



Style Sheet

Guidelines for Citing and Referencing in the English language

Language Department

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The purpose of this document is to provide a common core of elements of academic writing style in the English language that all members of an academic department can adopt as minimal standards for any assignment and as well as a guideline for students writing English papers at our university. This document is not meant to exclude any other methods but rather presents a commonly used style in English-speaking academic environments, drawing primarily on the APA style and/or Harvard System.

I. General Document Guidelines

- A. **Margins:** One inch on all sides (top, bottom, left, right)
- B. **Font Size and Type:** 12-pt. font (Times Roman or Courier are acceptable typefaces)
- C. **Line Spacing:** Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.
- D. **Spacing after Punctuation:** Space once after all punctuation. This includes using one space (not two!) following punctuation marks at the ends of sentences.
- E. **Alignment:** Flush left (creating uneven right margin)
- F. **Paragraph Indentation:** 5-7 spaces
- G. **Pagination:** The page number appears one inch from the right edge of the paper on the first line of every page (except Figures), beginning with the title page
- H. **Manuscript Page Header:** The first two or three words of the paper title appear five spaces to the left of the page number on every page (except Figures), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.
- I. **Order of Pages:** Title Page, Abstract, (Declaration of Authorship), (Table of Contents), Body, References, Appendixes, Footnotes, Tables, Figure Captions, Figures

II. Title Page

- A. **Pagination:** The Title Page has a page number (lowercase Roman numeral (i).
- B. **Key Elements:** Paper title, author(s), author affiliation(s), and running head.

- C. **Paper Title:** Uppercase and lowercase letters, centered on the page. Capitalize the first and last words of a title, plus all other words except articles (a, an, the), short prepositions (by, for, in, etc.) and short joining words (but, and, or, etc.) No full stop after a title.
- D. **Author(s):** Uppercase and lowercase letters, centered on the line following the title.
- E. **Institutional affiliation:** Uppercase and lowercase letters, centered on the line following the author(s).
- F. **Running head:** The running head is typed flush left (all uppercase) following the words "Running head:" on the line below the manuscript page header. It should not exceed 50 characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles.
- G. **Example of Title Page:**

Title

Subtitle

Thesis

Department

Name of University

Submitted by: Author's Name

Author's Address

Author's Matr.No.

e-mail: scholar@univ.edu

Supervisor's Name

Date of submission: Day/Month/Year

- III. **Abstract:** The abstract is a one-paragraph, self-contained summary of the most important elements of the paper.
- A. **Pagination:** The abstract begins on page ii.
- B. **Heading:** Abstract (centered on the first line below the manuscript page header)
- C. **Format:** The abstract (in block format) begins on the line following the Abstract heading. The abstract should not exceed 120 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.

- IV. **Declaration of Authorship:** Here you declare that the work is entirely your own and that you have cited the sources you have used. The declaration begins on page iii.

The following is an example:

I hereby declare that this thesis (thesis title) represents my original work, that I am the sole author of this work, and that I have used no other sources except as noted by citations. All data, tables, figures and text citations which have been reproduced from any other source, including the internet, have been explicitly acknowledged as such.

Moreover, I declare that this is a true copy of my thesis, including any final revisions, and that this thesis has not been submitted for a higher degree to any other University or Institution.

- V. **Table of Contents:** For papers, outlines or reports or other documents with a table of contents, number each item. The decimal system is often used in technical and professional fields. There are at least two entries at each level. For example:

1.0 (First level heading)

1.1 (or) 1.a. (or) 1a (Second level heading)

1.2 (or) 1.b (or) 1b

2.0

2.1 (or) 2.a. (or) 2a

2.2 (or) 2.b. (or) 2b

(Third level headings are possible: 1.1.1 or 2.2.1)

VI. Body

- A. **Pagination:** The body of the paper begins on a new page (page 1). Subsections of the body of the paper do *not* begin on new pages.
- B. **Title:** The title of the paper (in uppercase and lowercase letters) is centered on the first line below the manuscript page header.
- C. **Introduction:** The introduction (which is not labeled) begins on the line following the paper title.
- D. **Headings:** Headings are used to organize the document and reflect the relative importance of sections. For example, many empirical research articles utilize Method, Results, Discussion, and References headings. In turn, the Method section often has subheadings of *Participants*, *Apparatus*, and *Procedure*.

