Training Guide

by

Online Writing Consultants

How To Read The Reference Guide Given In This Manual?

The format of various types of referencing given in this manual is in a general form. The pieces of information written in these brackets <…> are the ones 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.

[**Grammar, punctuation, syntax:**](#_4gbg4rwul9v5) **16**

[**Style:**](#_5o0brwag3078) **16**

[**Structure:**](#_bkt4gctdigeu) **17**

[**Formatting:**](#_e3j64h6glpxg) **17**

[**Unintentional Plagiarism**](#_rfibp3thk6da) **18**

[**Intentional Plagiarism**](#_5dxvriuk5nea) **19**

[**You can avoid plagiarism by**](#_43wqwp5rpozv) **19**

[**Be sure to change;**](#_aehpgwnb25kp) **20**

[**Introduction**](#_t5y0rud4744h) **20**

[Thesis Statement](#_i8dh70ciy7je) 20

[**Body Paragraphs**](#_6r6hh3ks8m4q) **21**

[Topic Sentence](#_82lebgequ1t7) 21

[Concluding Sentence](#_r16r0lts1a9n) 21

[**Conclusion**](#_fqqbitogfmmu) **21**

[It should:](#_i376a4poy36g) 21

[**Referencing Styles**](#_9xtzmy5e9qg1) **24**

[Documentary-note system](#_ahvacmlyawxa) 24

[Parenthetical system](#_z51m78v4g28h) 24

[**System of referencing:**](#_g5z2uieyq92h) **25**

[**Disciplines using the style:**](#_s4dmbfg09eo1) **25**

[**General Rules for in-text Citation**](#_24h14jhagd14) **25**

[**General Rules for Reference List**](#_x4rwg419wy2z) **25**

[**How to write the Name of an Author?**](#_np16ksbarhu1) **26**

[**What to do if there are Multiple Authors of a Source?**](#_os619gxuiwhv) **26**

[**In-text Citation and reference list entry for two authors:**](#_1jj2ixe8j55a) **27**

[**In-text Citation and reference list entry for three authors:**](#_nca3qjsk9utr) **27**

[**In-text Citation and reference list entry for more than three but up to 6 authors:**](#_5uckxzdoa3um) **27**

[**In-text citation and reference list entry of a corporate author**](#_1m4gpnqyxu3a) **28**

[**What to do if the Date of Publication is not Provided in a Source?**](#_1yxrj6nf7tc2) **28**

[**What to do if a Source has been Used Several Times in Your Work?**](#_32cjt8pt6ab) **29**

[**For reference list entry of 3 authors.**](#_g5pfun9a643g) **29**

[**What and how to Cite if you have Read about a Source in Another one?**](#_a0bntoy7dv3v) **29**

[**What to Capitalize in a Title?**](#_73qdvirhq8pc) **29**

[**How to write and Cite a Quotation?**](#_sn0kc1mu5tw6) **30**

[**What to do if Page Numbers are not Provided in a Source**](#_q82is0hvq9dp) **30**

[**How to cite Personal Communications?**](#_zaf1fr18vjjz) **30**

[**Referencing Various Types of Books**](#_xm47g85po6h3) **31**

[Book with an author:](#_8i6zmkbxu1g7) 31

[Book with a corporate author:](#_2sae782eazg8) 31

[Book with multiple volumes:](#_av8pn4k4uxca) 31

[Chapter in an edited book:](#_hj0m6z9cptu3) 31

[Electronic Book (e-Book):](#_457w24rq57h7) 31

[**Various Types of Journal Articles**](#_ntapy1qgldvq) **31**

[Journal article in Print:](#_360hm89cihwz) 32

[Article from e-journal](#_1sa8ndv1i87a) 32

[Pre-print journal article:](#_a50jniik05e2) 32

[Post print journal article:](#_jf2vcdyyiblv) 32

[**Various Types of Newspaper Articles:**](#_nigwf4ml2m90) **32**

[Newspaper article in Print:](#_95a32ygyyrnc) 32

[Newspaper article without author name:](#_tzae98alz9op) 32

[Newspaper article available online:](#_r0xhdo4hnk06) 32

[**Various Sources Available on Internet:**](#_hw3h1t9chdmz) **32**

[Page on a website:](#_9h1v6jyi7x19) 32

[Page on a website without an author name:](#_k262vpggqcpr) 32

[Facebook update](#_i9gt4dtx4kxk) 32

[Twitter update](#_szvqbd9qm7rv) 33

[Blog](#_hjoq6oeb878k) 33

[**Miscellaneous Sources**](#_m1c32f30u3g) **33**

[**Various types of reports:**](#_jr4bb09c09sw) **33**

[Dissertations and thesis:](#_htbi7qece3i) 33

[University-provided learning material:](#_pt8h1sorfy45) 33

[Conference Paper- Published:](#_s8srnhfo03mm) 33

[Conference Proceedings- Unpublished:](#_hf9wrtosm5lw) 33

[**Dictionary:**](#_l6j51pe2ze89) **33**

[**Encyclopedia:**](#_bg9297t4l11h) **34**

[**Brief History:**](#_72qgzg6ycpyn) **34**

[**System of referencing:**](#_28oscmk69do1) **34**

[**Disciplines using the style:**](#_s3vtd7m9zzeu) **34**

[**General Rules for in-text Citation**](#_ypzkyjp6gru5) **34**

[**General Rules for Reference List**](#_xa57uplttm5r) **35**

[**How to Write the Name of an Author?**](#_o0qi8b8ql247) **36**

[**What to do if there are Multiple Authors of a Source?**](#_mgp899dncgc9) **36**

[**In-text Citation and reference list entry for two authors:**](#_az8cok7l1rbb) **36**

[**In-text Citation and reference list entry for three to five authors:**](#_oifd1hugc1qc) **36**

[**In-text Citation and reference list entry for 6 to 7 authors:**](#_13aw8bqkm74a) **37**

[**In-text Citation and reference list entry for 8 or more authors:**](#_jknyo67z6zo3) **37**

[**What to do if the Name of the Author is not Available in the Source?**](#_kcqatat41d0o) **38**

[**In-text citation and reference list entry of a corporate author:**](#_tpg110qg32w6) **38**

[**What to do if the Date of Publication is not Provided in a Source?**](#_9wczbv5buhmp) **38**

[**What to do if a Source has been Used Several Times in Your Work?**](#_2qz4e11rq64t) **38**

[**What to do if Numerous Sources have Been Cited Together?**](#_t34c74j3v289) **39**

[**What and how to Cite if you have Read about a Source in Another one?**](#_oomwmxquccg9) **39**

[**What to Capitalize in a Title?**](#_oi4yr1rus070) **39**

[**What to do if there are Various Sources with same Author/s and Year of Publication?**](#_m7gzb9anzy7w) **40**

[**How to Write and Cite a Quotation?**](#_vwjzylj2jkc2) **40**

[**What to do if Page Numbers are not Provided in a Source**](#_hvahgu2cj5tx) **40**

[**How to Cite Personal Communications?**](#_h1r3e1zfqwyv) **40**

[**Referencing Various Types of Books:**](#_e779vght16om) **41**

[Book with an Author:](#_j3aut89dtuwz) 41

[Book with more than one Author:](#_1i95cvexqbuy) 41

[Book with a Corporate Author:](#_m3gkvidm41cp) 41

[Book with an Editor/s:](#_j2r9evz7ttjm) 41

[Book with Multiple Volumes:](#_etluvxsybdh0) 41

[Chapter in an Edited Book:](#_qdazoza5oktl) 41

[Electronic Book (e-Book):](#_a3u7qoxdxq6w) 41

[**Various Types of Journal Articles:**](#_n63afp6y0k2) **42**

[➔ Volume and issue number can be omitted if they are not provided in the source Journal Article in Print:](#_bfntgiwe6ue1) 42

