

## GUIDELINE FOR PREPARATION OF THESIS

(Ver 5\_July 2025)

### 1.0 THESIS PREPARATION

This is a guideline for the submission and preparation of a postgraduate thesis. It covers information on the **procedure for thesis submission, format of the thesis, arrangement of the chapters in a thesis, design and layout of the cover and preliminary pages, pagination and use of font size and font type.**

***(Please refer to the IPS template for the preparation of your thesis)***

#### **IMPORTANT!**

If a thesis is **not presented in the form required** in this guide, it will not be accepted.

#### **Length of Thesis**

Master's Thesis:

- A typical Master's thesis is within the range of **20,000 – 60,000 words.**

Ph.D. Thesis:

- A typical Ph.D. thesis is within the range of **40,000 – 100,000 words.**

#### **Language of Thesis**

- Thesis could be composed in either **British English** or **US English.**
- The candidate must ensure that the same English language is consistently used throughout the entire thesis.
- Viva-voce will be conducted solely in English.

#### **Margins and Spacing**

The margin on the document must measure according to the below specification:

**Top – 2 cm / 0.79 inches**

**Bottom – 4 cm / 1.57 inches**

**Left – 4 cm / 1.57 inches**

**Right – 2.5 cm / 0.98 inches**

#### **Typeface, font Size, and Line Spacing**

- Typeface to be used in the thesis is **Times New Roman.** The same typeface should be used throughout the thesis.
- **Font size of 12 point** and **justified** alignment should be used for the main body of the text, which should not be script or italic.
- **Line spacing is one and half (1.5) spacing.**
- **Double-spacing or 24 points after spacing** should be applied for the **next paragraph.**

## Paragraphs

- Each paragraph starts **with a paragraph indents (12.7mm)**.
- The last paragraph of any page should **comprise at least two lines of text**.
- Any heading appearing near the bottom of a page should be followed by **at least two lines of text**.
- If this is not possible, the heading and the line **should be continued on the next page**.
- If the last paragraph of a page must be continued on the next page, there must be at least two lines of the text appearing on the next page.

## Corrections

- Corrections of typographical errors, or changes in the text, figures, or tables, must be made as cleanly and invisibly as possible.
- Correction **fluid is not to be used**.
- **Corrections should be made on the original before recopying or reprinting the problem page.**

## Pagination

- Page numbers are to be placed at least **15-20 mm** from the edge of the page at the bottom centre of the page.
- Every page **except** the title page must be numbered.
- Page numbers should be **centred aligned** at the **bottom** of the page, without any punctuation.
- The font size should be **12**, and the typeface should be **Times New Roman**.
- Title page is "i" but is not numbered.
- Numbering begins on the Copyright Declaration Page with "ii".
- Preliminary pages are to be numbered in lowercase Roman numerals (ii, iii, iv etc).
- The text pages are to be numbered in Arabic numerals (1, 2, 3, etc) and all pages must be numbered consecutively and continuously, irrespective of volumes.

## Thesis Cover

Typeface to be used for the **Front Cover of the Thesis** (Appendix A-main page) is **ARIAL NARROW** and font size of **18** to be used for.

- i. Title of thesis,
- ii. Name of candidate,
- iii. Degree awarded,
- iv. Name of university, and
- v. MONTH & YEAR of thesis submission and should be in uppercase.

## **Photographs**

- Photographs should be **black and white whenever possible**.
- Pages containing photographs should be numbered as regular pages.
- When photographs are to be used, they are to be scanned.
- Using tape, glue, or any type of adhesive to insert photographs is not acceptable.
- **Pages with photographs should be copied on a colour photocopier.**

### **1.1 FORMAT OF THESIS**

A thesis should normally have three sections: the **preliminary pages** or the front matter, the **Main Body** (text or the body matter), and the **Supplementary** (back matter).

- The **PRELIMINARY PAGES** include:
  - a. Title page
  - b. Copyright Declaration Page
  - c. Candidate's Declaration
  - d. Acknowledgements
  - e. Dedication (if applicable)
  - f. Abstract
  - g. Table of Contents
  - h. List of Tables
  - i. List of Figures
  - j. List of Abbreviations/Symbols
  - k. List of Appendices (if applicable)
- The **MAIN BODY** should normally be divided into chapters such as:
  - a. Introduction
  - b. Literature Review
  - c. Methodology
  - d. Results and Analysis
  - e. Discussion
  - f. Conclusion
  - g. References

There is no limitation on the overall number of chapters in the main body of thesis. It is strongly recommended that candidates consult their supervisors to determine a main body structure that best fits the specific content of their research work.

- The **SUPPLEMENTARY** consists of:
  - a. Appendices (if applicable)
  - b. Glossary (if applicable)
  - c. Notes (if applicable)
  - d. Index (if applicable)
  - e. List of Publications
  - f. Blank page
  
- The various pages in a thesis should normally be arranged in the following manner:
  - Blank page
  - Main page
  - Title page (Counted as lower-case Roman numeral “i” but not numbered)
  - Copyright Page (always numbered lower-case Roman numeral “ii”)
  - Declaration (numbered consecutively with a Roman numeral)
  - Acknowledgements (numbered consecutively with a Roman numeral)
  - Dedication (if applicable; numbered consecutively with a Roman numeral)
  - Abstract (numbered consecutively with a Roman numeral)
  - Table of Contents (numbered consecutively with Roman numeral(s))
  - List of Tables (numbered consecutively with Roman numeral(s))
  - List of Figures (numbered consecutively with Roman numeral(s))
  - List of Abbreviations/Symbols (numbered consecutively with Roman numeral(s))
  - List of Appendices (if applicable; numbered consecutively with Roman numeral(s))
  - Text (including introduction; first page always numbered with Arabic numeral “1”; pages numbered consecutively)
  - Appendices (If applicable; Arabic numerals, pages numbered consecutively with rest of text)
  - Glossary (If applicable; Arabic numerals, pages numbered consecutively with rest of text)
  - Notes (If applicable; Arabic numerals, pages numbered consecutively with rest of text)
  - Index (If applicable; Arabic numeral, pages numbered consecutively with rest of text)
  - List of Publications (Arabic numeral, pages numbered consecutively with rest of text)
  - Blank page

It is important for candidates to strictly adhere to the structure of the Preliminary parts. However, candidates are highly encouraged to seek guidance from their supervisors to determine the most suitable main body structure that aligns with the specific content of their research work. While the inclusion of "Appendices", "Glossary", "Notes" and "Index" in the supplementary section are optional, it is mandatory for candidates to list their publications in the "List of Publications" section.

## 1.2 PRELIMINARY PAGES

- **Title Page**
  - a. The form and contents of the title page **must follow the format as per template**.
  - b. Title should be capitalised and double-spaced.
  - c. The month and year cited on the title page are the month and year of thesis submission.
  - d. The title page is counted as page “i” but the pagination is not shown.
  
- **Copyright**  
As per template.