1. Main headings (when the paper has either one or two levels of headings) use centered uppercase and lowercase letters (e.g., Method, Results, Discussion, and References).
 2. Subheadings (when the paper has two levels of headings) are italicized and use flush left, uppercase and lowercase letters (e.g., *Participants*, *Apparatus*, and *Procedure* as subsections of the Method section).
- VII. **Text citations:** Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle is that ideas and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper. Detailed information on citations and referencing can be found in a separate section of this style sheet.
- VIII. **Footnotes:** Content footnotes are occasionally used to support substantive information in the text.
- IX. **References:** All sources included in the References section must be cited in the body of the paper (and all sources cited in the paper must be included in the References section).
- A. **Pagination:** The References section begins on a new page. Pages are numbered.
 - B. **Heading:** References (centered on the first line below the manuscript page header)
 - C. **Format:** The references (with hanging indent) begin on the line following the References heading. Entries are organized alphabetically by surnames of first authors. Most reference entries have three components:
 1. Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use "et al." for remaining authors. If no author is identified, the title of the document begins the reference.
 2. Year of Publication: In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use "n.d." in parentheses following the authors.
 3. Source Reference: Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.
- X. **Appendixes:** A common use of appendixes is to present unpublished tests or to describe complex equipment or stimulus materials.
- A. **Pagination:** Each Appendix begins on a separate and numbered page.
 - B. **Heading:** If there is only one appendix, Appendix is centered on the first line below the manuscript page header. If there is more than one appendix, use Appendix A (or B or C, etc.). Double-space and type the appendix title (centered in uppercase and lowercase letters).
 - C. **Format:** Indent the first line 5-7 spaces.

- XI. Tables:** A common use of tables is to present quantitative data or the results of statistical analyses (such as ANOVA). Tables must be referred to in the text.
- a. **Pagination:** Each Table begins on a separate and numbered page.
 - b. **Heading:** Table 1 (or 2 or 3, etc.) is typed flush left on the first line below the manuscript page header. Double-space and type the table title flush left (italicized in uppercase and lowercase letters).
- XII. Figure Captions and Figures:** A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). Figure Captions provide, on a single page, captions for the figures that follow.
- a. **Pagination:** The Figure Captions page is the final numbered page of the paper. The Figures that follow the Figure Captions page do NOT have page numbers or manuscript page headers.
 - b. **Heading for Figure Captions:** Figure Caption(s) is centered on the first line below the manuscript page header. Double-space and type *Figure 1*. (or 2 or 3, etc.) italicized and flush left, followed by the caption for the figure (not italicized), capitalizing only the first letter of the first word and any proper nouns.

Citing and Referencing

The idea of research is to study what others have published and form your own opinions. When you quote people, or even when you summarize or paraphrase information found in books, articles or Web pages, you must acknowledge the original author. If you use someone else's words or ideas without crediting them, you are committing a type of theft called plagiarism. Plagiarism can be as obvious as turning in another person's paper or project as your own or as subtle as paraphrasing sections of various works. It is also incorrect to copy text from Web pages or other sources without identifying where they came from.

How can you avoid plagiarism?

Take clear, accurate notes about where you found specific ideas. Write down the complete citation information for each item you use. Use quotation marks when directly stating another person's words. Always credit original authors for their information and ideas.

Rule of thumb: If you knew a piece of information before you started doing research, generally you do not need to credit it. You also do not need to cite well-known facts, such as dates, which can be found in many encyclopaedias. All other information such as quotations, statistics, and ideas should always be cited in your papers.

The APA or Harvard System – also known as the Author-Date System – is one of several available methods of referencing and is the preferred choice of most business departments at English-speaking universities. However, you should check with your lecturers which system your course requires before you do your first assignment. This style sheet covers the referencing of many different types of materials, both printed and electronic.

What is a reference?

A reference is a detailed description of any document from which you have taken information, e.g. a complete book, a chapter from it, or a journal or newspaper article.

What is citing?

Citing is the process of giving credit to the sources you used to write your paper. This is done in two ways: 1. By putting a brief entry for each source in the text of your work. 2. By listing all your sources in full, at the end of your work.

Why do I need to do it?

It is required academic practice to provide references to guide your reader to the sources you have used for your research, to support arguments you are making, to demonstrate the breadth of your research, and to credit the established work of others. Failure to acknowledge your sources is likely to lead to a suspicion of plagiarism. Incomplete or inaccurate referencing also reflects badly on your work.

