknowledging and recognizing someone for his or her innovative work that you used in your research to back and support your idea.
- A reference usually includes the name of author, date of publication, name and location of the publishing company, title of the journal or name of the book, title of the research or chapter's name, and DOI (Digital Object Identifier)
- In your document, referencing is done at two levels; first you need to give a brief reference in the body of text called as "in-text citation", and secondly a detailed reference is provided at the end of the document in the form of a list.

What are the Purposes of Referencing?

- Referencing has become a necessary element of academic writing.
- It is used to locate the original source of work so that everyone may access the material and understand it in his/her own way.
- Another purpose of it is to fight with plagiarism.

Referencing Styles

- There are various standard methods used for citing the source of work.
- These methods are called as referencing styles or citation styles.
- Some common and widely used citation styles are:
 - Harvard
 - Vancouver
 - APA (American Psychological Association) Referencing Style
 - MLA ((Modern Language Association) Referencing Style
 - Chicago/ Turabian Referencing Style
- There are other styles that are not that common but are still required at some places:
 - ACS (American Chemical Society)
 - AGLC (Australian Guide to Legal Citation)
 - AMA (American Medical Association)
 - CSE/ CBE (Council of Science Editors/ Council of Biology Editors)
 - IEEE (Institute of Electrical and Electronics Engineers)
- Various referencing styles differ in terms of formatting, use of punctuation and the order of information; such differences occur at both the levels of referencing i.e. in-text citation, and reference list.
- Which citation style is to use in your document often depends on the discipline you are writing for.
- Moreover, the publishers or the academic institutions decide their citing styles.
- The system used by various types of referencing styles can broadly be categorized into two types: documentary-note system, and parenthetical system.
 - Documentary-note system refers to the use of chronological numbers as in-text markers to either footnotes or endnotes or both; footnotes are included at the end of each page, and endnotes are listed on a separate page at the end of the document; in-text citation is done with a numeric digit usually placed after the full stop; detailed references in endnotes or reference list may or may not be indicated by numeric digit depending on the particular referencing style.

- Parenthetical system refers to the use of brief author and date (or page number as in MLA format) description as in-text citation surrounded by parenthesis (round brackets) and then the detailed reference is provided as a separate list at the end of the document.

What is the difference between a Reference List and Bibliography?

In the reference list only those sources are included which have been mentioned in your in-text citation while in Bibliography you are allowed to mention the sources which you have used to gather the background information but are not mentioned in your document as in-text citation.

HARVARD REFERNCING STYLE

INTRODUCTION

- Harvard is actually a generic term refers to all the referencing styles that are “author-date” based; thus this style does not have any official manual.
- This style is most commonly used in U.K and Australia.
- Before describing the reference style, I must mention that there exist a great variation in the use of punctuation and other formatting such as indentation, line spacing etc. from institution to institution.
- The guide in the following section has been adopted from Charles Darwin University’s (CDU) Harvard Referencing Style guide 2016 version.
- So, before using a particular guide there is a need to take caution what style your institution demands; it may vary from the guide given below.

System of referencing:

- It uses the parenthetical system of referencing.
- A brief in-text reference containing the name of author and year of publication is given in round brackets; thus it is also called as author-date based referencing style.

Disciplines using the style:

- It is used in various subjects of humanities.

General Rules for in-text Citation

- It uses parenthetical system thus the reference in the text appears like this:
(**<author name> <publication year>, <page number/s>**)
- In in-text citation only the last name (surname) of the author is used; author’s name and year of publication are not separated by a comma (.). For example: **(Ghaznavi 2003)**
- A comma (,) is put after the publication year if a page number is mentioned after it. **(Ghaznavi 2003, p 40)**
- It is also allowed to write the author’s name out of the bracket. For example: **Ghaznavi (2003, p 40) observes**
- Punctuation marks such as comma or full stop are used after the citation and not before them.

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.
- The title ‘**References**’ is given to the list, placed in center and in bold font.
- Only those sources are to be listed that has been cited in your work.
- No reference carries hanging indent.
- Author’s name and the year are not separated by a comma or a full-stop.
- Each reference ends up with a full stop (.).
- There is a use of double line spacing between each entry.
- The list is arranged in an alphabetical order with reference to the first author’s surname or the first significant word of the title (if the reference has begun with it in case of the absence of author’s name).
- If more than one sources have the same first author but the later authors are different, the references are listed first by the first author’s name then arranged alphabetically by the subsequent author/s name.

- If you have used the sources of the same author/s with different years of publication, the references are alphabetically listed first by the first author's name then chronologically by publication year.
- If there are sources of the same author/s with the same year of publication, the references are listed first by the first author's name then by the small letters put after the year.
- If a title or a corporate author has been used instead of author's name, the reference is listed under the first important word and not under A, An or The.
- If the first word of a reference is a numeric digit and not an alphabet, the reference is listed before the references having alphabetical start.
- Titles of a bigger source such as a book or journal are italicized.
- Titles which are a part of a bigger work such as a chapter of a book, article in a journal or news paper are enclosed in single quotation marks without being italicized.
- Page number is required to mention only when a part of work (such as article from a journal or newspaper, a chapter from an edited book etc.) is used; if the whole work is considered here is no need to mention the page number.
- If there is reference to a single page an abbreviation **p.** is used, and if there are multiple pages **pp.** is used.
- If you want to mention sources that have been utilized in the hunt of knowledge but are not cited in your document, they can be mentioned under the heading of “**Bibliography**” on a separate page.

How to write the Name of an Author?

- In the in-text citation only the surname of an author is used; if there are more than one author with identical surname then the first names or the initials of first names are also mentioned.
- In the reference list, the name of an author is written in a way: last name is written first and afterwards initials of the first name/s are written; no full stop is put after the initials.

For Example:

Khalid Ghaznavi is written as **Ghaznavi K**

Mohsin Hasan Alvi is written as **Alvi MH**

What to do if there are Multiple Authors of a Source?

Order of names:

If there are more than one author of a publication mention their names exactly in the same sequence as they are presented in the publication.

In-text Citation and reference list entry for two authors:

In the in-text citation only the surnames of the two authors will be used separated by ‘&’. It will look like this:

(<author #1 surname> & <author #2 surname> <Publication Year>)

Example:

(Alvi & Zaidi 2009)

Whatever times the reference is cited in your work it appears the same.

In the reference list both the surname and initials of the two authors are used separated by ‘&’. Thus it looks like this:

<Author#1 surname>, <author#1 first name/s initials> & <author#2 surname>, <author#2 first name/s initials> <Publication Year>, <title>,

Example:

Alvi, MH & Zaidi, R 2009, <title>

In-text Citation and reference list entry for three authors:

In the in-text citation only the surnames of the three authors are used, first two separated by a comma (,) and last two by '&'. It will look like this:

(<author #1 surname>, <author#2 surname> & <author #3 surname> <Publication Year>)

Example:

(Alvi, Ghaznavi & Zaidi 2009)

If the same source is cited again in the text it will appear like this:

(<Author #1 surname> *et al.* <Publication Year>)

Example: (Alvi *et al.* 2009)

Note: 'et al.' is written in italic letters. It is a Latin phrase which means 'and others'

In the reference list both the surname and initials of the three authors are used, first two separated by a comma (,) and last two by '&'. Thus it looks like this:

<Author#1 surname>, < Author #1 first name/s initials>, < Author #2 surname>, < Author #2 first name/s initials> & < Author #3 surname>, < Author #3 first name/s initials> <Publication Year>, <title>,

Example:

Alvi, MH, Ghaznavi K & Zaidi, R 2009, <title>

In-text Citation and reference list entry for more than three but up to 6 authors:

In the in-text citation only the surname of the first author is written followed by 'et al.' thus it appears like this:

(<Author#1 surname> *et al.* <Publication Year>)

Example:

(Alvi et al. 2009)

Whatever times the source is cited in your work it appears the same.

In the reference list both the surname and initials of all the authors are used, last two separated by '&' and the remaining by comma (,). Thus it looks like this:

<Author#1 surname>, < Author #1 first name/s initials>, < Author #2 surname>, < Author #2 first name/s initials>, <Author#3 surname>, < Author #3 first name/s initials>, < Author #4 surname>, < Author #4 first name/s initials> & < Author #5 surname>, < Author #5 first name/s initials> <Publication Year>, <title>,

Example:

Alvi, MH, Ghaznavi, K, Zaidi, R, Hashmi, M & Siddiqui, D 2009, <title>

What to do if Name of Author is not Available in the Source?

One of the following two steps can be taken to encounter with a situation when the name of an author is not available in the source:

- Use the name of a corporate author
- Use the title of the source in place of the author name

In-text citation and reference list entry of a corporate author

Name of an organization, a company or a publisher owning a document in case of the absence of any specific author/s is called as corporate author.

In the in-text citation the name of the corporate author is written completely followed by its abbreviation written in square brackets for the first time. In the later instances, however, only the abbreviation is used

Example:

First in-text citation:

All Pakistan Women Association [APWA] (2015) found in the latest survey.....

Later citation

APWA (2015) demanded following remedies.....

In the reference list full name of the corporate body is used.

In-text Citation and reference list entry of a title in place of author

If the title is used, it has to be written in italic letters both in in-text citation and reference list.

If the title is too long you may shorten it in the in-text citation by either omitting the subtitle or reducing the title's own words if there is not any subtitle.

In the reference list, however complete title has to be written.

An Anonymous Author:

Sometimes source itself designate the author as 'Anonymous'. In such a case you have to write anonymous in place of author's name both in the in-text citation and reference list.

What to do if the Date of Publication is not Provided in a Source?

One of the following two steps can be taken to encounter with a situation when you cannot locate the date of publication in a source:

- Write an estimated year of publication
- Write 'n.d.' (abb. for no date) in place of date

Sometimes you are able to estimate the time when a publication could have been appeared on the basis of relevant events. In this case you can write the estimated year of publication in place of the date like this 'c. <Publication Year>'. For example **c. 1998**

In case when you cannot estimate the date, you need to go for the second option.

Whatever of the two methods you have adopted for your in-text citation, will go for the reference list entry.

What to do if a Source has been Used Several Times in Your Work?

For the first time entry of a source in in-text citation it is required to mention both the author name and the date. In the subsequent entries, date may be omitted provided it does not produce confusions.

If you have used a **source with either one or two authors** more than once in your work, every time you need to put the same in-text citation.

If a **source with three authors** is used, first time you need to mention the surnames of all the three authors. In the later entries only the surname of first author is written followed by 'et al.'

If a **source with more than three authors** is used, every time you write the first author's surname followed by 'et al.'

If a source with a corporate author is used, name of the author is written completely followed by its abbreviation written in square brackets for the first time. In the later instances, however, only the abbreviation is used.

However, in the reference list, the detailed reference is only presented for once.

For reference list entry of 2 authors.

For reference list entry of 3 authors.
For reference list entries of more than 3 authors.

What to do if Numerous Sources have been Cited Together?

If you have supported your argument by more than one source, you need to mention each in your in-text citation separated by a semicolon (;). The citation will appear as follows:

(McGeady et al. 1996; McDonagh 1990; Shalloway and Trott 2009)

The sources are needed to be ordered alphabetically by first author's name of each source.

If more than one sources have been cited by the same author, name of author is written for once only and the years are separated by a comma. For example:

(McGeady et al. 1996, 1998)

In the reference list each source has to be mentioned individually.

What and how to Cite if you have Read about a Source in Another one?

In case when you are referencing to a source that is not directly read by you but is cited by a source you have read, the in-text citation appears like this:

Zahbi (as cited in Ghaznavi 2003, p. 5) found that.....

In the reference list, reference of Ghaznavi, and not of Zahbi, would be provided.

What to Capitalize in a Title?

In the title of journal, all the major words are capitalized.

For a source other than a journal (such as web page, book, article etc.) not all the major words are capitalized rather capitalization is done for:

- The first letter of the first word of a title and subtitle
- The first word after a colon or a dash in a title
- Proper nouns

What to do if there are Various Sources with same Author/s and Year of Publication?

If there are more than one publications included whose author/s and year of publication are same, the distinction is made by placing lower case letters (a, b, c, d..) right after the year; both in the in-text citation and reference list

The order in the reference list is then made first by the author/s name and then by the alphabets placed after the year.

How to write and Cite a Quotation?

If you are writing the exact words of an author without doing paraphrasing, it is called as quotation.

In this case it is essential to mention the page number.

If a quotation contains less than 40 words, it goes with the text and is put into double quotation marks ("....").

For example:

Ghaznavi mentioned "olive oil is the.....food" (p. 15).

The full stop is not put before the closing quotation mark rather it is used after the brackets of citation.

If a quotation contains 40 or more words, it is written in a new line with a five space indentation; it is not put in any quotation marks, and is written with double line spacing.

Example:

What so far has been observed till this century, it, in his book Ghaznavi (2003) mentioned

Honey can be used as food.....best source (p. 28)

What to do if Page Numbers are not Provided in a Source

Sometimes a source may indicate paragraph numbers instead of page numbers, in this case use the abbreviation 'para.' And write the relevant number after it.

For example:

As Alvi (2009) mentioned (para. 5)

In other cases the source may not even indicate the paragraph numbers, in such a situation write the name of heading and the relevant paragraph number counting it from the beginning of the related heading.

For example:

All the natural elements..... (Ghaznavi 2003, Introduction, para. 3)

How to cite the Personal Communications?

Personal communications include conversations, interviews, spoken lectures, personal files, telephone conversations, letters and e-mail messages.

Their reference is not given in the reference list

They are cited only in the in-text in a way like this:

<name of communicator>, <type of communication>, <MM DD>, <Publication Year>

For example:

S. Richard (interview, February 20, 2013)...

General Format of Reference for Various Types of Sources

Name of authors/ editors are written the same way as they are guided above i.e. first the surname is written followed by the initials of first name.

Referencing Various Types of Books

- Edition is only required to mention only when it is not the first; if an edition is not available omit the piece of information
- Number of edition is written this way: ⁿth edn., for example 2nd edn., 4th edn.; write rev. edn., if it is a revised edition

Book with an author:

<Name/s of author/s> <Publication Year>, <Book Title>, <Edition>, <Publisher>.

Book with more than one author:

- For books with more than one author every piece of information remains the same as the book with one author
- To find how the names of authors are written, follow the section “*What to do if there are multiple authors of a source?*”

Book with a corporate author:

<Name of corporate author> <Publication Year>, <Book Title>, <Publisher>.

