

## Finalizing a Reference list

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## Crediting Sources

There are several accepted ways to create a reference, or works cited, page for a research paper in order to credit your sources. Two of the most common systems are the American Psychological Association (APA) style and the Modern Language Association (MLA) style. However, different departments within a university may require that different styles be used. Furthermore, a specific instructor within a department may desire that a specific style be used. Usually, when you receive the assignment for a research paper, your instructor will tell you the style that he or she would like you to use. If an instructor does not tell you, you should follow the accepted style of the department in which you are studying. If you still are not sure, you should ask the instructor which style to use. At IELI, most instructors, but not all, will ask you to use APA style for your research paper in Level 6. In the Graduate Preparation Course, you will probably be asked to use the accepted style of the department you are entering. Most styles will have a manual that you can buy. Software is also available for you to purchase. However, if you prefer to avoid spending money, the reference sections at most university libraries have current copies of the manuals for you to use.

These styles are updated constantly, so it is very important to make sure that you have the most up-to-date information from them. Here are some examples from a reference list following APA and MLA style:

Remember:

- All entries in both forms are double-spaced.
- All necessary information for citing a book will be found on the title page and copyright page of the book.
- All works will be listed in alphabetical order.
- All entries will begin with the author's last name unless no author is given.

Examples:

1. *Article in a scholarly journal in APA style:*

Matthews, B. L., (1999). Verb-raising in second language acquisition. *Journal of*

*Applied Linguistics*, 50, 155-174.

The author's last name comes first, followed by first and middle initials. The publication date is in parentheses and is followed by a period. The article title doesn't have quotes and has only the first word capitalized. The article title is followed by a period. The journal title is in italics with the volume number and commas also italicized. There is no *p.* or *pp.* before the page numbers.

As a comparison, look at the same citation in **MLA style**:

Matthews, Bob. "Verb-raising in Second Language Acquisition." Journal of Applied

Linguistics 50 (1999): 155-174.

The author's last name comes first, and the first name is written out fully followed by a period. The title of the article is in quotations, and each main word is capitalized. The journal title is underlined. The volume number comes after the journal title but is not underlined. The year of publication is in parenthesis, and it is followed by a colon. The page numbers are written without *p.* or *pp.*

2. *Book with more than one author in APA style*:

Cook, L.V., Manner, D. (2001). *A look at second-language acquisition*. London: Guilford

Press.

The author's last name comes first with first and middle name in initials followed by a period. The year is in parentheses followed by a period. The title of the book is italicized, and only the first word is capitalized. A period follows the place of publication, followed by a colon. The publisher's shortened name (omitting Co. or Inc.) is followed by a period.

Look at the same citation in **MLA style**:

Cook, Lisa, and Doug Manner. A Look at Second-language Acquisition. London: Guilford P, 2001.

The first author's name has the last name first. The second author's name is written with the first name first, followed by a period. No comma is used in between the first and last name. The title of the book is underlined, and all important words are capitalized. The title is followed by a period. The place of publication is followed by a colon, and the publisher's name is written out, but *Press* is shortened to *P* with no period. The publisher's name is followed by a comma and the date of publication, which is followed by a period.

3. *An article obtained from an on-line database (EBSCO) of full-text articles and abstracts in **APA style**:*

Matthews, B. L., (1999). Verb-raising in second language acquisition. *Journal of Applied Linguistics*, 50, 155-174. Retrieved February 16, 2004, from EBSCO Electronic Journals Service (0615-1768).

Cite the journal article as usual according to APA style. Then provide the date you got it from the database. Also, include the name of the database and the item number **if it is provided**.

Look at the same citation in **MLA style**:

Matthews, Bob. "Verb-raising in Second Language Acquisition." Journal of Applied

Linguistics 50 (1999): 155-174. EBSCOhost Electronic Journals Service. 10 Apr. 2004 <<http://ejournals.ebsco.com/>>.

Cite the article as usual according to MLA style. Then provide the name of the database followed by a period. Follow the database title with the date of access to the electronic publication (put the day before the month). Then provide the complete electronic address (URL) in angle brackets.

The list of possible citation goes on and on. For more information about how to cite other sources, such as newspapers, websites, edited books, or dissertations, please consult an APA or MLA style manual, or go to one of the websites in the **Links for help and examples of student papers** heading. Many university websites, such as Cornell, MIT, Michigan, Purdue, and UNT keep up to-date

information about these styles. When in doubt about how to cite a source, look it up. Don't forget that you can go to the reference section of any library to use their manuals.

