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## **BIBLIOGRAPHIC CITATION AND REFERENCING METHOD**

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### **1. Introduction**

Academic institutions and scientific publications demand references for all sources used in the course of writing. Students and researchers often view this as a complicated process that requires too much time and effort. The complexity of this exercise, to the students, increases as there is various types of information materials consulted in the course of writing their research and related assignments (term papers, essays, articles, research projects, etc.). Information materials that could be cited or referenced to such research writings include all print and non-print materials such as books, journals, magazines, newspapers, reports, students' projects (like theses and dissertations), dictionaries, encyclopaedia, letters, lecture/class notes, posters, manuals, brochure, directories and, photographs. Other electronic resources include web pages, social network text, archived e-mails and messages, online audio and video files.

In this chapter, citation and referencing process is set out in detail. Students and researchers are reminded of the importance of citation and referencing. And, the four major or leading methods in the Nigerian academic milieu are given – namely the Harvard, the American Psychological Association (APA), the Vancouver and the Modern Language Association (MLA) methods. They shall be fully analysed in this Chapter. But, before we proceed to the methods, let us keep note of some important issues that students and researchers will like to know.

### **1.2. Importance of Citation and Referencing**

The followings are valid reasons why a student or researcher must refer to, quote and cite sources in his or her research writing:

- i. It is a proof that research is substantial and is based on facts.
- ii. It shows the theoretical foundation of the research.
- iii. It justifies the dependability, reliability and/or credibility of the research findings and conclusion.
- iv. It allows interested readers to track and follow the cited works for furtherance of knowledge.
- v. It is the only valid way to avoid plagiarism – an academic offence that attracts academic punishments such as denial of grade, certificate, qualification and other similar punishments.

### 1.3. How Do I know the Citation and Referencing Method to Use?

Different academic departments and faculties require different referencing method. This is also the case with scientific Journals and other professional publications. What the student or researcher should do first is to determine the requirement of his or her department, faculty or professional body (as per Journal publishing). Elaborately, and in the ambit of this chapter, some of the academic departments or disciplines and the referencing method they usually subscribe to are presented in the table 1 below.

Table 1: *Distribution of Academic Departments and Their Likely Referencing Methods*

| <b>Methods</b>   | <b>The Subscribing Departments/Disciplines</b>  |
|------------------|---|
| Harvard Method   | All Language Studies, History, Arts, and Literary studies, Theology, Sociology, Criminology, etc.   |
| APA Method       | Social and behavioral sciences such as Education Library and Information Science, management Sciences, Nursing, other behavioural and Social Science disciplines. |
| Vancouver Method | Medicine, Computer Science, Mathematics, Statistics, Physics, Zoology, Plant and Biotechnology Departments, etc.  |
| MLA Method       | Linguistics and Literary Subjects   |

### 1.4. Where Does the Referencing Process Begin?

Accurate citation and referencing begin from noting down the materials that has potential for use from the start. In the course of searching for information in materials, the student or researcher should take note of the page(s), and if photocopies are made, the front and title pages of the material should also be photocopied so as to capture the bibliographic details of the information material that is being consulted. Most students and researcher photocopy book pages for their research writings and in the end discover that the author or source they have cited in the text cannot be described in the reference list. Hence, it should be noted now that the remedy to such experience is to keep record of all bibliographic records (discussed later in this chapter as essential components of every reference entry) as the searching and use of the information goes on.

## 2. Citation Approaches in the Text

There are four means according to which a student or researcher can cite a source or reference during scientific writing. They are:

- i. Source Referencing: This is done by placing the citation in brackets in the text at the precise place where the borrowed information occurs.
- ii. Secondary Referencing: This is done by citing to a particular citation (primary source) that is referenced in another given information material (the secondary

source). That is to say that the student is making reference to a citation contained in, for instance, the book he is reading from. Thus, while the citation he has culled from the book is the primary source, the book he is directly reading from is the secondary source to that information he may have drawn. Both the primary and the secondary sources must be mentioned in the text, for example:

Men are stronger than women (Uzuegbu, 2012, cited in Ibegwam, 2014).