Book with an editor/s:

<Name of editor> (ed.) <Publication Year>, <Title>, <Publisher>.

- If there are more than one editor, write their names the same way as for the authors; abbreviation “eds.” is used for multiple editors.
- In the in-text citation “ed. or eds.” is not written.

Book with multiple volume:

<Name of author/s> <Publication Year>, <Title>, vol. <mention the volume number>, <Publisher>.

Volume number is mentioned in a numeric digit such as 2, 45, 34 etc.

Chapter in an edited book:

<Name of chapter's author> <Publication Year>, '<Chapter title>', in: <name of editor> (ed.), <Book title>, <Publisher>.

- Use abbreviation eds. If there are more than one editors.
- In this particular case name of editor is written the way: first the initials of the first names are written followed by the surname. For instance **Mohsin Hasan Alvi** would be written as **MH Alvi**.

Electronic Book (e-Book):

- E-books are cited the same way as the printed books.

Various Types of Journal Articles

- Author names are written the same way as they are guided above.
- Volume and issue number can be omitted if it is not provided in the source
- ‘p’ is written if the reference is made to a single page number and ‘pp.’ is written if there is a range of page numbers

Journal article in Print:

<Name of author/s> <Publication Year>, '<Article title>', <Journal title>, vol. <volume number>, no. <Issue number>, pp. <range of page numbers>.

- Volume number and issue number are written in numeric digit such as 2, 5, 45 etc.
- Range of pages is written this way: <starting page number– ending page number> such as 24-33, 15-26 etc.

Article from e-journal

- E-journal articles are cited the same way as the printed journals.

Pre print journal article:

- A journal article which is submitted and before peer review but not printed yet is referred as follows:

<Name of author/s> <Publication Year>, '<Article title>', submitted to <Journal title>, [pre-print], <URL>

Post print journal article:

- A journal article which has been reviewed and accepted but has not been published yet is referred as follows:

<Name of author/s> <Publication Year>, '<Article title>', <Journal title>, [post-print], <URL>

Various Types of Newspaper Articles:

Newspaper article in Print:

< Name of author> <Publication Year>, '<Article title>', <Title of Newspaper>, <DD MM>

- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

Newspaper article without author name:

'<Article title>', <Publication Year>, <Title of Newspaper>, <DD MM>

Newspaper article available online:

< Name of author> <Publication Year>, '<Article title>', <Title of Newspaper>, <DD MM>, <URL>

Various Sources Available on Internet:

Page on a website:

<Name of Author/s> <Publication Year>, <page title>, <URL>.

Page on a website without an author name:

<Page title>, <Publication Year>, <URL>.

Facebook update

<Name of Author> <Publication Year>, *Facebook update*, <DD MM>, <URL>.

- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

Twitter update

<Name of Author> <Publication Year>, *Twitter update*, <DD MM>, <URL>.

Blog

<Name of Author/s> <Publication Year>, <page title>, <URL>.

Miscellaneous Sources

Various types of reports:

<Name of Author/s> <Publication Year>, <Report Title>, <Report number>, <Publisher/ URL>

- The format is applicable for a number of reports such as industrial reports, research reports from an individual or an agency etc.
- If it belongs to an agency, the name of a corporate author is used.
- If report number is not given simply omit the piece of information.
- If it is a web document, write the URL instead of publisher.

Dissertations and thesis:

<Name/s of Author/s> <Publication Year>, <title>, <degree level> thesis, <name of awarding institution>

- Degree level refers to the degree for which the thesis has been prepared such as Ph.D, M.Sc, M.phill etc.

University provided learning material:

<Name of author/s>, <Publication Year>, <Title and subtitle>, <Type of medium>, <Name of institution>.

- If name of author/s is not given, initiate the reference with the name of institution
- Type of medium refers to the format in which the material has been provided such as power point slides, lecture notes etc.

Conference Paper- Published:

<Name of Author/s> , '<Title of conference paper>', <Title of conference>, <venue>, <DD-DD MM>, <Publisher>, pp.<Page number/s>.

- Venue refers to the place where the conference was held
- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.
- If page numbers are not given, simply omit the piece of information.

Conference Proceedings- Unpublished:

<Name of Author/s> , '<Title of conference paper>', paper presented to the <Title of conference>, <venue>, <DD-DD MM>.

- Venue refers to the place where the conference was held
- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

Dictionary:

- Dictionary is cited the same way as a book is cited.

Encyclopedia:

<Name of corporate author> <Year of publication>, <Title of encyclopedia entry>.

APA REFERNCING STYLE

INTRODUCTION

- American Psychological Association, commonly known as APA Referencing is very similar to that of Harvard Referencing Style
- Where Harvard is most commonly used in U.K. and Australia, APA is more popular in USA.
- Although there does not exist much variation in the formatting, however, before using a particular guide there is a need to take caution what style your institution demands.
- The guide in the following section has been adopted from APA 6th edition Library guide for the University of Sydney.
- APA style throughout the text requires the double line spacing, worthy to mention it is required also for the reference section.

Brief History:

- This style of referencing came forth in 1929 in the form of “*Publication Manual of the American Psychological Association*”.
- With the passage of time the manual kept on having revisions and edition. So far 6 editions of the manual have been published.
- The latest edition came to the publication in 2009.

System of referencing:

- It uses the parenthetical system of referencing.
- A brief in-text reference containing the name of author and year of publication is given in round brackets; thus it is also called as author-date based referencing style.

Disciplines using the style:

- It is mostly used in the various fields of social sciences.
- It is also used in some other fields such as business, education and nursing.

General Rules for in-text Citation

- It uses parenthetical system thus the reference in the text appears like this:
(**<author name>**, **<publication year>**, **<page number/s>**)
- In in-text citation only the last name (surname) of the author is used; author's name and year of publication are separated by a comma (.). For example: **(Ghaznavi, 2003)**
- However, if there are more than one authors with the same family name, their initials are recommended to use in the in-text citation to avoid the confusion.
- A comma (,) is put after the publication year if a page number is mentioned after it.
(Ghaznavi, 2003, p 40)
- It is also allowed to write the author's name out of the bracket. For example: **Ghaznavi (2003, p 40) observes**
- Punctuation marks such as comma or full stop are used after the citation and not before them.

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.
- The title ‘**References**’ is given to the list, placed in center and in bold font.
- Only those sources are to be listed that has been cited in your work.
- There is a use of double line spacing between each entry.

- Each reference carries hanging indent i.e. the first line of each reference is flushed to the left margin, remaining lines are indented.
- Author's name and the year are separated by a comma.
- Year of publication is put in parenthesis.
- Each reference ends up with a full stop (.).
- The list is arranged in an alphabetical order with reference to the first author's surname or the first significant word of the title (if the reference has begun with it in case of the absence of author's name).
- If more than one sources have the same first author but the later authors are different, the references are listed first by the first author's name then arranged alphabetically by the subsequent author/s name.
- If there are sources whose authors' surnames are same but the initials are different, , the references are listed first by the first author's surname and then by chronologically by the initials of first name.
- If you have used the sources of the same author/s with different years of publication, the references are listed first by the first author's name then chronologically by publication year.
- If there are sources of the same author/s with the same year of publication, the references are listed first by the first author's name then by the small letters put after the year.
- If a title or a corporate author has been used instead of author's name, the reference is listed under the first important word and not under A, An or The.
- If the first word of a reference is a numeric digit and not an alphabet, the reference is listed before the references having alphabetical start.
- Page number is required to mention only when a part of work (such as article from a journal or newspaper, a chapter from an edited book etc.) is used; if the whole work is considered here is no need to mention the page number.
- If there is reference to a single page an abbreviation **p.** is used, and if there are multiple pages **pp.** is used.
- Titles of a bigger source such as a book or journal are italicized.
- Titles which are a part of a bigger work such as a chapter of a book, article in a journal or news paper are enclosed in double quotation marks without being italicized.
- If you want to mention sources that have been utilized in the hunt of knowledge but are not cited in your document, they can be mentioned under the heading of "**Bibliography**" on a separate page.

How to Write the Name of an Author?

The name of an author is written in a way: last name is written first and afterwards initials of the first name/s are written; comma is put after surname and a full stop is put after each initial.

For example

Khalid Ghaznavi is written as **Ghaznavi, K.**

Mohsin Hasan Alvi is written as **Alvi, M. H.**

What to do if there are Multiple Authors of a Source?

Order of names:

If there are more than one author of a publication mention their names exactly in the same sequence as they are presented in the publication.

In-text Citation and reference list entry for two authors:

In the in-text citation only the surnames of the two authors will be used separated by '&'. It will look like this:

(<author #1 surname> & <author #2 surname>, <Publication Year>)

Example:

(Alvi & Zaidi, 2009)

Whatever times the reference is cited in your work it appears the same.

In the reference list both the surname and initials of the two authors are used separated by '&'. Thus it looks like this:

<Author#1 surname>, <author#1 first name/s initials>. & <author#2 surname>, <author#2 first name/s initials>. (<Publication Year>). <title>.

Example:

Alvi, M. H. & Zaidi, R. (2009). <title>.

In-text Citation and reference list entry for three to five authors:

In the in-text citation only the surnames of the three authors are used, first two separated by a comma (,) and last two by '&'. It will look like this:

(<author #1 surname>, <author#2 surname>, <author #3 surname>, <author#4 surname> & <author #5 surname>, <Publication Year>)

Example:

(Alvi, Ghaznavi, Hashmi, Siddiqui & Zaidi, 2009)

If the same source is cited again in the text it will appear like this:

(<Author #1 surname> et al., <Publication Year>)

Example: (Alvi et al., 2009)

In the reference list both the surname and initials of all the authors are used, , last two separated by '&' and the remaining by comma (,). Thus it looks like this:

<Author#1 surname>, < Author #1 first name/s initials>., < Author #2 surname>, < Author #2 first name/s initials>., <Author#3 surname>, < Author #3 first name/s initials>., < Author #4 surname>, < Author #4 first name/s initials>. & < Author #5 surname>, < Author #5 first name/s initials>. (<Publication Year>). <title>.

Example:

Alvi, M. H., Ghaznavi, K., Hashmi, M., Siddiqui, D. & Zaidi, R. (2009). <title>.

In-text Citation and reference list entry for 6 to 7 authors:

In the in-text citation only the surname of the first author is written followed by 'et al.' thus it appears like this:

(<Author#1 surname> et al., <Publication Year>)

Example:

(Alvi et al., 2009)

Whatever times the source is cited in your work it appears the same.

In the reference list both the surname and initials of all the authors are used, last two separated by '&' and the remaining by comma (,). Thus it looks like this:

<Author#1 surname>, < Author #1 first name/s initials>., < Author #2 surname>, < Author #2 first name/s initials>., <Author#3 surname>, < Author #3 first name/s initials>., < Author #4 surname>, < Author #4 first name/s initials>., <Author#5 surname>, < Author #5 first name/s initials>., < Author #6 surname>, < Author #6 first name/s initials>., & < Author #7 surname>, < Author #7 first name/s initials>. (<Publication Year>). <title>.

Example:

Alvi, M. H., Ghaznavi, K., Afridi, S., Zaidi, R., Hashmi, M. & Siddiqui, D. (2009).
<title>,.....

In-text Citation and reference list entry for 8 or more authors:

In the in-text citation only the surname of the first author is written followed by ‘*et al.*’ thus it appears like this:

(<Author#1 surname> et al., <Publication Year>)

Example:

(Alvi et al., 2009)

Whatever times the source is cited in your work it appears the same.

In the reference list write the names of first six and the last author. Last two names are separated by “.....,” and the remaining by commas.

<Author#1 surname>, < Author #1 first name/s initials>., < Author #2 surname>, < Author #2 first name/s initials>., <Author#3 surname>, < Author #3 first name/s initials>., < Author #4 surname>, < Author #4 first name/s initials>., <Author#5 surname>, < Author #5 first name/s initials>., < Author #6 surname>, < Author #6 first name/s initials>.,, < Last Author surname>, <Last Author first name/s initials>. (<Publication Year>). <title>.

Example:

Alvi, M. H., Ghaznavi, K., Afridi, S., Zaidi, R., Hashmi, M. & Siddiqui, D.,....., Qureshi, T.R. (2009). <title>.

What to do if Name of Author is not Available in the Source?

One of the following two steps can be taken to encounter with a situation when the name of an author is not available in the source:

- Use the name of a corporate author
- Use the title of the source in place of the author name

In-text citation and reference list entry of a corporate author:

Name of an organization, a company or a publisher owning a document in case of the absence of any specific author/s is called as corporate author.

In the in-text citation the name of the corporate author is written completely followed by its abbreviation written in square brackets for the first time. In the later instances, however, only the abbreviation is used

Example:

First in-text citation:

All Pakistan Women Association [APWA] (2015) found in the latest survey.....

Later citation

APWA (2015) demanded following remedies.....

In the reference list full name of the corporate body is used.

In-text Citation and reference list entry of a title in place of author:

If the title is used, it has to be written in italic letters both in in-text citation and reference list.

If the title is too long you may shorten it in the in-text citation by either omitting the subtitle or reducing the title’s own words if there is not any subtitle.

In the reference list, however complete title has to be written.

What to do if the Date of Publication is not Provided in a Source?

If a source does not provide the date of publication, write 'n.d.' (abb. for no date) in place of date both in the in-text citation and the reference list.

What to do if a Source has been Used Several Times in Your Work?

For the first time entry of a source in in-text citation it is required to mention both the author name and the date. In the subsequent entries, date may be omitted provided it does not produce confusions.

If you have used a *source with either one or two authors* more than once in your work, every time you need to put the same in-text citation.

If a *source with three to five authors* is used, first time you need to mention the surnames of all the three authors. In the later entries only the surname of first author is written followed by 'et al.'

If a *source with more than five authors* is used, every time you write the first author's surname followed by 'et al.'

If a *source with a corporate author* is used, name of the author is written completely followed by its abbreviation written in square brackets for the first time. In the later instances, however, only the abbreviation is used.

However, in the reference list, the detailed reference is only presented for once.

For reference list entry of 2 authors.

For reference list entry of 3 to 5 authors.

For reference list entry of 6 to 7 authors.

For reference list entry of 8 or more authors.

What to do if Numerous Sources have been Cited Together?