- **Declaration**  
As per template.
- **Acknowledgements**
  - a. This is a brief acknowledgement of assistance given to the author in researching and writing the thesis.
  - b. Its page is numbered with a consecutive lower-case Roman numeral.
  - c. Typeface to be used is **Times New Roman**, the font size is **12**, **justified** alignment and **one and a half (1.5)** line spacing.
  - d. **As per template.**
- **Dedication (if applicable)**  
The typeface to be used is **Times New Roman**, the font size is **12**, **justified** alignment and **one and a half (1.5)** line spacing.
- **Abstract**
  - a. This is a summary of the thesis, which will state the problem, the methods of investigation and the general conclusion.
  - b. An abstract should be at least one page and written in one paragraph only.
  - c. Typeface to be used is **Times New Roman**, the font size is **12**, **justified** alignment and **one and a half (1.5)** line spacing.
  - d. **As per template.**
- **Table of Contents**  
This must include entries for preliminary pages (copyright, abstract, acknowledgements, lists of tables and figures), the main body (main divisions and subdivisions of the thesis), and the supplementary (appendices, notes, index, etc). The typeface to be used is **Times New Roman** and the font size is **12**.  
**As per template.**
- **List of Tables**  
This provides the list of table numbers, full title and page numbers. Tables must be numbered in Arabic numerals consecutively in order of appearance according to chapter (Table 1.1, Table 1.2, Table 2.1, Table 2.2 etc.). The number, title, and page are to be given. The typeface to be used is **Times New Roman** and the font size is **12**. Captions for Tables should be centred in the body text.  
**As per template.**
- **List of Figures**  
Figures (i.e., graphs, photographs, and other illustrative material) are to be listed on a separate page. The number, title, and page are to be given. Figures must be numbered in Arabic (Figure 1.1, Figure 1.2, Figure 2.1, Figure 2.2 etc.) in order of appearance according to the chapter and captioned. The typeface to be used is **Times New Roman** and the font size is **12**. Caption for Figures should be centred in the body text. **As per template.**
- **List of Abbreviations/Symbols**  
This provides a comprehensive compilation of all abbreviations and symbols used throughout the document. This list serves as a helpful reference for readers, enabling them to quickly grasp the meaning of specific abbreviations and symbols encountered within the thesis. The typeface to be used is **Times New Roman** and the font size is **12**.  
**As per template.**

- **List of Appendices (if applicable)**

This outlines the various supplementary materials that have been included in the thesis. It provides a clear overview of all the appendices, such as supporting data, additional figures, or lengthy documentation that expands upon the main content. The typeface to be used is **Times New Roman** and the font size is **12**.

**As per template.**

### **1.3 MAIN BODY**

The first page of the text is always numbered Arabic numeral “1”. The typeface to be used is **Times New Roman**, the font size is **12**, **justified** alignment and **one and a half (1.5) line spacing**. A **double line spacing** is used for the next paragraph and all paragraphs should be indented with one tab of **1.27 cm** or **0.5 inches**.

The body of a thesis consists of the following sections, which can either be organised as separate chapters or be included as subheadings in a chapter or various chapters. However, candidates are strongly recommended to consult their supervisors to determine the main body structure that best fits the specific content of their research work.

1. **INTRODUCTION:** It is the introductory chapter that introduces the research background and problem statements that indicate their importance. It should also contain the research objectives to be attained and the contribution to knowledge. Finally, the organization of the thesis is described briefly.
2. **LITERATURE REVIEW:** It is a critical review of literature related to the topic of the thesis. It is meant to act as a base for the experimental/analytical section of the thesis. The literature selected must be relevant, up to date, analysed and synthesized logically.
3. **RESEARCH METHODOLOGY:** It describes the methods and techniques used. In social science, a theoretical or conceptual framework should be included. In engineering and sciences, this may include, but is not limited to, chapter or chapters which describe the theoretical development, hypothesis description, methodology, experimental design, and standard procedure description. This section may be written in one or two chapters.
4. **RESULTS AND ANALYSIS:** It presents a complete account of results and analyses of the study in the form of figures, tables, or text so that the key information is highlighted. It may consist of more than one chapter depending on the number of experimental work and/or parametric studies conducted. Each chapter on Results may contain a brief discussion which discusses the results of the study.
5. **DISCUSSION:** It interprets and analyses the overall research findings concerning the hypotheses and highlights the main findings, their significance, and implications.
6. **CONCLUSION:** The conclusion summarises the findings of the study in line with the objectives set.

- **References**

Every reference quoted or cited in the thesis must be included in the list of references and **numbered accordingly**. References should be **ordered alphabetically**.

It is recommended that the citation and referencing style in the thesis follows the **APA style**. It is the candidate's responsibility to ensure consistent and accurate application of the citation and referencing style throughout the entire thesis.

The typeface to be used is **Times New Roman** and the font size is **10 with one and half spacing**. The line spacing after the paragraph is set to 12 points.

**As per template.**

## **1.4 SUPPLEMENTARY**

- **Appendices (if applicable)**

The pages should be numbered continuously with the rest of the text. The typeface to be used is **Times New Roman** and the font size is **10 with one and a half spacing**.

- **Quotations (if applicable)**

- Short quotations (less than 40 words) are incorporated into the text and enclosed by double quotation marks ("").
- Long quotations of 40 or more words are displayed in a double-spaced block of typewritten lines with no quotation marks. The APA suggests that you *do not single space*; however, some instructors will require that indented quotations be single-spaced, especially when quoting poetry, which loses some of its formal characteristics when double-spaced. Indent five spaces from the left margin and type the entire quotation on the indented margin *without* the usual opening paragraph indentation.
- If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces from the already indented margin, approximately an inch from the left margin.
- If you have a quotation within a block quotation, enclose it in double (") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks (').
- Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (...). To indicate an omission between sentences, type a punctuation mark for the sentence followed by three spaced periods (. ...) (? ...) (! ...). Your date processing software probably provides especially typed characters that will create ellipses that will not be broken, inappropriately, at the end of a line.
- When a period or comma occurs with closing quotation marks, place the period or comma within the closing quotation mark. Put any other punctuation mark outside the quotation marks unless that mark is part of the quoted material.

- **Glossary (if applicable)**

The pages should be numbered continuously with the rest of the text. The typeface to be used is **Times New Roman** and the font size is **10 with one and a half spacing**.

- **Notes**

The footnotes may be numbered consecutively throughout the thesis, or throughout each chapter.

The typeface to be used is **Times New Roman** and the font size is **8-10 and consistent**.

**Single spacing** with **double spacing** between entries.

## 2.0 CITATION STYLE FOR REFERENCE LIST

The APA (American Psychological Association) reference style is used which includes the following categories: periodicals, books, brochures, book chapters, technical and research reports, proceedings of meetings and symposia, doctoral dissertations and masters' theses, unpublished work, reviews, audio- visual media, and electronic media.

A reference list cites works that specifically support a particular article.

The reference list must be one and half spaced, and entries should start with a paragraph indent, entries will then be typeset with hanging indents.