Secondary Referencing

If you refer to a document which you did not read, but which was cited by somebody else whose work you did read, you must make this clear. You must only cite the work in which you read it when you do your references. Try to avoid this type of reference as you cannot always check the original and are relying on the interpretation of others.

In-Text Citations

1. **Direct quotations:** When you quote a source, end with quotation marks and give the author, year, and page number in parentheses. If author's last name is introduced, just give date and page number in parentheses.

Example: Many others agree with the assessment that “this is a seriously flawed study” (Methasa, 1994, p.22) and do not include its data in their own work.

Example: Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers still “remain either in ignorance or outright denial ...” (p.5).

2. **Author's name given in the text:** Cite only the year of publication in parentheses.

Example: When Millard (1970) compared reaction times among the participants, he noticed an increase in errors.

If the year appears in the sentence, do not add parenthetical information. If you refer to the same study again in the paragraph, with the source's name, you do not have to cite the year again if it is clear that the same study is being referred to.

- 2.1. **A summary or paraphrase:** Include the author's last name and the year either in a signal phrase introducing the material or in parentheses following it. A page number or another locator is not required, but include one if it would help readers find the passage in a long work.

IF STATISTICS OR FIGURES ARE MENTIONED THEN THERE MUST BE A PAGE NUMBER OR LOCATOR!!!!

3. **Multiple references to the same author:** If you have cited different documents by the same author published in the same year, to distinguish between them add the letters a,b,c, etc. in lower case after the year.

Example: Millard (1970a), Millard (1970b) concluded that there was an increase in errors.

4. **Author's name is not given in the text:** Cite the name and year, separated by a comma.

Example: In a recent study of reaction times (Millard, 1970), no change was noticed.

5. **Work by multiple authors:** For two authors, cite both names every time you refer to the source. Use *and* in the text but use an ampersand (&) in parenthetical material, tables, captions and the References list.

Example: When Glick and Metah (1991) reported on their findings, they were unaware of a similar study (Grimm & Tolman, 1991) with contradictory data.

5.1 For three, four or five authors, include all authors (and date) the first time you cite the source. For additional references to the same work, use only the first author's name and *et.al.* (for "and others"), with no underlining or italics.

Example: Ellison, Mayer, Brunerd, and Keif (1987) studied supervisors who were given no training. Later, when Ellison *et.al.* (1987) continued their study of these same supervisors, they added a one-week training program.

5.2 For six or more authors, cite only the first author and *et.al.* and the year for all references.

Example: Mokach *et.al.* (1989) noted no improvement in norms for participant scores.

6. **Group as author:** The name of the group that serves as the author (for example, a government agency or a corporation) is usually spelled out every time it appears in a citation. If the name is long but easily identified by its abbreviation and you want to switch to the abbreviation, give the abbreviation in parentheses when the entire name first appears.

Example: In 1992, when the National Institutes of Mental Health (NIMH) prepared its report, no field data on this epidemic were available. However, NIMH agreed that future reports would correct this deficiency.

7. **Unknown author:** When a work has no author indicated, cite the first few words of the title and the year.

Example: One newspaper article ("When South Americans," 1987) indicated the rapid growth of this phenomenon.

8. **Authors with the same last name:** If two or more authors listed in the References have the same last name, include their initials in all text citations.

Example: Until T.A. Wilman (1994) studied the initial survey (M.R. Wilman, 1993), no reports were issued.

9. **Two or more works in the same citation:** When two or more works are cited within the same parentheses, arrange them in the order in

which they appear in the References list, and separate them with semicolons.

Example: Several studies (Canin, 1989; Duniere, 1987; Pferman & Chu, 1991) reported similar behavioural patterns in such cases.

10. **Specific parts of a source:** To cite a specific part of a source, include the page, chapter, figure, or table, and use the abbreviations *p.* (for “page”) and *chap.* (for “chapter”).

Example: No work was done on interaction of long-term memory and computer programming (Sitwa & Shiu, 1993, p. 224), but recently Takamuru (1996, chap. 6) reported studies that have considered this interaction.

11. **World Wide Web:** To cite a Web site in the text (but not a specific document), include the Web address.

Example: Consult the Web site for the American Psychological association (<http://apastyle.org>) for updates on how to cite Internet sources.

11.1 If the web page you are citing has a clear author just follow the same procedure as for printed material, i.e. the individual surname or name of an organization plus the date of the latest update.