If you have supported your argument by more than one source, you need to mention each in your in-text citation separated by a semicolon (;). The citation will appear as follows:

(McGeady et al., 1996; McDonagh, 1990; Shalloway and Trott, 2009)

The sources are needed to be ordered alphabetically by first author's name of each source.

If more than one sources have been cited by the same author, name of author is written for once only and the years are separated by a comma. For example:

(McGeady et al., 1996, 1998)

In the reference list each source has to be mentioned individually.

What and how to Cite if you have Read about a Source in Another one?

In case when you are referencing to a source that is not directly read by you but is cited by a source you have read, the in-text citation appears like this:

Zahbi (as cited in Ghaznavi, 2003, p. 5) found that.....

In the reference list, reference of Ghaznavi, and not of Zahbi, would be provided.

What to Capitalize in a Title?

In the title of journal, all the major words are capitalized. Articles (a, an, the), conjunctions (and, or etc.), and prepositions (of, to etc.) are not capitalized unless they are the first word of a title. For a source other than a journal (such as web page, book, article etc.) not all the major words are capitalized rather capitalization is done for:

- The first letter of the first word of a title and subtitle
- The first word after a colon or a dash in a title
- Proper nouns

What to do if there are Various Sources with same Author/s and Year of Publication?

If there are more than one publications included whose author/s and year of publication are same, the distinction is made by placing lower case letters (a, b, c, d..) right after the year; both in the in-text citation and reference list.

The order in the reference list is then made first by the author/s name and then chronologically by the alphabets placed after the year.

How to Write and Cite a Quotation?

If you are writing the exact words of an author without doing paraphrasing, it is called as quotation.

In this case it is essential to mention the page number.

If a quotation contains less than 40 words, it goes with the text and is put into double quotation marks (“....”).

For example:

Ghaznavi mentioned “olive oil is the.....food” (p. 15).

The full stop is not put before the closing quotation mark rather it is used after the brackets of citation

If a quotation contains 40 or more words, it is written in a new line with a five space indentation; it is not put in any quotation marks, and is written with double line spacing.

Example:

What so far has been observed till this century, in his book Ghaznavi (2003) mentioned:

Honey can be used as food.....best source. With the passage of time new discoveries came up with the strength in the belief.....and has proved the truth. (p. 28).

It shows the sagacity.....

What to do if Page Numbers are not Provided in a Source

Sometimes a source may indicate paragraph numbers instead of page numbers, in this case use the abbreviation ‘para.’ And write the relevant number after it.

For example:

As Alvi (2009) mentioned (para. 5)

In other cases the source may not even indicate the paragraph numbers, in such a situation write the name of heading and the relevant paragraph number counting it from the beginning of the related heading.

For example:

All the natural elements..... (Ghaznavi 2003, Introduction, para. 3)

How to Cite the Personal Communications?

Personal communications include conversations, interviews, spoken lectures, personal files, telephone conversations, letters and e-mail messages.

Their reference is not given in the reference list

They are cited only in the in-text in a way like this:

<name of communicator>, personal communication, <MM DD>, <Publication Year>

For example:

S. Richard (personal communication, February 20, 2013)...

General Format of Reference for Various Types of Sources

Name of authors/ editors are written the same way as they are guided above i.e. first the surname is written followed by the initials of first name.

Referencing Various Types of Books:

- Edition is only required to mention only when it is not the first; if an edition is not available omit the piece of information
- Number of edition is written this way: nth edn., for example 2nd edn., 4th edn.; write rev. edn., if it is a revised edition

Book with an Author:

<Name of author>. (<Publication Year>). <Book Title> (<Edition>). <Place of Publication>: <Publisher>.

Book with more than one Author:

- For books with more than one author every piece of information remains the same as the book with one author
- To find how the names of authors are written, follow the section “*What to do if there are multiple authors of a source?*”

Book with a Corporate Author:

<Name of corporate author>. (<Publication Year>). <Book Title>. <Place of Publication>: <Publisher>.

Book with an Editor/s:

<Name of editor> .(Ed.). (<Publication Year>). <Title>. <Place of Publication>: <Publisher>.

- If there are more than one editor, write their names the same way as for the authors; abbreviation “Eds.” is used for multiple editors
- In the in-text citation “Ed. or Eds.” is not written instead the names are mentioned the same way as of the authors.

Book with Multiple Volume:

<Name of author/s>. (<Publication Year>). <Title>. (vol. <mention the volume number>). <Place of Publication>: <Publisher>.

Volume number is mentioned in a numeric digit such as 2, 45, 34 etc.

Chapter in an Edited Book:

<Name of chapter's author>. (<Publication Year>). <Chapter title>. In: <name of editor> (Ed.), <Book title> (pp. <range of pages>). <Place of Publication> : <Publisher>.

- Use abbreviation Eds. If there are more than one editors.
- In this particular case name of editor is written the way: first the initials of the first names are written followed by the surname. For instance **Mohsin Hasan Alvi** would be written as **MH Alvi**.

Electronic Book (e-Book):

<Name/s of author/s>. (<Publication Year>). <Book Title> (<Edition>). <Place of Publication>: <Publisher>. Retrieved from <URL>

- If instead of URL, there is a DOI (digital object identifier), write as follows:

<Name/s of author/s>. (<Publication Year>). <Book Title> (<Edition>). <Place of Publication>: <Publisher>. DOI: <write the DOI address>

Various Types of Journal Articles:

- Author names are written the same way as they are guided above.
- Volume and issue number can be omitted if they are not provided in the source

Journal Article in Print:

<Name of author/s>. (<Publication Year>). <Article title>. <Journal title>, <volume number> (<Issue number>), <range of page numbers>.

- Volume number and issue number are written in numeric digit such as 2, 5, 45 etc.
- Range of pages is written this way: <starting page number– ending page number> such as 24-33, 15-26 etc.
- If there is a reference to discontinuous pages write the numbers separated by comma. For example: 21, 23, 30.

Article from e-Journal:

<Name of author/s>. (<Publication Year>). <Article title>. <Journal title>, <volume number> (<Issue number>), <range of page numbers>. Retrieved from <URL>

Various Types of Newspaper Articles:

Newspaper article in Print:

< Name of author>. (<Year, MM DD>). <Article title>. <Title of Newspaper>, p. <mention the page number>.

- Month (MM) is written in spelling such as January, March etc.
- Day (DD) is written as a numeric digit such as 1, 13, 23

Newspaper Article Without Author Name:

<Article title>, (<Year, MM DD>). <Title of Newspaper>, p. < mention the page number >

Newspaper article available online:

< Name of author>. (<Year, MM DD>). <Article title>. <Title of Newspaper>. Retrieved from <URL>

Various Sources Available on Internet:

Page on a Website:

<Name of Author/s>. (<Publication Year>). <page title>. Retrieved <mention the date of retrieval>, from <URL>.

- Date of retrieval refers to the date when you assessed that data from the source
- It is written this way: <MM DD, YY>; Month (MM) is written in spelling while Day (DD) and year (YY) is written in numeric digits.

Page on a Website Without an Author Name:

<Page title>. (<Publication Year>). Retrieved <mention the date of retrieval>, from <URL>.

- Date of retrieval refers to the date when you assessed that data from the source

- It is written this way: <MM DD, YY>; Month (MM) is written in spelling while Day (DD) and year (YY) is written in numeric digits.

Facebook Update:

<Name of Author>. (<year, MM DD>). <Title of the post> [Facebook update]. Retrieved from <URL>.

- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

Twitter Update:

<Name of Author>. (<year, MM DD>). <Title of the tweet> [Twitter post]. Retrieved from <URL>.

- If the name of author is used as the twitter handle, use it as it is without altering it into sequence of surnames followed by initials.

Blog:

<Name of Author/s>. (<Year, MM DD>). <Page title> [Web blog post]. Retrieved from <URL>.

Miscellaneous Sources:

Various types of reports:

<Name of Author/s>. (<Publication Year>). <Report Title>. <Report number>. <Publisher/URL>

- The format is applicable for a number of reports such as industrial reports, research reports from an individual or an agency etc.
- If it belongs to an agency, the name of a corporate author is used.
- If report number is not given simply omit the piece of information.
- If it is a web document, write the URL instead of publisher.

Dissertations and thesis:

<Name/s of Author/s>. (<Publication Year>). <title>, (<degree level> thesis), <name of awarding institution> , <place of the institution>

- Degree level refers to the degree for which the thesis has been prepared such as Ph.D, M.Sc, M.phill etc.

University provided learning material:

<Name of author/s>. (<Publication Year>). <Title and subtitle>. [<Type of medium>]. <Name of institution>.

- If name of author/s is not given, initiate the reference with the name of institution
- Type of medium refers to the format in which the material has been provided such as power point slides, lecture notes etc.

Conference Paper- Published:

<Name of Author/s>. (<Publication Year>). <Title of conference paper>. In <name of organisation/Editors>, <Title of conference> (pp. <Range of page number>). <Place of publication> : <Publisher>.

- If there are the names of editors must write (Ed.)/ (Eds.) after their names.
- If page numbers are not given, simply omit the piece of information.

Dictionary & Encyclopedia:

<Name of author>. (<Year of publication>). <Title>. <Place of Publication>: <Publisher>

VANCOUVER REFERENCING STYLE

INTRODUCTION

- Before describing the reference style, I must mention that there may exist a variation in the use of punctuation and other formatting such as indentation, line spacing etc. from institution to institution.
- The guide in the following section has been adopted from Imperial College London, September 2015 version.
- So, before using a particular guide there is a need to take caution what style your institution demands; it may vary from the guide given below.

Brief History

- A meeting of medical journal editors, held in Vancouver became the basis of its emergence in 1978.
- This meeting actually formed *Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMs)*; the referencing style is a part of it.

System of Referencing:

- It uses the note system of referencing.
- Using this style, in-text citation is done with a numeric digit and then detailed references are provided at the end of the document on a separate page.

Disciplines using the style:

- This citation style is mostly used by scientific and biomedical journals.

General Rules for in-text citation

- A number each citation in super script
Whatever information is provided ¹
- Number to each source is given in the sequence as it appears in your document.
- If you cite the same source again in your document use the same number that you have used previously for the source in your work.
- Name of author may also be used in your text but it must follow a number.
Richard (5) described in his work.....

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.
- The title '**References**' is given to the list.
- Only those sources are to be listed that has been cited in your work.
- Each reference ends up with a full stop (.)
- The list is arranged in the same order as the references are used in your work
- Each entry is preceded by the numeric digit used for it in the text
(8) Richard BR.....
(9) Adam L.....
- Titles of a bigger source such as a book or journal are italicized.
- Titles which are a part of a bigger work such as a chapter of a book, article in a journal or news paper are neither italicized nor enclosed in any quotation marks.
- If you want to mention sources that have been utilized in the hunt of knowledge but are not cited in your document, they can be mentioned under the heading of "**Bibliography**" on a separate page.

How to Write the Name of an Author?

The name of an author is written in a way: last name is written first and afterwards initials of the first name/s are written; no full stop is put after the initials.

For example:

Khalid Ghaznavi is written as **Ghaznavi K**

Mohsin Hasan Alvi is written as **Alvi MH**

What to do if there are Multiple Authors of a Source?

Order of names:

If there are more than one author of a publication mention their names exactly in the same sequence as they are presented in the publication.

In-text Citation and reference list entry for 2 to 6 authors:

In the in-text citation only the surnames of the first author is be used followed by et al

<author #1 surname> et al ⁽⁷⁾

Example:

Alvi⁽⁷⁾

Whatever times the reference is cited in your work it is demonstrated with the same number.

In the reference list both the surname and initials of all the authors are used, each separated by a comma (,).

<Author#1 surname> < Author #1 first name/s initials>, < Author #2 surname> < Author #2 first name/s initials> <Author#3 surname> < Author #3 first name/s initials> < Author #4 surname> < Author #4 first name/s initials>, < Author #5 surname> < Author #5 first name/s initials>. <title>.....

Example:

Alvi MH, Ghaznavi K, Zaidi R, Hashmi M, Siddiqui D. <title>.....

In-text Citation and reference list entry for more than 6 authors:

In the in-text citation only the surname of the first author is written followed by ‘et al’ thus it appears like this:

<Author#1 surname> et al ⁽⁷⁾

Example:

Alvi (7)

Whatever times the reference is cited in your work it is demonstrated with the same number.

In the reference list both the surname and initials of the first 6 authors are used followed by ‘et al’, each separated by a comma (,)

<Author#1 surname> < Author #1 first name/s initials>, < Author #2 surname> < Author #2 first name/s initials>, <Author#3 surname> < Author #3 first name/s initials>, < Author #4 surname> < Author #4 first name/s initials>, <Author#5 surname> < Author #5 first name/s initials>, < Author #6 surname> < Author #6 first name/s initials>, et al. <title>.

Example:

Alvi MH, Ghaznavi K, Afridi S, Zaidi R, Hashmi M, Siddiqui D, et al. <title>.....

What to do if Name of Author is not Available in the Source?

One of the following two steps can be taken to encounter with a situation when the name of an author is not available in the source:

- Use the name of a corporate author; name of an organization, a company or a publisher owning a document in case of the absence of any specific author/s is called as corporate author.
- Write “Anon.” in place of author’s name. However, it is not prudent to use a source in which author or a corporate author name is not provided.

What to do if the Date of Publication is not Provided in a Source?

If you cannot locate the date of a source, write (undated) or (no date) in place of date.

What to do if a Source has been used Several Times in Your Work?

If you have used a source more than once in your document, use the same numeric digit each time you have given to a source in the beginning.

What to do if Numerous Sources have been Cited Together?

If you have supported your argument by more than one source, you need to mention each in your in-text citation in the form of numeric digit separated by a comma (.). The citation will appear as follows:

There is a disagreement among scholars (3, 4, 6, 8)

If you have made a reference to a sequence of entries, hyphen (-) is used instead of comma

There is a disagreement among scholars (5-8, 10)

What and how to Cite if you have Read About a Source in Another one?

In case when you are referencing to a source that is not directly read by you but is cited by a source you have read, the in-text citation appears like this:

According to Zahbi as cited in Ghaznavi (5) found that.....

In the reference list, reference of Ghaznavi, and not of Zahbi, would be provided.

What to Capitalize in a Title?

In all kind of source capitalization is done for

- The first letter of the first word of a title
- Proper nouns

Remember, first letter of a sub title is not capitalized.

What to do if there are Various Sources with Same Author/s and Same Year of Publication?