But, only the secondary source should be listed in the reference/bibliography OR in the list of “Works cited”.

Thus, in the above example, Uzuegbu’s work is the primary source and is the major citation at the moment even though it was sourced from the book written by Ibegwam. Whereas, Ibegwam’s work is the secondary source, being the book that the student is presently reading and thereon stumbled on the citation made to Uzuegbu’s work. Hence, this kind of citation is known as secondary referencing.

- iii. Cross-Referencing: Any reference within a text to a specific item, for example a chapter, section, table, paragraph, etc., is a cross-reference. Such referencing must be as specific as possible. It must refer to the specific number of the item, rather than to the number of the page on which it appears, for example:

(see Table A.), (see Figure 2.1), (see Chapter 6)

Where the cross-reference is to a specific sentence, it must form part of that sentence, for example:

.... is called a killer (see Chapter 10).

Notice that the “see” above began with a lowercase. But where the cross-referencing is to an entire paragraph, it must be placed after the last sentence, and the “see” will start with a capital letter, for example:

.... is called a killer. (See Chapter 10.)

Study the two immediate examples to observe the difference between them. Moreover, note that the cross-referenced item is written with a capital letter.

- iv. Content Referencing: Content referencing is used within the text to provide additional explanation or discussion. According to Burger (1992), content referencing is used to:
- refer the reader to other sources that can offer more information on a specific topic;
  - clarify information in the text, for example by providing more information on people or places, explain foreign words, etc.;
  - provide extra information that, although important, cannot be included in the text without disrupting its flow;
  - expand on a standpoint; and,

- provide the original wording (in a foreign language) of a freely translated passage in a text.

Nonetheless, content referencing is comprised of two methods: endnotes and footnotes.

**Endnotes** appear on a separate page at the end of the write-up (before the reference/bibliography list and must be provided with a title such as ENDNOTES or NOTES. They are indicated in the text by means of superscript (raised Arabic numerals). Endnotes are more cumbersome than footnotes because the reader has to page back and forth to obtain the information.

**Footnotes** appear at the bottom of a page and are separated from the last line of text by additional space and/or a line, and/or a smaller font. They are also indicated in the text by means of superscript, which are preferably placed at the end of the sentence and usually after the punctuation mark, for example:

.... guinea worms<sup>1</sup> are not what human beings think they are.

<sup>1</sup> Guinea worms are silky organisms that produce life protection enzymes than poisons.

*The above is a fiction statement to demonstrate the placement of a sample superscript and its corresponding footnote.*

Summarizing this section, it is important to note that citations in a write-up could be in the form of direct quotation (lifting the information verbatim and indicated with quotation signs “ ”) or in the form of paraphrase (presenting another author’s information in one’s own language).

### 3. Essential Components of Every Reference

Generally, references to all kinds of information sources have to contain some essential components (bibliographic records). The essence is to give all the information as completely as possible to allow the reader to trace the correct sources. There are two main types of information sources: print and non-print sources.

#### **Print Sources**

The components that constitute each reference entry for print sources include:

- i. Author (it could be: a person as self-author(s) or as Editor(s), a corporate body, a government, a conference, etc.).
- ii. The date of publication (the year of publication, which to some kinds of material includes day and month. But, where the year of publication is not seen, the copyright year is used but with a “c” sign before the date (e.g. c2014). Where there is no date, the abbreviation “n.d”, for no date, may be used.
- iii. Title
- iv. Edition

- v. Place of publication
- vi. Publisher
- vii. Volume, number and/or page numbers

### ***Non-print Sources (electronic materials)***

To accurately cite and reference electronic sources of information, the following basic information (which must appear in every likely credible electronic material) must be clearly visible where available:

- i. Name of the Author or Editor (if available)
- ii. Title of the page/article
- iii. Title of the web page (look on the site's home page)
- iv. Type of medium (for example electronic journal, online)
- v. Date on which the website was updated or the copyright date
- vi. full internet address (URL) (for example <http://www...>)
- vii. Date on which the website was accessed

Now, we have shown the essential components of every single reference entry. But, it is also important to note that each referencing method (Harvard, APA, Vancouver, MLA) has its own unique style for inserting the components to form a reference entry. So, what constitute each method's entry and how the entries are made and/or arranged is dependent on the referencing method. This chapter is set to demonstrate each method. Each of the methods shall be demonstrated to cover all the likely used information materials by students and researchers and also to show the entry difference in print and non-print sources.

## **4. Referencing Methods**

As stated earlier, the referencing methods that constitute the focus of this chapter are: the Harvard, the American Psychological Association (APA), the Vancouver and the Modern Language Association (MLA) methods. They are treated one after another in the subheadings below.

### **4.1. Harvard Method**

This method is also known as the "author-date method". It is used primarily in the humanities (see Table 1). Students and researchers in the academic departments and disciplines of the humanities faculty are compulsorily requested to write and format their term papers, essays, articles, projects and other researches on the Harvard method. This method has as general characteristics the following:

- i. Cite the author(s) name(s), date of publication and page in the text (e.g. Uzuegbu, 2012:21). For more than one author (Uzuegbu, 2012:21; Ibegwam, 2014:14). etc.
- ii. If author's name(s) forms part of the sentence, put the date and page in bracket.

- iii. Page(s) is necessary only in paginated works.
- iv. Use comma to separate author from date but use colon to separate date from page number(s).
- v. Quotations that are less than 40 words are integrated into a grammatically correct sentence and should fit into a well-structured paragraph.
- vi. If the quotation forms part of the sentence, the final punctuation mark follows the closing bracket of its accompanying citation.
- vii. Words omitted in the quotations are indicated with ellipses (. . .)
- viii. Quotations that are more than 40 words are placed in an indented paragraph without quotation marks.
- ix. Citations made in the text are listed systematically (as we shall see later on) as references at the last page of the write-up or as bibliography if it contains the list other relevant materials not consulted and/or cited.
- x. Entries on the reference or bibliography are arranged alphabetically.
- xi. Only titles (for published works only) are italicized. Titles of non-published works are not italicized.
- xii. In the case of no identified author, the title of the work is used as author in text and reference list.

Now, several examples of the in-text citation and referencing formats are presented below. For the purpose of this book, “C” denotes citation while “R” denotes Reference.

### ***Print Sources***

Books: One author

|  |
|--|
| <p>C: Amina (2006:211) argues that men a wicked</p> <p>R: Amina, C.A. 2006. <i>Men and their character</i>. Minna: Johnson Press</p> |
|--|

Books: Several books by one author

|   |
|---|
| <p>C: ..... his claims have been rejected in research (Nnadozie, 2000:61; 2001:1; 2008:117).</p> <p>R: These entries will be listed separately in the reference list/bibliography and arranged chronologically.</p> |
|---|

Books: Two authors

|  |
|--|
| <p>C: The study (Udo &amp; Kennedy, 1993:14) show that ....</p> <p>R: Udo, N. &amp; Kennedy, V. 1993. <i>Modelling</i>. Singapore: McGraw Hill</p> |
|--|

Note that ampersand (&) is used as a conjuncture when the authors do not form part of the sentence. So, where the authors form part of the sentence, “and” is used for example:

|   |
|---|
| <p>C: Udo and Kennedy (1993:14) has shown that ....</p> |
|---|

Books: More than two authors

|   |
|---|
| <p>C: a study has been conducted (Akin, Umeh, Obi, &amp; Ogali, 2012: 21) which show ....</p> |
|---|

R: Akin, U. M., Umeh, M., Obi, F. U. & Ogali, C. 2012. *Screening in mammals*. Umuahia: Zeh Communications

In the citation, provide all the authors (no matter the number) and if reference is made to them again, present the first and represent others with *et al*. Yet, in the reference list/bibliography, all of them must be listed.