Accepted abbreviations in the reference list for parts of books and other publication are:

| DESCRIPTION            | ABBREVIATION |
|------------------------|--------------|
| Chapter                | Chap.        |
| Edition                | Ed.          |
| Revised edition        | Rev. ed.     |
| Second edition         | 2nd ed.      |
| Editor (Editors)       | Ed. (Eds.)   |
| Translator(s)          | Trans.       |
| no date                | n.d.         |
| Page (pages)           | p. (pp.)     |
| Volume (as in Vol. 4)  | Vol.         |
| Volumes (as in 4 vols) | Vols.        |
| Number                 | No.          |
| Part                   | Pt.          |
| Technical Report       | Tech. Rep.   |
| Supplement             | Suppl.       |

## 2.1 ORDER OF REFERENCE IN THE REFERENCE LIST

### ○ ***Alphabetising names***

Arrange entries in alphabetical order the surname of the first author, using the following rules for special cases:

- Alphabetise letter by letter.
- Alphabetise the prefixes M', Mc, and Mac literally, not as if they were all spelled Mac.
- Surnames that use articles and prepositions (de, la, du, von, etc.) are alphabetised according to different rules for different languages.
- Alphabetise entries with numerals as if the numerals were spelled out.



○ **Order of several works by the same first author**

Use the following rules to arrange the entries:

- Single author entries by the same author are arranged by year of publication, the earliest first.  
Kim, K. S. (1991)  
Kim, K. S. (1994)
- Single author entries precede multiple author entries.  
Kaufman, J. R. (1991)  
Kaufman, J. R., and Wong, D. F. (1989)
- References with the same first author and different second or third authors  
Kaufman, J. R., Jones, K., and Cochran, D. F. (1982)  
Kaufman, J. R., and Jones, K. (1980)
- References with the same surname are arranged alphabetically by the first initial.  
Eliot, A. C. (1983)  
Eliot, G. R. (1980)
- References by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by the title (excluding A or The) that follows the date.  
*Exception:* If the references with the same authors published in the same year are identified as articles in a series (e.g., Part 1 and Part 2), order the references in the series order, not alphabetically by title
- Lowercase letters – a, b, c, and so on – are placed immediately after the year, within the parentheses.  
Kaufman, J. R. (1980a). Control ...  
Kaufman, J. R. (1980b). Roles of ...

○ **Order of works with corporate authors or with no author, or agency, association, or institution as author.**

Alphabetise corporate authors, such as associations or government agencies, by the first significant word of the name. Full official names should be used (e.g., American Psychological Association, not APA).  
A parent body precedes a subdivision (e.g., University of Michigan, Department of Psychology).

If there is no author, the title moves to the author position, and the entry is alphabetised by the first significant word of the title.

○ **Entry of non-western names (Authors and Corporate Bodies)**

For the entry of non-western names, reference is made to Mohammed M. Aman (Ed.). (1980). *Cataloguing and classification of non-western material: Concerns, issues, and practices*. London: Oryx Press.

| DESCRIPTION   | EXAMPLE  |
|---|--|
| <b>MALAY NAMES</b> <ul style="list-style-type: none"> <li>Enter a Malay name under the first element of his/her name unless it is known that he/she treats another element of his/her Merican, Faridah name as a surname; in that case, enter under the surname.</li> <li>If an abbreviation is used for a word denoting filial relationship, i.e., b. for bin, bt. or bte for bintie, use the full form of the word.</li> <li>If a person never uses the word denoting filial relationship, enter the name as found.</li> <li>Add after the name titles of honour, rank or position that are commonly associated with the name.</li> <li>If the titles of honour, rank or position are hereditary, enter by the titles.</li> </ul> | ('Merican' is a surname)<br><br>Ali bin Abdullah<br>Rogayah binte Ahmad<br><br>Ismail Hussein<br><br>Abdul Majid bin Zainuddin, Haji<br><br>Sopiee, Nordin, Dato'<br>Ungku Abdul Aziz<br>Syed Hussin Ali<br>Nik Safiah Haji A. Karim |
| <b>CHINESE NAMES</b> <ul style="list-style-type: none"> <li>Enter the surname first.</li> <li>If a name of Chinese origin contains both Chinese and non-Chinese given names, record the non-Chinese given names preceding the Chinese given name.</li> </ul>  | Foh, Kam Beng<br>Ching, Francis K. W.<br>(Name appears as Francis K. W. Ching)<br><br>Loh, Phillip Fook Seng<br>(Name appears as Phillip Loh Fook Seng)  |
| <b>INDIAN NAMES</b>   | P. Subramaniam<br>(Name appears as P. Subramaniam)<br><br>Subramaniam, P<br>(Name appears as Subramaniam Periasamy)  |
| <b>CORPORATE NAMES</b> <ul style="list-style-type: none"> <li>Spell out the full name of corporate names.</li> <li>Give the name of the highest ranking, then, the name of the specific department or organization or division.</li> </ul>  | Malaysia. Kementerian Kewangan,<br>Malaysia. Kementerian Pendidikan.<br>Bahagian Pendidikan Tinggi.  |

## 2.2 REFERENCE CITATION STYLE FOR VARIOUS FORMATS OF MATERIALS

| FORMATS  |
|--|
| <b>PERIODICALS</b><br>(Include items published on a regular basis: journals, magazines, scholarly newsletter, and so on.)<br><br>General format:<br>Author, A. A., Author, B. B., and Author, C. C. (date of publication). Title of article. <i>Title of Periodical</i> , volume number (issue number.), page number.<br><br>E.g.<br>Spetch, M. L., and Wilkie, D. M. (1983). Subjective shortening: A model of pigeons' memory for event duration. <i>Journal of Experimental Psychology: Animal Behavior Processes</i> , 9(4), 14-30.                    |
| <b>NON-PERIODICALS</b><br>(Include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media)<br><br>General format:<br>Author, A. A. (date of publication). <i>Title of work</i> . Location: Publisher.<br><br>E.g.<br>Cone, J. D., and Foster, S. L. (1993) <i>The careful writer: A modern guide to English usage</i> . New York: Atheneum.   |
| <b>PART OF A NON-PERIODICALS</b><br>(e.g., book chapter)<br><br>General format:<br>Author, A. A. and Author, B. B. (date of publication). Title of chapter. In A. Editor, B. Editor, and C. Editor (Eds.), <i>Title of book</i> (pp. xx-xx). Location: Publisher.<br><br>E.g.<br>Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P. van den Broek, and D. C. Knill (Eds.), <i>Cognition: Conceptual and methodological issues</i> (pp. 51-84). Washington, DC: American Psychological Association. |

## 2.3 PERIODICAL

| DESCRIPTION                           | EXAMPLE  |
|---------------------------------------|--|
| Journal article with one author       | Bekerian, D. A. (1993). In search of the typical eyewitness. <i>American Psychologist</i> , 48, 574-576.   |
| Journal article, two authors          | Klimoske, R., and Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i> , 45(2), 10-36.  |
| Journal article, three to six authors | Horowitz, L. M., Post, D. L., French, R. S., Wallis, K. D., and Siegelman, E. V. (1981). The prototype as a construct in abnormal psychology:<br><br>Clarifying disagreement in psychiatric judgements. <i>Journal of Abnormal Psychology</i> , 90, 575-585. |