If there are more than one publications included whose author/s and year of publication are same, each reference is given a different entry with a distinct number.

How to Write and Cite a Quotation?

If you are writing the exact words of an author without doing paraphrasing, it is called as quotation.

In this case it is essential to mention the page number.

If a quotation is comprised of 2 lines, it goes with the text and is put into single quotation marks ('....').

For example:

Ghaznavi (8) mentioned 'olive oil is the.....food' (p. 15).

The full stop is not put before the closing quotation mark rather it is used after the brackets of citation.

If a quotation is comprised of more than 2 lines, it is written in a new line with a five space indentation; it is also put in single quotation marks.

Example:

What so far has been observed till this century, in his book Ghaznavi (8) mentioned:

'Honey can be used as food.....best source. With the passage of time new discoveries came up with the strength in the belief.....and has proved the truth' (p. 28).

It shows the sagacity.....

How to Cite the Personal Communications?

Personal communications include conversations, interviews, spoken lectures, personal files, telephone conversations, letters and e-mail messages.

Their reference is not given in the reference list

They are cited only in the in-text in a way like this:

(<name of communicator>. <type of communication>, <YY MM DD>)

For example:

(Richard, Smith. Letter to: Bruce. 2013 February 20)...

General format of Reference for Various Types of Sources

Name of authors/ editors are written the same way as they are guided above i.e. first the surname is written followed by the initials of first name.

Referencing Various Types of Books

- Edition is only required to mention only when it is not the first.
- Number of edition is written this way: nth ed., for example 2nd ed., 4th ed.; write rev. ed., if it is a revised edition

Book with an author:

<Name of Author>. <Book Title>. <Edition>. <Place of publication>: <Name of Publisher>; <Publication Year>.

Book with more than one author:

- For books with more than one author every piece of information remains the same as the book with one author
- To find how the names of authors are written, follow the section “*What to do if there are multiple authors of a source?*”

Book with a corporate author:

<Name of corporate author>. <Book Title>. <Edition>. <Place of publication>: <Name of Publisher>; <Publication Year>.

Book with an editor/s:

<Name of editor>, editor. <Book Title>. <Edition>. <Place of publication>: <Name of Publisher>; <Publication Year>.

- If there are more than one editor, write their names the same way as for the authors; write editors in place of editor

Chapter in an edited book:

<Name of Chapter's Author>. <Chapter's title>. In: <Name of Editor>, editors. < Book Title>. <Place of publication>: <name of Publisher>; <Publication Year>. p. <range of page numbers>.

- If there are more than one editor, write editors in place of editor
- Range of page is written this way: <starting page – ending page>. For example: 31-45, 121-9

Electronic Book (e-Book):

<Name of Author>. <Book Title>. <Edition>. <Place of publication>: <Name of Publisher>; <Publication Year>. Available from: <URL> [Accessed <date of access>].

- Date of access refers to the date when you retrieved the source from the internet
- It is written this way: <DD MM YY>; for example: 23rd April 2016.

Various Types of Journal Articles

- Author names are written the same way as they are guided above.
- Volume and issue number can be omitted if it is not provided in the source

Journal article in Print:

<Name of Author/s>. <Article Title>. <Journal Title>. < publication year >; volume number (<issue number>): <range of pages>.

- Volume number and issue number are written in numeric digit such as 2, 5, 45 etc.
- Range of pages is written this way: <starting page number– ending page number> such as 24-33, 151-9. (note: the digits are not repeated in the ending page number if they belong to the same sequence as that of starting page)

Article from e-journal :

<Name of Author/s>. <Article Title>. <Journal Title>. <publication year>; volume number (<issue number>): <range of pages>. Available from: <URL> [Accessed <date of access>].

- Date of access refers to the date when you retrieved the source from the internet.
- It is written this way: <DD MM YY>; for example: 23rd April 2016.

Pre print journal article:

- A journal article which is submitted and before peer review but not printed yet is referred as follows:

<Name of author/s>. <Article title>. Submitted to <Journal title>. [pre-print] <Publication Year>. Available from: <URL> [Accessed <date of access>].

Various Types of Newspaper Articles

Newspaper Article in Print:

<Name of Author>. <Article title>. <Newspaper Title>. <YY MM DD of publication>; Sect. <write section> (col. <Column number>)

- Month (MM) is written in abbreviated form to first 3 letters such as Jan, Mar etc.

Newspaper Article without Author Name:

<Article title>. <Title of Newspaper>. <YY DD MM>; Sect. <write section> (col. <Column number>)

Various Sources Available on Internet

Page on a website:

<Name of Author/s>. <Page title>. Available from: <URL> [Accessed <date of access>].

- Date of access refers to the date when you retrieved the source from the internet

- It is written this way: <DD MM YY>; for example: 23rd April 2016.

Blog

<Name of Author/s>. <Blog Title> [Internet]. <Place of publication> : <Publisher>. <Year of publication/ copyright of blog> - [cited <YY MM DD>]. Available from: <URL>

- If place of publication is not known replace the piece of information with [place unknown]
- Month (MM) is written in abbreviated form to first 3 letters such as Jan, Mar etc.

Miscellaneous Sources

Various types of reports:

<Name of Author>. <Report Title>. <Name of Organization>. Report number: <write the report number>; <Publication Year>

- The format is applicable for a number of reports such as industrial reports, research reports from an individual or an agency etc.
- If it belongs to an agency, the name of a corporate author is used.
- If report number is not given simply omit the piece of information.

Dissertations and thesis:

<Name of Author/s>. <Thesis Title> [dissertation]. [<Place of publication>] : <Publisher>; <publication year>. <Total number of pages> p.

University provided learning material:

<Name of author/s>. <Title and subtitle>. [<Type of medium>]. <Name of institution>. <DD MM YY of publication>

- Type of medium refers to the format in which the material has been provided such as power point slides, lecture notes etc.
- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

Conference Paper- Published:

<Name of Author/s>. <Title of conference paper>. In: <name of organisation/Editors> <Title of conference>. <venue>. <Publisher>. <DD-DD MM> ; <Publication Year>. p.<range of page numbers>.

- If there is the name of editors must write (ed.)/ (eds.) after their names.
- Venue refers to the place where the conference was held
- <DD-DD MM> shows the duration during which the conference was held.
- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.
- If page numbers are not given, simply omit the piece of information.

Dictionary & Encyclopedia:

<Title>. <Edition>. <Publisher>; <Publication Year>. p. <page number>

- Edition is written this way: nth ed. such as 2nd ed., 4th ed., etc.

MLA REFERENCING STYLE

INTRODUCTION

- MLA (Modern Language Association of America) Referencing style has its publication in two different documents:
 - MLA Style Manual and Guide to Scholarly Publishing.
 - MLA Handbook for Writers of Research Papers.
- Both of the documents keep similar information and formatting.
- Before describing the reference style, I must mention you may encounter with minor variation in the information when obtaining it from other sources.
- Following guideline of MLA referencing style is prepared using the 3rd edition of “MLA Style Manual and Guide to Scholarly Publishing” provided by *University of Queensland* in 2008 and *University College Dublin (UCD) Library* in 2011.

Brief History:

- This referencing style is a product of Modern Language Association of America which was founded in 1883.
- With the passage of time the manual and the handbook kept on having revision and publication of new editions; so far the “MLA Style Manual and Guide to Scholarly Publishing” has got the publication of 3rd edition, while “MLA Handbook for Writers of Research Papers” has reached to have publication of 8th edition.
- The latest editions i.e. the 3rd edition of “MLA Style Manual and Guide to Scholarly Publishing” and 8th of “MLA Handbook for Writers of Research Papers” have been published in 2008 and 2016 respectively.

System of referencing:

- It uses the parenthetical system of referencing.
- A brief in-text reference containing the name of author and the page number of the source surrounded by round brackets is provided.

Disciplines using the style:

- This referencing style is used by various subjects of linguistics and literature.

General Rules for in-text Citation

- It uses parenthetical system the name of author and the page number of the source thus the reference in the text appears like this:
(**<author surname> <page number/s>**)
- In in-text citation only the last name (surname) of the author is used; author’s name and page number are not separated by a comma (.). For example: **(Ghaznavi 23)**
- If page number is not available write only the name of author.
- It is also allowed to write the author’s name out of the bracket. For example: **Ghaznavi observes (40).**
- If two references following each other belong to the same source, omit the name of author and only write the page number in the later instance. For example: **it is very important to have change (Ghaznavi 40). Many changes in the history have been brought about by revolution (43)**
- If more than one work by the same author is used, also include a shortened version of title.
- Punctuation marks such as comma or full stop are used after the citation and not before them.

General Rules for Works Cited List

- Detailed references are listed on a separate page at the end of the document.
- The title '**Works Cited**' is given to the list.
- Only those sources are to be listed that has been cited in your work.
- Each reference carries hanging indent i.e. the first line of each reference is flushed to the left margin, remaining lines are indented.
- Each reference ends up with a full stop (.).
- The list is arranged in an alphabetical order with reference to the first author's surname or the first significant word of the title (if the reference has begun with it in case of the absence of author's name).
- If various sources of same authors are used, the references are alphabetically listed first by the first author's name then by title.
- Either to write the complete first names of author or to use only the initials of first names depends on how they are provided on the title page of the source. Use the thing whatever is provided by the source.
- Titles that belong to independently published work such as a book, journal etc. are italicized.
- Titles that are a piece of some larger work (such as journal articles, essays, individual stories or poems, chapters of books, pages in web sites) are enclosed in double quotation mark.
- Titles of unpublished sources are also enclosed in double quotation mark.

How to Write the Name of an Author?

- In the in-text citation only the surname of an author is used; if there are more than one author with identical surname then the first names or the initials of first names are also mentioned.
- In the reference list, the name of an author is written in a way: last name is written first and afterwards first name/s or the initials of the first name/s are written; A comma (,) is put right after the last name of author and a full stop is put after the initials.
 - For example
Khalid Ghaznavi is written as **Ghaznavi, Khalid** or **Ghaznavi, K.**
Mohsin Hasan Alvi is written as **Alvi, Mohsin Hasan** or **Alvi, M. H.**
- Either to write the complete first names of author or to use only the initials of first names depends on how they are provided on the title page of the source. Use the thing whatever is provided by the source.
- An important thing to keep in mind is: the above method of writing name of author goes only for the first mentioned author in a particular reference; if a reference contains more than one authors, the names of authors other than the first one are written the same way as they are i.e. the first names first and the last name afterwards.

What to do if there are Multiple Authors of a Source?

Order of names:

If there are more than one author of a publication mention their names exactly in the same sequence as they are presented in the publication.

In-text Citation and reference list entry for two authors:

In the in-text citation only the surnames of the two authors are used separated by ‘, and’.
It looks like this:

(<author #1 surname>, and <author #2 surname> <page number>)

Example:

(Alvi, and Zaidi 29)

Whatever times the reference is cited in your work it appears the same.

In the reference list the name of first author is written in a way the surname is written first followed by a comma (,) and then first names (or the initials of first names). The name of second author is written the same way as it is written in the footnote i.e. first names first and the surname last. Names of the two authors are separated by ‘, and’.

<Author#1 surname>, < Author #1 first name/s>, and < Author #2 first name> < Author #2 first surname>. <Title>

Example:

Alvi, M. H., and R. Zaidi 2009. <Title>

In-text Citation and reference list entry for three authors:

In the in-text citation only the surnames of the three authors are used, first two separated by a comma (,) and last two by ‘, and’. It looks like this:

(<author #1 surname>, <author#2 first name>, and <author #3 surname> <page number>)

Example:

(Alvi, Ghaznavi, and Zaidi 29)

Whatever times the reference is cited in your work it appears the same.

In the reference list the name of first author is written in a way the surname is written first followed by a comma (,) and then first names (or the initials of first names). The names of second and third authors are written the same way as they are written as they are i.e. first names first and the surname last. Names of first two authors are separated by a comma and the names of last two are separated by ‘, and’.

<Author#1 surname>, < Author #1 first name/s>, <author #2 first name/s> <author #2 surname>, and <author #3 first name> <author #3 surname>. <Title>

Example:

Alvi, M. H., K. Ghaznavi, and R. Zaidi. <Title>

Or

Alvi, Mohsin Hasan, Khalid Ghaznavi, and Raheem Zaidi. <Title>

In-text Citation and reference list entry for more than three authors:

In the in-text citation only the surname of the first author is written followed by ‘et al.’ thus it appears like this:

(<Author#1 surname> et al. <page number>)

Example:

(Alvi et al. 29)

Whatever times the source is cited in your work it appears the same.

In the reference list there are two options: either you may write names of all the authors or the name of only the first author followed by “et al.”

- If you have chosen the first option the name of first author is written in a way the surname is written first followed by a comma (,) and then first names (or the initials of first names). The names of remaining authors are written the same way as they are i.e. first names first and the surname last. Names of last two are separated by ‘, and’ while names of all the other authors are separated by a comma

<Author#1 surname>, < Author #1 first name/s>, < Author #2 first name/s> < Author #2 surname>, <Author#3 first name/s> < Author #3 surname>, < Author #4 first name/s> < Author #4 surname>, <Author#5 first name/s> < Author #5 surname>, and < Author #6 first name/s> < Author #6 surname>. <Title>.

Example:

Alvi, M. H., K. Ghaznavi, S. Afridi, R. Zaidi, M. Hashmi, and D. Siddiqui. <Title>

Or

Alvi, Mohsin Hasan, Khalid Ghaznavi, Sohail Afridi, Raheem Zaidi, Mujtuba Hashmi, and Danish Siddiqui. <Title>

- If you chose the second option the names in the reference appear like this:

<Author#1 surname>, < Author #1 first name/s>, et al. <Title>

Example:

Alvi, M. H., et al. <Title>

Or

Alvi, Mohsin Hasan, et al. <Title>

What to do if Name of Author is not Available in the Source?

One of the following two steps can be taken to encounter with a situation when the name of an author is not available in the source:

- Use the name of a corporate author
- Use the title of the source in place of the author name

In-text citation and reference list entry of a corporate author

Name of an organization, a company or a publisher owning a document in case of the absence of any specific author is called as corporate author.

In the in-text citation the name of the corporate author is written completely each time the work is cited in your document.

In the reference list, also the complete name of the corporate body is mentioned.