[**Article from e-Journal:**](#_lace5otfd4iy) **42**

[**Various Types of Newspaper Articles:**](#_3i4kcgslcjbr) **42**

[Newspaper article in Print:](#_740ofv761joc) 42

[Newspaper Article Without Author Name:](#_oaes6tl1rts9) 42

[<Article title>, (<Year, MM DD>). <Title of Newspaper>, p. < mention the page number > Newspaper article available online:](#_2a7o89ffih4l) 42

[**Various Sources Available on Internet:**](#_c5jicxb52t1k) **42**

[Page on a Website:](#_7aq2l6sipkjb) 42

[Page on a Website Without an Author Name:](#_8lc57wbf7su1) 42

[Facebook Update:](#_f2mgx2ma93ke) 42

[Twitter Update:](#_sdgeu3xxig2g) 43

[Blog:](#_zecpnm2er8d5) 43

[**Miscellaneous Sources:**](#_l8y8rsqcbgyi) **43**

[Various types of reports:](#_bqz14j7alo2) 43

[Dissertations and thesis:](#_21mk2dn7xr73) 43

[<Name of author/s>. (<Publication Year>). <Title and subtitle>. [<Type of medium>]. Conference Paper- Published:<Name of institution>.](#_tnznn8jh1zwh) 43

[**Brief History**](#_tstr3397abtz) **44**

[**System of Referencing:**](#_ldxzw7866xr8) **44**

[Disciplines using the style:](#_pv5y7fwu0meu) 44

[**General Rules for in-text citation**](#_gu4c2iy7tuy0) **44**

[**General Rules for Reference List**](#_1dgrut4n280k) **44**

[**How to Write the Name of an Author?**](#_l02a5kok59hx) **45**

[**What to do if there are Multiple Authors of a Source?**](#_9f87ym4l54gg) **45**

[**In-text Citation and reference list entry for more than 6 authors:**](#_vbj2noacymau) **45**

[**What to do if the Date of Publication is not Provided in a Source?**](#_42g32bwk774y) **46**

[**What to do if Numerous Sources have been Cited Together?**](#_s5wxramksefu) **46**

[**What and how to Cite if you have Read About a Source in Another one?**](#_r8hbwm5mqapp) **46**

[**What to Capitalize in a Title?**](#_sndk1n81zr4x) **46**

[**How to Write and Cite a Quotation?**](#_5pj9kidsg9pl) **47**

[**How to Cite the Personal Communications?**](#_b6vhzsc849iu) **47**

[**Referencing Various Types of Books**](#_d7ei28haglbq) **47**

[**Book with an author:**](#_ft9cxvrbokga) **47**

[Book with more than one author:](#_ji0qczcwt467) 47

[Book with a corporate author:](#_r1o2859ab8ju) 48

[Book with an editor/s:](#_ne6wg61awn92) 48

[Chapter in an edited book:](#_53a32ckihfs) 48

[**Various Types of Journal Articles**](#_5ygx0go3uxsa) **48**

[**Article from e-journal :**](#_z1oqg6z90vz8) **48**

[Pre print journal article:](#_g45brfp4b3kk) 48

[Newspaper Article in Print:](#_yx8ivslskjmi) 48

[**Various Sources Available on Internet**](#_hmq9etjaiwc) **49**

[**Miscellaneous Sources**](#_8m3zibsvpd3s) **49**

[**Dissertations and thesis:**](#_54apskjxze97) **49**

[**Brief History:**](#_5h0nw99d5ou7) **50**

[**System of referencing:**](#_mc09sez6fj0) **51**

[**General Rules for in-text Citation**](#_1084yeow2tbj) **51**

[**General Rules for Works Cited List**](#_wgkulf9471w0) **51**

[**How to Write the Name of an Author?**](#_lfg5g95vc1tj) **52**

[**What to do if there are Multiple Authors of a Source?**](#_rmp0qn8ytrhd) **52**

[**In-text Citation and reference list entry for three authors:**](#_yc6so72t0ho1) **53**

[**In-text Citation and reference list entry for more than three authors:**](#_7xyr2nlg110p) **53**

[**What to do if the Name of the Author is not Available in the Source?**](#_ayvqaotxgfwr) **54**

[**In-text citation and reference list entry of a corporate author**](#_s0zptnyzbllq) **54**

[**What to do if the name of publisher is not provided in a source?**](#_re97fg6pl35a) **54**

[**What to do if Page Numbers are not Provided in a Source**](#_lq00zit2x7fy) **55**

[**How to Write a Range of Page Numbers in the in-text Citation?**](#_8xo9g8a35ik) **55**

[**What to do if a Source has been Used Several Times in Your Work?**](#_ngffrueaddvh) **55**

[**What to do if Numerous Sources have been Cited Together?**](#_cvuxfe8ywo1s) **55**

[**What and how to Cite if you have Read about a Source in Another one?**](#_1hv03fgfc3xk) **56**

[**What to do if there are Various Sources with Different Authors but with Identical Surnames?**](#_dsiqzep1perd) **56**

[**How to Make in-text Citation of a Work Belonging to Multiple Volumes?**](#_2rvuz0qih4l3) **56**

[**How to Write and Cite a Quotation?**](#_qv2cj73f1z2) **57**

[**How to Cite the Personal Communications?**](#_l5dm7rnrs787) **57**

[**Electronic Book (e-Book):**](#_s7u1nv8dswxt) **58**

[**Article from e-journal**](#_olhjry9j06bp) **58**

[**Various Types of Personal Communications**](#_kluwnpor7ztf) **59**

[**Miscellaneous Sources**](#_qy5se9ioj82v) **59**

[**System of referencing:**](#_mewslmxg3xm) **61**

[**General Rules for in-text Citation and Footnotes**](#_o6k27dfxodx2) **61**

[**General Rules for Reference List**](#_1h1loui3fvgw) **62**

[**How to Write the Name of an Author?**](#_2csb2cnwqtzj) **62**

[**What to do if the Name of the Author is not Available in the Source?**](#_s1dj1nevhdwp) **64**

[**What to do if the Date of Publication is not Provided in a Source?**](#_x3ujlsuzgjsl) **64**

[**What to do if a Source has been Used Several Times in Your Work?**](#_wqg2632fuwqe) **64**

[**What to do if Numerous Sources have been Cited Together?**](#_6c05uny4tbum) **65**

[**In-text citation:**](#_cguxrggmtc0v) **65**

[**What and how to Cite if you have Read about a Source in Another one?**](#_7bqmcqs2p97a) **65**

[**What to Capitalize in a Title?**](#_xothqoamci3k) **65**

[**How to Write and Cite a Quotation?**](#_5cn30olf7rkz) **66**

[**How to Cite the Personal Communications?**](#_nhtkvwebjpnz) **66**

[**Book with an author:**](#_gf05htse2h86) **66**

[Footnote:](#_v5q9lmf39ykp) 66

[Reference:](#_rf0oxcmztjbb) 66

[**Book with an author and edition other than the first:**](#_r8ztseh5rsl8) **67**

