

Term Paper: Format of Citations and References

1. Introduction

As you write your term papers, it will be important for you to document where you obtained the information cited in your report. Many of the references you use will come from published sources. Some may come from electronic sources such as the World Wide Web, Melvyl and Harvest databases available through the UC Davis library, CD references and the like, and some may come from interviews. An important component of your writing will be the effective use of reference material. This skill will serve you well in writing papers of all types, not just those required for classes.

For this class, we will be using the documentation style of the American Psychological Association (APA, 2001) modified with italics substituted for underlining. This format is very similar to that of the Modern Language Association, and these are the most commonly used styles for publishing in the social and natural sciences. The general form of citations in the body of the text is to include the author and date in parentheses (as above) and optionally include the page number(s) after the date. If the author's name was just mentioned in the text, it is not necessary to repeat it in the citation. The rules are described in more detail, with examples, in section 3..

2. Basic Guidelines

The purpose of the term paper in ECS 15 is for you to learn how to do effective research on a subject and then write it up clearly, showing where you got your information.

A research paper requires searching for information pertinent to a given subject, organizing it, and presenting it effectively in written form. Oral research reports are also useful, but this course does not cover them.

In the following sections, we will present the way that we want you to cite your references in the term paper for this course. The required format meets the accepted practices cited in Li and Crane (1993), a reference that is currently considered the best authority on citing electronic sources. This book in turn follows the basic format for the American Psychological Association (APA, 2001), which is a good format (though by no means the only acceptable one in technical publications). You may be required to use slightly different formats for other papers, such as papers submitted for publication to refereed journals, each of which typically have their own styles. Learning how to follow one such set of rules is a worthwhile exercise. You will therefore be expected to use the format set out below.

3. In-text Citation to References

When citing a reference from your reference list, please use the following conventions. Put in parentheses the author(s) last names, the year, and optionally the page number(s) separated by commas.

For one author, use the author's last name and year separated by a comma. For example: (Walters, 1994) or (Austin, 1996).

For two to five authors, use their last names separated by commas and with an ampersand "&" before the very last name in the list, then the year separated by a comma. For example: (Li & Crane, 1993) (Charniak, Riesbeck, McDermott & Meehan, 1994).

For more than five authors, use the first author's last name and "et al." For example: (Walters, et al., 1992).

For the date, use the year. If there are two references by the same author(s) for the same year, use letters after the year: (Walters, 1993b).

If there are specific page numbers for a citation, add them after the year (Walters, 1994, pp. 31–49).

If you include the author's name(s) in the text of a sentence in the paper, you may omit their names from the parentheses as follows: "Austin (1996) includes valuable references to" or "The examples given by Li and Crane (1993) on web addresses ...".

Do not use footnotes in this class for citations. You can use them for explanatory text, but not for references. Have the citation make it easy to find the reference in the "References" section. All references in that section should be complete enough for readers to obtain a copy for themselves.

4. Your List of References

Create a list of references, one for each item cited in the paper, in a section called “References”. This section goes at the end of your paper. The references are to be alphabetized by the first author’s last name, or (if no author is listed) the organization or title. If you cite more than one paper by the same first author, sort them by year of publication, earliest year first. Do not use footnotes for citations.

Single-space the entries in your list of references. Start at the left margin for the first line of each bibliography entry. Each additional line of each entry should be indented a reasonable amount. Separate the entries with a blank line. Do not number the references. Doing so means you have to renumber all the references whenever you insert a new reference.

4.1. Author, Date, and Title

The general format for the author, title, and date in your reference list is as follows:

Author. (date). Title. [the full reference, which follows, is discussed below]

The following explains these fields.

Author. First author’s last name, followed by the initials. If there are two authors, separate their names with “and”. For three or more authors, separate all but the last author’s name with commas, and use “and” before the last author’s name in the list. If published by an agency with no author given, list the name of the agency. End with a period. For example:

Walters, R.F.
Walters, R.F. and Reed, N.E.
Walters, R.F., Bharat, S. R. and Austin, A.A.
Charniak, E., Riesbeck, C., McDermott, D. and Meehan, J.
National Bureau of Standards.

Date. Enclose the date in parentheses. Use a date sufficiently specific for the item. For example, give the year of publication for a book, the year and month of publication for a monthly magazine or journal, and the year, month, and day for a newspaper or daily periodical. End with a period. For example:

(1995).
(1992, October).
(1995, August 30).

Title. If the title is that of an article, use the regular font; if it is the title of a book, italicize it. Capitalize only the first letter of the first word and proper nouns. If there is a subtitle, it too should begin with a capital letter. End with a period. For example, an article’s title would look like:

Computer-based systems integration.

and a book’s title would look like:

The abc’s of MUMPS: An introduction for novice and intermediate programmers.

4.2. Journals, Magazines, and Newspapers

The following apply to citing the name and identifying information for journals, magazines, newspapers, and periodicals in general.

Title. When citing the name of a journal, magazine or newspaper, write the name in italics, with all words capitalized except for articles, prepositions and conjunctions.