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|--|--|
| Journal article, six or more authors   | <p>Kneip, R. C., Delamater, A. M., Ismond, T., Milford, C., Salvia, L., and Schwartz, D. (1993). Self-and spouse ratings of anger and hostility as predictors of coronary heart disease. <i>Health Psychology</i>, 12, 301-307.</p> <p><b>(Note:</b> in text, use Kneip et al., 1993 when citing).</p>   |
| Journal article, paginated by issue  | <p>Klimoske, R., and Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i>, 45(2), 10-36.</p>  |
| Entire issue of a journal  | <p>Barlow, D. H. (Ed.). (1991). Diagnoses, dimensions, and DSM-IV: The science of classification [Special issue]. <i>Journal of Abnormal Psychology</i>, 100(3).</p> <p>Testing, concepts, policy, practice and research [Special issue]. (1981). <i>American Psychologist</i>, 36(10).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• To cite an entire issue of a journal (in this example, special issue), give the editors of the issue and the title of the issue.</li> <li>• If no editors, issue title is placed before the year of publication. Alphabetize the reference entry by the first significant word in the title.</li> <li>• For retrievability, provide the issue number instead of page numbers. To reference an article within a special issue, follow the general format of periodical.</li> </ul> |
| Journal supplement   | <p>Regier, A. A., Narrow, W. E., and Rae, D. S. (1990). The epidemiology of anxiety disorders: The epidemiologic catchment area (ECA) experience. <i>Journal of Psychiatric Research</i>, 24(Suppl. 2), 3-14.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the supplement numbers in parentheses immediately after the volume number.</li> </ul>  |
| Journal article, in press<br>(Articles accepted for publication but not yet published) | <p>Zuckerman, M., and Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? <i>Journal of Personality and Social Psychology</i>.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• do not give year, volume no. or page no. until being published.</li> <li>• if another reference by the same author (or same order of authors for multiple authors) is included in the list of reference, place the in-press.</li> </ul> <p>entry after the published entry. If there is more than one in-press entry, list the entries alphabetically by the first word after the date element, and assign lowercase letter suffixes to the date element, for e.g., in press-a.</p>   |
| Magazine article   | <p>Poster, M. I. (1993, October 29). Seeing the mind. <i>Science</i>, 262, 673-674.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the date shown on the publication-month for monthlies or, month and day for weeklies.<br/>e.g. (1993, June) for monthly magazines,</li> </ul>  |

|  |   |
|--|---|
|  | <p>newsletters and newspapers<br/>(1998, November 10) for dailies and weeklies</p> <ul style="list-style-type: none"> <li>• Give the volume no.</li> </ul>  |
| Newsletter article                                       | <p>Brown, L. S. (1993, Spring). Antidomination training as a central component of diversity in clinical psychology education. <i>The Clinical Psychologist</i>, 46, 83-87.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the date as it appears on the issue.</li> <li>• Give the volume no.</li> </ul>   |
| Newsletter article, no author                            | <p>The new health-care lexicon. (1993, August/September). <i>Copy Editor</i>, 4, 1-2.</p>   |
| Newspaper article, no author                             | <p>Study finds free care used more. (1982, April 5). <i>APA Monitor</i>, p. 14.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• use the first significant word in the title.</li> <li>• precede page numbers with p. or pp.</li> </ul>   |
| Newspaper article, corporate author                      | <p>Staff, (1980, September 1). Professional face tax rises as IRS targets personal service corporations. <i>Behavior Today</i>, p. 5.</p>   |
| Newspaper article, letter to the editor                  | <p>Markovitz, M. C. (1993, May). Inpatient vs. outpatient [Letter to the editor]. <i>APA Monitor</i>, p. 3.</p>   |
| Newspaper article, discontinuous pages                   | <p>Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i>, p. A1, A4.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If an article appears on discontinuous pages, give all page numbers, and separate numbers with a comma (e.g. p. B1, B3, B5-B7)</li> </ul>  |
| Monograph with issue number and serial (or whole) number | <p>Hood, L., and Bloom, L. (1979). What, when, and how about why: A longitudinal study of early expressions of causality. <i>Monographs of the Society for Research in Child Development</i>, 44 (6, Serial No. 181).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the volume no., follow by issue and serial (or whole) numbers in parentheses. Use the word <i>Whole</i> instead of <i>Serial</i> if the monograph is identified by a whole number.</li> </ul> |
| Monograph bound separately as a supplement to a journal  | <p>Batting, W. F., and Montague, W. E. (1969). Category norms for verbal items in 56 categories: A replication and extension of the Connecticut category norms. <i>Journal of Experimental Psychology Monographs</i>, 80(3, Pt. 2).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the issue number and supplement or part number in parentheses immediately after the volume no.</li> </ul>   |

|  |  |
|--|--|
| Monograph bound into journal with continuous pagination    | <p>Ganster, D. C., and Mayes, B.T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. <i>Journal of Applied Psychology</i>, 76, 143-168.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Include <i>Monograph</i> in brackets as a description form.</li> </ul>  |
| Periodical published annually                              | <p>Fiske, S. T. (1993). Social cognition and social perception. <i>Annual Review of Psychology</i>, 44, 155-194.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Treat series that have regular publication dates and titles as periodicals, not books.</li> <li>• If the subtitle changes in series published regularly, such as topics of published symposia (e.g., the Nebraska Symposium on Motivation and the Annals of the New York Academy of Sciences), treat the series as a book or chapter in an edited book. Please refer to citation style for non-periodical items.</li> </ul>  |
| Abstract (as original source)                              | <p>Woolf, N. J., and Young, S. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex altered by Pavlovian conditioning. <i>Society for Neuroscience Abstract</i>, 17, 480.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If the title of the periodical does not include the word <i>abstracts</i>, place Abstract in brackets between the abstract title and the period.</li> </ul>  |
| Abstract (as a secondary source)                           | <p>Nakazato, K., Shimonaka, Y., and Homma, A. (1992). Cognitive functions of centenarians: The Tokyo Metropolitan Centenarian Study. <i>Japanese Journal of Development Psychology</i>, 3, 9-16. (From <i>PsycSCAN: Neuropsychology</i>, 1993, 2, Abstract No. 604)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If only the abstract and not the entire article is used as the source, cite the collection of abstracts in parentheses at the end of the entry.</li> <li>• If the date of the secondary source is different from the date of the original publication, cite both dates, separated by a slash, with the original date first. E.g. (1963/1984)</li> </ul> |
| Non-English journal article, title translated into English | <p>Zajonc, R. B. (1989). Bischofs gefühlvolle Verwirrungen über die Gefühle [Bischof's emotional fluster over the emotions]. <i>Psychologische Rundschau</i>, 40, 218-221.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If the original version of a non-English article is used as the source, cite the original version: Give the original title, follow by the English translation in brackets.</li> </ul>  |

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| English translation of a journal article, journal paginated by issue   | <p>Stutte, H. (1972). <i>Transcultural child psychiatry</i>. <i>Acta Paedopsychiatrica</i>, 38(9), 229-231.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If the English translation of a non-English article is used as the source, cite the English translation: Give the English title without brackets.</li> </ul>  |
| Citation of a work discussed in a secondary source (e.g., for a study by Seidenberg and McClellan cited in Coltheart et al.) | <p>Coltheart, M., Curtis, B., Atkins, P., and Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. <i>Psychological Review</i>, 100, 589-608.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Give the secondary source in the reference list; in text, name the original work, and give the citation for the secondary source.</li> <li>For e.g., if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the work cited, use the following format:<br/>In reference list, follow the example above.<br/>In text, use the citation below:<br/>Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, and Haller, 1993)</li> </ul> |