In-text Citation and reference list entry of a title in place of author

- How to write the title depends on the type of source it belongs to.
- If the title is the name of a bigger source such as a book, it has to be written in italic letters both in in-text citation and reference list.
- If the title is a part of a bigger source such as an article (smaller part) from a newspaper or magazine (a bigger source), it is written in double quotation marks without being in italic letters, both in in-text citation and reference list.
- In the case when a smaller source belonging to a bigger one such as an article from a newspaper or magazine, a chapter from an edited book etc. is utilized, the title of the smaller part is mention in in-text citation and thus is used to initiate the reference in the list of references.
- If the title is too long you may shorten it in the in-text citation by either omitting the subtitle or reducing the title's own words if there is not any subtitle.
- In the reference list, however complete title has to be written.

What to do if the date of publication is not provided in a source?

If the source does not provide you the year of publication, write 'n.d.' (abb. for no date) in place of date.

What to do if the name of publisher is not provided in a source?

If the source does not provide you the name of publisher, write 'n.p.' (abb. for no publisher) in place publisher.

What to do if Page Numbers are not Provided in a Source

If the page numbers are not indicated in a source, simply omit the page number from in-text citation and write only the name of author.

Sometimes a source may indicate paragraph numbers instead of page numbers, in this case use the abbreviation 'par.' and write the relevant number after it.

For example:

As Alvi (par. 5) mentioned

In case of a poem you should write the line numbers instead of page numbers or paragraph number without being preceded by any abbreviations.

In both of the above mentioned situation write "N. pag." (abb. for no pagination) in place of page numbers.

How to Write a Range of Page Numbers in the in-text Citation?

If you want to cite a range of page numbers, it is presented like the examples given below

Examples:

21-3

126-31

9-15

What to do if a Source has been Used Several Times in Your Work?

If you have used a *source with either one, two or three authors* more than once in your work, every time you need to put the same in-text citation.

If a *source with more than three authors* is used, in the first instance you may either write the names of all the authors or only the first author's surname followed by 'et al.'; in the later instances also you may chose either of the two afore mentioned options.

However, in the reference list, the detailed reference is only presented for once.

For reference list entry of 2 authors.

For reference list entry of 3 authors.

For reference list entry of more than 3 authors.

What to do if Numerous Sources have been Cited Together?

If you have supported your argument by more than one source, you need to mention each in your in-text citation separated by a semicolon (;). The citation appears as follows:

(McGeady et al. 16; McDonagh 19; Shalloway, and Trott 29)

The sources are needed to be ordered alphabetically by first author's name of each source.

In the reference list each source has to be mentioned individually.

What and how to Cite if you have Read about a Source in Another one?

In case when you are referencing to a source that is not directly read by you but is cited by a source you have read, the in-text citation appears like this:

Zahbi (qtd. In Ghaznavi 5) found that.....

In the Work Cited list, reference of Ghaznavi, and not of Zahbi, would be provided.

What to Capitalize in a Title?

- In all kind of source all the major words are capitalized; (major words refer to all the words other than an article, conjunction or a preposition)
- Capitalization is also done for the first letter right after a colon (:) no matter whatever it is.

What to do if there are Various Sources with same Author?

- If there are more than one publication included whose authors are same, in the reference list the names are replaced with 3-em dash (—) in the subsequent instances.
Alvi, M. H. <Title>
—, <Title>
- The order in the reference list is then made first by the first author's surname and then alphabetically by the titles of sources.
- If there are sources used whose some authors are same and some are different, the names are written completely in each instance.
Alvi, M. H. <Title>
Alvi, M. H., and K. Ghaznavi. <Title>
- The distinction in the in-text citation is made by including a shortened version of title after the author's name. Thus in this case the in-text citation appears like this:
(<author's surname>, <shortened version of title of source> <page number>)

What to do if there are Various Sources with Different Authors but with Identical Surnames?

- If there are sources belonging to different authors but with identical surnames then the distinction in the in-text citation is made by mentioning first names or the initials of first names of author of each source.

How to Make in-text Citation of a Work Belonging to Multiple Volumes?

- If you have used only one volume of a multivolume work in your whole document, you do not need to mention the volume number in your in-text citation.
- If you have used the information from more than one volumes in your document at different instances (in other words, at one point you have utilized information from one volume while at other point the information from another volume is obtained), it is also required to mention the volume number. Thus in-text citation appears like this:
(<author's name> <Volume number>: <page number>)

How to Write and Cite a Quotation?

If you are writing the exact words of an author without doing paraphrasing, it is called as quotation.

If a quotation contains less than 4 lines of prose or 3 verses of poetry:

- It goes with the text and is put into double quotation marks (“.....”).
- The full stop is not put before the closing quotation mark rather it is used after the brackets of citation.
- Two verses are separated by an oblique sign (/) which is preceded and followed by a space.

Example of a prose:

Ghaznavi mentioned “olive oil is the best food” (15).

Example of a poem:

According to Shakespeare, “O, that you were yourself! but, love, you are / No longer yours than you yourself here live” (1-2).

If a quotation contains more than 4 lines of prose or 3 verses of poetry

- It is written as a block quotation with one inch indentation;
- It is not put in any quotation marks.
- The closing full stop of quotation is put before the brackets of citation.
- If the quotation of a prose contains multiple paragraphs indent first line of each paragraph a quarter inch extra.
- In case of poem maintain the original formatting (line breaks, punctuation etc.).

How to Cite the Personal Communications?

Personal communications include conversations, interviews, spoken lectures, personal files, telephone conversations, letters and e-mail messages.

Unlike other common referencing styles, their reference of personal communication is provided at both levels of citation i.e. in-text citation and Works Cited list.

Because personal communication does not carry a page number, so in the in-text citation only the name of communicator is mentioned.

General Format of Reference for Various Types of Sources

Name of authors/ editors are written the same way as they are guided above i.e. first the surname is written followed by the initials of first name.

Various Types of Books

- Edition is only required to mention only when it is not the first; if an edition is not available omit the piece of information
- Number of edition is written this way: nth ed., for example 2nd ed., 4th ed.

Book with an author:

<Author’s last name>, <first name>. <Book Title>. <Edition>. <Publication place>:
<Publisher>, <publication year>.

Book with more than one author:

- For books with more than one author every piece of information remains the same as the book with one author
- To find how the names of authors are written, follow the section “**What to do if there are multiple authors of a source?**”

Book with a corporate author:

<Name of corporate author>. <Book Title>. <Publication place>: <Publisher>, <Publication year>.

Book with an editor:

- If there are more than one editors, write their names the same way as for the authors; abbreviation “Eds.” is used for multiple editors.
- In the in-text citation “Ed. or Eds.” is not written.

Book with multiple volume:***When using information from single volume in your whole document:***

<The volume’s author’s surname>, <first name>. <Book Title>. Ed. <Editor’s first name> <surname>. vol. <mention the volume number>. <Publication place>: <Publisher>, <Publication year>.

- Volume number is mentioned in a numeric digit such as 2, 45, 34 etc.

When using information from more than one volumes in your document:

<Editor’s surname>, <first name>, ed. <Book Title>. <Total number of volume> vols. <Publication place>: <Publisher>, <Publication year>.

Chapter in an edited book:

<Surname of chapter’s Author>, <First name>. “<Chapter title>.” <Book or Collection title>. Ed. <Editor’s first name> <surname>. <Publication place>: <Publisher>, <Publication year>. <Range of pages>

- Use abbreviation Eds. if there are more than one editors.
- Range of pages refer to the page numbers on which the chapter exists on the book; it is written this way: 134-39

Electronic Book (e-Book):

<Author’s last name>, <first name>. <Book Title>. <Edition>. <Publication place>: <Publisher>, <publication year>. <Name of database>. Web. <date of access>.

- Date of access refers to the date when you retrieved the source from the internet
- It is written this way: <DD MM YY>; for example: 23 April 2016.

Various Types of Journal Articles

- Volume and issue number can be omitted if they are not provided in the source

Journal article in Print:

<Author’ surname>, <first name>. “<Article title>.” <Journal title>. <volume number>. <Issue number> <Publication year> : <range of page numbers>.

- Volume number and issue number are written in numeric digit such as 2, 5, 45 etc.
- Range of pages is written this way: <starting page number– ending page number> such as 24-33, 15-26 etc.

Article from e-journal

<Author’ surname>, <first name>. “<Article title>.” <Journal title>. <volume number>. <Issue number> <Publication year> : <range of page numbers>. <Name of database>. Web. <date of access>.

- Date of access refers to the date when you retrieved the source from the internet
- It is written this way: <DD MM YY>; for example: 23 April 2016.

Various Types of Newspaper Articles

Newspaper article in Print:

< Author's surname>, <first name>. "<Article title>." <Title of Newspaper> <DD MM YY of publication>, p. <page number>.

- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

Newspaper article without author name:

"<Article title>." <Title of Newspaper> <DD MM YY of publication>, p. <page number>.

Newspaper article available online:

< Author's surname>, <first name>. "<Article title>." <Title of Newspaper> <DD MM YY of publication>. Web. <Date of access>

- Date of access refers to the date when you retrieved the source from the internet
- It is written this way: <DD MM YY>; for example: 23 April 2016.

Various Sources Available on Internet

- Date of access refers to the date when you retrieved the source from the internet
- It is written this way: <DD MM YY>; for example: 23 April 2016.

Entire website

<Author's surname>, <first name>. <Website title>. <Name of affiliated organization> <DD MM YY of site creation>. Web. <Date of access>.

- affiliated organization refers to the sponsor or publisher of the site

Page on a website:

<Author's surname>, <first name>. "<Page title>." <Website title>. <DD MM YY of page creation>. Web. <Date of access>.

Twitter update

<Author's surname>, <first name> (<author's twitter name or handle>). "<Quote of the tweet text>." <DD MM YY of tweet>, <time of tweet>. Tweet.

Blog

<Author's surname>, <first name>. "<Post title>." <Website Title>, <DD MM YY of publication>. Web. <Date of access>.

Various Types of Personal Communications

Email communication

<Sender's surname>, <first name>. "<Subject Title of Email>." Message to the author. <DD MM YY of email sent>. Email.

Personal Interview:

<Interviewee's surname>, <First name>. Personal Interview. <DD MM YY of interview>.

Telephonic Interview:

<Interviewee's surname>, <First name>. Personal Interview. <DD MM YY of interview>.

Letter:

<sender's surname>, <first name>. "<Subject Title of Letter>." Letter to the author. <DD MM YY of letter sent>.

Miscellaneous Sources

Government agency report:

<Name of Organization>. <Report Title>. <Publication Place>: <Publisher>, <Year of publication>.

Dissertations and thesis:

<Author's surname>, <first name>. "<Title of thesis>." <Degree level> thesis. <Name of awarding institution>, <year>. <Medium of publication>.

- Degree level refers to the degree for which the thesis has been prepared such as Ph.D., M.Sc., M.Phil etc.
- Medium of publication refers to the form in which the thesis is published. If it is in print form write "Print" and if it is available online write "Web".

Conference Proceedings:

<Author's surname>, <first name>. "<Title of conference paper>." <Title of conference Proceedings>, <venue>, <DD-DD MM YY of proceedings>. <Publication place> : <Publisher>, <Publication year>. <Range of Page numbers>. <Medium of Publication>

- Venue refers to the place where the conference was held
- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.
- If page numbers are not given, simply omit the piece of information.

Dictionary & Encyclopedia with author:

<Author's surname>, <first name>. "<Title of entry>." <Title of Dictionary/ Encyclopedia>. Ed. <Editor's first name> <surname>. <Publishing place>: <Publisher>, <Publication year>. <Medium of publication>

Dictionary & Encyclopedia without author:

"<Title of Entry>." <Title of Dictionary/Encyclopaedia>. <Edition> ed. <Publication year>. <Medium of Publication>.

CHICAGO REFERENCING STYLE

INTRODUCTION

- Before describing the reference style, I must mention you may encounter with minor variation in the information when obtaining it from other sources.
- Following guideline of Chicago referencing style is prepared using the 16th edition of The Chicago Manual of Style published by *University of York* in 2014.

(*Note: there exist another style which is very similar to Chicago called as **Turabian Style***)

Brief History:

- This style has been originated by the University of Chicago more than a hundred years ago.
- The first version of *Chicago Manual of Style* was published in 1981.
- With the passage of time the manual kept on having revision and publication of new editions; so far the manual has had 16 editions.
- The latest edition i.e. the 16th has been published in 2010.

System of referencing:

- It uses the note system of referencing.
- A reference is first given in the form of footnotes preceded by a numeric digit and then it is provided again at the end of the document in the form of reference list/ bibliography.
- The format used in the reference list is a bit different from footnotes:
 - In the footnotes name of author is written as it is; in bibliography, firstly the last name of author is mentioned than the first name/s or the initial/s of the first name/s is written separated by a comma.
 - No number is mentioned preceding the reference list as it is mentioned in the footnote.
 - Publisher and place of publication are not written within round brackets (as it is done in the footnotes).
 - In the footnote various pieces of information such as author name, title, publication date etc. are separated from each other by a comma; in the reference list the pieces of information are separated by a full stop.

Disciplines using the style:

- This referencing style is used by various subjects of arts and humanities.

General Rules for in-text Citation and Footnotes

- A number to each reference is given in the superscript without any parenthesis. Whatever information is provided ¹
- Numbers to each source is given in the sequence as it appears in your document.
- The reference of the source is provided in the footnote preceded by the numeric digit mentioned in your text followed by a full stop (.).
- There may exist a variation in the amount of information in each footnote.
- When the source is cited for the first time, complete information of it is to be mentioned
 1. <author's first name> <author's last name>, <title> (<place of publication>: <publisher>, <year>), <page nos.>.
- If you cite the same source again in your document use a new number for it that comes in the sequence.
- If the same source is cited for the second or more time, the foot note appears like this:
 2. <author's last name>, <title>, <pg. nos.>.
- In the subsequent footnote the title may also be reduced if it carries more than 5 words. For example the title '*The Order of the Hospital of St. John of Jerusalem*' may be reduced this

way: ‘*The Order, of Jerusalem*’; notify in the shortened version of the title, a comma is to be put in place of the left words.

- If the two or more footnotes following each other are exactly identical except the page numbers the word “Ibid” may be used instead of the reduced information.

Ibid, <page nos.>

(**Note:** Ibid. is the abbreviation of “Ibidem” which means “in the same place”)

- If you want to mention sources that have been utilized in the hunt of knowledge but are not cited in your document, they can be mentioned under the heading of “**Bibliography**” on a separate page.

