



## CITATION STYLE GUIDE FOR RESEARCH WRITING

A student may use material from his own observations or experiences from textbooks, periodicals, other reading sources, the Internet and also from field surveys. Students frequently do not make references as to the sources they used in their papers. Footnotes appears at the bottom of pages beginning four lines (two double spaces ) below the text.

### FOOTNOTES

Footnotes have four main uses:

1. To cite the authority for statements. This includes specific facts, opinions and exact quotations.
2. To comment on any section or point of discussion that may broaden or qualify the rest of the discussion. In this case a footnote or footnotes is/are used so as to avoid the disruption of the thought process in the paper.
3. To make cross-references. Reference in this case is made to an earlier or a later page(s). ("Supra or "above" p.40, or "Infra" or "below" p.49)
- 4.. To make acknowledgements.

### FOOTNOTE NUMBERS

Footnotes are numbered from 1 through to the numeral last used, e.g. 9, 10, etc. It is placed above the last word of the passage to which it refers. If the passage is not an exact

quotation the footnotes numeral comes at the end of the passage, not after the author's name.

### FOR A BOOK

- Author's full name (last name first)
- Full title (including any subtitle)
- Editor or translator (if there is one)
- Edition (if the book is a second or later edition)
- Number of the volume and the total number of volumes (if the book is a multi-volume work)
- Series name (if the book is part of a series)
- Place of publication (note only the first place if several are listed)
- Publisher
- Year of Publication
- Page number(s)

### BOOK – ONE AUTHOR

#### *Note Form*

Desmond Morris, Cat world : feline encyclopedia (New York, NY : Penguin Reference, 1996), 97-98.

#### *Bibliography Form*

Morris, Desmond. Cat world : feline encyclopedia. New York, NY : Penguin Reference, 1996

### MORE THAN ONE BOOK BY SAME AUTHOR

#### *Note Form*

Thomas H. Boyer, Exotic animal formulary (Lakewood, CO : American Animal Hospital Association, 1995), 97

Thomas H. Boyer, A practitioner's guide to reptilian husbandry and care ( Lakewood, CO : American Animal Hospital Association, 1993), 215.

Thomas H. Boyer, Exotic animal formulary, 98.

Do not repeat an author's name with subsequent books. A string of five hyphens take the place of the author's name.

Note optional chronological order for two or more books by same author.

### *Bibliography Form*

Boyer, Thomas A. Exotic animal formulary. Lakewood, CO. : American Animal Hospital Association, 1995.

----- A practitioner's guide to reptilian husbandry and care.. Lakewood, CO. : American Animal Hospital Association, 1993.

If you have two authors with the same last name, give both first and last names in subsequent references.

### TWO OR MORE AUTHORS

#### *Note Forms*

Janice L. Cain, Melissa Goodman, Canine breeding management and techniques : the veterinarian's role. (Lakewood, Col. : The American Animal Hospital Association, 1993), 22

Note: The subtitle is optional in footnotes. (However, it is required in the bibliography).

For more than three authors, use "et al." in your footnotes.

Carl Sagen ...[et al.], Murmurs of earth. (New York : Randon House, 1978), 17.

### BOOK WITH EDITOR (S)

#### *Note Forms*

C. Thorne, ed. The Waltham book of dog and cat behaviour. (Oxford : Pergamon Press, 1992), 12

### AN ARTICLE OR CHAPTER IN A BOOK CAN BE RECORDED THUS

#### *Note Form*

Johnny D. Hoskins, 'Fluid therapy in the puppy and kitten' IN Kirks' current veterinary therapy XII : small animal practice, eds. John D. Bonagura, Robert W. Kirk, (Philadelphia, PA : Saunders, 1995) 34

## ***Bibliography Form***

Hoskins, Johnny D. 'Fluid therapy in the puppy and kitten'  
Kirks' current veterinary therapy XII : small animal  
Eds. John D. Bonagura, Robert W. Kirk. Philadelphia, PA :  
Saunders, 1995.