Books: Corporate bodies

C: ... has been proven by market research (Nigerian Ports Authority, 1998:44)

R: Nigerian Ports Authority. 1998. *The Nigerian market*. Lagos.

Books: Unpublished conference paper

C: Abokina, 1999:11)

R: Abokina, M. (1999). Weaving in traditional settings. Paper presented at the Nigerian Home Economists Conference. 12 February, Abuja.

Books: Conference paper in published proceedings

C: Akidi, 2000:14)

R: Akidi, J. O. 2000. Teaching the use of library to undergraduates: issues and theme, in A. Ibegwam & U. Anago (ed.). *Issues and themes in use of library education in Nigeria: proceedings of NLA Umudike maiden conference*. Umudike: Michael Okpara University of Agric: 121-134.

Books: A translated work

C: (Serardi, 2004)

R: Sergardi, L. 2004. *The Satire*. R.E. Pepin (tr.). New York: P. Lang

Books: Work in press

C: (Shedrack, 2003)

R: Shedrack, A. 2003. The evolution of women (in press).

Books: A chapter in edited book

C: Ahanene, 2009:13)

R: Ahanene, M.M. 2009. Introduction to Physics, in C. Omekara (ed.). *Physics text for Africa*. Ibadan: Macmillan. 21-45.

Books: Unpublished thesis and dissertation

C: (Amadi, 2004:55)

R: Amadi, E. N. 2004. ICT use by drivers in Imo State. Msc thesis. Nsukka: University of Nigeria Nsukka.

Books: Sacred books like the Bible

C: (Genesis 3:19)

R: Genesis. 1998. *The Bible*. Benin: Bible Society of Nigeria



Journals: article in journal (italicize the title of the journal and not the title of article)

C: (Henry, 2009:11)

R: Henry, F. 2009. Animal breeding in hot climate. *Journal of Animal Society of Nigeria*, 4 (2): 1-18.

Weekly or daily periodicals (newspapers and some magazines)

C: (Jones, 2009:31)

R: Jones, K. 2009. Chinua Achebe's life style. *The Punch*, 24 June: 3.

Dictionaries and Encyclopaedia

C: Encyclopadie Britannica, 1945)

R: Encyclopadia Britannica. 1945. s.V. "PUNCK". London: Benton

Electronic references

C: (Department of Health, 2001)

R: Department of Health, Nigeria. 2001. HIV campaign [Online]. Available: <http://www.hiv.campaigne/html> [2001, 12 October].

## 4.2. APA Method

This method is used primarily in the social and behavioural science faculties (see Table 1). Students and researchers belonging to departments and disciplines in the behavioural sciences are required to write and format their term papers, essays, articles, projects and other researches on the APA method. Sample presentations and guides in this section are strictly in accordance with the 6th edition (2nd printing) rules of APA, which is the latest edition of APA referencing style as published in 2010. This method has as general rules the following:

- i. Cite the author(s) name(s) and date of publication only. (Page number(s) is only required in direct quotations and subsequent citing for paginated works.
- ii. For cases that require inserting page, the page number is written for example as "p.5" or "pp.12-17".
- iii. If author's name(s) forms part of the sentence, put only the date in bracket.
- iv. Use comma to separate author from date and page (for where page number is required) for example: (Uzuegbu, 2012, p.5).
- v. Quotations that are less than 40 words are integrated, grammatically, into the sentence, as a paraphrase or as quotation that must fit into a well-structured paragraph.
- vi. If the quotation forms part of the sentence, the final punctuation mark follows the closing bracket of its accompanying citation.
- vii. Words omitted in the quotations are indicated with ellipses (. . .)