Example: The Equal Opportunities Commission (2005) has issued a Code of Practice on Sex Discrimination.

11.2 If there is no obvious author for the web page, or you just want to refer to the main home page, simple cite the URL at the end of your sentence (in brackets) and add the date of the latest update.

Example: The followers of the Arts and Crafts Movement believed that the Industrial Revolution removed creativity and individuality from society.

(http://wwar.com/masters/movements/arts_and_crafts_movement.html, 2004)

Tips: Try to vary the way you introduce a quotation into your text. If the quotation is longer than three lines, it is clearer to indent the text, and quotation marks are not necessary.

If you don't need to quote the complete original quotation, you can leave out any section as long as you make this clear by inserting three dots.

Direct quotations must be written exactly as in the original. Mistakes in original works are noted with a [sic] after the word.

Do not use quotations too often or their impact is reduced and try to indicate the relevance of each within the text. However, quotations are not a substitute for your own opinion.

Remember to cite the source even if you put the original in your own words!

References List

The reference list should only contain the details of documents and sources of the citations you have referred to within the text of your work. The list must be in alphabetical order of the authors' surnames.

Sources you used in your research without referring to or quoting from them in your work should be compiled in a *Bibliography*. Make sure whether you are to create a reference list or bibliography before submitting your paper.

The following examples show what should be included for the most common sources. As it is not possible to cover all types of resources here, you may have to refer to other guidelines for help.

Examples of APA References

The preferred order of presentation for your reference list is:

- *Surname of author(s), comma, initial(s), full stop*
- *Year of publication (in brackets)*
- *Title (underlined or in italics), including the edition (if other than the first), full stop*
- *Place of publication (city or town) followed by a colon*
- *Publisher's name, full stop*

Books:

1. One author

Example:

Cleary, B.L. (2004). *Conducting research in long-term care settings*. New York: Springer.

2. Two or more works by the same author: Include the author's name in all references and arrange by year of publication, the earliest first.

Example:

Kilmonto, R.J. (1983). *Culture and ethnicity*. Washington, DC: American Psychiatric Press.

Kilmonto, R.J. (1989). *Cultural adaptations*. New York: HarperCollins.

- 2.1 Two or more works by the same author in the same year: List the works alphabetically by title. In the parentheses, following the year add “a”, “b”, and so on. Use these same letters when giving the year in the in-text citation.

Example:

Durgin, P.A. (2003a). At-risk behaviours in children.

Durgin, P.A. (2003b). Treating obesity with psychotherapy.

3. Two or more authors

Example:

Aronson, E., Wilson, T.D., & Akers, R.M. (2004). *Social Psychology* (4th ed.). Upper Saddle River, NJ: Prentice Hall.

4. Group or corporate author

Example:

Mental Health Technical Training Support Centre. (1994). *Guidelines for mental health nonprofit agency staffs* (2nd ed.) [Brochure]. Manhattan, KS: Author.

5. unknown author

Example:

Americana collegiate dictionary (4th ed.). (1995). Indianapolis, IN: Huntsfield.

6. Edited Volume

Example:

D’Agata, J. (Ed.). (2003). *The next American essay*. Saint Paul, MN: Graywolf Press.

7. Article or chapter in an edited book

Example:

Riesen, A.H. (1991). Sensory deprivation. In E. Stellar & J.M. Sprague (Eds.). *Progress in psychological psychology* (pp. 24-54). New York: Academic Press.

8. Article in a reference book

Example:

Terusami, H.T. (1993). Relativity. In *The new handbook of science* (Vol. 12, pp. 247-249). Chicago: Modern Science.

9. Multivolume work

Example:

Donovan, W.(Ed.). (1979-1986). *Social sciences: A history* (Vols. 1-5). New York: Hollins.

10. Technical or research report

Example:

Birney, A.F. & Hall, M.M. (1981). *Early identification of children with written language disabilities* (Rep. No. 81-502). Washington,

DC: National Education Association.

11. Report from a university

Example:

Lunderson, P.S., McIver, R.L. & Yeppermann, B.B. (1990). *Sexual harassment policies and the law* (Tech. Rep. No. 9). Springfield: University of Central Indiana, Faculty Affairs Research Center.

Articles in Periodicals:

1. Article in a magazine

Example:

Vidal, G. (2003, June 2). We are all patriots. *Nation*, 276, 11-15.