## **ARTICLES IN A SCHOLARLY JOURNAL**

-Authors' names  
-Title of article  
-Title of the journal  
-Volume number (and issue number, if needed)  
-Year of publication  
-Include page numbers of the article i.e. the number of the page on which the article begins, and the number of the page on which the article ends.

## **A PERIODICAL ARTICLE IS ENTERED AS FOLLOWS:**

### ***Note Form***

Stephen L. Zawistowski, 'Strangers in a strange land'.  
Animal Watch 21, no.2 (2001) : 15.

### ***Bibliography Form***

Zawistowski, Stephen L. 'Stranger in a strange land'  
Animal Watch 21, no.2 (2001) : 15 - 16

You may give the full date instead of an issue number : 21  
(summer 2001) : 15

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## **NEWSPAPER OR MAGAZINE ARTICLE**

Author's name  
Title of the article  
Title of the periodical  
Date of publication  
Include page numbers of the article or the initial page number followed by a plus sign as appropriate.

### **Example**

Shea, Christopher. "The limits of free speech." Chronicle of Higher Education 1 Dec. 1993 : 37 – 38.

After fully documenting a work, use a shorten reference in subsequent footnotes. The author's last name alone, followed by the relevant page number or numbers, is usually adequate.

### **Example**

Rich. 345 – 47

If you cite two or more works by the same author – for example, Anne Rich's Anatomy of criticism and her The double vision - include a shorten form of the title following the author's last name in each reference after the first.

2. Rich, Anatomy 278

3. Rich, Double vision 1 – 3

Repeat the information even when two references in sequence refer to the same work. Do not use the abbreviations ibid and op. cit.

## **ELECTRONIC SOURCES**

Most styles authorities classify electronic sources into two major types: **online sources** and **other electronic sources**.

### **Online sources** may include:

World Wide Web, FTP, Gopher, Listserv, Newsgroups,  
E-mail.

**Other electronic sources** may include:

CD-ROMs, diskettes, magnetic tapes, other portable computer databases

### ***Bibliography Form***

#### **Basic citation components and punctuation**

Author's Last Name, First Name <author's internet address, if appropriate>. "Title of Work" or "title line of message." In "Title of Complete Work" or title of list/site as appropriate. <internet address>. [menu path, if appropriate]. Date, if available. Archived at: if appropriate.

#### **World Wide Web**

Limb, Peter. "Alliance strengthened or diminished? : relationships between labour & African Nationalist/Liberation Movements in Southern Africa."  
<[http://neal.ctstateu.edu/history/world\\_history/archives/limb-1.html](http://neal.ctstateu.edu/history/world_history/archives/limb-1.html)>, May 1992.

#### **E-mail Messages**

Page, Mel <[pagem@etsuarts.east-tenn-st.edu](mailto:pagem@etsuarts.east-tenn-st.edu)>. "African dance ... and Malawi." "Private e-mail message to Masankho Banda. 28 November 1994.

### ***Note Form***

#### **Basic citation components and punctuation**

Note number. Author's First name and last name, & <author's internet address, if available>, "Title of Work" or "Title line of message," in "title of complete Work" or title of list/site as appropriate, ,1 <internet address>, [menu path, if appropriate], date if available, archived at if appropriate.

#### **World Wide Web**

Peter Limb, "Relationships between Labour & African Nationalists/Liberation Movements in Southern Africa," <[http://neal.ctstateu.edu/history/world\\_history/archives/limb-1.html](http://neal.ctstateu.edu/history/world_history/archives/limb-1.html)>, May 1992.

#### **E.mail Messages**

Mel Page, <[pagem@etsuarts.east-tenn-st.edu](mailto:pagem@etsuarts.east-tenn-st.edu)>, "African dance ... and Malawi," "private e-mail message to Masankho Banda, 28 November 1994.