
UNIT 6 REFERENCES IN RESEARCH REPORT

Structure

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Reference List (the Format)
- 6.3 References (Process of Writing)
- 6.4 Reference List and Print Sources
- 6.5 Electronic Sources
- 6.6 Book on CD, Tape and Movie
- 6.7 Reference Specifications
- 6.8 Abstract from Secondary Data Base
- 6.9 Footnotes
- 6.10 General Guidelines to Write References
- 6.11 Let Us Sum Up
- 6.12 Unit End Questions
- 6.13 Suggested Readings

6.0 INTRODUCTION

The reference section is a very important component of the report. It contains all the necessary literature that have been referred to before, during and after the study and contains books, journal articles and documents from where the materials have been referred to. References differ from bibliography in that references are those literature which have been cited in the main text of the report in different places. Bibliography includes many referred as well as many unreferred literature in the text of the report. Sometimes a book would have been consulted but not necessarily referred to in the text. Thus the bibliography will be inclusive of many materials which have not been referred in the text. Of course it may contain the referred materials also. On the other hand the references will contain basically the referred materials. In this unit we are going to focus on references , how to write the same and the importance of reference etc. Basically we will be depending on the APA source for this purpose.

6.1 OBJECTIVES

After reading this unit, you will be able to:

- explain how to write References in a scientific Research Report as per APA;
- describe the art of Referencing; and
- write a Research Report References in APA format.

6.2 A REFERENCE LIST (THE FORMAT)

As per Publication Manual of American Psychological Association (Sixth Edition, 2009) just as data in the paper support interpretations and conclusions, so Reference citations support document statements made about the literature.

All citations in the manuscript must appear in the Reference list, and all References must be cited in the text.

The Reference list should be succinct, not exhaustive; simply provide sufficient references to support your Research. Choose References judiciously and cite them accurately. For example, if you retrieve an abstract but do not also retrieve and read the full article, your Reference should be identified as an abstract.

The standard procedures for citation ensure that References are accurate, complete, and useful to investigators and readers.

Whenever possible, support your statements by citing empirical work, such as method and results of an empirical study or a review of empirical studies (Lalumiere, 1993). When you cite nonempirical work, make this clear in your narrative as given in the examples below (see the box)

Tripathi (1991) theorized that
 Pandey (in press) argued that
 Parmeshwar (1993).

Similarly, when you want to direct the reader to background information, signal the reader with phrases such as “for a review, see” and “(e.g., see [author, year]).

“References” section begins at a new page with the label “References” at the centre. References comprise all documents including journals, books, technical Reports, computer programmers and unpublished works mentioned in the text of the Report.

References are arranged in alphabetical order by the last name of the author(s) and the year of publication in parenthesis or in case of unpublished citations, only the Reference is cited.

Sometimes no author is listed and then, in that condition the first word of the title or sponsoring organisation is used to begin the entry. When more than one name is cited within parenthesis, the References are separated by semicolons.

In parenthesis page number is given only for direct quotations. The Researcher should check carefully that all References cited in the text appear in.

6.3 REFERENCES (PROCESS OF WRITING)

References should not be confused with Bibliography. A bibliography contains everything that is included in the Reference section plus other publications which are useful but were not cited in text or manuscript. Bibliography is not generally included in Research Reports. Only References are usually included.

References in APA Format

The APA style guide prescribes that the Reference section, Bibliographies and other lists of names should be accumulated by surname first, and mandatory inclusion of surname prefixes. For example, “Martin de Rijke” should be sorted as “De Rijke, M” and “Saif Al Falssi” should be sorted as “Al-Falasi, S.” (The preference for

Arabic names now is to hyphenate the prefix so that it remains with the surname.).

Reference citations in text are done using parenthetical referencing. Most usually, this involves putting the author's surname and the date of publication within parentheses, separated by a comma, generally placed immediately after the Reference or at the end of the sentence in which the Reference is made.

However, it is also common for the authors to be the subject or object of a sentence. In such a case only the year is in parentheses. In all cases of citation, author name(s) are always followed immediately by the year in which the article was published. In the case of a quotation, the page number is also included in the citation.

Full bibliographic information is then provided in a Reference section at the end of the article. APA style defines that the Reference section may only include articles that are cited within the body of an article. This is the distinction between a document having a Reference section and a Bibliography, which may incorporate sources read by the authors as background but not referred to or included in the body of a document.

Let us now see how to write references if it is single author, multiple author etc.