[**Book with more than one author:**](#_iwqwlydpmcdw) **67**

[**Book with a corporate author:**](#_gn7k6n8zvg1y) **67**

[**Chapter in an edited book:**](#_ccr1vatcvovr) **67**

[**Electronic Book (e-Book):**](#_bsi5ue5rv40i) **68**

[**Various Types of Journal Articles**](#_s4wu03okksl6) **68**

[**Various Types of Newspaper Articles:**](#_je0o9r8ykoe5) **69**

[**Newspaper Article Online**](#_1rw0arpbd8mh) **69**

[**System of Referencing:**](#_6dakv9j5d3r6) **71**

[**Disciplines Using the Style:**](#_borlee8viwc3) **72**

[**General Rules for in-text citation**](#_v7mlwzhh96cv) **72**

[For Note System:](#_xld6gg8xtcm6) 72

[For the Parenthetical System:](#_eo43uk7e0ftq) 72

[**General Rules for Reference List**](#_k1nbg9r19rj7) **73**

[**Brief History**](#_cb4i6exwc503) **75**

[**System of Referencing:**](#_afiwlsfnsks5) **76**

[**General Rules for in-text Citation**](#_hsi7h02hwgul) **76**

[**General Rules for Reference List**](#_d2n6lcausd65) **76**

[**Brief History:**](#_2sdx8cn83fk5) **77**

[**System of referencing:**](#_mdp00rq0ezu6) **78**

[Disciplines using the style:](#_q5z9qdvh5sg8) 78

[**General Rules for in-text Citation**](#_qa194peeor7f) **78**

[**General Rules for Footnotes**](#_z4ia87lk3kii) **78**

[**Brief History**](#_tpp5aivmnf58) **79**

[**System of Referencing:**](#_sl6vpvebkgdl) **80**

[**Disciplines using the style:**](#_50r7auisxlgr) **80**

[**General Rules for in-text Citation**](#_4heugeljpe5t) **80**

[For Parenthetical System:](#_samr23u1owxo) 80

[**General Rules for Reference List**](#_st9a0pp14jm3) **81**

GLOSSARY ……………………………………………………………………………. 83 REFERENCES…………………………………………………………………………. 84

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Paper Structure and Types of Papers

**What's an Essay !**

An essay is a piece of academic writing that covers a certain **topic** with the help of three main components: different arguments, evidence, and a writer's perspective. It consists of several paragraphs and develops a topic in depth.

A paragraph is a series of sentences that are organized and coherent, and are all related to a single topic. Almost every piece of writing you do that is longer than three sentences **should be organized into paragraphs.**

**What Is The Definition Of Topic And Main Idea?**

The topic is the broad, general theme or message. It is what some call the subject matter. The main idea is the "key concept" being expressed. Details, major and minor, support the main idea by telling how, what, when, where, why, how much, or how many. Remember that the purpose of writing an academic essay is to

* provide written evidence of your ability to research a topic,
* organize and express your thoughts in a logical, coherent, and critical manner,

and reach conclusions.

**Essay Writing**

1. Understand the requirements: Before you begin writing, make sure you understand the requirements of the assignment, including the topic, length, format, and any specific guidelines or instructions provided by your instructor or institution.
2. Conduct research: Conduct thorough research on the topic to gather relevant information and evidence to support your arguments. Use reputable sources such as academic journals, books, and scholarly articles.
3. Develop a clear **Thesis Statement**: Your thesis statement should be concise and clear, outlining the main argument or point you are making in your paper.
4. Organize your ideas: Develop an outline to organize your ideas and ensure that your arguments flow logically and coherently.
5. Use clear and concise language: Academic writing should be formal, clear, and concise. Use proper grammar, punctuation, and sentence structure. Avoid using jargon or colloquial language.
6. Cite your sources: Properly cite your sources using a citation style such as APA, MLA, Harvard, or Chicago. This will give credit to the original authors and allow readers to access the sources you used.
7. Revise and edit: After completing your first draft, revise and edit your paper to ensure that it is well-written, clear, and error-free.

**Remember, academic writing is a skill that takes time and practice to develop.**

Structure

The structure of the paper is an important aspect of any academic writing piece. To write a good essay, you need to come up with coherent ideas and use them to create a striking argument. A typical essay in academic writing consists of 3 parts: an introduction, a body paragraph(s), and a conclusion.

# Introduction

The introductory paragraph should be at least 3-5 sentences. Make sure you start it

with an interesting hook (general statement) and continue making more specific statements

until you end up with a **thesis statement**, which should be specific and finish your introduction.

## Thesis Statement

A thesis statement is a road map for the paper; in other words, it tells the reader what to expect from the rest of the paper.

* Tells the reader how you will interpret the significance of the subject matter under discussion;
* Directly answers the question asked of you;
* Makes a claim that others might dispute;
* Is usually a single sentence (most commonly, at the end of the first paragraph) that

presents your argument to the reader.

The rest of the paper, the body of the essay, gathers and organizes evidence that will persuade the reader of the logic of your interpretation.

# Body Paragraphs

The body of your essay consists of paragraphs. Each is a building block in the construction of your argument. The body expands on and specifies the main idea in the thesis, by creating topic sentences, each of which offers a mini- assertion related directly to the main thesis sentence idea. Each topic sentence has its own paragraph or multiple paragraphs depending on the amount of content. Each section, or topic sentence paragraph, should include examples, explanations, and research of that area of focus.

* Start by writing one of your main ideas (topic sentence).
* Show your knowledge and grasp of the material you have read, using relevant examples and quotes.
* Try to offer exposition and evidence to develop your argument.
* Include a summary sentence for each paragraph.

## Topic Sentence

A topic sentence has several important functions:

\* It substantiates or supports an essay's thesis statement.

\* It unifies a paragraph's content and directs the sentence's order.

\* It advises the reader of the subject to be discussed and how the paragraph will discuss it.

## Concluding/ Summary/ Closing Sentence:

A concluding sentence indicates that you are bringing closure to a paragraph.

\* It reviews the main points mentioned in a paragraph;

\* It reinstates the topic sentence;

\* It is found at the end of a paragraph;

\* It does not introduce new ideas or topics.

# Conclusion

A conclusion is the end of an essay, where you summarize your ideas presented. Your conclusion usually brings together the major points of your essay, showing how they relate.

## It should:

\* Restate your answer to the question;

\* Re-summarise the main points;

\* Include a final and broad statement about possible implications and future directions for research, etc.

Rules for Academic Writing

The information below applies to most cases, but exceptions are possible. For example, we prompt you to avoid Passive Voice, which doesn't mean the writer cannot use it. This is true for the rest of the rules listed below.

Writing Standards

**General Format Requirements**

* Standard A4 Pages.
* Margins: 1 inch on each side.
* Spacing: Single/Double.
* No spaces between paragraphs.
* Indent your paragraphs 0.5’.
* Font: 12 pt, Times New Roman.
* Word Count: 275 Words For One Double-Spaced Page; 550 – For Single-Spaced. [[1]](#footnote-0)
* Text alignment: left, **NO** justification.
* Page number: right upper corner of the page, unless specific instructions exist.
* All necessary details, such as your name, course, and others, should be included on the title/front page.

# Grammar, punctuation, syntax: Grammarly, Quillbot

* Make only one space after commas, periods, semi-colons, and colons.
* Understand the meaning and use of the definite article (the) and the indefinite article (a, an).
* Do not use exclamation marks.
* Do not capitalize common nouns.
* Ensure all verbs agree with their subject in number (singular and plural).
* Ensure all prepositions agree with the verb (in English, most verbs have only one or two prepositions that can be used (results in, not results to).
* Check all spellings.
* Check punctuation: do not leave out any commas.
* Check that all adverbs are in the right place (you cannot put an adverb inside an infinitive verb like this: (He tried to neatly write his name.)
* Use a hyphen for compound words such as stress-free.