### 2.3 NON-PERIODICALS (BOOKS, BROCHURES)

| DESCRIPTION   | EXAMPLE  |
|---|--|
| Book, edition, Jr. in name                              | Mitchell, T. R., and Larson, J. R., Jr. (1987). <i>People in organisational behaviour</i> (3rd ed.). New York: McGraw-Hill.  |
| Book, corporate author (government agency) as publisher | <p>American Psychiatric Association. (1980). <i>Diagnostic and statistical manual of mental disorders</i> (3rd ed.). Washington, DC: Author.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Alphabetize corporate authors by the first significant word of the</li> <li>When the author and publisher are identical, use the word, <i>Author</i>, as the name of the publisher.</li> </ul> |
| Book, edited  | Gibbs, J. T., and Huang, L. N. (Eds.). (1991). <i>Children of colour: Psychological interventions with minority youth</i> . San Francisco: Jossey-Bass.  |
| Book, revised edition                                   | Rosenthal, R. (1987). <i>Meta-analytic procedures for social research</i> (Rev. ed.). Newbury Park, CA: Sage.  |
| Book, no author or editor                               | <p><i>Merriam-Webster's Collegiate dictionary</i> (10th ed.). (1993). Springfield, MA: Merriam-Webster.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Place the title in the author position.</li> <li>Alphabetize books with no author or editor by the first significant word in the title.</li> </ul>  |

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|---|--|
| Several volumes in a multivolume edited work, publication over period of more than 1 year | Koch, S. (Ed.). (1959-1963). <i>Psychology: A study of science</i> (Vols. 1-6). New York: McGraw-Hill.   |
| Encyclopaedia or dictionary   | Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> (6th ed., Vols. 1-20). London: Macmillan.  |
| Non-English book  | <p>Piaget, J., and Inhelder, B. (1951). <i>La genese de l'idée de hasard chez l'enfant</i> [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If the original version of a non-English book is used as the source, cite the original version: Give the original title follow by the English translation in square brackets.</li> </ul>   |
| English translation of a book   | <p>Laplace, P. –S. (1951). <i>A philosophical essay on probabilities</i> (F. W. Truscott and F. L. Emory, Trans.). New York: Dover. (Original work published 1814).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If the English translation of a non-English work is used as the source, cite the English translation: Give the English title without brackets.</li> <li>In text, cite the original publication date and the date of the translation: (Laplace, 1814/1951).</li> </ul> |
| Brochure, corporate author  | <p>Research and Training Center on Independent Living. (1993). <i>Guidelines for reporting and writing about people with disabilities</i> (4th ed.) [Brochure]. Lawrence, KS: Author.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Format reference to brochures in the same way as those to entire books</li> <li>In square brackets, identify the publication as a brochure.</li> </ul>  |

## 2.4 NON-PERIODICALS (BOOK CHAPTERS)

| DESCRIPTION   | EXAMPLE   |
|---|---|
| Article or chapter in an edited book, two editors   | Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III and F. I. M. Craik (Eds.), <i>Varieties of memory and consciousness</i> (pp. 309-330). Hillsdale, NJ: Erlbaum.  |
| Article or chapter in an edited book, book in press, six or more editors, separately titled volume in a multivolume work (two-part title) | <p>Woodward, J. T. (in press). Children's learning systems. In J. T. Woodward, A. Pimm, S. S. Keman, M. N. Blum, H. A. Hanmen, and P. Sellzner (Eds.), <i>Research in cognitive development: Vol. 1. Logical cognition in children</i>. New York: Springer.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Do not give the year unless the book is published. In text, use the following parenthetical citation (Author name, in press)</li> <li>No page number is required for in press work.</li> </ul> |



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| Chapter in a volume in a series  | <p>Maccoby, E. E., and Martin, J. (1983). Socialization in the context of the family: Parent-child interaction. In P. H. Mussen (Series Ed.) and E. M. Hetherington (Vol. Ed.), <i>Handbook of child psychology: Vol. 4. Socialization, personality, and social development</i> (4th ed., pp. 1-101). New York: Wiley.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>List the series editor first and the volume editor second so that they will be parallel within the titles of the work.</li> </ul>   |
| Non-English article or chapter in an edited book, title translated into English                              | <p>Davydov, V. V. (1972). De introductie van het begrip grootheid in de eerste klas van de basisschool: Een experimenteel onderzoek [The introduction of the concept of quantity in the first grade of the primary school: An experimental study]. In C. F. Van Parreren and J. A. M. Carpay (Eds.), <i>Sovietpsychologen aan het woord</i> (pp. 227-289). Groningen, The Netherlands: Wolters-Noordhoff.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If the original version of a non-English article or non-English book is used as the source, cite the original version: Give the original title, follow by the English translation in square brackets.</li> </ul> |
| Entry in an encyclopedia   | <p>Bergmann, P. G. (1993). Relativity. In <i>The new encyclopedia Britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.</p>  |
| English translation of an article or chapter in an edited book, volume in multivolume work, republished work | <p>Freud, S. (1961). The ego and the id. In J. Strachey (Ed. And Trans.), <i>The Standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 19, pp. 3-66). London: Hogarth Press. (Original work published 1923).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If the English translation of a non-English work is used as the source, cite the English translation.</li> <li>For translator, use Trans. and place the translator's name after the editor's name.</li> <li>In text, include both original and republished publication date: (Freud, 1923/1961)</li> </ul>  |
| English translation of an article or chapter in an edited book, reprint from another source                  | <p>Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier and J. Langer, Trans.). In K. Richardosn and S. Sheldon (Eds.), <i>Cognitive development to adolescence: A reader</i> (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from Manual of child psychology, pp. 703-732, by P. H. Mussen, Ed., 1970, New York: Wiley)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Use the English title if the English translation of a non-English work is used as the source.</li> <li>In text, use the following parenthetical citation: (Piaget, 1970/1988).</li> </ul>  |

## 2.5 NON-PERIODICALS (TECHNICAL AND RESEARCH REPORTS)

| DESCRIPTION  | EXAMPLE   |
|--|---|
| <p>Element of a reference to a report<br/> Mazzro, J., Druesne, B., and Muhlstein, A. (1991). <i>Comparability of computer and paper-and-pencil scores for two CLEP general examinations</i> (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.</p> <p>Report authors: Mazzro, J., Druesne, B., and Muhlstein, A.<br/> Date of publication: (1991)<br/> Report title: <i>Comparability of computer and paper-and-pencil scores for two CLEP general examinations</i> (College Board Rep. No. 91-5)</p> <ul style="list-style-type: none"> <li>• If the issuing organization assigned a number (e.g., report number, contract number, monograph number) to the report, give the number in parentheses immediately after the title.</li> <li>• Do not use a period between the report title and the parenthetical material.</li> <li>• Do not underline the parenthetical material.</li> <li>• If the report carries two numbers, give the number that best aids identification and retrieval.</li> </ul> <p>Publication information: Princeton, NJ: Educational Testing Service.</p> <ul style="list-style-type: none"> <li>• Give the name, exactly as it appears on the publication, of the specific department office, agency, or institute that published or produced the report. Also give the higher department, office, agency, or institute only if the office that produced the report is not well known. In this case, give the higher department first, then the specific department.</li> <li>• For report from a document deposit service (e.g., NTIS or ERIC), enclose the document number in parentheses at the end of the entry.</li> </ul> |   |
| <p>Report available from the Government Printing Office (GPO), government institute as corporate author</p>  | <p>National Institute of Mental Health. (1990). <i>Clinical training in serious mental illness</i> (DHHS Publication No. ADM 90-1679). Washington, DC: U. S. Government Printing Office.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Government documents available from GPO should show GPO as the publisher.</li> <li>•</li> </ul> |