2. Article in a newspaper: For newspaper articles, use p. or pp. before the page numbers.

Example:

Banerjee, N. (2004, September 1). *Many feeling pinch after newest surge in U.S. fuel prices*. The New York Times, p. A1.

3. Unsigned article

Example:

New study promises age-defying pills. (1995, July 27). *The Washington Post*, p. B21.

Other Sources

1. Conference Papers/Proceedings: The title, date and location of the conference need to be identified, giving the editor's name if available, plus the name and author of the actual paper, the precise pages within the proceedings in which the paper appears, and the publisher and the place of publication.

Example:

Cereti, C.F. et.al. (2004) *An Italian survey of pitches for soccer*. In: *Proceedings of the 1st International Conference on Turfgrass Management and Science for Sports Fields*, Athens, Greece, June 23. Leuven, Belgium: ISHS, pp. 117-122.

2. Government Publications (Reports, Consultation Papers): The relevant government department should be given as the author.

Example:

Environmental Protection Agency. (2003). *Protect your family from lead in your home* (Publication No. EPA 747-K-99-001). Washington, DC: U.S. Government Printing Office.

(In the UK the publisher is usually the Stationery Office.)

3. Acts of Parliament: The name of the country takes the place of the author. Only the short title version of the act is needed, but this must include the year to distinguish it from earlier acts of the same name.

Example:

Great Britain. Housing Act 1996 (c.52). London: HMSO.

4. Thesis/Dissertation: You should indicate whether the dissertation is published or not, the date approved, what level award it was, and the name and location of the awarding institution. Include the location of the institution if it is not clear from the name alone.

Example:

Edwards, R. (1991) *Degrees of differences: family and education in the lives of mature mother-students*. Ph.D. thesis, London: Polytechnic of the South Bank.

5. Illustrations: Make it clear whether you viewed the original in location or from a reproduction in a book or catalogue. If you reproduce any part of an illustration you need permission.

Example:

Fragonard, Jean-Honore (1766) *The Swing*. Oil on canvas. London: The Wallace Collection.

6. Referencing an Interview: Personal interviews are not usually included in the References list. Instead, use a parenthetical citation in the text. List published interviews under the interviewer's name.

Example:

Daly, C.C. (1995, July 14). [Interview with Malcolm Forbes]. *International Business Weekly*, 37, 34-35.

Electronic Sources

There is no officially agreed upon system of referencing information in electronic form. Here are some general guidelines which are recommended by several sources. Important is to make clear that the information came from an electronic source, for example a web page or online database, and provide as accurate and complete a reference as possible. What you need to supply varies but may include:

- *The author or Editor, personal or corporate, e.g. an organization. If this is not clear, use the closest and most specific "unit" responsible for the item.*
- *The Date of "publication" (in brackets). This is the day and month of the year when the pages were most recently updated and usually appears at the bottom of the page.*
- *The Title (in italics or underlined). Use the "home" page title if the specific document title is not clear.*
- *The type of resource in square brackets, e.g. [Online].*
- *The URL (Uniform Resource Locator – for a web address).*
- *The Date the resource was accessed [in square brackets]- this is vital.*

NOTE: *The publication information for some online sources now includes a DOI (digital object identifier). If the article has a DOI, include that number. If there is no DOI, be sure to include the URL for the article or the journal's home page.*

Whenever you add information which does not actually appear in the original, this must be put in square brackets. This is also true of missing information, for example [no date]. It is always important to note the date you retrieved the document from the internet because the content may change, be revised or be removed. In this case, it is advisable to print out proof of the source of the document (or the reference to it) with the URL as well as to add the source to Bookmarks or Favorites on your PC to save it for future access.

Books and Periodicals:

Follow the same procedures as for printed sources as far as possible. Your list should have both printed and electronic sources in one single alphabetical sequence (electronic books should not be listed separately from printed books).