# 

# Academic Style:

* Do not use the first person (I, we, us).

# Avoid passive voice.

* Do not use the first person singular (I) or personal opinions, except in personal statements or admission papers.
* Use transitions.
* Do not use meaningless words as transitions just for their own sake.
* Use the present tense. Never use the future tense (will be), unless you intend to suggest the future.
* Do not use the present continuous tense as the main tense of the paper (is writing, are thinking). Use the present: write, think.
* Avoid all forms of questions, including rhetorical questions.
* Do not use **colloquial** terms or expressions. Idioms, phrasal verbs, weak words, personal pronouns, contractions, and other examples of informal writing
* Do not use empty adverbs such as basically, actually, or really.
* Do not use hyperbole (great exaggeration) or hyperbolic words such as enormous, huge, magnificent, glorious, or other superlatives such as most obnoxious.
* Stay on topic, but avoid remaining one-sided.
* **Make your thesis obvious throughout.**
* Do not start a sentence with a conjunction (and, but.)
* Do not write useless words to make sentences appear grander or more complicated.
* Make sure each sentence makes perfect, clear, and logical sense.
* Write what you mean, mean what you write.
* Use straightforward language.
* Shorten your long sentences. **Not more than 20 words.**
* Remove excessive qualifiers (e.g., very many.)
* Do not repeat words frequently within the same paragraph. Use a pronoun or a synonym to vary the syntax.
* Do not repeat the same concept, idea, or thought.
* Avoid redundancy and repetition.
* Do not use gender-specific words for general meaning (man, mankind, men, manhood, gentleman.)
* Do not write lady when you mean woman.
* Be professional and diplomatic.
* Avoid imperative voice.
* Do not use Latin abbreviations such as etc., i.e., e.g., use what they mean in English, and so forth, that is, for example.
* **When paraphrasing, make sure the "synonyms" you use mean exactly the same as the word you wish to replace.**
* Do not start a sentence with "As such."
* Never write "so as to" when you mean "to." **Wordiness**

# 

# Structure:

* Make sure your essay has at least these: introduction, body part, and conclusion.
* Make sure the thesis sentence appears in the first introductory paragraph.
* Avoid more than one key thought per paragraph.
* Make sure your conclusion does not have new information.
* Avoid restating your introduction when writing your conclusion.
* Have at least 3-4 sentences per paragraph, but should not exceed 200 words.
* Your sentences should not exceed 20 words.
* Always indent your paragraphs 0.5’.

# Formatting:

* Use the correct form and punctuation for in-text citations, according to the style choice.
* **Write a new, original title of less than nine words for each essay.**
* **Center your new title on top of the essay.**
* Do not justify the text. Align it to the left only.
* Make sure you understand how to write and format a reference list.
* Understand the difference between an author's first and last name.
* You must state the date of retrieval from the Internet.
* **Always remove hyperlinks from URLs.**
* **Support each fact with an in-text citation.**
* **"Number of sources" means the number of books, online texts or articles you need to reference. A paper always needs many more in-text citations from the sources than just two or three.**

# **Proofread Your Paper**

Proofreading is also essential to understand whether the paper is coherent and easy for reading or not.

1. Make sure your paper is grammatically correct! Please refer to the grammar checker (Grammarly, quilbot) to see and correct all the mistakes.
2. Adhere to the formal style. Forget about using colloquial vocabulary, idioms, phrasal

verbs, weak words, personal pronouns, contractions, and other informal writing examples. Purdue OWL can help provide useful advice about writing in an academic tone.

1. Stick to proper punctuation as it helps to strengthen arguments that are made in the text.

Why Source Integration?

Direct Quotations & Indirect Quotations (Paraphrases, and Summaries)

Choosing Text to Integrate

* Read the entire text, noting the key points and main ideas.
* Summarize in your own words what the single main idea of the essay is.
* Paraphrase important supporting points that come up in the essay.
* Consider any words, phrases, or brief passages you believe should be quoted directly.

Summarizing

When you summarize, you put the main idea(s) into your own words, including only the main point(s).

1. Summarized ideas must be attributed to the original source.
2. Summaries are significantly shorter than the original.
3. Summaries take a broad overview of the source material.

Paraphrasing

Involves putting a passage from source material into your own words.

1. Attribute paraphrases to their original sources.
2. Paraphrases are usually shorter than but may be the same length as, the original passage.
3. Paraphrases take a more focused segment of the source and condense it slightly.

“Direct Quoting”

1. Direct Quotations must be identical to the original text.
2. Direct Quotations use a narrow segment of the source.
3. They must match the source document word for word and must be attributed to the original author.
4. Use direct quotes when the actual words are so integral to the discussion that they cannot be replaced.
5. Use direct quotes when the author’s words are so precisely and accurately stated that they cannot be paraphrased.

Plagiarism

What is Plagiarism?

According to the Merriam-Webster online dictionary, to "plagiarize" means to steal and

pass off (the ideas or words of another) as one's own; to use (another's production)

without crediting the source; and to commit literary theft. Therefore, plagiarism can fall into two categories: Intentional plagiarism, which involves misrepresenting the truth, and Unintentional plagiarism, which involves disregarding academic conventions.

# Unintentional Plagiarism

* Failure to cite a source that is not common knowledge.
* Failure to "quote" or block quote author's exact words, even if cited.
* Failure to put a paraphrase in your own words, even if cited.
* Failure to put a summary in your own words, even if cited.
* Failure to be loyal to a source.

# Intentional Plagiarism

* Passing off someone’s own prewritten papers from the internet or other resources.
* Not putting quotation marks at all for the part that is taken from another source and while not citing.
* Fabricating a source or quotation.
* An instant translation of research work.

***Even accidental plagiarism can have serious consequences, so take care with how you integrate sources into your writing!***

1. Destroyed student reputation
2. Destroyed professional reputation
3. Destroyed academic reputation
4. Legal repercussions
5. Monetary repercussions
6. Plagiarized Research

General Tips To Avoid Plagiarism

When you write an academic paper, you build upon the work of others and use various

credible sources for information and evidence. To avoid plagiarism, you need to incorporate these sources into your text correctly.

# 

# You Can Avoid Plagiarism By

1. Starting early and checking on the availability of all required sources
2. Choosing a citation system or finding out which one you are required to use
3. Summarizing from your sources and adding your own ideas
4. Sourcing your work as you write it instead of adding citations later (drafts should

mandatorily include in-text citations)

1. Crediting every source you have consulted (such type of work as "book analysis" should be cited as well)
2. Paraphrasing (change the sentence structure, language, and voice of the text)
3. Use a plagiarism checker before you submit(Turnitin)
4. Keeping track of the sources you consult in your research (source evaluation)

**Paraphrasing**

* When paraphrasing, alter the verb tenses, vocabulary, and tone of the original text.
* Especially when using paraphrasing tools be cautious while paraphrasing concepts from a passage of the original text to avoid accidentally committing plagiarism.
* When reiterating an author's thesis, you should do it in your own words and in the context of your own text.

# 

# Be sure to change;

* The way the sentences are constructed in the source text.
* The source's vocabulary, by swapping as many words as possible with synonyms.
* The tone of the writing so that it is clear that you are writing in your own words.

Referencing

**What is Referencing?**

⮚ Referencing is also called a **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 the author, year of publication, name, and location of the publishing company, title of the journal or name of the book, the 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 “in-text citation”, and secondly a detailed reference is provided at the end of the document in the form of a list.

⮚Support each Fact/ non- common knowldege with an in-text citation.