- viii. Quotations that are more than 40 words are placed in an indented paragraph without quotation marks and not italicized.
- ix. If authors to a work are two, three, four or five in number, at first citation the names (surnames) of all authors should be stated and subsequently, the first author's name should be used followed by word "et al." written out without italicizing it.
- x. When there are six or more authors, use the last name of the first author followed by "et al" for the first citation in the text, as well as subsequent citations.
- xi. In the reference list, authors' names are listed complete up to the seventh name but where they are more than seven, the ellipses sign (. . .) is used after the sixth author and afterwards insert the name of the last author.
- xii. The conjunction letter "&" is used for joining authors in the reference list were required but "and" is used for same purpose in the in-text citations.
- xiii. Citations made in the text are listed systematically (as we shall see later on) as references at the last page of the write-up or as bibliography if it contains the list other relevant works not consulted and/or cited in the write-up.
- xiv. Entries on the reference or bibliography are arranged alphabetically.
- xv. At the reference entries, only titles of works are italicized.

At this time, several examples of the in-text citation and referencing formats are presented below. As indicated earlier, "C" denotes citation while "R" signifies Reference.

### ***Print Sources***

#### **Books**

C: Dessler (2008) agree with United Nations (2003) that ...

R: Dessler, G. (2008). *Human Resource Management* (11th ed.). London: Pearson Prentice Hall.

R: United Nations (2003). *Indicators for monitoring the millennium development goals: Definitions, rationale, concepts and sources*. New York: United Nations.

#### **Chapter from an Edited Book**

C: Uzuegbu and Aniedu (2012) opine that . . .

R: Uzuegbu, C.P. & Aniedu, O.N. (2012). Information search and retrieval in the internet age: Is there any need for the librarian? In R.U. Ononogbo, A.N. Uhegbu, M.C. Nwosu and C.P. Uzuegbu (Eds.), *personnel issues in the 21st century librarianship* (pp. 91-101). Umuahia, Nigeria: Zeh Communications.

#### **Dictionaries**

C: The Webster Universal Dictionary and Thesaurus defines legumes as ...

R: *Webster Universal Dictionary and Thesaurus* (2007). New Lanark, Scotland: Geddes and Grosset.

### Encyclopedia

C: Hanegraaff (2005) is of the view that the behaviour theories ...

R: Hanegraaff, W. (2005). New age movement. In L. Jones (Ed.), *Encyclopedia of religion* (2nd ed., Vol. 10, pp. 6495-6500).

### Journals

C: Toxins are dangerous to rabbits (Shaffril and Uli, 2010).

R: Shaffril, H. & Uli, J. (2010). The influence of socio-demographic factors on work performance among employees of Government agriculture agencies in Malaysia. *The Journal of International Social Research*, 3 (10), 459-469.

### Magazines

C: Allan (2004) agrees with the findings of ...

R: Allan, B. (2004, March). The food fight. *Consumer*, 438, 8-11.

### Newspapers

C: Poultry meat in Nigeria is . . .

R: Akinmutimi, H. (2013, July 14). The future of animal food production. *The Guardian*, p. B2, B14.

### Technical Reports

C: The working document of Nurses in Afikpo (National League for Nursing, 1990) . . .

R: National League for Nursing. (1990). *Self-study report for community health organizations* (Pub. No. 21-2329). New York, NY: Author.

### Brochures/Pamphlets

C: Probation students in MOUAU have the right to shop for departments ...

R: Michael Okpara University of Agriculture, Umudike. (2004). *Students handbook* [Pamphlet]. Author.

### Published conference proceeding

C: Ezeani, Eke and Ugwu (2012) submit that professionals are those ...

R: Ezeani, C. N., Eke, N. E. & Ugwu, F. (2012). Professionalism in library and information science: Trends, needs and opportunities in academic libraries in South East. In *Proceedings of the Nigerian Library Association 50th conference and annual general meeting held at International Conference Centre, Abuja from July 15-19, 2012*.

NB: Observing that “C” can always come in any of the formats as shown in previous examples let us focus on “R” which the student needs to understand how it is entered, learning from series of such models vis-à-vis the type work concerned.