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.
- The title ‘**References**’ is given to the list.
- Only those sources are to be listed that has been cited in your work.
- Each reference ends up with a full stop (.).
- Each reference carries hanging indent i.e. the first line of each reference is flushed to the left margin, remaining lines are indented,
- No entry is followed by the numeric digit used for it in the text.
- The list is arranged in an alphabetical order with reference to the first word mentioned in the reference.
- If a title or a corporate author has been used instead of author’s name, the reference is listed under the first important word and not under A, An or The.

How to Write the Name of an Author?

- Chicago referencing style uses two different ways of writing the names of authors for foot notes and reference list.

- **Writing the name in footnotes:**

- The name of author is written as it is i.e. the first name/s of author is/ are followed by the last name.
- The initials of the first names, each followed by a full stop, may also be used.
- For example

Khalid Ghaznavi or K. Ghaznavi

Mohsin Hasan Alvi or M. H. Alvi

- **Writing the names in Reference list:**

- The last name of author is written first followed by the first names or the initials of the first names.
- If the initials of the first names are used, a full stop is put after them.
- A comma (,) is put right after the last name of author.
- For example

Khalid Ghaznavi is written as **Ghaznavi, Khalid** or **Ghaznavi, K.**

Mohsin Hasan Alvi is written as **Alvi, Mohsin Hasan** or **Alvi, M. H.**

- An important thing to keep in mind is: the above method of writing name of author goes only for the first mentioned author in a particular reference; if a reference contains more than one authors, the names of authors other than the first one are written the same way as they are written in the footnotes.

What to do if there are Multiple Authors of a Source?

Order of names:

If there are more than one author of a publication mention their names exactly in the same sequence as they are presented in the publication.

Footnote and reference list entry for 2 authors:

In the footnote names of both the authors are written in the same way as they are i.e. the first names (or initials of first names) are written first and then the surname. Names of the two authors are separated by 'and'.

<author #1 first name> <author #1 surname> and <author #2 first name> <author #2 first name>,.....

Example:

M. H. Alvi and K. Ghaznavi

Or

Mohsin Hasan Alvi and Khalid Ghaznavi

In the reference list the name of first author is written in a way the surname is written first followed by a comma (,) and then first names (or the initials of first names). The name of second author is written the same way as it is written in the footnote i.e. first names first and the surname last. Names of the two authors are separated by ', and'.

<Author#1 surname>, < Author #1 first name/s>, and < Author #2 first name> < Author #2 first surname>, <title>.....

Example:

Alvi, M. H., and K. Ghaznavi, <title>.....

Or

Alvi, Mohsin Hasan., and Khalid Ghaznavi, <title>.....

Footnote and reference list entry for 3 authors:

In the footnote names of all the three authors are written in the same way as they are i.e. the first names (or initials of first names) are written first and then the surname. Names of first two authors are separated by a comma and the names of last two are separated by 'and'.

<author #1 first name> <author #1 surname>, <author #2 first name> <author #2 surname> and <author #3 first name> <author #3 surname>,.....

Example:

M. H. Alvi, K. Ghaznavi and R. Zaidi,.....

Or

Mohsin Hasan Alvi, Khalid Ghaznavi and Raheem Zaidi,...

In the reference list the name of first author is written in a way the surname is written first followed by a comma (,) and then first names (or the initials of first names). The names of second and third authors are written the same way as they are written in the footnote i.e. first names first and the surname last. Names of first two authors are separated by a comma and the names of last two are separated by ', and'.

<Author#1 surname>, < Author #1 first name/s>, <author #2 first name/s> <author #2 surname>, and <author #3 first name> <author #3 surname>.....

Example:

Alvi, M. H., K. Ghaznavi, and R. Zaidi. <title>.....

Or

Alvi, Mohsin Hasan, Khalid Ghaznavi, and Raheem Zaidi. <title>.....

Footnote and reference list entry for more than 3 authors:

In the footnote only the name of the first author is written followed by 'et al' thus it appears like this:

<Author#1 first name> <Author#1 surname> et al.

Example:

M. H. Alvi

Or

Mohsin Hasan Alvi

In the reference list names of all the authors are written. The name of first author is written in a way the surname is written first followed by a comma (,) and then first names (or the initials of first names). The names of remaining authors are written the same way as they are i.e. first names first and the surname last. Names of last two are separated by ', and' while names of all the other authors are separated by a comma

<Author#1 surname>, < Author #1 first name/s>, < Author #2 first name/s> < Author #2 surname>, <Author#3 first name/s> < Author #3 surname>, < Author #4 first name/s> < Author #4 surname>, <Author#5 first name/s> < Author #5 surname>, and < Author #6 first name/s> < Author #6 surname>. <Title>.

Example:

Alvi, M. H., K. Ghaznavi, S. Afridi, R. Zaidi, M. Hashmi, and D. Siddiqui. <title>.....

Or

Alvi, Mohsin Hhasan, Khalid Ghaznavi, Sohail Afridi, Raheem Zaidi, Mujtuba Hashmi, and Danish Siddiqui. <Title>.....

What to do if Name of Author is not Available in the Source?

One of the following two steps can be taken to encounter with a situation when the name of an author is not available in the source:

- Use the name of a corporate author in place of author name; name of an organization, a company or a publisher owning a document in case of the absence of any specific author/s is called as corporate author.
- Write the title of the source in place of the author name with italic letters both in footnotes and reference list; if the title is too long you may shorten it by either omitting the subtitle or reducing the title's own words if there is not any subtitle.

What to do if the Date of Publication is not Provided in a Source?

One of the following two steps can be taken to encounter with a situation when you cannot locate the date of publication in a source:

- Write an estimated year of publication
- Write 'n.d.' (abb. for no date) in place of date

Sometimes you are able to estimate the time when a publication could have been appeared on the basis of relevant events. In this case you can write the estimated year of publication in place of the date adopting either of the following two ways:

[<estimated year>?] e.g. [1904?]

Or

n.d., ca. <estimated year> e.g. n.d., ca. 1904 {ca. stands for circa}

In case when you cannot estimate the date, you need to go for the second option.

What to do if a Source has been Used Several Times in Your Work?

- If you have used a source more than once in your document, use a new numeric digit for in-text citation each time that comes in the sequence.
- Each time the source has to be mentioned in the footnotes, however, the information may be reduced in the subsequent instances; if the same source has been cited with the two consequent numbers, use the word 'Ibid.' in place of reduced information. {see details}
- In the reference list, however, the reference is cited only for once.

What to do if Numerous Sources have been Cited Together?

If you have supported your argument by more than one source, you need to mention each in your footnote. In such a case only one numeric digit is given to all the sources in in-text citation. In the footnote, each source is mentioned right after the other separated by a semi colon (;). Thus in-text citation and footnote appears like this:

In-text citation:

There is a disagreement among scholars <numeric digit>

Footnote:

<Numeric digit>. <source no. 1>; <source no. 2>; <source no. 3>; <source no. 4>.

Doing this act a care must be taken in ordering the reference: they should appear exactly in the same sequence as the information is presented in your text.

In the reference list each source is cited independently and is ordered alphabetically in the list regardless of whatever position it is cited in footnotes.

What and how to Cite if you have Read about a Source in Another one?

In case when you are referencing to a source that is not directly read by you but is cited by a source you have read, you need to acknowledge the original author in your text.

According to Zahbi (as cited in Ghaznavi) found that.....

Whether to mention the single source or both in footnote and reference list depends on the demand of your institution. Some institutions demand to cite both the sources on both level of referencing while others demands to cite both the sources at the level of footnote but not in the reference list. Even there may be departments that only require mentioning only the primary source at both levels of referencing.

What to Capitalize in a Title?

- In all kind of source all the major words are capitalized; (major words refer to all the words other than an article, conjunction or a preposition)
- Capitalization is also done for the first letter right after a colon (:) no matter whatever it is.

What to do if there are Various Sources with Same Author/s?

- If there are more than one publications included whose author/s are same, in the reference list the names are replaced with 3-em dash (—) in the subsequent instances.

Alvi, M. H. <Title>.....

—, <Title>.....

- The order of the list in this case is done by title.

- If there are sources used whose some authors are same and some are different, the names are written completely in each instance.
Alvi, M. H. <Title>
Alvi, M. H., and K. Ghaznavi. <Title>
- In the footnotes, the above method is used only when the two or more footnotes written right after one another have the same author; if the sources are mentioned far apart from each other, the names of authors are written again.

How to Write and Cite a Quotation?

If you are writing the exact words of an author without doing paraphrasing, it is called as quotation.

In this case, the page number is mentioned in footnote but in the reference list.

If a quotation is comprised of 3 lines of text or 2 lines of poetry, it goes with the text and is put into double quotation marks (“....”).

For example:

Ghaznavi mentioned “olive oil is the.....food.”⁵

The full stop is put before the closing quotation mark.

If a quotation is comprised of more than 3 lines of text or 2 lines of poetry, it is written in a new line with a five space indentation; it is not put in any quotation marks.

Example:

What so far has been observed till this century, in his book Ghaznavi mentioned:

Honey can be used as food.....best source. With the passage of time new discoveries came up with the strength in the belief.....and has proved the truth.⁶

It shows the sagacity.....

How to Cite the Personal Communications?

Personal communications include conversations, unpublished interviews, spoken lectures, personal files, telephone conversations, letters and e-mail messages.

Their reference is not given in the reference list

They are cited only in the in-text and footnotes in a way like this:

<Name of communicator>, <type of communication>, < MM DD,YY>.

For example:

Smith Richard, Letter to the author, February 20, 2013.

An unpublished interview requires mentioning the name of both the interviewer and interview

<Name of Interviewee> (<identifying information of interviewee>), interviewed by <name of interviewer>, <MM DD, YY>.

For example:

Smith Richard (principal of ABC School), interviewed by M. Hall, February 20, 2013.

General format of Reference for Various Types of Sources

Referencing Various Types of Books

- Edition is only required to mention only when it is not the first.
- Number of edition is written this way: nth ed., for example 2nd ed., 4th ed.; write rev. ed., if it is a revised edition

Book with an author:**Footnote:**

<In-text referencing numeral>. <first name> <last name>, <Book Title> (<Place of publication>: <Name of Publisher>, <Year>) : <page numbers>.

- Page numbers are mentioned in numeric digit e.g. 4, 7, 10-12.

Reference:

<Last name>, <first name>. <Book Title>. <Place of publication>: <Name of Publisher>, <Year>

Book with an author and edition other than the first:

- Edition is only required to mention only when it is not the first.
- Number of edition is written this way: nth ed., for example 2nd ed., 4th ed.; write rev. ed., if it is a revised edition.

Footnote:

<In-text referencing numeral>. <first name> <last name>, <Book Title>, <Edition number>, (<Place of publication>: <Name of Publisher>, <Year>) : <page numbers>.

Reference:

<Last name>, <first name>. <Book Title>, <Edition number>. <Place of publication>: <Name of Publisher>, <Year>

Book with more than one author:

- For books with more than one author every piece of information remains the same as the book with one author
- To find how the names of authors are written, follow the section “*What to do if there are multiple authors of a source?*”

Book with a corporate author:**Footnote:**

<In-text referencing numeral>. <name of corporate author>, <Book Title>, <Edition>, (<Place of publication>: <Name of Publisher>, <Year>) : <page numbers>.

Reference:

<Name of corporate author>. <Book Title>. <Edition>. <Place of publication>: <Name of Publisher>, <Year>.

Book with an editor/s:

- If there are more than one editor, write their names the same way as for the authors; write ‘eds.’ in place of ‘ed.’;
- If such a book contains edition other than the first write the number of edition the same way as it is written in book with author.

Footnote:

<In-text referencing numeral>.<Editor’s first name> <Last name>, ed, <Book Title> (<Place of publication>: <Name of Publisher>, <Year>): <page numbers>.

Reference:

<Editor’s last name>, <first name>, ed. <Book Title>. <Place of publication>: <Name of Publisher>, <Year>.

Chapter in an edited book:**Footnote:**

<In-text referencing numeral>.<First name of Chapter’s Author> <Last name of Chapter’s Author>, “<Chapter’s title>,” in < Book Title>, ed. <First name of Editor> <Last name of Editor> (<Place of publication> : <name of Publisher>, <year>): <page number>.

- Page number refers to the page of which you have used the information in your document.

Reference:

<Last name of Chapter's Author>, <First name of Chapter's Author>. "<Chapter's title>." In <Book Title>, edited by <First name of Editor> <Last name of Editor>, <range of page numbers>. <Place of publication> : <name of Publisher>, <year>.

- Range of pages refers to the pages on which the chapter exists on the book.
- Range of page is written this way: <starting page – ending page>. For example: 31-45, 121-129

Electronic Book (e-Book):

- Date of access refers to the date when you retrieved the source from the internet
- It is written this way: <MM DD, YY>; for example: April 23, 2016.

Footnote:

<In-text referencing numeral>. <First Name> <Last name>, <Book Title> (<Place of publication>: <Name of Publisher>, <Year>), accessed <date of access>. <URL>

Reference:

<Last Name>, <First name>. <Book Title>. <Place of publication>: <Name of Publisher>, <Year>. Accessed <date of access>. <URL>

Various Types of Journal Articles

- Author names are written the same way as they are guided above.
- Volume and issue number can be omitted they not provided in the source

Journal article in Print:

- Volume number and issue number are written in numeric digit such as 2, 5, 45 etc.

Footnote:

<In-text referencing numeral>. <First Name> <Last name>, "<Article Title>," <Journal Title> <volume number>, no. <issue number>. (< publication year >): <page number>.

- Page number refers to the page of which you have used the information in your document.

Reference:

<Last Name>, <First name>. "<Article Title>." <Journal Title> <volume number>, no. <issue number>. (< publication year >): <range of pages>.

- Range of Pages refers to the page numbers on which the whole article runs on the journal.
- Range of pages is written this way: <starting page number– ending page number> such as 24-33, 151-159.

Article from e-journal :

- Date of access refers to the date when you retrieved the source from the internet.
- It is written this way: <MM DD, YY>; for example: April 23, 2016.

Footnote:

<In-text referencing numeral>. <First Name> <Last name>, "<Article Title>," <Journal Title> <volume number>, no. <issue number>. (< publication year >): <page number>, accessed <date of access>, <URL>.