# 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 plagiarism.
* Provide support for claims or add credibility to your writing.
* Refer to work that leads up to the work you are now doing.
* Give examples of several points of view on a subject.
* Call attention to a position that you wish to agree or disagree with highlight a particularly striking phrase, sentence, or passage by quoting the original.
* Distance yourself from the original by quoting it in order to cue readers that the words are not your own.
* Expand the breadth or depth of your writing.

# **Referencing Styles**

⮚ There are various standard methods used for citing the source of work.

⮚ These methods are called referencing styles or citation styles or formatting styles.

⮚ Some common and widely used citation styles are

1. Harvard
2. APA (American Psychological Association) Referencing Style
3. MLA ((Modern Language Association) Referencing Style
4. Chicago/ Turabian Referencing Style
5. Vancouver

⮚ There are other styles that are not that common but are still required at some places:

1. AGLC (Australian Guide to Legal Citation)
2. AMA (American Medical Association)
3. CSE/ CBE (Council of Science Editors/ Council of Biology Editors) o IEEE (Institute of Electrical and Electronics Engineers)
4. ASA
5. ACS (American Chemical Society)

⮚ Various referencing styles differ in terms of formatting, use of punctuation, and the order of information; such differences occur at both levels of referencing i.e. in-text citation, and reference list.

⮚ Which citation style to use in your document often depends on the discipline you are writing for.

⮚ Moreover, the publishers or 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, the 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.

## The Parenthetical System

Refers to the use of a brief author and year (or page number as in MLA format) description as an 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 a 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.

APA REFERENCING STYLE

**INTRODUCTION**

⮚ American Psychological Association, commonly known as APA Referencing is very similar to the Harvard Referencing Style

⮚ Where Harvard is most commonly used in U.K. and Australia, APA is more popular in the USA.

⮚ Although there do not exist many variations in the formatting, however, before using a particular guide there is a need to take caution in what style your institution demands. ⮚ The guide in the following section has been adopted from the APA 6th edition Library guide for the University of Sydney.

⮚ APA style throughout the text requires double line spacing, worth to mention it is required also for the reference section.

# Brief History:

⮚ This style of referencing came forth in 1929 in the form of the “Publication Manual of the **American Psychological Association**”.

⮚ With the passage of time, the manual kept on having revisions and editions. So far 6 editions of the manual have been published.

⮚ The latest edition came into publication in 2009.

# System of referencing:

⮚ It uses the parenthetical system of referencing.

⮚ A brief in-text reference containing the name of the author and year of publication is given in round brackets; thus it is also called an **Author-Date-Based Referencing Style**.

# Disciplines using the style:

⮚ It is mostly used in the various fields of social sciences, he.

⮚ It is also used in some other fields such as Business, Education, and Nursing.

# General Rules for in-text Citation

⮚ It uses a parenthetical system thus the reference in the text appears like this:

**(<author name>, <publication year>, <page number/s>)**

⮚ In in-text citations only the last name **(Surname)** of the author is used; the author’s name and year of publication are separated by a comma **(,)**. For example: (Otieno, 2003)

⮚ However, if there is more than one author with the same family name, their initials are recommended to use in the in-text citation to avoid confusion.

⮚ A comma (,) is put after the publication year if a page number is mentioned after it. (Otieno, 2003, P 40)

⮚ It is also allowed to write the author’s name out of the bracket. For example: Otieno (2003, p 40) observes ………..

⮚ Punctuation marks such as commas or full stops 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 the center and in bold font.

⮚ Only those sources are to be listed that have been cited in your work.

⮚ There is a use of double line spacing between each entry.

⮚ Each reference carries a hanging indent i.e. the first line of each reference is flushed to the left margin, remaining lines are indented.

⮚ The author’s name and the year are separated by a comma.

⮚ The Year of publication is put in parentheses.

⮚ Each reference ends up with a full stop (.).

⮚ The list is arranged in 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 the 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 and then arranged alphabetically by the subsequent author/s name.

⮚ If there are sources whose authors’ surnames are the same but the initials are different, the references are listed first by the first author’s surname and then chronologically by the initials of the 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 and 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 and then by the small letters put after the year. ⮚ If a title or a corporate author has been used instead of the 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 have an alphabetical start.

⮚ The page number is required to mention only when a part of the work (such as an article from a journal or newspaper, a chapter from an edited book, etc.) is used; if the whole work is considered there is no need to mention the page number.

⮚ If there is a 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 that are a part of a bigger work such as a chapter of a book, or an article in a journal or newspaper are enclosed in double quotation marks without being italicized. ⮚ If you want to mention sources that have been utilized in the hunt for 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: the last name is written first and afterward initials of the first name/s are written; the comma is put after the surname and a full stop is put after each initial. For example,

Khalid Otieno is written as Otieno, 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 is 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 (<author #1 surname>, <author#2 surname>, <author #3 surname>, <author#4 surname> & <author #5 surname>, <Publication Year>)

# Example:

# authors:

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

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

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

One of the following two steps can be taken to encounter 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 a 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 the following remedies………..

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

In-text Citation and reference list entry of a title in place of the 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, the 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 the 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 an in-text citation, it is required to mention both the author's name and the date. In the subsequent entries, the date may be omitted provided it does not produce confusion.

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, the first time you need to mention the surnames of all three authors. In the later entries only the surname of the 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 with 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 the first author’s name of each source. If more than one source has been cited by the same author, the name of the author is written 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 Otieno, 2003, p. 5) found that………

In the reference list, reference of Otieno, 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 publication 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 alphabet placed after the year.

# How to Write and Cite a Quotation?

If you are writing the exact words of an author without paraphrasing, it is called a 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,

Otieno 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 the 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 Otieno (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 the heading and the relevant paragraph number counting it from the beginning of the related heading.

For example:

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

# How to Cite 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 the 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 is more than one editor, write their names the same way as for the authors; the 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 Volumes:

<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 the abbreviation Eds. If there is more than one editor.
* In this particular case name of the 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 digits 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 a 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 the author is used as the Twitter handle, use it as it is without altering it into a 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 the report number is not given simply omit the piece of information.
* If it is a web document, write the URL instead of the 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>]. Conference Paper- Published:<Name of institution>.

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

<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>

HARVARD REFERENCING STYLE

**INTRODUCTION**

⮚ Harvard is actually a generic term that 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: (Otieno 2003)

⮚ A comma (,) is put after the publication year if a page number is mentioned after it. (Otieno 2003, p 40)

⮚ It is also allowed to write the author’s name out of the bracket. For example: Otieno (2003, p 40) observes ………..

⮚ Punctuation marks such as commas or full stops 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 the center and in bold font.

⮚ Only those sources are to be listed that have been cited in your work.

⮚ No reference carries a hanging indent.

⮚ The 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 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 the 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 and 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 Otieno is written as Otieno 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, Otieno & 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, Otieno 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, Otieno, K, Zaidi, R, Hashmi, M & Siddiqui, D 2009, <title>………….

What to do if the Name of the Author is not Available in the Source? One of the following two steps can be taken to encounter 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 a 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 the following remedies………..

In the reference list, the 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, the 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 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 the first author’s name of each source. If more than one source has been cited by the same author, the name of the author is written 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 Otieno 2003, p. 5) found that………

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

# What to Capitalize in a Title?

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

For a source other than a journal (such as a web page, book, artic,le 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 publication included whose author/s and year of publication are the 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 paraphrasing, it is called a 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

Otieno mentioned, “olive oil is the…………..food” (p. 15).

***The full stop is not put before the closing quotation n mark rather it is used after the brackets of the 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 Otieno (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 the heading and the relevant paragraph number counting it from the beginning of the related heading.

