BUE Style and Referencing Guide

This guide is designed to help students of the BUE meet the requirements of academic writing. There is more than one academic convention in referencing. The preferred referencing style for the BUE is the APA (American Psychological Association) system. Read carefully and apply **consistently** during proofreading and final revisions**.**

1. Spelling
Use British spelling. Some of the common differences between British and American spelling include:

American	British	Example
-or	-our	**colour** *not ~~color~~*
-er	-re	**centre** *not ~~center~~*
-se	-ce	**defence** *not ~~defense~~*
-ize	-ise	**criticise** *not ~~criticize~~*
-og	-ogue	**catalogue** *not ~~catalog~~*

British English doubles the consonant:

Travel ⟹ traveller	*not ~~travel/traveler~~*

British English retains the silent 'e':

Age ⟹ ageing	not ~~age/aging~~

To help you ensure consistent spelling set Microsoft Office to English (UK) as the default language and use spell check.

2. Formal style
Below are several specific suggestions that, when incorporated into your writing, will help you achieve an academic writing style:

2.1 Avoid informal or conversational expressions such as 'kind of' and 'sort of':
    Original: The exam was <u>kind of</u> difficult.
    Revision: The exam was <u>rather</u> difficult.

2.2 Avoid contractions and abbreviations:
    Original: Applicants who <u>don't</u> have strong computer skills <u>won't</u> be as competitive as those who do.
    Revision: Applicants who <u>do not</u> have strong computer skills <u>will not</u> be as competitive as those who do.

2.3 Avoid referring to yourself or addressing the reader directly as 'you':
  Original: <u>If you receive</u> less than 6.5 on the IELTS, <u>you</u> may not be recruited.
  Revision: <u>Applicants who receive</u> less than 6.5 on the IELTS may not be recruited.

2.4 Avoid starting your sentences with 'I think':
  Original: <u>I think</u> this is an effective plan.
  Revision: This <u>could be</u> an effective plan.
       <u>The author believes that</u> …..

2.5 Avoid the use of 'etc' and 'and so forth' because these terms are vague:
  Original: In my free time, I enjoy sports, <u>etc.</u>
  Revision: In my free time, I enjoy sports, <u>and other activities such as reading</u>.

2.6 Use passive voice when appropriate:
  Original: <u>You put</u> the chemicals in the test tube.
  Revision: <u>The chemicals are put</u> in the test tube.

2.7 Use single-word verbs as much as possible rather than phrasal verbs, as single-word verbs are generally more formal and concise:
  Original: The president <u>brought up</u> some questions.
  Revision: The president <u>raised</u> some questions.

2.8 Use gender neutral language:
  Original: A student planning to graduate this Spring should see <u>his</u> advisor at once.
  Revision: Students planning to graduate this Spring should see <u>their advisors</u> at once.
  Revision: A student planning to graduate this Spring should see <u>her/his</u> advisor at once.

3. <u>Paper format</u>
Extended essays and research papers should be presented in the following format:

  Margins: 1' [2.5 cm] margins all around.
  Font: Times New Roman – 12.
  Space: double-space both *within and between* paragraphs.
  Paragraphs: each paragraph should be indented 5 spaces.
  Pagination: pages must be numbered consecutively.
  Title: the title of the essay should have no quotation marks, italics or underlining.

4. <u>Citation and referencing</u>
All ideas taken from other sources whether by direct quotation, summarising or paraphrasing, must be acknowledged via in-text citation and a works cited page. This means referring to them **twice:**
  - within the text (in-text citation)
  - at the end of your paper (bibliography or works cited).

Every parenthetical reference is a promise to the reader that full information about this source will be found in your list of works cited. Failing to acknowledge your sources is considered to be plagiarism.

4.1 Format for in-text citation:
This guide follows the parenthetical reference method where you indicate each reference you refer to in parentheses as follows:

Example 1: **If you refer to the author in the sentence include only the year and the page number (s) in parentheses. Separate the year and the page number(s) with a colon:**

In his conclusion, Rajaratnam (2001, p. 49) points to the possible economic and social costs incurred by a nation, when individuals work 24 hours a day.

Example 2: **If you do not name the author before the quotation, include the author's surname, the year and the page number(s) in parentheses at the end of the sentence. Direct quotations that are shorter than 40 words should be placed inside double quotation marks:**

"Leadership is defined as an influence relationship among leaders and followers" (Daft, 2008, p. 27).

Example 3: If you cite several different works by different authors at one time, organise information alphabetically by author's last names, and separate each with a semicolon (;). Put all names inside one set of parenthesis ( ):

Several studies indicate that female inmates with mental illnesses lacked adequate mental health services in U.S. prisons and jails (Adams 1996; Goldstein 1994; Keahi 1998; Lovell 1999).

