

GUIDE FOR REFERENCE

SOCIAL SCIENCE AND HUMANITIES

UI Proceedings for Social Sciences and Humanities Series is using APA citation reference. For guidance on grammar and usage not included in this manual, Citation in the paper uses a direct quotation. If possible, footnotes should be avoided. The quotation with fewer than 4 lines should be integrated into the text, between the quotation marks; meanwhile, the one with more than 4 lines should be separated from the text with single spacing, 8 pt, between quotation marks. Each citation is accompanied with the writer's family/last name.

The followings are the formats and examples of the references:

Non-Periodical

Format of Reference:

Author, A.A. (1994). *Title of work*. Location: Publisher.

Part of Non-Periodical

Format of Reference:

Author, A.A., & Author, B.B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxxx). Location: Publisher.

Periodical

Format of Reference:

Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. *Title of Periodical*, xx, xxx-xxxx.

Online Periodical

Format of Reference:

Author, A.A., Author, B.B., & Author, C.C. (2000). Title of article. *Title of Periodical*, xx, xxx-xxxx. Retrieved Month day, year, from web address

Online Document

Format of Reference:

Author, A.A. (2000). *Title of work*. Retrieved Month day, year, from web address

Book with only one author

Example:

Rose, L. (1977). *Crime and punishment*. London: Batsford.

Book by two authors

Example:

Gordon, E.W., & Rourke, A. (1966). *Compensatory education for the disadvantaged*. New York: College Entrance Examination Board.

Book by three or more authorsExample:

Meyer, B.S., Anderson, D.P., Bohning, R.H., & Fratanna, D.G., Jr. (1973). *Introduction to plant physiology*. New York: Van Nostrand.

Reference to more than one publication of the same author in the same yearExample:

Johnson (1994a, p. 48) discussed the subject...

Johnson, P.D. (1994a). *Pedagogy*. London: Routledge.

In his later works (Johnson, 1994b, p. 56) he argued...

Johnson, P.D. (1994b). *Advanced Pedagogy*. London: Routledge.

Different authors with the same surnameExample:

According to B. Smith (1989) and F. Smith (1997), ...

A book with an institution, organization or association as authorExample:

Rand Afrikaans University (1970). *The new university: A practical guideline*. Johannesburg, Gauteng: Rand Afrikaans University.

A book with (an) editor(s)Example:

Driver, E., & Broisen, A. (Eds.). (1989). *Child sexual abuse*. Basingstoke, UK: Macmillan Education Ltd.

Strunk, W. (Ed.). (1976). *Adult learning*. New York: Macmillan.

A chapter in a book (not edited)Example:

Capra, F. (1983). The systems view of life. In *The turning point: science, society and the rising culture* (pp. 376-399). London: Fontana Press

Part/chapter of an edited bookExample:

Hartley, J.T., Harker, J.O., & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L.W. Poon (Ed.), *Aging in the 1980's: Psychological issues*, (pp. 239-252). Washington: American Psychological Association.

Shirom, A. (1989). Burnout in work organizations. In C.L. Cooper & I.T. Robertson (Eds.), *International review of Industrial and Organizational Psychology*, Vol. IV (pp. 25-49). New York: Wiley.

Anonymous workExample:

Anonymous. (1993, 17 February). Best practices. *The Star*, p. 10. War over. (1991, 7 January). *The Star*, p. 1.

A work with a foreign titleExample:

Spyridakis, A. (1987). *E historia tis Helladas* [A history of Greece]. Athens: Therios ita Iona.

Translated worksExample:

Luria, A.R. (1968). *The mind of a mnemonist: A little book about a vast memory*. (L. Solotaroff, Trans.). New York: Basic Books. (Original work published 1967)

Second, further or revised editionsExample:

Dyson, G.G.H. (1977). *The mechanics of athletics*. (7th edn.). New York: Homes and Meier.

Cohen, J. (1977). *Statistical power analysis for the behavioral sciences* (Rev. edn.). New York: Academic Press.

Date of publication unknownExample:

Wolverton, H.(n.d.). *The geological structure of the Black Hills*. Wilmington: Prairie Press.

DictionariesExample:

The concise Macquarie dictionary. (1982). New South Wales: Lane Cove.

Nguyen, D.H. (1966). *Vietnamese-English dictionary*. Rutland Vermont: Charles Tuttle Company.

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th edn, Vols. 1-20). London: MacMillan.

EncyclopediaExample:

Bergmann, P. G. (1993). Relativity. In *The new Encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Note: If an entry has no byline, place the title in the author position.

Personal communicationExample:

Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

According to T.K. Lutes (personal communication, April 18, 2001)...

Unpublished manuscript submitted for publication

Example:

Jordan, B. (1989). *Psychology of adolescent parents*. Manuscript submitted for publication.