#### Unpublished conference OR workshop paper

R: Oketunji, I. (1998). *Relevance of AACR2 to automated cataloguing*. Paper presented at the 18th NLA Cataloguing, Classification and Indexing Workshop held at the Kwara State Library Board, Ilorin, 26th to 30th October.

#### Thesis and Dissertations

R: Amanze, K. C. (2010). *Nursing management of the rheumatic fever secondary prophylaxis programme* (Unpublished master's thesis). University of Nigeria, Nsukka, Nigeria.

#### Abstract Only

R: Woolf, N. J., Young, S. F., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. *Society for Neuroscience Abstracts*, 17, 480

#### Poster Presented at Conferences and at other Learned Meetings

R: Ibegwam, A., Anasi, S.N.I., & Uzuegbu, C.P. (2013, July). *The role of agricultural libraries in literacy education as a prelude to capacity building among rural farmers in Nigeria*. A poster presentation at the Conference of the International Association of Agricultural Information Specialists (IAALD) held in Cornell University, Ithaca, NY USA from July 21 to 24, 2013.

#### Lecture Notes

R: Imo, C. (2007, February 27). *Primary care for desktop computers*. Unpublished lecture notes, Michael Okpara University of Agriculture, Umudike, Abia State, Nigeria.

NB: If the lecture does not have a title, provide a brief description of the lecture resource within square brackets (not in italics).

#### **Non-Print Sources**

##### Intranet

R: Lopez, J. (2005). *Characteristics of selected multilingual education programs from around the world: A review of the literature* (Unpublished master's thesis). Dominican University of California, Retrieved from ERIC database. (ED491402)

R: Brewster, C., & Railsback, J. (2002). *Full-day kindergarten: Exploring an option for extended learning*. Retrieved from ERIC database. (ED472733)

Internet: from a commercial database

R: Gonzalez-Mena, J. (2007). *Diversity in early care and education: Honoring differences*. Available from <http://findarticles.com/product.php?isbn=007722289X>

R: Saarivirta-Kolpack, M. (2006). *A history of early teacher training practices at Northern (Michigan University), 1899-1953* (Master's thesis). Available from ProQuest Dissertations & Theses database. (UMI No. 1439820)

Internet: from non-commercial sites

R: Vogel, C. G. (1999). *Legends of landforms: Native American lore and the geology of the land* [Adobe Reader version]. Retrieved from <http://www.netlibrary.com/>

NB: for other types of works, as shown in the print categories, follow same pattern with the print but include “Retrieved from” or “Available from” as the case may be.

e- Mail Messages [Archived]: Note that titles for this category of resources are not italicized.

R: Opara, U. (2011a, February 24). Freedom of information bill [Electronic mailing list message]. Retrieved from The Nigerian Library Association (NLA) Online Forum, <http://us.mg2.mail.yahoo.com/dc/launch?.gx=1&.rand=e9kdo0lcl4aes>

e- Audio-Video (Internet): Note that titles are not italicised

R: Goyen, A. (2007, February 22). Downtown Marquette dog sled races [Video file]. Retrieved from <http://www.youtube.com/watch?v=gW3CNCGGgTY>

#### 4.3. The Vancouver Method

The Vancouver method is a type of numerical referencing method that is used primarily in medicine, computer science and mathematics. The followings are common with the Vancouver method:

- i. A number is allocated to a source when it is referred to for the first time.
- ii. The allocated number appears in the text in superscript or in square brackets.
- iii. The number identifies the specific source and is used throughout the text to refer to the specific source.
- iv. In the case where the researcher still mentions the name of authors, the allocated number is still used.
- v. The complete reference to sources is placed at the end of the writing in a list that is ordered numerically. This list is known as the reference list and contains only the sources cited in the text.
- vi. In the reference list no lines are indented, but one line is left open between the entries.