Example 4: If you refer to a work cited in another source (citation from a secondary source), name the author of the work in which you find the reference, preceded by 'as cited in' to indicate that you are referring to a citation in that work. List the secondary source in your list of reference:

Parallel gene analysis with micro arrays provides a rapid and efficient method for large-scale human gene discovery (Brown as cited in Smith, 1995).
Note: in the reference list provide the details of 'Smith'

Example 5: If you are quoting from an article without an author's name, your parenthetical reference should include the title (shortened) or the name of the organisation, the year and page number(s) if available:

('Hospital costs', 2004, p. 14).
 (UK Government, 2003).

Example 6: Direct quotations of less than four typewritten lines are integrated in the text (see example 2); direct quotations of more than four typewritten lines (or more than 40 words) are indented on the left side and single-spaced without quotation marks. In-text citation is placed immediately after it:

As Soysal has observed, tensions between these two sets of factors are increasingly evident:

> The incorporation of post-war migrants is shaped both by the historically encoded membership systems of European host polities and by global changes in the concept and organization of individual rights. In the post-war era, world-level pressures toward more expanded individual rights have led to the increasing incorporation of foreigners into existing membership schemes. (1994, p. 29)

4.2 Format for reference page (bibliography or works cited):
- List your references at the end of your paper in alphabetical order by authors' last names or by the first significant word in the title if no author is listed.
- Give full details of authors, titles and publication information as shown below.
- List more than one work by the same author, chronologically (by date of publication) under the author's name.

Use the following format for titles:
- For book and article titles, capitalise only the first word of the title, and the first word of the subtitle if there is one.
- *Italicise* the title of books, magazines, newspapers, periodicals or journal.

4.3 Example of reference page (bibliography or works cited): note that the second line of each individual reference is indented:

Adams, W.M. (1999). Sustainability in Cloke, P. et al (Eds.). *Introducing human geographies.* London: Arnold.

Elliot, C., Hollis, F. & Katerdunk, S. (1990). *Early water experience.* New York: Howard Press.

Harris, P. (1998). *The young generation*. Seattle: Costal University. Retrieved from http://coastaluniversity.edu/younggen

Kirby, D.A. (2007). Leadership and the MBA: the need for a new paradigm? *Business Leadership Review*. IV, 11.

Lobo, J. (1995). Latin American construction at a glance. *Construction Review. 41*, iv-vi. Retrieved from Expanded Academic ASAP database.

Morris, J. & Winn, M. (1990). *Housing and social inequality.* London: Longman**.**

O'Dwyer, C. (1994). *Homelessness: what's the problem?* London: Longman.

4.3 <u>Examples of referencing</u>

Type of material	In-text-reference	Reference list	Notes
<u>Books</u>		**Format** Author family name, initials. (Year). *Title.* (Edition). Place of publication: Publisher.	
One author	Stokes (2002) believes that viral marketing…	Stokes, D. (2002). *Marketing.* (3rd ed.). London: Thomson.	Do not include the edition if it is the first edition. The date is the year of publication, not reprinting.
Two authors	Howard and Lowis (1973) predicted the rise of…*or* In the 1970s it was predicted that the development of personal computers would be limited by their size (Howard & Lowis, 1973).	Howard, K. & Lowis, J. (1973). *Tomorrow, today.* New York: Wiley.	Only use the ampersand (&) in brackets and in the reference list. Use the word 'and' when not in brackets.
Three to six authors	Clarke, Murphy and Davidson (1998) suggested that… The first time you must cite all the authors, *then* use et al which roughly means "and the others". For example, Clarke et al (1998) found that...	Clarke, M., Murphy, K. & Davidson, S. (1998). *The rebirth of history.* Paris: Liberty Press.	Write out the names of all the authors the first time they are referred to in your text. After that, use the first author, then et al.

Type of material	In-text-reference	Reference list	Notes
Corporate author	"…ethical issues to do with treating children…" (British Medical Association, 2001, p. xxiii).	British Medical Association. (2001). *Consent, rights and choices in health care for children and young people.* (2001) London: BMJ Books.	Use this when you cannot find a named author. If the publisher is the same as the corporate author, you can write 'Author' after place of publication.
Editor	As defined by Mark (1988)…	Mark, L. (Ed.). (1988). *Dictionary of accounting.* London: Faber & Faber.	Add (Ed.) or (Eds.) to the reference.
No author	In a pilot project (Women at work, 1985)…	*Women at work.* (1985). Berlin: WTT Publishing.	Use the title in your text and reference list in place of the author name.
Essay/chapter in a book		**Format** Author of chapter family name, initials. (Year). Title of chapter. In Editor's initial, family name, (Ed.), *Title.* (page numbers). Place of publication: Publisher.	For a single page, use p. For multiple pages, use pp.
	Though it would seem obvious, Andrews, (1988)…	Andrews, K. (1988). Globalization uncovered. In P. Tyke & X. Joop (Eds.), *New world evolution.* (pp. 25-58). Seattle: Indigo Press.	When citing in-text, use the author of the chapter. In the reference list, put the page numbers of the chapter.
Government publication		**Format** Government Department. (Year). *Title of document.* Place of publication: Publisher.	
	In a recent report (2006) government statistics show…	Department of Industry. (2006). *Industrial relations in transit.* London: Author.	When the author is the same as the publisher, you write 'Author' after the place of publication.