- *Single author*

Format should be Author's last name followed directly by a comma, then the year of publication. When one makes the Reference to the author(s) directly as a part of the narrative, then only the year (and page number if needed) would remain enclosed within parentheses. The same holds for multiple authors.

Examples are given below:

“A recent study found a possible genetic cause of alcoholism (Pauling, 2005).”

“Pauling (2005) discovered a possible genetic cause of alcoholism.”

- *Two authors*

Authors should be presented in order that they appear in the published article. If they are cited within closed parentheses, use the ampersand (&) between them. If not enclosed in parentheses then use expanded “and”.

Examples are given below:

“A recent study found a possible genetic cause of alcoholism (Pauling & Liu, 2005).”

“Pauling and Liu (2005) discovered a possible genetic cause of alcoholism.”

- *Three to five authors*

With three to five authors, the first Reference to an article includes all authors. Subsequent citations in the same document may refer to the article by the principal author only plus “et al.”

All authors must be present in the References section.

A recent study found a possible genetic cause of alcoholism (Pauling, Liu, & Guo, 2005).

Examples are given below:

“Pauling, Liu, and Guo (2005) conducted a study that discovered a possible genetic cause of alcoholism.”

“Pauling et al. (2005) discovered a possible genetic cause of alcoholism.”

“A recent study found a possible genetic cause of alcoholism (Pauling et al., 2005).”

- *Six or seven authors*

The correct format in the text is (First Author et al., Year) or First Author et al. (Year).

Examples given below:

“Brown et al. (2005) discovered a possible genetic cause of alcoholism.”

In the Reference section, all authors’ names should be included if there are six or seven authors.

- *Eight or more authors*

In the text, the first and all subsequent References should be to First Author et al. (Year) or (First Author et al., Year).

In the Reference list, list the first six authors, and then put an ellipsis (three periods), and then list the last author.

Example given below:

“Brown, A.B., Johnson, C., Laird, K., Howard, O. P., Evans, S., . . . Pritchard, J. (2004). . . . (study has eight or more authors)”

- *Multiple publications, same author*

If an author has multiple publications that you wish to cite, you use a comma to separate the years of publication in chronological order (oldest to most recent). If the publications occur in the same year, the *Publication Manual* recommends using suffixes a, b, c, etc. (note that corresponding letters should be used in the Reference list, and these References should be ordered alphabetically by title).

Example given below:

“Recent studies have found a possible genetic cause of alcoholism (Pauling, 2004, 2005a, 2005b).”

“Pauling (2004, 2005a, 2005b) has conducted studies that have discovered a possible genetic cause of alcoholism”

- *Multiple publications, different authors*

Follow the rules for one author above, and use a semicolon to separate articles. Citation should first be in alphabetical order of the author, then chronological.

Example given below:

“Recent studies found a possible genetic cause of alcoholism (Alford, 1995; Pauling, 2004, 2005; Sirkis, 2003)”

- *Direct quotes*

The same rules as above apply here, the format being (Author, Year, Page Number).

Example given below:

“When asked why his behaviour had changed so dramatically, Max simply said, “I think it’s the reinforcement” (Pauling, 2004, p. 69).”

6.4 REFERENCE LIST AND PRINT SOURCES

The APA style guide prescribes that the *Reference* section, Bibliographies and other lists of names should be accumulated by surname first, and mandates inclusion of surname prefixes. For example, “Martin de Rijke” should be sorted as “de Rijke, M.” and “Saif Al-Falasi” should be sorted as “Al-Falasi, S.”

For names in non-English languages, follow the capitalisation standards of that language. For each of the source types below a hanging indent should be used where the first line is flush to the left margin and all other lines are indented.

Book by one author

Sheril, R. D. (1956). *The terrifying future: Contemplating color television*. San Diego, CA: Halstead.

Book by two authors

Kurosawa, J., & Armistead, Q. (1972). *Hairball: An intensive peek behind the surface of an enigma*. Hamilton, Ontario, Canada: McMaster University Press.

Chapter in an edited book

McDonalds, A. (1993). Practical methods for the apprehension and sustained containment of supernatural entities. In G. L. Yeager (Ed.), *Paranormal and occult studies: Case studies in application* (pp. 42–64). London, England: OtherWorld Books.

Dissertation (PhD or masters)

McDonalds, A. (1991). *Practical dissertation title* (Unpublished doctoral dissertation). University of Florida, Gainesville, FL.