For example:

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

# How to cite 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 ccommunication>, <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 the 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 s 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 is more than one editor, write their names the same way as for the authors; the abbreviation “eds.” is used for multiple editors.
* In the in-text citation “ed. or eds.” is not written.

## Book with multiple volumes:

<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 is more than one editor.
* In this particular case name of the 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 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 digits 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 is cited the same way as printed journals.

## 

## Pre-print journal article:

* A journal article which is submitted and before peer review but not printed yet is reffered to 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 industry 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 the report number is not given simply omit the piece of information.
* If it is a web document, write the URL instead of the 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 the name of the author/s is not given, initiate the reference with the name of the institution ∙ Type of medium refers to the format in which the material has been provided such as PowerPoint 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 a book is cited.

# Encyclopedia:

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

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 about 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, an 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 for 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.

⮚ The name of the 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, an article in a jour,nal 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: the 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 Otieno is written as Otieno 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, Otieno 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, Otieno K, Afridi S, Zaidi R, Hashmi M, Siddiqui D, et al. <title>………….

What to do if the Name of the Author is not Available in the Source? One of the following two steps can be taken to encounter a situation when the name of an author is not available in the source:

* Use the name of a corporate author; the 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 a corporate author.
* Write “Anon.” in place of the author’s name. However, it is not prudent to use a source in which author or a corporate author's 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 Otieno (5) found that………

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

# What to Capitalize in a Title?

In all kinds of sources, capitalization is done for

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

Remember, the first letter of a subtitle is not capitalized.

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

If there is more than one publication included whose author/s and year of publication are the 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 a a 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:

Otieno (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 the the 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 Otieno (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)...

The 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 the 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 the 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 a parenthetical system the name of the 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: (Otieno 23) ⮚ If the page number is not available write only the name of the author.

⮚ It is also allowed to write the author’s name out of the bracket. For example, Otieno observes ……….. (40).

⮚ If two references following each other belong to the same source, omit the name of the author and only write the page number in the later instance. For example, it is very important to have change (Otieno 40). Many changes in 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 the title.

⮚ Punctuation marks such as commas or full stops 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 a 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 the author’s name).

⮚ If various sources of the same authors are used, the references are alphabetically listed first by the first author’s name and 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 Otieno is written as Otieno, Khalid or Otieno, 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, Otieno, 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. Otieno, and R. Zaidi. <Title>……

Or

Alvi, Mohsin Hasan, Khalid Otieno, 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. Otieno, S. Afridi, R. Zaidi, M. Hashmi, and D. Siddiqui. <Title>…………. Or

Alvi, Mohsin Hasan, Khalid Otieno, 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 the Name of the Author is not Available in the Source?

One of the following two steps can be taken to encounter 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 Otieno 5) found that………

In the Work Cited list, reference of Otieno, 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 mater 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. Otieno. <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:

Otieno 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 Otieno or K. Otieno

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 Otieno is written as Otieno, Khalid or Otieno, 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 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. The 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. Otieno

Or

Mohsin Hasan Alvi and Khalid Otieno

In the reference list the name of the 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 the second author is written the same way as it is written in the footnote i.e. first name first and the surname last. The 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. Otieno, <title>……

Or

Alvi, Mohsin Hasan., and Khalid Otieno, <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 the first two authors are separated by a comma and the names of the 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. Otieno and R. Zaidi,……

Or

Mohsin Hasan Alvi, Khalid Otieno and Raheem Zaidi,…

In the reference list, the name of the 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 the 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. The names of the first two authors are separated by a comma and the names of the 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. Otieno, and R. Zaidi. <title>……

Or

Alvi, Mohsin Hasan, Khalid Otieno, 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 the 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 the remaining authors are written the same way as they are i.e. first names first and the surname last. The names of the 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. Otieno, S. Afridi, R. Zaidi, M. Hashmi, and D. Siddiqui. <title>…………. Or

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

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

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

* Use the name of a corporate author in place of the author name; the 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 a corporate author.
* Write the title of the source in place of the author name with italic letters both in footnotes and reference lists; 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 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 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 the 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 the 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 Otieno) found that………

Whether to mention the single source or both in the 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 mater whatever it is.

What to do if there are Various Sources with the Same Author/s? ⮚ If there are more than one publications included whose author/s are same, in the reference list the names are replaa ced 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 the same and some are different, the names are written completely in each instance.

Alvi, M. H. <Title>……..

Alvi, M. H., and K. Otieno. <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 the quotation.

In this case, the page number is mentioned in the 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:

Otieno 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 Otieno 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), was interviewed by M. Hall, on February 20, 2013.

The 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 editions 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 digits 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 editions 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 an edition other than the first write the number of edition the same way as it is written in the book with the 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>, <Firstt 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 the 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 the American Chemical Society (ACS) which is published in the form of the 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 the parenthetical system a brief in-text reference containing the name of the author and year of publication is given in round brackets.

⮚ Using a note system, an 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 a note system of referencing, in-text citation may be done in one of the following two ways:

o By superscript numbers.

o 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 the author

The researcher showed agreement with the theory.1

Otieno1showed 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 the author. ⮚ The number is enclosed in parenthesis.

The researcher showed agreement with the theory (1).

Otieno (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 a numeric digit separated by a comma (,).

o 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

o 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, a hyphen (-) is used instead of a comma.

There is disagreement among scholars 3-6,8

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

## For the 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; the author’s name and year of publication are separated by a comma (,). For example: (Otieno, 2003)

⮚ It is also allowed to write the author’s name out of the bracket. For example, Otieno (2003) observes ………..

⮚ If a source carries two authors separate the surnames of the two authors by "and". For example: (Otieno and Alvi, 2003)

⮚ If a source carries three or more authors write only the surname of the first author followed by "et al.". For example: (Otieno 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; Otieno et al., 2003)

⮚ The sources in the above case are ordered alphabetically with respect to the first author’s name.

⮚ If there is more than one publication included whose authors and year of publication are the same, the distinction is made by placing lower case letters (a, b, c, d..) right after the year. For example: (Otieno, 2003a), (Otieno, 2003b).

⮚ If two or more sources of the same author are cited together, write the name of author only once and afterward mention the year of publication of each source in ascending order, separated from each other by a comma. For example: (Otieno, 2003, 2004, 2010), (Otieno, 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 the center and in bold font. ⮚ Only those sources are to be listed that have 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: Otieno, 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 semicolon (;). For example Otieno, K.; Alvi, M. H; Siddiqui, D.; Zaidi, R.

⮚ In the 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 the first 10 followed by a semicolon (;) and “et al.”. for example: …………..; Zaidi, R.; et al. ⮚ Titles of a bigger source such as a book or journal are italicized.

⮚ Titles that are a part of a bigger work such as a chapter of a book, an article in a journal, or news paper are neither italicized nor enclosed in a 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:

o Year of publication is written in a bold font which follows a comma also in bold. o Volume number is written in an italic font which follows a comma also in italic. o 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 an 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 a a 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: o Author’s name.

o Title of article or chapter

o Title of source.

o Edition.

o Name of publisher.

o Place of publication.

o Year of publication.

o Page numbers

⮚ For reference of a periodical, various bits of information are ordered as follows: o Author’s name.

o Title of article.

o Abbreviated title of Periodical.

o Year of publication.

o Volume number (issue number).

o Page numbers.

⮚ When a number-based citation is used, the list is arranged in sequential order as the references are first cited in your work.

⮚ Whatever time a source is used in your document, it is presented just once in the list.