Unpublished manuscript not submitted for publication

Example:

Ryder, M. (1987). *Wonder woman: An Amazon legacy*. Unpublished manuscript.

Newspaper article

Example:

Lamb, J. (1970, 20 October). The perfect plants for lazy gardeners. *Weekend Australian*, p. 3.

Periodical article

Example:

Phillips, E. (1985). The Australian scene. *Australian Journal of Ecology*, 3(2), 25-29.

Note: If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (1994, April). Only indicate the issue number after the volume number if each issue begins on page 1.

Journal article in press

Example:

Phillips, E. (in press). The Australian scene. *Australian Journal of Ecology*.

In text:

Phillips (in press) or (Phillips, in press)

Abstract

Example:

Phillips, E. (1985). The Australian Scene [Abstract]. *Australian Journal of Ecology*, 3(2), 25-29.

Non-English journal article

Example:

Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in eventrelated EEG potentials: Are impulsive

individuals augmenters or reducers?]. *Zeitschrift für Differentielle und Diagnostische Psychologie*, 21, 208-217.

Note: Give the original title, as well as an English translation in brackets.

Published dissertation or thesis

Example:

Bevins, G.D. (1987). *Theory and practice at an Australian university*. Doctoral dissertation. Montreal: McGill University.

Unpublished dissertation or thesis

Example:

Little, P. (1965). *Helplessness, depression and mood in end stage renal disease*. Unpublished master's thesis, Wits University, Johannesburg, South Africa.

Dissertation abstract

Example:

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). *Dissertation Abstracts International*, 51, 417.

Government publications

Example:

The Bill of Rights of the Constitution of the Republic of South African. (1996). (1996). *Government Gazette*. (No. 17678).

Department of Education. (1995). White Paper on Education. *Government Gazette*. (Vol. 375, No. 45621).

Commission on Civil Rights. (1967). *Racial isolation in the public schools*. Washington: United States Government Printing Office.

Republic of South Africa. (1997). Basic Conditions of Employment Act, No. 75 of 1997. Pretoria: Government Printers.

Note: When referring to a government publication, the date is sufficient for in text referencing. Provide all numbers, sections, chapters or volume numbers that is available, in brackets.

Unpublished raw data, Untitled

Example:

Bordi, F., & LeDoux, J.E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.

Note: Use brackets to indicate that the material is a description of the content, not a title.

Booklet, pamphlet or leaflet

Example:

South African College of Advanced Education. (1976). *Referencing: the footnote and Harvard system* [Brochure]. Johannesburg: Wits Technikon.

Research and Training Center in Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th edn.). [Brochure]. Lawrence, K.S.: Author.

Study guide

Example:

Speedy, C. (1999). *Study Guide: Electrical Engineering I*. America: South American College of Engineering.

Conference proceedings, no author or title

Example:

International Microcomputer Conference. (1984). *Conference proceedings held at the Western Australian Institute of Technology, Perth, 22 – 24 May 1984*. Perth: Western Australian Institute of technology.

Conference proceedings, with author

Example:

Field, G. (2001). Rethinking reference rethought. In *Revelling in Reference: Reference and Information Services Section Symposium, 12-14 October 2001* (pp. 59-64). Melbourne, Victoria, Australia: Australian Library and Information Association

Unpublished paper presented at a meeting

Example:

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA

Publication of limited circulation

Example:

Klombers, N. (Ed.). (1993, Spring). *ADAA Reporter*. (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD20852)

Note: For a publication of limited circulation, give in parentheses immediately after the title a name and address from which the publication can be obtained

Review

Example:

Schatz, B.R. (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290, 1304.

Kraus, S.J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

Electronic Sources

Internet site with author

Example:

Holmes, A. (1998). *Greenpeace wins media war*. Retrieved November 25, 1998, from <http://www.independent.co.uk/international/green25.htm>

Internet document without author

Example:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

Article from an Online Periodical with DOI Assigned

Example:

Author, A.A., & Author, B.B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number). doi:0000000/000000000000

Personal electronic communication

(E-mail)

Example:

According to T. K. Lutes (personal communication, April 18, 2001)...

Note: Because personal e-mail does not provide recoverable data, they (like other personal communications) are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible

Article in an Internet-only journal

Example:

Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Electronic copy of a journal article retrieved from database

Example:

Borman, W.C. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Internet articles based on a print source

Example:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Note: If you have reason to believe that the article might be subject to change, you should add the date you retrieved the document, and the URL

Newsgroups, online forums, electronic mailing lists

Format of Reference:

Author. (Year, Day Month). Subject of message. Message posted to Name mailing list, archived at URL

Example:

Brack, Ernie (1995, 2 May). Re: Computing short courses. Message posted to LisLink mailing list, archived at <http://archive.lislink.com>

Jensen, L.R. (1995, 12 December). Recommendation of student radio/tv in English. Message posted to IASTAR mailing list, archived at <http://nrg.dtu.dk>

Brett, P. (1999, June 6). Experiments proving the collective unconscious [Msg 1]. Message posted to <news://alt.psychology.jung>

Note: If you cannot determine the author's name or screen name, then use the author's email address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalized. If the message is not retrievable from an archive, it should not be included in the reference list. It can be cited as a personal communication.