Article in a journal with continuous pagination (nearly all journals use continuous pagination)

Rottweiler, F. T., & Beauchemin, J. L. (1987). Detroit and Narnia: Two foes on the brink of destruction. *Canadian/American Studies Journal*, 54, 66–146.

Kling, K. C., Hyde, J. S., Showers, C. J., & Buswell, B. N. (1999). Gender differences in self-esteem: A meta-analysis. *Psychological Bulletin*, 125, 470–500.

Article in a journal paginated separately Journal pagination

Crackton, P. (1987). The Loonie: God’s long-awaited gift to colourful pocket change? *Canadian Change*, 64(7), 34–37.

Article in a weekly magazine

Henry, W. A., III. (1990, April 9). Making the grade in today’s schools. *Time*, 135, 28–31.

Article in a weekly magazine with DOI

Hoff, K. (2010, March 19). Fairness in modern society. *Science*, 327, 1467-1468. doi:10.1126/science.1188537

Article in a print newspaper

Wrong, M. (2005, August 17). “Never Gonna Give You Up” says Mayor. *Toronto Sol*, p. 4.

6.5 ELECTRONIC SOURCES

For electronic References, websites, and online articles, APA Style asserts some basic rules, including to direct readers specifically to the source material using URLs which work include retrieval date ONLY when content is likely to change (e.g., wikis) include all other relevant APA Style details for the source.

Online article based on a print source, with DOI (e.g., a PDF of a print source from a database)

Example is given below:

Krueger, R. F., Markon, K. E., Patrick, C. J., & Iacono, W. G. (2005). Externalizing psychopathology in adulthood: a dimensional-spectrum conceptualisation and its implications for DSM-V. *Journal of Abnormal Psychology*, 114, 537-550. doi:10.1037/0021-843X.114.4.537

Online article based on a print source, without DOI (e.g., a PDF of a print source from a database)

Marlowe, P., Spade, S., & Chan, C. (2001). Detective work and the benefits of color versus black and white. *Journal of Pointless Research*, 11, 123–127.

Online article from a database, no DOI, available ONLY in that database (proprietary content—not things like Ovid, EBSCO, and PsycINFO)

Liquor advertising on TV. (2002, January 18). Retrieved

from <http://factsonfile.infobasepublishing.com/>

or

Liquor advertising on TV. (2002, January 18). Retrieved from *Issues and Controversies* database.

Article in an Internet-only journal

McDonald, C., & Chenoweth, L. (2009). Leadership: A crucial ingredient in unstable times. *Social Work & Society*, 7. Retrieved

from <http://www.socwork.net/2009/1/articles/mcdonaldchenoweth>

Article in an Internet-only newsletter (eight or more authors)

Paradise, S., Moriarty, D., Marx, C., Lee, O. B., Hassel, E., . . . Bradford, J. (1957, July). Portrayals of fictional characters in reality-based popular writing: Project update. *Off the Beaten Path*, 7. Retrieved from

<http://www.newsletter.offthebeatenpath.news/otr/complaints.html>

Article with no author identified

Britain launches new space agency. (2010, March 24). Retrieved

from <http://news.ninemsn.com.au/technology/1031221/britain-launches-new-space-agency>

Article with no author and no date identified (e.g., Wiki article)

Harry Potter. (n.d.). In *Wikipedia*. Retrieved March 12, 2010,

from http://en.wikipedia.org/wiki/Harry_Potter

Entry in an online dictionary or Reference work, no date and no author identified
 Verisimilitude.(n.d.).In *Merriam-Webster's online dictionary* (11th ed.). Retrieved
 from <http://www.merriam-webster.com/dictionary/verisimilitude>

E-mail or other personal communication (cite in text only)

Monterey, personal communication, September 28, 2001)

6.6 BOOK ON CD, TAPE AND MOVIE

Nix, G. (2002). *Lirael, Daughter of the Clayr* [CD]. New York, NY: Random House/Listening Library.

Book on tape

Nix, G. (2002). *Lirael, Daughter of the Clayr* [Cassette Recording No. 1999-1999-1999]. New York, NY: Random House/Listening Library.

Movie

Gilby, A. (Producer), & Schlesinger, J. (Director). (1995). *Cold comfort farm* [Motion picture]. Universal City, CA: MCA Universal.

6.7 REFERENCE SPECIFICATIONS

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.