⮚ When an author-date-based in-text citation is used, the list is arranged in 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 and 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 and then chronologically by publication year.

M. H. Alvi (2016): A Manual for Referencing Styles in Research 68

⮚ 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 and 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 the American Medical Association Manual of Style: A Guide for Authors and Editors which is a product of the 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 the Journal of the American Medical Association (JAMA) and the Archives journals

# System of Referencing:

⮚ It uses the note system of referencing.

⮚ Using this style, an 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 a 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, the hyphen (-) is used insteada 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 that appear in your work.

⮚ Each entry is preceded by the numeric digit used for it in text

8. Richard BR…………

9. Adam L……………..

⮚ The name of the 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 the 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 the absence of an an author, the reference starts with the title of the source.

⮚ Titles of a bigger source such as a book or journal are italicized.

⮚ Titles that are a part of a bigger work such as a chapter of a book, or an article in a journal, or newspaper are neither italicized nor enclosed in any, quotation marks.

⮚ For titles of the the books, book chapters, journal articles, or newspaper articles capitalization is done only for the 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:

o Author’s name.

o Title of article or chapter

o Title of source.

o Place of publication. (for non-periodicals only)

o Name of publisher. (for non-periodicals only)

o Year of publication.

o Edition (for non-periodicals only) or volume number and issue number (for periodicals only).

o Page numbers

o URL or DOI.

AGLC REFERENCING STYLE

INTRODUCTION

AGLC (Australian Guide to Legal Citation) Referencing Style is a product of the 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 a result of a collaborative meetingthe 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 a 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 as 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 for 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 the 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 authothe rs, name othe f 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 the Conference of Biology Editors in 1957, which was meant at the biology subject.

⮚ Funded by National Science Foundation and organized by the American Institute of Biological Sciences, the Conference in 1965 incorporated other disciplines and turned to the Council of Biology Editors (CBE).

⮚ Later in 2000, the name shifted to Council of Science Editors reflecting its vast scope towards various science disciplines.

⮚ The CBE published its first referencing manual in 1960: Style Manual for Biology Journals.

⮚ Over time, the manual kept on having revisions and reached its modern face with the name of Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, of which the eighth edition was 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 the parenthetical system a brief in-text reference containing the author's name and year of publication is given in round brackets.

⮚ Using note system, an in-text citation is done with a numeric digit.

⮚ There are two methods of assigning a number to each reference:

o 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.

o 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 the 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: (Otieno 2003)

⮚ , A comma (,) is put after the publication year if a page number is mentioned after it. (Otieno 2003, p 40)

⮚ It is also allowed to write the author’s name out of the bracket. For example: Otieno (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, Otieno 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: (Otieno 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: (Otieno 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; Otieno 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: (Otieno 2003a), (Otieno 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 Otieno 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 the “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 the center and in bold font.

⮚ Only those sources are to be listed that have been cited in your work.

⮚ The name of an author is written in a way: the 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 Otieno is written as Otieno K, Mohsin Hasan Alvi is written as Alvi MH.

⮚ Each reference ends up with a full stop (.).

⮚ The 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 the first 10 followed by ‘et al.

⮚ In case of multiple authors, their names are separated from each other by a comma (,). For example: Otieno 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 and 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 and 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 and then by the small letters put after the year

⮚ For titles of books, book chapters, journal ,articles or newspaper articles capitalization is done onlthe y 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 the case of a 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 the 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 the parenthetical system, the list is arranged in 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 the author’s name).

⮚ In the parenthetical citation system, various bits of information are ordered as follows: o Author’s name.

o Year of publication.

o Title of article or chapter

o Title of source.

o Edition (for non-periodicals only) or volume number and issue number. (for periodicals only)

o Place of publication. (for non-periodicals only)

o Name of publisher. (for non-periodicals only)

o Page numbers

o URL or DOI

⮚ Using Note System of referencing, each reference begins with a numeric digit followed by a full stop and space.

<Numeric digit>. <Reference>

⮚ In this citation method, various bits of information are ordered as follows: o Author’s name.

o Title of article or chapter

o Title of source.

o Edition (for non-periodicals only) or volume number and issue number (for periodicals).

o Place of publication (for non-periodicals only).

o Name of the publisher (for non-periodicals only).

o Year of publication.

o Page numbers

o URL or DOI

⮚ Using the Citation sequence method, the list is arranged with respect to the first the appearance of source in your document.

⮚ Using the Citation Name method, the list is arranged with respect to the author’s name of the source.

TYPES OF PAPERS

* Research paper
* Argumentative or persuasive essay
* Admission essay
* Narrative essay
* Response essay
* Book/movie review
* Comparison, contrast, cause & effect essay
* Personal or reflection essay
* Analysis essay
* Summary
* Speech/ presentation
* Q&A

Types of Assignments

Essay a piece of writing that gives the author's argument. The logical progression and organizational structure of an essay can take many forms. Understanding how the movement of thought is managed through an essay has a profound impact on its overall cogency and ability to impress. Several alternative logical structures for essays have been visualized as diagrams, making them easy to implement or adapt in the construction of an argument.

Cause and Effect Essay: - The defining features of a "cause and effect" essay are causal chains that connect from a cause to an effect, careful language, and chronological or emphatic order.

Classification and Division Essay: - classification is the categorization of objects into a larger whole, while division is the breaking of a larger whole into smaller parts.

Compare and Contrast Essay: - Compare and contrast essays are characterized by a basis for comparison, points of comparison, and analogies. It is grouped by the object (chunking) or by point (sequential). The comparison highlights the similarities between two or more similar objects while contrasting highlights the differences between two or more objects. When writing a compare/contrast essay, writers need to determine their purpose, consider their audience, consider the basis and points of comparison, consider their thesis statement, arrange and develop the comparison, and reach a conclusion. Compare and contrast is arranged emphatically.

Descriptive Essay: - Descriptive writing is characterized by sensory details, that appeal to the physical senses, and details that appeal to a reader's emotional, physical, or intellectual sensibilities. Determining the purpose, considering the audience, creating a dominant impression, using descriptive language, and organizing the description are the rhetorical choices to consider when using a description. A description is usually arranged spatially but can also be chronological or emphatic. The focus of a description is the scene.

Dialectic Essay: - This is the dialectic form of the essay, which is commonly used in philosophy. The writer makes a thesis and argument, then objects to their argument (with a counterargument), but then counters the counterargument with a final and novel argument. This form benefits from presenting a broader perspective while countering a possible flaw that some may present. This type is sometimes called an ethics paper.

Exemplification Essay: - it is characterized by a generalization and relevant, representative, and believable examples including anecdotes. Writers need to consider their subject, determine their purpose, consider their audience, decide on specific examples, and arrange all the parts together when writing an exemplification essay.

Familiar Essay: - An essayist writes a familiar essay if speaking to a single reader, writing about both themselves and about particular subjects.

History (Thesis Essay): - A history essay sometimes referred to as a thesis essay describes an argument or claim about one or more historical events and supports that claim with evidence, arguments, and references. The text makes it clear to the reader why the argument or claim is as such.

Narrative Essay: - a narrative uses tools such as flashbacks, flash-forwards, and transitions that often build to a climax. The focus of a narrative is the plot. When creating a narrative, authors must determine their purpose, consider their audience, establish their point of view, use dialogue, and organize the narrative. A narrative is usually arranged chronologically.