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|---|---|
| Report available from the Educational Resources Information Center (ERIC)   | <p>Mead, J. V. (1992). <i>Looking at old photographs: Investigating the teacher tales that novice teachers bring with them</i> (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Training. (ERIC Document Reproduction Service No. ED 346 082)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the ERIC number in parentheses at the end of the entry.</li> </ul> |
| Government report not available from GPO or a document deposit service such as ERIC                                 | U. S. Government of Health and Human Services. (1991). <i>Pressure ulcers in adults: Prediction and prevention</i> (AHCPR Publication No. 92-0047). Rockville, MD: Author.  |
| Government report not available from GPO or a document deposit service, article, or chapter in an edited collection | Matthews, K. A. (1985). Assessment of Type A behavior, anger and hostility in epidemiologic studies of cardiovascular disease. In A. M. Ostfield and E. D. Eaker (Eds.), <i>Measuring psychological variables in epidemiologic studies of cardiovascular disease</i> (NIH Publication No. 85-2270, pp. 153-183). Washington, DC: U. S. Department of Health and Human Services.   |
| Report from a university  | <p>Broadhurst, R. G., and Maller, R. A. (1991). <i>Sex offending and redidivism</i> (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the name of the university first, then the name of the specific department or organization within the university that produced the report.</li> </ul>    |
| Report from a university, edited report, monograph  | Shuker, R., and Soler, J. (Eds.). (1990). <i>Youth, media, and moral panic in New Zealand: From hooligans to video nasties</i> (Delta Research Monograph No. 11). Palmerston North, New Zealand: Massey University, Department of Education.  |
| Report from a private organization  | <p>Employee Benefit Research Institute. (1992, February). <i>Sources of health insurance and characteristics of the uninsured</i> (Issue Brief No. 123). Washington, DC: Author.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Use this form for issue briefs, working papers, and other corporate documents, with the appropriate document number for retrieval in parentheses.</li> </ul>              |

## 2.6 NON-PERIODICALS (PROCEEDINGS OF MEETINGS AND SYMPOSIA)

| DESCRIPTION  | EXAMPLE  |
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| Published proceedings, published contribution to a symposium, article or chapter in an edited book | Deci, E. L., and Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), <i>Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation</i> (pp. 237-288). Lincoln: University of Nebraska Press.<br><br><b>Note:</b> <ul style="list-style-type: none"><li>• Capitalise the name of the symposium, which is a proper name.</li></ul>   |
| Proceedings published regularly  | Cynx, J., Williams, H., and Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. <i>Proceedings of the National Academy of Sciences, USA</i> , 89, 1372-1375.<br><br><b>Note:</b> <ul style="list-style-type: none"><li>• Treat regularly published proceedings as periodicals.</li></ul>   |
| Unpublished contribution to a symposium  | Lichstein, K. K., Johnson, R. S., and Childers, C. K. (1990, June). Relaxation therapy for polypharmacy use in elderly insomniacs and noninsomniacs. In T. L. Rosenthal (Chair), <i>Reducing medication in geriatric populations</i> . Symposium conducted at the meeting of the First International Congress of Behavioral Medicine, Uppsala, Sweden.<br><br><b>Note:</b> <ul style="list-style-type: none"><li>• Give the month of the symposium if it is available.</li></ul> |
| Unpublished paper presented at a meeting   | Lanktree, C., and Briere, J. (1991, January). <i>Early data on the Trauma Symptom Checklist for Children (TSC-C)</i> . Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.  |

## 2.7 NON-PERIODICALS (DOCTORAL DISSERTATIONS AND MASTERS THESES)

| DESCRIPTION  | EXAMPLE  |
|--|--|
| Doctoral dissertation abstracted in <i>Dissertation Abstracts International (DAI)</i> and obtained on university microfilm | Bower, D. L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors. <i>Dissertation Abstracts International</i> , 54(01), 534B. (University Microfilms No. AAD93-15947).<br><br><b>Note:</b> <ul style="list-style-type: none"><li>• If the microfilm of the dissertation is used as the source, give the university microfilms number as well as the volume and page numbers of DAI.</li></ul> |
| Doctoral dissertation abstracted in <i>Dissertation Abstracts International (DAI)</i> and obtained from the university     | Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). <i>Dissertation Abstracts International</i> , 49, Z5055.  |

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| Unpublished doctoral dissertation, university outside the United States | Devins, G. M. (1981). <i>Helpness, depression, and mood in end-stage renal disease</i> . Unpublished doctoral dissertation, McGill University, Montreal. |
| Unpublished masters' theses   | Ryerson, J. F. (1983). <i>Effective management training: Two models</i> . Unpublished master's thesis, Clarkson College of Technology, Potsdam, NY.      |

## 2.8 NON-PERIODICALS (REVIEWS)

| DESCRIPTION       | EXAMPLE   |
|-------------------|---|
| Review of a book  | Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book <i>The self-knower: A hero under control</i> ]. <i>Contemporary Psychology</i> , 38, 466-467.<br><br><b>Note:</b> <ul style="list-style-type: none"><li>• If the review is untitled, use the material in square brackets as the title, and retain the brackets to indicate that the material is a description of form and content, not a title.</li><li>• Use film, book, television program, etc. in brackets to specify the type of medium</li></ul> |
| Review of a film  | Webb, W. B. (1984). Sleep, perchance to recall a dream [Review of the film <i>Theater of the night: The science of sleep and dreams</i> ]. <i>Contemporary Psychology</i> , 29, 260.  |
| Review of a video | Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the video program <i>Discovering Psychology</i> ] <i>Contemporary psychology</i> , 37, 1146-1147.   |

## 2.9 UNPUBLISHED WORK AND PUBLICATIONS OF LIMITED CIRCULATION

| DESCRIPTION  | EXAMPLE  |
|--|--|
| Unpublished manuscript not submitted for publication                     | Stinson, C., Milbrath, C., and Bucci, W. (1992). <i>Thematic segmentation of psychotherapy transcripts for convergent analyses</i> . Unpublished manuscript.   |
| Unpublished manuscript with a university cited                           | Depret, E. F. (1993). <i>Perceiving the powerful: intriguing individuals versus threatening groups</i> . Unpublished manuscript, University of Massachusetts at Amherst.   |
| Manuscript in progress or submitted for publication but not yet accepted | McIntosh, D. N. (1998). <i>Religion as schema, with implications for the relation between religion and coping</i> . Manuscript submitted for publication.<br><br><b>Note:</b> <ul style="list-style-type: none"><li>• Do not give the name of the journal or publisher to which the manuscript has been submitted.</li></ul> |