When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks in the treatment condition compared to the control condition, the difference was not statistically significant. [Note: *and* is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]

When the authors of a source are *not* part of the formal structure of the sentence, both the authors and year of publication appear in parentheses. Consider the following example:

Reviews of Research on religion and health have concluded that at least some types of religious behaviours are related to higher levels of physical and mental health (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991; Maton & Pargament, 1987; Paloma & Pendleton, 1991; Payne, Bergin, Bielema, & Jenkins, 1991). [Note: *&* is used when multiple authors are identified in parenthetical material. Note also that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames and separated by semicolons.]

When a source that has two authors is cited, both authors are included every time the source is cited.

When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

Reviews of Research on religion and health have concluded that at least some types of religious behaviours are related to higher levels of physical and mental health (Payne, Bergin, Bielema, & Jenkins, 1991).

Payne et al. (1991) showed that ...

When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).

Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski & Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

Grayson (as cited in Murzynski & Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.

To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not "recoverable" information, it is not included in the References section. For the text citation, use the following format:

B. F. Skinner (personal communication, February 12, 1978) claimed ...

To cite a Web document, use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use "n.d." in place of the date. Consider the following examples:

Degelman (2009) summarises guidelines for the use of APA writing style.

Changes in Americans' views of gender status differences have been documented (*Gender and Society*, n.d.).

To cite the Bible, provide the book, chapter, and verse. The first time the Bible is cited in the text, identify the version used. Consider the following example:

"You are forgiving and good, O Lord, abounding in love to all who call to you" (Psalm 86:5, New International Version). [Note: No entry in the References list is needed for the Bible.]

Quotations: When a direct quotation is used, always include the author, year, and page number as part of the citation.

A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Consider the following example:

Patients receiving prayer had "less congestive heart failure, required less diuretic and antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated" (Byrd, 1988, p. 829).

A lengthier quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text, in block format, with each line indented five spaces from the left margin.

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).

Pagination: The References section begins on a new page.

Heading: "References" (centered on the first line below the running head)

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 the following components:

Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are eight or more authors, list the first six authors followed by three ellipses (...) and then the final author. If no author is identified, the title of the document begins the Reference.

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.

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.

Electronic Retrieval Information: Electronic retrieval information may include digital object identifiers (DOIs) or uniform resource locators (URLs). DOIs are unique alphanumeric identifiers that lead users to digital source material. To learn whether an article has been assigned a DOI, go to <http://www.crossref.org/guestquery/>.

Example of APA-formatted Internet References: Go to

<http://www.vanguard.edu/uploadedFiles/Psychology/References.pdf>

Examples of sources

Journal article with DOI

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology, 26*, 1617-1626. doi:10.1111/j.1559-1816.1996.tb00088.x

Journal article without DOI, print version

Koenig, H. G. (1990). Research on religion and mental health in later life: A review and commentary. *Journal of Geriatric Psychiatry, 23*, 23-53.

Journal article without DOI, retrieved online

For articles retrieved from databases, include the URL of the journal home page. Database information is not needed. Do not include the date of retrieval.]

Aldridge, D. (1991). Spirituality, healing and medicine. *British Journal of General Practice, 41*, 425-427. Retrieved from <http://www.rcgp.org.uk/publications/bjgp.aspx>

Book

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston, MA: Allyn and Bacon.

Informally published Web document

Degelman, D. (2009). *APA style essentials*. Retrieved from http://www.vanguard.edu/faculty/ddegelman/detail.aspx?doc_id=796

Informally published Web document (no date)

Nielsen, M. E. (n.d.). *Notable people in psychology of religion*. Retrieved from <http://www.psywww.com/psyrelig/psyrelpr.htm>

Informally published Web document (no author, no date)

Gender and society. (n.d.). Retrieved from <http://www.trinity.edu/~mkearl/gender.html>

6.8 ABSTRACT FROM SECONDARY DATABASE

Garrity, K., & Degelman, D. (1990). Effect of server introduction on restaurant tipping. *Journal of Applied Social Psychology*, 20, 168-172. Abstract retrieved from PsycINFO database.

Article or chapter in an edited book Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York, NY: Oxford University Press.

Diagnostic and Statistical Manual of Mental Disorders

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.

6.9 FOOTNOTES

Footnotes: Content footnotes are occasionally used to support substantive information in the text. A content footnote may be placed at the bottom of the page on which it is discussed or on a separate page following the References.

Pagination: Footnotes begin on a separate page.

Heading: "Footnotes" is centered on the first line below the running head.

Format: Indent the first line of each footnote 5-7 spaces and number the footnotes (slightly above the line) as they are identified in the text.