## **Explanation of Chicago Style (Old Turabian)**

The Chicago Manual of Style uses a system of endnotes, or footnotes. Each page of your paper will list the sources cited on that page at the bottom of the page, and you will have a complete reference list, which lists the notes in the order that they appear in the paper, at the end of the research paper. There are no in-text citations. Instead, a superscript numeral is placed at the end of a quotation or paraphrase, which refers to the footnote at the bottom of the page. This system is used in the humanities, such as history, literature, and the arts.

## **Explanation of Turabian Style**

There are two accepted Turabian styles. The more traditional one (Chicago style) is the one mentioned previously. The other style, which uses parenthetical citations, rather than footnotes, is becoming more popular. This style is similar to APA and MLA in that it has the sources cited in-text and then written out on a reference list or works cited page at the end of the research paper. For more information about this style and how to use it, please consult this website: <http://www.bridgew.edu/library/turabian.cfm> .

## **Explanation of IEEE**

Institute of Electrical and Electronic Engineers (IEEE) Standards Style Manual is used by engineers. More information about this style can be found at <http://standards.ieee.org/guides/style> . If this is the style your instructor chooses for you to write your research paper in, you must familiarize yourself with this style.

There are still other styles not mentioned here, so the way to be successful in finalizing your reference list is to know which style is required by your instructor, and to familiarize yourself with that style. You must be very careful to check every comma and period so that you are following the style exactly. Find one source to use for a model and stick with that. If you look at too many different examples from many different sources, you may find inconsistencies. These styles are all constantly being updated, so a citation from last year may be

different from on that was done this year. Don't forget to ask your reference librarian for help when you need it.

### **APA Reference List Checklist**

- \_\_\_\_\_ Did you center the word *References* at the top of the page?
- \_\_\_\_\_ Did you list on your reference page only works that you cited in the text of your research paper?
- \_\_\_\_\_ Did you list all works cited in the text of your research paper on your references page?
- \_\_\_\_\_ Did you list your sources in alphabetical order?
- \_\_\_\_\_ Did you list more than one work by the same author chronologically based on the publication date?
- \_\_\_\_\_ Did you list more than one work by the same author in one year alphabetically by title?
- \_\_\_\_\_ Did you begin each entry with the author's last name followed by a comma and the first name's initial or initials?
- \_\_\_\_\_ If your work had more than one author, did you list the subsequent author's after a comma in the same way as the first author (last name first followed by a comma and the initials of the first name or names)?
- \_\_\_\_\_ Did you avoid using *et al* to indicate more than two authors? Did you write out all of their last names and first initials?
- \_\_\_\_\_ Did you put the date of publication in parentheses after the name of the author or authors?
- \_\_\_\_\_ For magazines and newspapers, did you write out the months fully?
- \_\_\_\_\_ Did you use a period and one space to separate all the main parts of each entry?
- \_\_\_\_\_ For books and articles in journals or newspapers, did you capitalize only the first word of the title and any proper nouns?
- \_\_\_\_\_ Did you italicize all book, journal, and newspaper titles?

- \_\_\_\_\_ Did you avoid italicizing or putting quotation marks around article titles?
- \_\_\_\_\_ For journals, did you follow the journal title with a comma and the volume number?
- \_\_\_\_\_ For journals, did you italicize the comma and volume number?
- \_\_\_\_\_ For books, did you follow the title of the book with the place of publication, a colon, and the publisher's name?
- \_\_\_\_\_ For articles and sections of books, did you give complete page spans (367-389) without using *p.* or *pp.*?
- \_\_\_\_\_ For articles in journals, did you follow the volume number with a comma and then list the page numbers?
- \_\_\_\_\_ For newspaper articles and chapters of books, did you use the abbreviation *p.* or *pp.*?
- \_\_\_\_\_ For electronic database sources, did you provide the date you retrieved the information?
- \_\_\_\_\_ For large searchable databases, such as EBSCO, ERIC, or *Wilson Web*, did you provide the name of the database and the item number in addition to print information?
- \_\_\_\_\_ For internet sources, did you provide the URL after the word from without a period after the URL?
- \_\_\_\_\_ For generally available web databases did you provide the URL?
- \_\_\_\_\_ Did you left justify the first line of all entries?
- \_\_\_\_\_ Did you indent by 5 spaces all second (third, fourth, etc.) lines of all entries?
- \_\_\_\_\_ Did you double space throughout the list?
- \_\_\_\_\_ Did you end every entry with a period (except when the entry ended in a URL)?
- \_\_\_\_\_ Did you consult an APA Manual either in text or on-line anytime you weren't sure about the citation?