1. E-books

Example:

White, R. and Downs, T.E. (2005) *How computers work*, 8th ed.
[Online] Indianapolis: Que. Available from: Safari Tech Books Online. <http://0-proquest.safaribooksonline.com> [Accessed: 16 August 2007]

2. Journal article: If the article appears online exactly as it appears in the print source, use the following format:

Example:

Morrison, C. and Jutting, J. (2005) Women's discrimination in developing countries: a new data set for better policies, *World Development*. July, 33 (7), pp. 1065-1081. [Online] Available from: ScienceDirect. <http://sciencedirect.com> [Accessed 31 July 2005]

Example with DOI:

Whitmeyer, J.M. (2000). Power through appointment. *Social Science Research*, 29(4), 535-555. doi:10.1006/ssre.20000.0680

3. Article in an internet-only journal

Example:

Pattinson, S.D. (2003) Paying living organ providers, *Web Journal of Current Legal Issues* [Online] Available from: <http://webjcli.ncl.ac.uk/2003/issue3/pattinson3html> [Accessed 4 July 2004]

4. Newspaper article

Example:

Kass, J. (2004, June 3). Fugitive's arrest in Mexico hits close to City Hall. *Chicago Tribune*. [Online] Retrieved June 3, 2004, from <http://www.chicagotribune.com/news/columnists/>

5. Online article from a database

Example:

Beinart, P. (2004, May 31). Outsourcing. *New Republic*, 230(20), 6

[Online] Retrieved June 3, 2004, from Academic Search Elite database.

6. Stand-alone document, no author identified, no date

Example:

Associative learning. (n.d.) [Online] Retrieved July 18, 2001, from <http://psy.soton.ac.uk/RGdata/lbarg/Associative%20Learning.htm>

7. Web pages/ Web documents, including pdf documents

Example:

Burke, L. (1997) *Carbohydrates? They aren't that simple*. [Online] Available from: <http://www.sportsci.org>. [Accessed 14 February 2001]

8. Web page, untitled

Example:

Every little hurts: why Tesco needs to be tamed [MPs Briefing] (2004) [Online] Friends of the Earth. Available from: http://www.foe.co.uk/resource/briefings/every_little_hurts.pdf .[Accessed 30 April 2005]

If the web page contains insufficient detail, indicate such omissions [no date] or [no author] or cite the main web site and indicate how to link from it.

A word to the wise: Be careful when retrieving information from the internet! Remember that there is no central authority governing the internet and thus no assurance of quality. Any individual or organization can share information electronically by publishing it on the world wide web. Consequently, finding inaccurate, incomplete and out of date material is always a possibility. Thus, the criteria used to evaluate the quality of data and to analyze the usefulness and validity of print resources may be similarly applied to the electronic resources of the internet. These evaluative criteria include: authority of the source, its coverage and purpose, the currency or recency of the material, its accuracy, objectivity, writing style, arrangement and the format or physical make-up of the work.

Some tips when evaluating sources on the internet:

- **Determine the authority of the given source through the URL. Acceptable addresses end in edu (academic institution), gov (governmental agency), or org (non-profit or other organization)**
- **Determine who the author or editor is, as well as the reputation, experience and credentials of the source.**
- **Determine the scope of the electronic source, the intended audience and how current it is.**
- **Can you substantiate the accuracy of the facts presented?**
- **Is the information thorough and complete?**
- **Does the source reflect the biases of the author(s)? (Beware of information that stems from usenet newsgroups which usually reflects individuals' opinions.)**
- **Although commonly used, Wikipedia is not regarded as a source for scientific work.**

Reference List

APA Online. (2007) [Online] Available from <http://apastyle.apa.org/> [Accessed Nov. 2007]

Degelman, D. & Harris, M. (n.d.) *APA Style Essentials* [Online] Available from http://www.vanguard.edu/faculty/ddegelman/detail.aspx?doc_id=796 [Accessed August 2007]

Hacker, D. (2009) *A Pocket Style Manual* (5th ed.). Boston: Bedford/St. Martin's

Harris, M. (2007) *Prentice Hall Reference Guide for Professional Writing*. (pp. 509-519). New Jersey: Prentice Hall

How to do Your Referencing Using the Harvard System. (n.d.) [Online] Retrieved Nov. 2007 from <http://www.lisa.sbu.ac.uk/helpsheets/hs30.pdf>

How to do Your Referencing. (n.d.) [Online] Retrieved Nov. 2007 from <http://www.lisa.sbu.ac.uk/helpsheets/hs31.pdf>

Library Workshop Manual. (n.d.) [Online] Retrieved Sept. 2007, from <http://www.liunet.edu/cwis/cwp/library/workbook/evaluate.htm>.

Style Guide for Authors. [no author] (2005) *Academy of Management Journal* (Vol.XX, No. X, 0.) Available from http://aom.pace.edu/amjnew/style_guide.html