Paper presented at a virtual conference

Example:

Tan, G., & Lewandowsky, S. (1996). *A comparison of operator trust in humans versus machines*. Paper presented at the CybErg 96 virtual conference. Retrieved May 16, 2000, from <http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan>

Abstract

Example:

Isaac, J.D., Sansone, C., & Smith, J.L. (1999, May). Other people as a source of interest in an activity. *Journal of Experimental Social Psychology*, 35, 239-265. Abstract retrieved June 7, 1999, from IDEAL database: <http://www.europe.idealibrary.com>

Article in an electronic magazine (ezine)

Example:

Adler, J. (1999, May 17). Ghost of Everest. *Newsweek*. Retrieved May 19, 1999.

Newspaper article

Example:

Azar, B., & Martin, S. (1999, October). APA's Council of Representatives endorses new standards for testing, highschool psychology. *APA Monitor*. Retrieved October 7, 1999, from <http://www.apa.org/monitor/oct99/in1.html>

Review

Example:

Parfit, M. (1997, December 7). Breathless [Review of the book *The climb: Tragic ambitions on Everest*]. *New York Times on the Web*. Retrieved October 7, 1999, from <http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html>

Letter to the editor

Example:

Gray, J. (1999, May 7). Pesticides linger in land and air—and in our bodies [Letter to the editor]. *Lexington Herald-Leader*. Retrieved October 7, 1999, from <http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm>

Government publication

Example:

Bush, G. (1989, April 12). Principles of ethical conduct for government officers and employees Exec. Order No. 12674. Pt. 1. Retrieved November 18, 1997, from <http://www.usoge.gov/exorders/eo12674.html>

CD-ROM

Example:

Hawking, S. (1994). *A brief history of time: An interactive adventure* [CD]. Sacramento: Crunch Pod Media.

Sound recording

Example:

Williamson, C. (1985). Prairie fire. On *Arkansas traveler* [CD]. Oakland, California: Olivia Records.

Rock 'n roll classics. (1986). [Cassette] San Diego, California: Uptown Sound.

Motion picture/film

Example:

Transactional analysis [Motion picture]. (1974). Los Angeles: Research Films.

Bertolucci, B. (Producer). (1988). *The last emperor* [Motion picture]. Los Angeles: Columbia Pictures.

Television broadcast

Example:

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

Video recording

Example:

Babakuieria. (1986). [Video recording]. Sydney: ABC Drama Department.

Sutton, P. (Producer). (1986). *Kay Cottee: First Lady* [Video Recording]. New South Wales: Direct Video Pty Ltd.

Cochrane, C., (Executive Producer) & Graham S., (Director). (1988). *The Superkids' fitness video* [Video Recording]. Perth: Dynami Australia.

Microfiche

Example:

Illinois State Office of the Superintendent of Public Instruction (1971). *Toys for early development of the young blind child: a guide for parents*. (ERIC Document Reproduction Service No. ED 065 201)

Computer program

Example:

Aldus Pagemaker version 3.0 [Computer software] (1987-1988). Seattle, Washington: Aldus Corporation.

Schwarzer, R. (1989). Statistics software for meta-analysis [Computer software and manual]. Retrieved from http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm

If there are abbreviations used, please follow the standard abbreviations;

Appendix - app.

Chapter - ch.

Column - col.

Columns - cols.

Editor - ed.

Editors - eds.

Edition – edn.

Editions - edns.

Number - no.

Numbers - nos.

No date - n.d.

No publisher, no page - n.p.

Page - p.

Pages - pp.

Paragraph - para.

Revised - rev.

Reprinted - rpt.

Supplement - Suppl.

Technical Report - Tech. Rep.

Translated, translator - trans.

Volume - vol.

Volumes - vols.

Written - writ.

Rule: a capital letter for the abbreviation for editor or editors i.e. Ed. or Eds. Use lower case for edition i.e. 2nd edn.

Latin abbreviations

And others - *et al.* (et alii)

Used where there are too many authors to list

In the same work - *ibid.* (ibidem)

Signifies the same work as the one cited immediately before, but a different page

The same - *id.* (idem)

The item cited is by the author of the item cited immediately before

In the work cited - *op. cit.* (opere citato)

Refers the reader back to the author's previously cited work, but to a different page

Without place - *s.l.* (sine loco)