Example of APA-formatted

Footnotes: <http://www.vanguard.edu/uploadedFiles/Psychology/Footnote.pdf>

Tables: A common use of tables is to present quantitative data or the results of statistical analyses (such as ANOVA). See the *Publication Manual* (2010, pp. 128-150) for detailed examples. Tables must be mentioned in the text.

Pagination: Each Table begins on a separate page.

Heading: "Table 1" (or 2 or 3, etc.) is typed flush left on the first line below the running head. Double-space and type the table title flush left (italicized in uppercase and lowercase letters).

Example of APA-formatted Tables.

<http://www.vanguard.edu/uploadedFiles/Psychology/table.pdf>

Figures: A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). See the *Publication Manual* (2010, pp. 150-167) for detailed examples.

Pagination: Figures begin on a separate page.

Figure Caption: “Figure 1.” (or 2 or 3, etc.) is typed flush left and italicized on the first line below the figure, immediately followed on the same line by the caption (which should be a brief descriptive phrase).

Example of APA-formatted

Figure: <http://www.vanguard.edu/uploadedFiles/Psychology/figure.pdf>

Appendixes: A common use of appendixes is to present unpublished tests or to describe complex equipment or stimulus materials.

Pagination: Each Appendix begins on a separate page.

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).

Format: Indent the first line 5-7 spaces.

Example of APA-formatted Appendix

<http://www.vanguard.edu/uploadedFiles/Psychology/Appendix.pdf>

6.10 GENERAL GUIDELINES TO WRITE REFERENCES

Start on a new page. Center the word References at the top. As usual, double space.

Any citations made in the manuscript must be presented in this section and vice versa. That is, if something is not cited in the text, then it should not appear in this section. In still other words, this is not a bibliography.

In any of the previous sections, whenever you say something like studies have shown you must provide a citation. This section tells the reader where they can find these citations.

This section is alphabetized by last name (of the first author involved in the study).

A hanging indent is employed for each Reference, that is, the first line is not indented and the rest are five-space indented.

For each author, give the last name followed by a comma and the first (and middle) initials followed by periods.

Separate multiple authors with commas and the last author with the ampersand (‘&’) rather than the word “and”.

After the author(s) comes the year (in parentheses and followed by a period).

For a journal Reference, italicize the title of the journal and the volume number. Note that issue numbers are typically not included. Also, capitalize the important words of the journal title.

For a book Reference, just italicize the title. Only capitalise the first word of the title. Do include the city, state (as a two-letter abbreviation without periods), and the publisher’s name.

See the example Reference section. It provides several types of References, including: Single and multiple author, journal articles, book, and book chapter, web page, as well as a government document.

6.11 LET US SUM UP

In this unit we have tried to present how the references should be written. We have tried to differentiate between references and bibliography. We pointed out that a list of Reference is an integral part of the Research Report. It may be headed as 'References' or 'Bibliography'. While Bibliography is a comprehensive term which includes, in addition to referred literature, other related and very useful literature which readers may like to read which the Researcher has himself read but not referred to it in the text of the thesis. All literature referred to in the text must appear in the Reference list. We learnt all about the guidelines to follow while writing references, in the style of American Psychological Association (APA) format.

We also discussed how to write the reference when it is a single author, more than one author and multiple authors. When there is more than one author, the initial of the first author must be followed by 'a comma'. The wording of the title should appear exactly as it does on the title page of the book or first page of the article. The name of the journal should either appear as it is or be abbreviated according to accepted abbreviations.

We also learned about how to write the reference for the same author who has published in different years and also in the same year. How to write a journal reference and a book reference were also presented.

6.12 UNIT END QUESTIONS

- 1) What is the significance of References in a Research Report?
- 2) How will you differentiate between references and bibliography?
- 3) Elucidate the style of Referencing according to the APA format, especially single author and multiple authors.
- 4) If the same author has multiple books how would you write the reference for them?
- 5) Elaborate upon the central guidelines for writing References from diverse sources. Give suitable examples.
- 6) How will you write references for the internet resources?
- 7) How will you write the references for internet books in particular? Give examples.

6.13 SUGGESTED READINGS

Publication Manual of the American Psychological Association (Sixth Edition, 2009). American Psychological Association. Washington, DC.

Singh, AK. (2009). *Test Measurements and Research Methods in Behavioural Sciences* (Fifth Edition). Bharti Bhawan Publishers & Distributors.