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|--|---|
|  | <ul style="list-style-type: none"> <li>• Treat a manuscript accepted for publication but not yet published as an in-press reference.</li> <li>• Use the same format for a draft or work in progress but substitute the words <i>Manuscript in preparation</i> for the final sentence. Use the year of the draft you read (not “in preparation”) in the text citation.</li> <li>• Give the university if available.</li> </ul> |
| Unpublished raw data from study, untitled work | <p>Bordi, F., and LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex], Unpublished raw data.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Do not underline the topic, use brackets to indicate that the material is a description of content, not a title.</li> </ul>  |
| Publication of limited circulation             | <p>Klomers, N. (Ed.). (1993, Spring). <i>ADAA Reporter</i>. (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD 20852)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• For a publication of limited circulation, given in parentheses immediately after the title a name and address from which the publication can be obtained.</li> </ul>     |

## 2.10 AUDIO-VISUAL MATERIAL

| DESCRIPTION                             | EXAMPLE   |
|---|---|
| Film, limited circulation               | <p>Harrison, J. (Producer), and Schmiechen, R. (Director). (1992). <i>Changing our minds: The story of Evelyn Hooker</i> [Film]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Give the name and, in parentheses, the function of the originator or primary contributors (in this example, Harrison as the producer and Schmiechen as the director)</li> <li>• Specify the medium in square brackets. E.g., film, videotapes, audiotapes, slides, charts, and works of art.</li> <li>• Give the location and name of the distributor. (In this example, because Changing Our Minds is a small establishment, a complete address is provided.)</li> </ul> |
| Television broadcast                    | <p>Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i>. New York and Washington, DC: Public Broadcasting Service.</p>   |
| Television series                       | <p>Miller, R. (Producer). (1989). <i>The mind</i>. New York: WNET.</p>  |
| Single episode from a television series | <p>Restak, R. M. (1989). The rules of the game (J. Bender, Director). In J. Sander (Producer), <i>I'll fly away</i>. New York: New York Broadcasting Company.</p>   |

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| Music recording<br>General format:<br>Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On <i>Title of album</i> [Medium of recording: compact disk, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date.) |  |
| Recording  | Shocked, M. (1992). Over the waterfall. On <i>Arkansas traveler</i> [CD]. New York: PolyGram Music.  |
| Re-recording by artist other than writer   | Goodenough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. Mayo, and E. Trickett]. On <i>And so will we yet</i> [CD]. Sharon, CT: Folk-Legacy Records. (1990).                   |
| Cassette recording   | Costa, P. T., Jr. (Speaker). (1988). <i>Personality, continuity, and changes of adult life</i> (Cassette Recording No. 207-433-88A-B). Washington, DC: American Psychological Association. |

### 3.0 ELECTRONIC SOURCES

#### ○ INDIVIDUAL WORKS

Basic forms, commercial supplier, and using an Internet protocol:

1. Author/editor. (Year). Title (edition), [Type of medium]. Producer (optional). Available: Supplier/Database identifier or number [Access date].
2. Author/editor. (Year). Title (edition), [Type of medium]. Producer (optional). Available Protocol (if applicable): Site/Path/File [Access date].

#### Examples:

*Oxford English dictionary computer file: On compact disc* (2nd ed.), [CD-ROM]. (1992). Available: Oxford UP [1995, May 27].

Pritzker, T. J. (No date). *An Early fragment from central Nepal* [Online]. Available: <http://www.ingress.com/~astanart/pritzker/pritzker.html> [1995, June 8].

- Write "No date" when the electronic publication date is not available.
- When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

#### ○ PART OF WORKS

Basic forms, commercial supplier, and using an Internet protocol:

1. Author/editor. (Year). Title. In *Source* (edition), [Type of medium]. Producer (optional). Available: Supplier/Database identifier or number [Access date].
2. Author/editor. (Year). Title. In *Source* (edition), [Type of medium]. Producer (optional). Available Protocol (if applicable): Site/Path/File [Access date].



### **Examples:**

Bosnia and Hercegovina. (1995). In *Academic American Encyclopaedia* [Online]. Available: Dow Jones News Retrieval Service/ENCYC [1995, June 5].

- This is an article from an encyclopaedia with no author given.

Daniel, R. T. (1995). The history of Western music. In *Britannica online: Macropodia* [Online]. Available: <http://www.eb.com:180/cgi-bin/g:DocF=macro/5004/45/0.html> [1995, June 14].

- When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

- **JOURNAL ARTICLES**

Basic forms, commercial supplier, and using an Internet protocol:

1. Author. (Year). Title. *Journal Title* [Type of medium], *volume*(issue), paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].
2. Author. (Year). Title. *Journal Title* [Type of medium], *volume*(issue), paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

### **Examples:**

Clark, J. K. Complications in academia: Sexual harassment and the law. *Siecus Report* [CD-ROM], 21(6), 6-10. Available: 1994 SIRS/SIRS 1993 School/Volume 4/Article 93A [1995, June 13].

Carriveau, K. L., Jr. [Review of the book Environmental hazards: Marine pollution]. *Electronic Green Journal* [Online], 2(1), 3 paragraphs. Available: [gopher://gopher.uidaho.edu/11/UI\\_gopher/library/egj03/carriv01.html](http://gopher://gopher.uidaho.edu/11/UI_gopher/library/egj03/carriv01.html) [1995, June 21].

- This is a reference for a book review; brackets indicate title is supplied.
- When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (Gopher) after "Available" since that is stated in the URL.

Inada, K. (1995). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics* [Online], 2, 9 paragraphs. Available: <http://www.cac.psu.edu/jbe/twocont.html> [1995, June 21].

- When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

- **MAGAZINE ARTICLES**

Basic forms, commercial supplier, and using an Internet protocol:

1. Author. (Year, month day). Title. *Magazine Title* [Type of medium], *volume* (if given), paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].
2. Author. (Year, month day). Title. *Magazine Title* [Type of medium], *volume* (if given), paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].



### **Examples:**

Goodstein, C. (1991, September). Healers from the deep. *American Health* [CD-ROM], 60-64. Available: 1994 SIRS/SIRS 1992 Life Science/Article 08A [1995, June 13].

Viviano, F. (1995, May/June). The new Mafia orders. *Mother Jones Magazine* [Online], 72 paragraphs. Available: [http://www.mojones.com/MOTHER\\_JONES/MJ95/viviano.html](http://www.mojones.com/MOTHER_JONES/MJ95/viviano.html) [1995, July 17].

- When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

- **NEWSPAPAR ARTICLES**

Basic forms, commercial supplier, and using an Internet protocol:

1. Author. (Year, month day). Title. *Newspaper Title* [Type of medium], paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].
2. Author. (Year, month day). Title. *Newspaper Title* [Type of medium], paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

### **Examples:**

Howell, V., and Carlton, B. (1993, August 29). Growing up tough: new generation fights for its life: Inner-city youths live by rule of vengeance. *Birmingham News* [CD-ROM], p. 1A (10 pp.). Available: 1994 SIRS/SIRS 1993 Youth/Volume 4/Article 56A [1995, July 16].

Johnson, T. (1994, December 5). Indigenous people are now more combative, organized. *Miami Herald* [Online], p. 29SA (22 paragraphs). Available: [gopher://summit.fiu.edu/Miami Herald--Summit-Related Articles/12/05/95—Indigenous People Now More Combative, Organized](http://gopher://summit.fiu.edu/Miami%20Herald--Summit-Related%20Articles/12/05/95--Indigenous%20People%20Now%20More%20Combative,%20Organized) [1995, July 16].