- Page number refers to the page of which you have used the information in your document.

Reference:

<Last Name>, <First name>. "<Article Title>." <Journal Title> <volume number>, no. <issue number>. (< publication year >): <range of pages>. Accessed <date of access>]. URL.

- Range of Pages refers to the page numbers on which the whole article runs on the journal.
- Range of pages is written this way: <starting page number– ending page number> such as 24-33, 151-159.

Various Types of Newspaper Articles:**Newspaper article in Print:**

- <MM DD, YY> is written this way: April 23, 2016.

Footnote:

<In-text referencing numeral>. <First Name> <Last name>, "<Article title>," <Newspaper Title>, <MM DD, YY of publication>, <Page number>

Reference:

<Author's Last Name>, <First name>. "<Article title>." <Newspaper Title>, <MM DD, YY of publication>.

Newspaper Article Online

- <MM DD, YY> is written this way: April 23, 2016.

Footnote:

<In-text referencing numeral>. <First Name> <Last name>, "<Article title>," <Newspaper Title>, <MM DD, YY of publication>, accessed <date of access>, <URL>.

Reference:

<Author's Last Name>, <First name>. "<Article title>." <Newspaper Title>, <MM DD, YY of publication>. Accessed <date of access>. <URL>

Newspaper article without author name:**Footnote:**

<In-text referencing numeral>. "<Article title>," <Title of Newspaper>, <MM DD, YY>, <page number>

Reference

<Title of Newspaper>. "<Article title>." <MM DD, YY>, <page number>

Various sources available on internet:**Page on a website:**

- Date of access refers to the date when you retrieved the source from the internet
- It is written this way: <MM DD, YY>; for example: April 23, 2016.

Footnote:

<In-text referencing numeral>. <Author's first name> <last name>, "<Page title>," <Title of website>, accessed <date of access>, <URL>.

Reference:

<Author's last name>, <first name>. "<Page title>." <Title of website>. Accessed <date of access>. <URL>.

Blog

- Blogs are generally cited as footnotes and not in the reference list.

Footnote:

<In-text referencing numeral>. <Author's first name> <last name>, "Post title," <Blog Title>, <MM DD, YY>, <URL>

- MM DD, YY is written this way: April 23, 2016.

Miscellaneous Sources:

Various types of reports:

- The format is applicable for a number of reports such as industrial reports, research reports from an individual or an agency etc.
- If it belongs to an agency, the name of a corporate author is used.
- If report number is not given simply omit the piece of information.

Footnote:

<In-text referencing numeral>. <Name of Organization>, <Report Title>, by <author's First name> <last name>, <Report number> (<Publishing place>, <Publication Year>), <page number>.

Reference:

<Name of Organization>. <Report Title>. By <author's First name> <last name>. <Report number>. <Publishing place>, <Publication Year>.

Dissertations and thesis:

- Degree level refers to the degree for which the thesis has been prepared such as Ph.D, M.Sc, M.phill etc

Footnote:

<In-text referencing numeral>. <Author's first Name> <last name>, "<Thesis Title>" (<Degree level>. <name of thesis awarding institution>, <place of the institution>, <publication year>), <page number>.

- Page number refers to the page from where you have used the information in your document.

Reference:

<Author's last Name>, <first name>. "<Thesis Title>." <Degree level>, <name of thesis awarding institution>, <place of the institution>, <publication year>.

Conference Paper- Published:

- Venue refers to the place where the conference was held
- <MM DD-DD> shows the duration during which the conference was held.
- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

Footnote:

<In-text referencing numeral>. <Author's first name> <last name>, "<Title of conference paper>," in <Title of conference>, <venue>, <MM DD-DD>, <year> (<place of publication> : <name of Publisher>, <publishing year>), <page number>

Reference:

<In-text referencing numeral>. <Author's last name>, <first name>. "<Title of conference paper>." In <Title of conference>. <venue>, <MM DD-DD>, <year>. <place of publication> : <name of Publisher>, <publishing year>

Dictionary & Encyclopedia:

- Edition is written this way: nth ed. such as 2nd ed., 4th ed., etc.

Footnote:

<In-text referencing numeral>. <Author's first name> <last name>, "<Title>," <Edition> (<place of publication> : <name of Publisher>, <year of publication>)

Reference:

<Author's last name>, <first name>. "<Title>." <Edition>. <place of publication> : <name of Publisher>, <year of publication>

ACS REFERENCING STYLE

INTRODUCTION

ACS Referencing style is a product of American Chemical Society (ACS) which is published in the form of *ACS Style Guide: Effective Communication of Scientific Information* of which the latest edition is the 3rd which has come forth in 2006.

System of Referencing:

- It allows the use of both the system of referencing i.e. the parenthetical system, and the note system.
- **Using parenthetical system** a brief in-text reference containing the name of author and year of publication is given in round brackets.
- **Using note system**, in-text citation is done with a numeric digit.

Disciplines Using the Style:

This referencing style is commonly used for Chemistry.

General Rules for in-text citation

For Note System:

- Using note system of referencing, in-text citation may be done in one of the following two ways:
 - By superscript numbers.
 - By italic number in parenthesis.
- Using a superscript number in-text reference can either be mentioned right after a relevant punctuation mark or may be mentioned within a sentence right above the name of author

The researcher showed agreement with the theory.¹
Ghaznavi¹ showed agreement with the theory.
- Using a italic number in-text reference can either be mentioned right before a relevant punctuation mark or may be mentioned within a sentence right after the name of author.
- The number is enclosed in parenthesis.

The researcher showed agreement with the theory (*1*).
Ghaznavi (*1*) showed agreement with the theory.
- Number to each source is given in the sequence as it appears in your document.
- If you cite the same source again in your document use the same number that you have used previously for the source in your work.
- If you have supported your argument by more than one source, you need to mention each in your in-text citation in the form of numeric digit separated by a comma (.).
 - Using superscript numbers, there is not any spacing before or after comma. The citation appears as follows:

There is a disagreement among scholars ^{3,4,6,8}
 - Using italic numbers, there spacing is done after each comma. The citation appears as follows:

There is a disagreement among scholars (*3, 4, 6, 8*)
- If you have made a reference to a sequence of entries, hyphen (-) is used instead of comma.

There is a disagreement among scholars ^{3-6,8}
There is a disagreement among scholars (*3-6, 8*)

For Parenthetical System:

- Author name and year of publication is written in parenthesis. Thus in-text citation appears like this:
(**<author name>**, **<publication year>**)
- Only the last name (surname) of the author is used; author's name and year of publication are separated by a comma (.). For example: **(Ghaznavi, 2003)**
- It is also allowed to write the author's name out of the bracket. For example: **Ghaznavi (2003) observes**
- If a source carries two authors separate the surnames of the two authors by "and". For example: **(Ghaznavi and Alvi, 2003)**
- If a source carries three or more authors write only the surname of first author followed by "et al.". For example: **(Ghaznavi et al., 2003)**
- If multiple sources are used to support a point, mention all the sources enclosed in a single parenthesis and separated from each other with a semi colon (;). For example: **(Alvi, 2004; Ghaznavi et al., 2003)**
- The sources in the above case are ordered alphabetically with respect to the first author's name.
- If there are more than one publications included whose authors and year of publication are same, the distinction is made by placing lower case letters (a, b, c, d..) right after the year. For example: **(Ghaznavi, 2003a), (Ghaznavi, 2003b).**
- If two or more sources of the same author are cited together, write the name of author only for once and afterwards mention the year of publication of each source in ascending order, separated from each other by a comma. For example: **(Ghaznavi, 2003, 2004, 2010), (Ghaznavi, 2003a, 2003b)**

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.
- The title 'References' is given to the list, placed in center and in bold font.
- Only those sources are to be listed that has been cited in your work.
- Each reference ends up with a full stop (.).
- Author's names are written the way: first the surname is written followed by a comma and then the initials of the first names each of which is followed by a full stop. **For example: Ghaznavi, K., Alvi, M. H.**
- If a source carries more than one author write the names of all the authors each separated from one another by a semi colon (;). For example: **Ghaznavi, K.; Alvi, M. H; Siddiqui, D.; Zaidi, R.**
- In case of multiple authors, list the author names in the same sequence as they are presented in the source.
- List up to 10 authors; if there are more than 10 authors write the names of first 10 followed by a semi colon (;) and "et al.". for example: **.....; Zaidi, R.; et al.**
- Titles of a bigger source such as a book or journal are italicized.
- Titles which are a part of a bigger work such as a chapter of a book, article in a journal or news paper are neither italicized nor enclosed in single quotation.
- For publications other than ACS Journals, all the major words of all kinds of titles are capitalized; ACS Journals recommend following the capitalization presented in the source.

- Titles of journals are used in abbreviated form.
- The reference of a periodical differs from that of other references in some instances of formatting.
- In periodical references:
 - Year of publication is written in bold font which follows a comma also in bold.
 - Volume number is written in italic font which follows a comma also in italic.
 - Issue number (if there is other than one time publication per year of a periodical) is written enclosed in parenthesis without being italicized or bold.
- Page number is required to mention only when a part of work (such as article from a journal or newspaper, a chapter from an edited book etc.) is used; if the whole work is considered here is no need to mention the page number.
- If there is reference to a single page an abbreviation "p" is used, and if there are multiple pages "pp" is used.
- Range of pages is presented this way: **11-14, 21-28**; there is no spacing before or after the hyphen.
- The information of pagination may also be indicated by 'f' or 'ff' notation which means "and the following pages".
- For a corporate author it is allowed to use either the known acronym for it or the complete name of the organization.
- For reference of a book, various bits of information are ordered as follows:
 - Author's name.
 - Title of article or chapter
 - Title of source.
 - Edition.
 - Name of publisher.
 - Place of publication.
 - Year of publication.
 - Page numbers
- For reference of a periodical, various bits of information are ordered as follows:
 - Author's name.
 - Title of article.
 - Abbreviated title of Periodical.
 - Year of publication.
 - Volume number (issue number).
 - Page numbers.
- When number based citation is used, the list is arranged in sequential order as the references are first cited in your work.
- Whatever times a source is used in your document, it is presented just for once in the list.
- When author-date based in-text citation is used, the list is arranged in an alphabetical order with reference to the first letter of the first word in a reference.
- If more than one sources have the same first author but the later authors are different, the references are listed first by the first author's name then arranged alphabetically by the subsequent author/s name.
- If you have used the sources of the same author/s with different years of publication, the references are alphabetically listed first by the first author's name then chronologically by publication year.

- If there are sources of the same author/s with the same year of publication, the references are listed first by the first author's name then by the small letters put after the year.

AMA REFERENCING STYLE

INTRODUCTION

- AMA (American Medical Association) Referencing style is published in the form of *American Medical Association Manual of Style: A Guide for Authors and Editors* which is a product of American Medical Association.

Brief History

- The first edition of the manual came forth in 1962.
- With the passage of time it kept on having revisions; so far 10 editions have been published.
- The latest edition came to the publication in 2007 by Oxford University Press.
- The authors of the manual are the editors of *Journal of the American Medical Association (JAMA)* and the *Archives* journals

System of Referencing:

- It uses the note system of referencing.
- Using this style, in-text citation is done with a numeric digit and then detailed references are provided at the end of the document on a separate page.

Disciplines using the style:

- This citation style is used in the fields of medicine and science.

General Rules for in-text Citation

- A number to each reference is given in the superscript without any parenthesis which is positioned right after the relevant punctuation mark such as full stop, comma etc.
Whatever information is provided. ¹
- Number to each source is given in the sequence as it appears in your document.
- If you cite the same source again in your document use the same number that you have used previously for the source in your work.
- If you have supported your argument by more than one source, you need to mention each in your in-text citation in the form of numeric digit separated by a comma (.). The citation will appear as follows:
There is a disagreement among scholars ^{3, 4, 6, 8}
- If you have made a reference to a sequence of entries, hyphen (-) is used instead of comma
There is a disagreement among scholars ^{5-8, 10}

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.
- The title '**References**' is given to the list, placed on the left margin and in bold font.
- Only those sources are to be listed that has been cited in your work.
- Each reference ends up with a full stop (.).
- The list is arranged in the same order as the references appear in your work.
- Each entry is preceded by the numeric digit used for it in the text
8. Richard BR.....
9. Adam L.....
- Name of author is written this way: surname is written first followed by the initials of first names; no full stop is put after the initials.
Richard BR

- For a source having 1 to 6 authors write the name of all the authors.
- If there are more than 6 authors of a source write only the names of first 3 authors followed by “et al”.
- Names of authors are separated by a comma.
- The titles of periodicals (journals, magazines, and newspapers) are written in abbreviated form.
- In case of absence of author, the reference starts with the title of the source.
- Titles of a bigger source such as a book or journal are italicized.
- Titles which are a part of a bigger work such as a chapter of a book, article in a journal or news paper are neither italicized nor enclosed in any quotation marks.
- For titles of books, book chapters, journal articles or newspaper articles capitalization is done only for first letter of the first word and proper nouns.
- For titles of journals capitalization is done for all the significant words.
- Various bits of information are ordered as follows:
 - Author’s name.
 - Title of article or chapter
 - Title of source.
 - Place of publication. (for non-periodicals only)
 - Name of publisher. (for non-periodicals only)
 - Year of publication.
 - Edition (for non-periodicals only) or volume number and issue number (for periodicals only).
 - Page numbers
 - URL or DOI.

AGLC REFERENCING STYLE

INTRODUCTION

AGLC (Australian Guide to Legal Citation) Referencing Style is a product of Melbourne University Law Review association which is published in the form of *Australian Guide to Legal Citation*.

Brief History:

- The guide was first published in 1998.
- The second edition of the guide was published in 2002 while the third came forward in 2010 as result of collaborative meeting of Melbourne University Law Review association and the Melbourne Journal of International Law.

System of referencing:

- It uses the note system of referencing.
- In-text citation is done with a numeric digit then the reference is provided in the form of footnote at the end of each page.

Disciplines using the style:

- It is used in the subject of Law.

General Rules for in-text Citation

- A number to each reference is given in the superscript without any parenthesis which is positioned after the relevant punctuation mark such as full stop, comma etc. Whatever information is provided.¹
- Numbers to each source is given in the sequence as it appears in your document.
- If you cite the same source again in your document designate it a new number.
- If you have supported your argument by more than one source, all the sources are cited with only one numeric digit.