Type of material	In-text-reference	Reference list	Notes
Entry from an encyclopaedia		**Format** Author of entry. (Year). Title of entry. In Editor's initial, Family name, (Ed.), *Title of encyclopaedia.* (ed., Volume number, page numbers). Place of publication: Publisher.	You will not always find an author's name attached to an encyclopaedia entry. In that case, start with the title of the entry.
	The Forest of Dean (2007) is one of the most ancient woodlands in England.	Forest of Dean. (2007). In *The new encyclopaedia Britannica.* (15th ed., Vol. 4, p. 880). Chicago: Encyclopaedia Britannica.	Secondary sources are those you have not read but have been referenced in books that you have read. The book you **have** read appears in the reference list.
Secondary source	Customised accounting systems are the preferred option of most senior managers (Tenby, 2004, as cited in MacMillan, 2005, p.5).	MacMillan, K. (2005). *Accounting technology.* Amsterdam: L & R Communications.	
<u>**Print journals**</u>		**Format** Author family name, Initials. (Year). Title of article. *Journal name, Volume number* (issue or part number if known), page numbers.	Note that there is no need to use pp. to denote the page numbers for a journal article.
Newspaper article	There were reports of protests at Cairo International Airport (Leila, 2009)…	Leila, R. (2009, August 20-26). Airport protests. *Al-Ahram Weekly.* p. 3.	If no author can be found, begin with the title of the article. Use p. or pp. to denote page numbers.

Type of material	In-text-reference	Reference list	Notes
Electronic sources			**Note that in the latest (6th) edition of the APA guide, it is no longer necessary to put the retrieved date in the reference list.**
Journal article with a DOI If a DOI is provided, put it in the reference list without using the database name or URL. The document can be identified by going to www.doi.org/		Sapp, D.A. & Zhang, Q. (2009). Trends in industry supervisors' feedback on business communication internships. *Business Communications Quarterly, 72,* (3), 274-288. doi:10.1177/1080569909336450	Many journal articles have a unique identifying number called a DOI (Digital Object Identifier). If this is provided it will usually be located on the 1st page of the journal article.
Journal article from an online database	As Wilson (2003) stated…	Wilson, D. (2003). Exploring the life of a female politician. *Women in management review, 18* (8), 389-397. Retrieved from Emerald Library database.	Format is the same as for a print journal with the addition of the name of the database it was retrieved from.
Electronic Book	In her discussion of climate change, Depledge (2005) asserts that…	Depledge, J. *The organization of global negotiations: Constructing the climate change regime.* London: Earthscan. Retrieved from Ebrary database.	The format is the same as for a printed book with the addition of the electronic source.
Online newspaper article	The worsening situation in Darfur (Rice, 2009)…	Rice, X. (2009, March 24). Warning as humanitarian crisis deepens in Darfur. *The Guardian.* Retrieved from http://www.guardian.co.uk	You only need to put the address of the homepage of the publication not the full URL of the article.

Type of material	In-text-reference	Reference list	Notes
General www pages		**Format** Author. (Family name, Initial.) (Year). *Title of webpage*. Retrieved from URL.	If you cannot find a date for the webpage use (n.d.) In place of the year. This stands for 'no date'.
Website with author	As Professor Stephen Hawking (2000) states…	Hawking, S. (2000). *Professor Stephen Hawking's website.* Retrieved from http://www.hawking.org.uk/home/hindex.html	
Website with no author		*London 2012 Olympics.* (n.d.) Retrieved from http://www.london2012.com/	If you cannot find an author, start your reference with the title of the webpage.
Image from the web	As shown in the image (Fireworks, 2003)…	*Fireworks.* (2003). Retrieved from http://www.freeimages.com/photos/showphoto.php?photo=1394&password=&sort=1&cat=512&page=2	
YouTube video	As shown in the video clip (Yangster391991, 2007)…	Yangster391991. (2007). *Kunfu mix wit breakdance!!!* Retrieved from http://youtube.com/watch?v+qMZoZsRZxKY	The person posting the video has used a screen name or nickname which is used as the author.
Blog	In his blog, Bartlett (2007) states...	Bartlett, A. (2007). *The Bartlett diaries.* Retrieved from http://www.andrewbartlett.com/blog	
Personal communication, e -mail and discussion lists with no web archive	In response to a query about APA referencing… (S. Dodd, personal communication, April 27, 2009).	Not included in reference list as they cannot be traced by the reader.	

Further Help

If you need information on referencing other types of publication, not covered in this guide, copies
of the following books which detail APA style are available in the Library:

American Psychological Association. (2010). *Concise rules of APA style*. (6th ed.). Washington, DC: Author.

American Psychological Association. (2010). *Publication manual of the American Psychological
    Association*. (6th ed.). Washington, DC: Author.

The following link may also be useful:

The University of Waikato. (2009). *APA style guide.*
    Retrieved from http://www.waikato.ac.nz/library/learning/g_apaguide.shtml