- This reference gives beginning page and the number of paragraphs; this information is useful if one wishes to refer to material in text references.
- When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

- **DISCUSSION LIST MESSAGES**

Basic forms:

1. Author. (Year, Month Day). Subject of message. *Discussion List* [Type of medium]. Available E-mail: DISCUSSION LIST@e-mail address [Access date].
2. Author. (Year, Month Day). Subject of message. *Discussion List* [Type of medium]. Available E-mail: LISTSERV@e-mail address/Get [Access date].

### **Examples:**

RRECOME. (1995, April 1). Top ten rules of film criticism. *Discussions on All Forms of Cinema* [Online]. Available E-mail: CINEMA-L@american.edu [1995, April 1].

- Author's login name, in uppercase, is given as the first element.

Discussions on All Forms of Cinema [Online]. Available E-mail: [LISTSERV@american.edu](mailto:LISTSERV@american.edu)/Get cinema-l log9504A [1995, August 1].

- Reference is obtained by searching the list's archive.

- **PERSONAL ELECTRONIC COMMUNICATIONS (E-MAIL)**

Basic forms:

1. Sender (Sender's E-mail address). (Year, Month Day). Subject of Message. E-mail to recipient (Recipient's E-mail address)

**Examples:**

Day, Martha (MDAY@sage.uvm.edu). (1995, July 30). Review of film -- Bad Lieutenant. E-mail to Xia Li (XLI@moose.uvm.edu).

#### **4.0 CITATION STYLE FOR REFERENCES IN TEXT**

##### **All (except Faculty of Law)**

The American Psychological Association (APA) reference citations in text is used to provide information for readers to locate the source of information listed in the alphabetical selected bibliography or references at the end of dissertation or thesis.

| DESCRIPTION   | EXAMPLE  |
|---|--|
| One work by one author <ul style="list-style-type: none"><li>- use the surname of the author (do not include suffixes such as Jr.) and the year of publication (include only the year, even if the reference includes month and year) for citing in text.</li><li>- If the author and year are given as part of the textual discussion, exclude parenthetical information.</li><li>- Within a paragraph, do not include the year in subsequent references if the study cannot be confused with other studies cited.</li></ul> | Kenneth (1996) compared reaction times.<br><br>In a recent study of reaction times (Kenneth, 1996)<br><br>In 1996 Kenneth compared<br><br>In a recent study of reaction times, Kenneth (1996) described the method. . . Kenneth also found |
| One work by two or more authors <ul style="list-style-type: none"><li>- When a work has two authors, always cite both names in text.</li><li>- When a work has more than two authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by "et al." (give a period after "al") and the year.</li></ul>   | Smith and Strumb (1997) considered.<br><br>Williams, Smith, Bradner, Zappulla, Rosen and Rock (1994) found [first citation in text]<br><br>Williams et al. (1994) found.   |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>- In exceptional case, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and “et al.”</li> <li>- Join the names in a multiple-author citation in running text by the word <i>and</i>, use an ampersand (&amp;) for parenthetical material, in tables and captions, and in the reference list.</li> </ul> | <p>Williams et al. Found [omit year from subsequent citations after first citation within a paragraph]</p> <p>Bradley, Ramiraz, Soo (1994) and Bradley, Soo, et al. (1994) reported that.<br/>[the two references are: Bradley, B. T., Ramiraz, G., &amp; Soo, T. K. (1994).<br/>Bradley, B. T., Soo, T. K., Ramiraz, G., &amp; Brown, N. K. (1994)]</p> <p>as John and Smith (1997) demonstrated</p> <p>as has been shown (Williams &amp; Kenneth, 1989)</p> |
| <p>Corporate authors</p> <ul style="list-style-type: none"> <li>- Corporate authors are usually spelled out each time they appear in a text citation. The names of some corporate authors are spelled out in the first citation and abbreviated thereafter.</li> </ul>  | <p>(National Institute of Mental Health [NIMH], 1991) – first text citation<br/>(NIMH, 1991) – subsequent text citation</p> <p>(University of Pittsburgh, 1993) – cited in full in all text citations.</p>  |
| <p>Works with no author</p> <ul style="list-style-type: none"> <li>- When a work has no author, cite in text the first two or three words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter and underline the title of a periodical or book.</li> </ul>  | <p>On free care (“Study Finds,” 1986)</p> <p>the book <u>College Bound Seniors</u> (1979)</p>   |
| <p>Works with anonymous author</p> <ul style="list-style-type: none"> <li>- When a work’s author is designated as “Anonymous”, cited in text the word Anonymous followed by a comma and the date. In the reference list, an anonymous is alphabetized by the word Anonymous</li> </ul>  | <p>(Anonymous, 1993)</p>  |
| <p>Authors with the same surname</p> <ul style="list-style-type: none"> <li>- Include the authors’ initials in all text citations to avoid confusion, even if the year of publication differs.</li> </ul>   | <p>P. D. Luce (1989) and R. A. Luce (1990) also found.</p> <p>P. D. Luce et al. (1984) and D. O. Dykes (1980) studied.</p>  |
| <p>Two or more works within the same parentheses</p> <ul style="list-style-type: none"> <li>- Arrange two or more works by the same authors in the same order by year of publication. Place in-press citations last. Give the authors’ surnames once; for each subsequent work, give only the date.</li> <li>- Identify works by the same author (or by the same two or more authors in the same order)</li> </ul>                                | <p>Past research (Edeline &amp; Weinberger, 1994,1995)</p> <p>Past research (Gogel, 1984, 1990, in press)</p> <p>Several studies (Farrel &amp; Hammond, 1987, 1990, in press-a, in press-b)</p>   |

|   |   |
|---|---|
| <p>with the same publication date by the suffixes a, b, c, and so forth after the year; repeat the year. The suffixes are assigned in the reference list, where references are ordered alphabetically by the title.</p> <p>- List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations by semicolons.</p>                             | <p>Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press-b)</p> <p>Several studies (Balda, 1980; Kamil, 1988; Pepperberg &amp; Funk, 1990)</p> |
| <p>Specific parts of a source</p> <p>- To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations and abbreviated the words page (p.) and chapter (chap.) in text citations.</p>   | <p>(cheek &amp; Buss, 1981, p. 332)</p> <p>(Shimamura, 1989, chap. 3)</p>   |
| <p>Personal communications</p> <p>- These are letters, memos, some electronic communications (e.g., e-mail, discussion groups, messages from electronic bulletin boards), telephone conversations, and the like. As they do not provide recoverable data, they are not included in the reference list. They are cited in text only. Give the initials as well as the surname of the communicator and provide as exact a data as possible.</p> | <p>L. A. Schaie (personal communication, April 18, 1993)</p> <p>(V. -G. Nguyen, personal communication, September 28, 1993)</p>   |
| <p>Citations in parenthetical material</p> <p>- In a citation that appears in parenthetical text, use commas (not brackets) to set off the date.</p>  | <p>(See Table 2 of Hashtroudi, Chrosniak, &amp; Schwartz, 1991, for complete data)</p>  |

### **\*Faculty of Law**

Faculty of law to use the Oxford University Standard for the Citation of Legal Authorities (OSCOLA) as the referencing style. Subject to the latest version as provided by the Oxford Law Faculty and the *Oscola* Editorial Advisory Board.