General Rules for Footnotes

- The reference of the source is provided in the footnote preceded by the superscript numeric digit mentioned in your text. There is a space between the number and the reference.
¹ <the reference in footnote>.
- There may exist a variation in the amount of information in each footnote.
- When the source is cited for the first time, complete information of it is to be mentioned.
- Subsequent footnotes may be shortened by either shortening of title or omitting any other piece of information.
- If the two or more footnotes following each other are exactly identical except the page numbers the word “Ibid” may be used instead of the reduced information.
Ibid, <page nos.>
- Making a reference to a source that has been mentioned previously but is not just preceding, “above n” is written in place of Ibid.
- If you have used multiple sources to back your argument in your text they are cited with a single number, in footnote each source is separated from one another with a semicolon (;).
¹ <source 1>; <source 2>; <source 3>.
- Each footnote ends up with a full stop (.).
- Name of the author is written the same way as it is i.e. first name first and surname last.
- If there are more than three authors, name of only first author is written followed by et al.

CSE REFERENCING STYLE

INTRODUCTION

- The CSE (Council of Science Editors) Referencing style is published in the form of *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* which is a product of the Council of Science Editors.

Brief History

- The CSE (Council of Science Editors) began its journey as Conference of Biology Editors in 1957 which was meant at the subject of biology.
- Funded by National Science Foundation and organized by American Institute of Biological Sciences, the Conference eight years later in 1965 incorporated other disciplines in it and turned to Council of Biology Editors (CBE).
- Later in 2000, the name turned to Council of Science Editors reflecting its vast scope towards various disciplines of science.
- The CBE published its first referencing manual in 1960 with name: *Style Manual for Biology Journals*.
- With the passage of time, the manual kept on having revisions and reached its modern face with name of *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* of which eighth edition has been published in 2014

System of Referencing:

- It allows the use of both the system of referencing i.e. the parenthetical system, and the note system.
- **Using parenthetical system** a brief in-text reference containing the name of author and year of publication is given in round brackets.
- **Using note system**, in-text citation is done with a numeric digit.
- There are two methods of assigning a number to each reference:
 - A number first assigned to each reference with respect to its appearance in the document and then listing up the detailed references accordingly; it is called as “Citation Sequence” method.
 - Detailed references are listed first alphabetically with respect to the first author’s surname then a number to each entry is assigned which is finally mentioned in the text as a superscript number; it is called as “Citation-Name” method

Disciplines using the style:

It is used in the fields of mathematics, statistics, biological sciences, chemistry, physics genetics, and astronomy.

General Rules for in-text Citation

For Parenthetical System:

- Using parenthetical system the in-text citation appears like this:
(**<author name> <publication year>**)
- In in-text citation only the last name (surname) of the author is used; author’s name and year of publication are not separated by a comma (.). For example: **(Ghaznavi 2003)**
- A comma (,) is put after the publication year if a page number is mentioned after it. **(Ghaznavi 2003, p 40)**
- It is also allowed to write the author’s name out of the bracket. For example: **Ghaznavi (2003, p 40) observes**
- It is also allowed to use the year of publication along with author’s name out of parenthesis. For example: **In 2003, Ghaznavi observed.....**

- If the citation is done at the end of a sentence, it is placed before the ending punctuation mark such as a full stop, comma etc.
- If there are two authors of a source, surnames of both the authors are written separated by 'and'. For example: **(Ghaznavi and Alvi 2003)**; the order of the names remains the same as it is provided in the source.
- If there are three or more authors of a source, the surname of only first author followed by 'et al.' is written. For example: **(Ghaznavi et al. 2003)**
- If you have supported an argument with more than one source, each source is mentioned separated from each other by a semi colon (;) and enclosed in a single parenthesis. For example: **(Alvi 2000; Ghaznavi 2003)**; the sources are chronologically ordered with respect to the publication year.
- If there are more than one publications included whose authors and year of publication are same, the distinction is made by placing lower case letters (a, b, c, d..) right after the year. For example: **(Ghaznavi 2003a), (Ghaznavi 2003b)**.
- If you have read about a source in another one (secondary referencing), it is essential to acknowledge both the sources this way: **<secondary source's author's surname> <secondary source's year>, cited in<primary source's author's surname> <primary source's year>**. For example: **(Alvi 2000, cited in Ghaznavi 2003)**.
- If there is a corporate author of a source, the name is written either in its recognizable abbreviation (if there is any) or by keeping the first letter of each word. For example: **All Pakistan Women Association** is abbreviated as **APWA**.

For Note System:

- A number to each reference is given in the superscript without any parenthesis which is positioned right after the relevant punctuation mark such as full stop, comma etc.
Whatever information is provided .¹
- If you have supported your argument by more than one source, you need to mention each in your in-text citation in the form of numeric digit separated by a comma (.). The citation appears as follows:
There is a disagreement among scholars ^{3, 4, 6, 8}
- If you have made a reference to a sequence of entries, hyphen (-) is used instead of comma.
There is a disagreement among scholars ^{5-8, 10}
- If you have read about a source in another one (secondary referencing), it is essential to acknowledge both the sources this way:
Everything found was just a fake history ^{8(cited in 9)}
- Using **"Citation Sequence"** method number to each source is given in the sequence as it appears in your document.
- If you cite the same source again in your document use the same number that you have used previously for the source in your work.
- Using **"Citation-Name"** method number to each source is given according to the alphabetical order in the reference list.
- The same number continues throughout the paper.

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.

- The title ‘**References**’ or ‘**Cited References**’ is given to the list, placed in center and in bold font.
- Only those sources are to be listed that has been cited in your work.
- The name of an author is written in a way: last name is written first and afterwards initials of the first name/s are written; no full stop is put after the initials. For example: **Khalid Ghaznavi** is written as **Ghaznavi K**, **Mohsin Hasan Alvi** is written as **Alvi MH**.
- Each reference ends up with a full stop (.).
- Author’s name and the year are separated by a full-stop.
- If a source is written by more than one author, write the names of all the authors up to 10; if the number of authors is above 10 write the names of first 10 followed by ‘et al.
- In case of multiple authors, their names are separated from each other by a comma (,). For example: **Ghaznavi K, Alvi MH, Siddiqui D,**
- If more than one sources have the same first author but the later authors are different, the references are listed first by the first author’s name then arranged alphabetically by the subsequent author/s name.
- If you have used the sources of the same author/s with different years of publication, the references are alphabetically listed first by the first author’s name then chronologically by publication year.
- If there are sources of the same author/s with the same year of publication, the references are listed first by the first author’s name then by the small letters put after the year
- For titles of books, book chapters, journal articles or newspaper articles capitalization is done only for first letter of the first word and proper nouns.
- For titles of journals capitalization is done for all the significant words.
- No title is italicized or enclosed in quotation mark.
- Titles of journals are used in abbreviated form.
- In case of corporate author, the name of corporate body is written completely preceded by its abbreviation enclosed in square brackets. For example: **[APWA] All Pakistan Women Association**; the reference comes in the list with respect to the first word of the corporate body not according to the abbreviation.
- If place of publication is not known, in place of it write ‘**[place unknown]**’
- Page number is required to mention only when a part of work (such as article from a journal or newspaper, a chapter from an edited book etc.) is used; if the whole work is considered here is no need to mention the page number.
- For reference to both a single page and a range of pages an abbreviation ‘**p.**’ is used.
- The references of the two systems differ in the use of punctuation and order of information.
- **Using parenthetical system**, the list is arranged in an alphabetical order with reference to the first author’s surname or the first significant word of the title (if the reference has begun with it in case of the absence of author’s name).
- In parenthetical citation system, various bits of information are ordered as follows:
 - Author’s name.
 - Year of publication.
 - Title of article or chapter
 - Title of source.
 - Edition (for non-periodicals only) or volume number and issue number. (for periodicals only)

- Place of publication. (for non-periodicals only)
 - Name of publisher. (for non-periodicals only)
 - Page numbers
 - URL or DOI
- **Using Note System** of referencing, each reference begins with a numeric digit followed by full stop and space.
- <Numeric digit>. <Reference>
- In this citation method, various bits of information are ordered as follows:
- Author's name.
 - Title of article or chapter
 - Title of source.
 - Edition (for non-periodicals only) or volume number and issue number (for periodicals).
 - Place of publication (for non-periodicals only).
 - Name of publisher (for non-periodicals only).
 - Year of publication.
 - Page numbers
 - URL or DOI
- ***Using Citation sequence method***, the list is arranged with respect to the first appearance of source in your document.
- ***Using Citation Name method***, the list is arranged with respect to the author's name of the source.

IEEE REFERENCING STYLE

INTRODUCTION

- IEEE (Institute of Electrical and Electronics Engineers) Referencing style is an extensively acknowledged format of citation in technical fields.
- It is published in the form of *IEEE Style Manual*.

System of Referencing:

- It uses the note system of referencing.
- Using this style, in-text citation is done with a numeric digit and then detailed references are provided at the end of the document on a separate page.

Disciplines Using the Style:

- This citation style is used in the fields of engineering of electric, electronics, and information technology and computer science.

General Rules for in-text Citation

- A number to each reference is given in square brackets without being in superscript.
- The number is positioned either within the sentence or before the relevant punctuation mark such as full stop, comma etc.
- Space of a single letter precedes the opening square bracket.
Whatever information is provided [1].
- Number to each source is given in the sequence as it appears in your document.
- If you cite the same source again in your document use the same number that you have used previously for the source in your work.
- If you have supported your argument by more than one source, you need to mention each in your in-text citation in the form of numeric digit each enclosed in square brackets and separated by a comma (.). The citation appears as follows:
There is a disagreement among scholars [3], [4], [6], [8]
- Though the following method is also acceptable, nevertheless, the aforementioned is the preferred one.
There is a disagreement among scholars [3], [4], [6], [8]
- If you have made a reference to a sequence of entries, hyphen (-) is used instead of comma.
There is a disagreement among scholars [5]- [8]
- If you have to make a reference to a previously mentioned source but with different page number/ chapter/ section. Follow the given below example.
There is a disagreement among scholars [5, pp. 19-21]
- Use the abbreviation 'p.' for a single page, 'pp.' for multiple pages, 'Sec.' for a section, and 'Ch.' for a chapter.

General Rules for Reference List

- Detailed references are listed on a separate page at the end of the document.
- The title '**References**' is given to the list, can be either placed on the left margin or in the center with bold font at the top of the page.
- Only those sources are to be listed that has been cited in your work.
- Each reference ends up with a full stop (.).
- The list is arranged in the same order as the references appear in your work (not in alphabetical order).

- Each reference carries hanging indent i.e. the first line of each reference is flushed to the left margin, remaining lines are indented.
- Each entry is preceded by the numeric digit used for it in the text.
- The number is enclosed in square brackets
 - [8] B. R. Richard
 - [9] L. Adam.....
- Name of author is written this way: first the initials of first names are written, each followed by a period; then the surname is written completely.
 - B. R. Richard
- The title of an article is enclosed in double quotation marks.
- The title of a book or Journal is written with italic letters.
- In titles of articles or chapters capitalization is only done for first letter of the first word and proper nouns.
- In titles of books and journals all the major words are capitalized.
- Various bits of information are ordered as follows:
 - Author's name.
 - Title of article or chapter
 - Title of source.
 - Edition (for non-periodicals only) or volume number and issue number (for periodicals).
 - Place of publication. (for non-periodicals only)
 - Name of publisher. (for non-periodicals only)
 - Year of publication.
 - Page numbers
 - URL or DOI.
- While referencing a journal article, page numbers come before the year of publication.

GLOSSARY

Referencing= citation= method of acknowledging scholars for their work.

Referencing styles= citation styles= the formatting in which referencing is done.

Cite= give reference.

Source= any document or publication which has been used to extract information.

REFERENCES

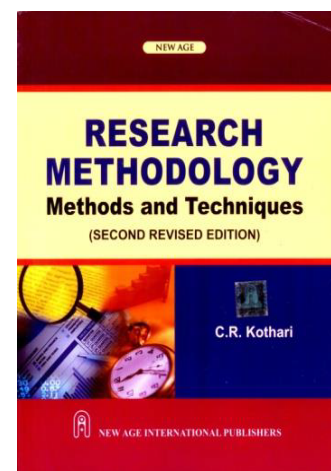
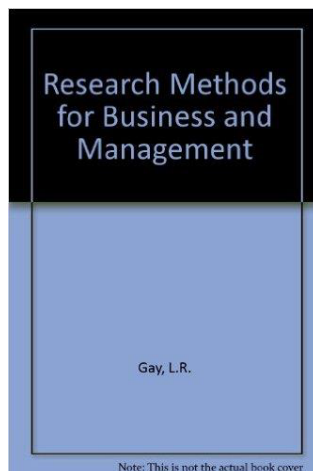
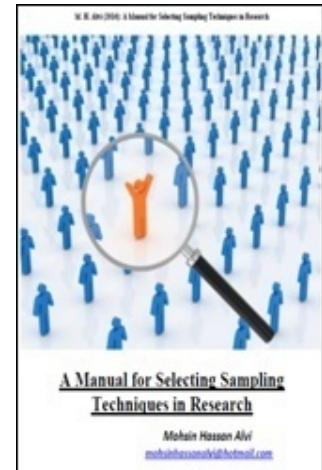
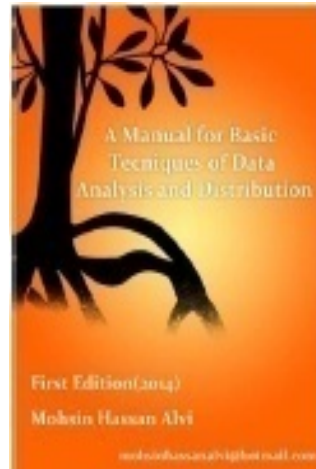
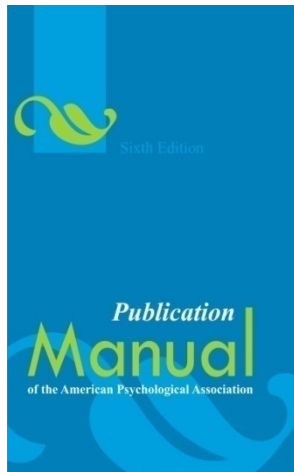
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Few recommended books for more knowledge about conducting Research

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*Master of Business Administration (Marketing & Finance)
Iqra University, Main Campus, Karachi, Pakistan*

*Doctorate in Public Administration
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