Volume, number, and page numbers. Give the volume number in italics, followed by the issue number in parentheses (if there is an issue number), and the page number(s). For magazines, precede page numbers with “p.” (if the article is on a single page) or “pp.” (if the article is on multiple pages). For example:

Communications of the ACM, 27(2), 141–195.
Journal of Advertising Research, 32, 47–55.
Time, 146, pp. 42–44.

Publisher and Location. Give the city and state (if in the United States), followed by a colon and the publisher name, followed by a period. For example:

Englewood Cliffs NJ: Prentice-Hall.
London: Edward Arnold

4.3. Interviews

If you choose to include any personal interviews, reference them with the person's name, their professional title and employer, and the date, time, and place of the interview. For example:

Albert Einstein (1935, January 5), Professor of Theoretical Physics, Princeton University, 3:00pm, Princeton, NJ.

4.4. References Found in Electronic Form

Many resource materials are available through Melvyl and Harvest, which are the electronic access points for the UC Davis library. More are on CDROM, or on the Internet. These can serve as appropriate references for research reports and term papers. It is important, however, to acknowledge the sources of these documents, even though you may never have seen "hard copy" (printed versions) of the file(s) you wish to cite. This section describes how you are to cite references that you have obtained from electronic repositories.

The basic form of your reference will be similar to printed references, but you will need to add some important additional information: the type of medium used, and the material's availability.

In general, if you wish to cite an electronic file, you should include either the term "[Online]" or the term "[CDROM]" (enclosed in square brackets) before the closing period terminating the title of the work cited. If you are citing a part of a larger work, you should give the title, followed by a comma, the word "In" followed by the larger work, and then add "[Online]" or "[CDROM]" as appropriate, followed by a period.

Citing the availability of an electronic document should give the reader enough information to know where to locate the file and, if necessary, the specific portion of the file cited. Electronic documents can come from several types of locations:

ftp: identify the *ftp* server, location (path), and file name
Internet (e.g., world wide web): give the location and file name; the URL is sufficient
mailing lists, newsgroups: identify the server, method of access, and file name; do **not** cite personal email
databases (e.g., computer database in Melvyl): identify access method

In each case, you should give enough information to let the reader know how to access the information electronically. Generally, giving the site (Internet-style server name) on which the information resides, the name of the file, and the complete path (list of directories) showing how to get to it is sufficient. For example:

[Online]. Available: email: listserv@ncsuvm.cc.ncsu.edu Message: Get POETICS TODAY.
[Online] Available: FTP: ftp.bio.indiana.edu, Location: /usenet/bionet/neuroscience, File: 9512.newsm.
[CDROM]. Available: UMI File: Business Periodicals Ondisk Item 91-11501.
[Online]. Available: http://escher.ucdavis.edu:1024/rtahomepage.html

5. Samples of Complete References

All of the examples given above may be summarized by citing a few references in the form we would like you to use. Here are some examples that would be cited in the text as (Crosley, 1988), (Essinger, 1991, May 28, pp. 97-99), (Armstrong & Keevil, 1991, p. 103), and so forth.

5.1. Printed Book

Crosley, L.M. (1988). *The architects' guide to computer-aided-design*. Toronto: John Wiley & Sons.

5.2. Magazine Article

Essinger, J. (1991, May 28). Just another tool of your trade. *Accountancy* 108, pp. 91-125.

5.3. Journal Article

Armstrong, P. and Keevil, S. (1991). Magnetic resonance imaging-2: Clinical uses. *British Medical Journal* 303(2), 105–109.

5.4. Interview

Computer, Christopher C. (1996, January 10) Professor, Computer Science Department, University of California - Davis, 3:00 pm, Davis, California.

5.5. World Wide Web Address

Austin, A. (1996) Annotated List of World Wide Web Technical Writing and Computer-Aided Composition Resources [Online]. Available: <http://wwwcsif.cs.ucdavis.edu/~austina/cai.html>.

Industrial Light & Magic Has Wand Poised for New Films (1995) [Online]. Available: <http://www.lucasarts.com/pages/Adventurer.185.html>.

5.6. CD-ROM

Burke, J. (1992, January/February). Children's research and methods: What media researchers are doing, *Journal of Advertising Research*, 32, RC2-RC3. [CDROM]. Available: UMI File: Business Periodicals Ondisk Item: 92-11501.

5.7. FTP

Blood, T. (1995, November 30). Re: Brain implants: the Chinese made it! [Online] In Newsgroup: bionet.neuroscience, Available FTP: <ftp://ftp.bio.indiana.edu>, Directory: /usenet/bionet/neuroscience, File: 9512.newsm, Date: Thu, 30 Nov 1995 20:39:35.

Watson, L. and Dallwitz, M.J. (1990, December). *Grass genera of the world-interactive identification and information retrieval. Flora Online: An Electronic Publication of TAXACOM* (22). [Online]. Available FTP: huh.harvard.edu, Directory: [pub/newsletters/flora.online/issue22](ftp://pub/newsletters/flora.online/issue22), File:022gra11.txt.

6. References

American Psychological Association (APA) (2001). *Publication Manual of the American Psychological Association*, (Fifth Edition). Washington, D.C.: American Psychological Association.

Li, X. and Crane, N.B. (1993). *Electronic style: A guide to citing electronic information*. Westport, CT: Mecklermedia.