Argumentative Essay: - an argumentative essay is a critical piece of writing, aimed at presenting an objective analysis of the subject matter, narrowed down to a single topic. The main idea of all the criticism is to provide an opinion either of positive or negative implications. As such, a critical essay requires research and analysis, strong internal logic, and sharp structure. Its structure normally builds around an introduction with a topic's relevance and a thesis statement, body paragraphs with arguments linking back to the main thesis, and a conclusion. In addition, an argumentative essay may include a refutation section where conflicting ideas are acknowledged, described, and criticized. Each argument of argumentative essay should be supported with sufficient evidence, relevant to the point.

Economic Essay: - An economic essay can start with a thesis, or it can start with a theme. It can take a narrative course and a descriptive course. It can even become an argumentative essay if the author feels the need. After the introduction, the author has to do his/her best to expose the economic matter at hand, analyze it, evaluate it, and draw a conclusion. If the essay takes more of a narrative form, then the author has to expose each aspect of the economic puzzle in a way that makes it clear and understandable for the reader.

Reflective Essay: - A reflective essay is an analytical piece of writing in which the writer describes a real or imaginary scene, event, interaction, passing thought, memory, or form — adding a personal reflection on the meaning of the topic in the author's life. Thus, the focus is not merely descriptive. The writer doesn’t just describe the situation but revisits the scene with more detail and emotion to examine what went well, or reveal a need for additional learning — and may relate what transpired to the rest of the author's life.

Coursework: -written or oral work completed by a student within a given period, which is assessed as an integral part of an educational course.

Term Paper: - A term paper is a research paper written by students over an academic term, accounting for a large part of a grade. There is much overlap between the terms research paper and term paper. A term paper was originally a written assignment (usually a research-based paper) that was due at the end of the "term"—either a semester or quarter, depending on which unit of measure a school used. However, not all term papers involve academic research, and not all research papers are term papers.

Research Paper: - an RP is a piece of academic writing based on its author’s original research on a particular topic, and the analysis and interpretation of the research findings. It can be either a term paper, a Master’s thesis, or a doctoral dissertation.

Book Report: - A book report is an essay discussing the contents of a book, written as part of a class assignment issued to students in schools, particularly in the United States at the elementary school level. Teachers frequently give students a list of books from which they may choose one for the report, although sometimes students may select a work entirely of their choosing. Teachers may set the list of books through such methods as including the works of one particular author, reading multiple works to students aloud and having each student select one of the books for the report, or choosing the books through a class selection process.

Movie Review: - A movie review is an evaluation or an expression of the Writer’s views toward a particular movie.

Case Study: - a case study is a research method involving an up-close, in-depth, and detailed examination of a subject of study (the case), as well as its related contextual conditions. Case studies can be produced by following a formal research method. The resulting body of 'case study research' has long had a prominent place in many disciplines and professions, ranging from psychology, anthropology, sociology, and political science to education, clinical science, social work, and administrative science.

Annotated Bibliography: - An annotated bibliography is a bibliography that gives a summary of each of the entries. The purpose of annotations is to provide the reader with a summary and an evaluation of each source. Each summary should be a concise exposition of the source's central idea(s) and give the reader a general idea of the source's content. The following are the main components of an annotated bibliography. It is important to note that not all fields shown below must be used at once in an annotated bibliography. The fields may vary depending on the type of annotated bibliography and special instructions from the instructor in case the bibliography is part of a school assignment.

* Full bibliographic citation
* Author’s background
* Purpose of the work
* Scope of the work
* Main Argument
* Audience
* Methodology
* Viewpoint
* Sources
* Reliability of the source
* Conclusion
* Features
* Strengths and weakness
* Comparison
* Writer’s voice / Personal Conclusion

Article: - a written composition in prose, usually nonfiction, on a specific topic, forming an independent part of a book or other publication, such as a newspaper or magazine.

An assignment: - is a task or piece of work allocated to someone as part of a job or course of study.

1-page summary: - the writer briefly describes the content of the paper: names the topic, provides a thesis statement, presents the main idea of each paragraph, and shortly summarizes the work. The word count is equal to the 1 page with the same spacing type as the Order has.

A dissertation: - is a document submitted in support of candidature for an academic degree or professional qualification presenting the author's research and findings. In some contexts, the word "thesis" or a cognate is used for part of a bachelor's or master's course, while "dissertation" is normally applied to a doctorate, while in other contexts, the reverse is true. The term graduate thesis is sometimes used to refer to both master's theses and doctoral dissertations. An ordinary monograph has a title page, an abstract, a table of contents, comprising the various chapters (e.g., introduction, literature review, methodology, results, discussion), and a bibliography or (more usually) a references section. They differ in their structure by the many different areas of study (arts, humanities, social sciences, technology, sciences, etc.) and the differences between them. An abstract is a summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. When used, an abstract always appears at the beginning of a manuscript or typescript, acting as the point of entry for any given academic paper or patent application. Abstracting and indexing services for various academic disciplines are aimed at compiling a body of literature for that particular subject. The terms précis or synopsis are used in some publications to refer to the same thing that other publications might call an "abstract". In management reports, an executive summary usually contains more information (and often more sensitive information) than the abstract does.

Lab Report: - Lab reports are written to describe and analyze a laboratory experiment that explores a scientific concept. They are typically assigned to enable you to conduct scientific research and formulate a hypothesis(es) about a particular stimulus, event, and/or behavior.

Literature Review: - it is a critical analysis of published sources, or literature, on a particular topic. It is an assessment of the literature and provides a summary, classification, comparison, and evaluation. At the postgraduate level, literature reviews can be incorporated into an article, a research paper, or a thesis/dissertation. At the undergraduate level, literature reviews can be a separate stand-alone assessment. The literature review is generally in the format of a standard essay made up of three components: an introduction, a body, and a conclusion. It is not a list like an annotated bibliography in which a summary of each source is listed one by one.

Math Problem: - A mathematical problem is a problem that is amenable to being represented, analyzed, and possibly solved, with the methods of mathematics. This can be a real-world problem, such as computing the orbits of the planets in the solar system, or a problem of a more abstract nature.

A presentation: - is a speech or talk in which a new product, idea, or piece of work is shown and explained to an audience.

Speech: - a formal address or discourse delivered to an audience.

Statistical Report: A report is an organized synthesis of data that spans a whole array of forms going from tables of numbers to a text summarizing the findings. Statistical reports are particularly interesting because the reader can easily be overwhelmed by the raw data.

PowerPoint Presentation: - A PowerPoint presentation is a presentation created using Microsoft PowerPoint software. The presentation is a collection of individual slides that contain information on a topic. PowerPoint presentations are commonly used in business meetings and for training and educational purposes.

Prezi Presentation: - A Prezi presentation is a presentation created using an online presentation tool Prezi Presentation Software. The presentation features a map-like overview that lets users pan between topics, zoom in on details, and pull back to reveal context. While using the software, please make sure that your account is named Anonymous, so that to avoid any disclosure of your personal information to the clients.

Capstone Projects: - These are hands-on projects that let you apply what you've learned in a specialization to a practical question or problem related to the specialization topic. Examples of Capstone Projects include:

1. Analyzing a business case study and making strategy recommendations;
2. Developing an original web or mobile application;
3. Writing an in-depth research paper.

Online assignments: - a piece of work that a Writer should complete online (usually in the student’s profile on their educational establishment’s website). While completing such an assignment, the Writer must upload either the screenshots of the questions provided and the Writer’s answers or the MS Word document with the questions provided and the Writer’s answers as a Product. The online test results (in case they are available to the Writer after the test completion) should also be provided either on the screenshot or in the MS Word document which is attached to the Order as a Product.

1. Please remember that 1 page of text equals 275 words (title and reference pages should NOT be included in the word count). Only less than a 10% deviation is acceptable. [↑](#footnote-ref-0)