- vii. Unlike in Harvard and APA methods, titles of works are not italicized and the year of publication is placed at the very end of each entry.
- viii. The titles of journals are abbreviated as prescribed by Index Medicus. For example, the *African Journal for Health Science* is abbreviated to *Afr J Health Sci*.
- ix. The Index Medicus list can be downloaded from <http://www.nlm.nih.gov/pubs/libprog.html>.
- x. For punctuations in the reference list, the surname and initials of the authors are written without any punctuation, for example Abiodun KE. The names of two or more authors are simply separated by a comma and not by an ampersand.
- xi. A citation that contains several authors will also require the allocation of more than one number accordingly.
- xii. If the in-text numbering style is the square bracket system (contrary to the superscript style), page numbers to cited works can also (though not compulsory) be added, for example [2:45].
- xiii. Quotations are dealt with in the same manner with Harvard and APA methods.

As a matter of fact, the advantages of the Vancouver method are that:

- it is easier to read the main text;
- there are no references in the text that distract the readers' attention or destruct the flow of the text;
- the sequence in which the references occur in the text is the same as their order in the reference list, hence, the reader does not have to search for the authors in the alphabetical list.

However, the disadvantage of the Vancouver method is that the reader has to page back to reference list overtime to find the name of the author being cited.

Examples of the Vancouver method are thus presented below.

Books: One author

C: This is in fact, the case as informed by Akidi<sup>2</sup> in .....

Or

C: This is in fact, the case as informed by Akidi [2] in ...

R: Akidi JO. An introduction to maths. 2nd edition. Umuahia: Zeh Communications; 2014.

In the above, the author formed part of the sentence. But, a reference to a group of sentences is made after the full stop of the final sentence, for example:

C: ... This is the reason why cattle grow tin after six months of weaning. [2]

Books: Two to six authors

C: The studies of men in the North [1]...

R: Edeoga HO, Nwokocha, AD, Anozie PN, Ugah AD. Simulation modeling. Aba: S-Press; 2009.

Books: More than six authors

If there are more than six authors only the first three are listed in the reference list, followed by et al. ("et al" is not italicized in this method).

R: Huggs BM, Uzuegbu CP, Nnadozie CO et al. *Introduction to Library Use*. New York: McGraw; 2013.

Books: Corporate bodies

R: Tertiary Education Trust Fund. *Funding of Nigerian academics to conferences*. Abuja: TETFUND Press; 2008.

Books: Unpublished conference paper

R: Maritz ME. *Queuing theory: Worked examples and problems*. Paper presented at the Lagos Mathematics Conference. Abuja; 1999.

Books: Conference papers in published proceedings

R: Ezeani CN, Eke NE, Ugwu F. Professionalism in library and information science: Trends, needs and opportunities in academic libraries in South East. In: Aina LO, editor. *Proceedings of the Nigerian Library Association 50th conference and annual general meeting*. International Conference Centre, Abuja; 2012. pp. 15-19.

Books: A chapter in an edited book

R: Robberts RA. An introduction to applied probability. In: Harris J, editor. *A first course in probability*. New York: Macmillan; 1992. pp.44-55

Books: A chapter in a book (no author)

R: Citation and referencing method. In: Ibegwam A, Ogbonna U, editors. *Use of library education*. Enugu: CityPress; pp. 22-44.

Books: Unpublished thesis and dissertation

R: McAlbert FU. *Testing library users' behavior towards books* [unpublished dissertation]. Imo State University, Owerri; 1995.

Journals: Articles in journals

R: Alamba OB. Artificial intelligence. *Machine Learning*; 1993; 31 (1): 43-51.

Class notes

C: ... as proposed by Duvie [4].

R: Duvie VN. *Teachers' ethics in rural sociology*. Unpublished class notes. Sociology education 212. MOUAU; 2009.

Electronic references: CD-Rom and commercial online databases

R: Obinyan FU, Unegbu VN. *Digital libraries* [CD-ROM] 2000 [retrieved 2009, June 24];

Available: DocsDeck

If in the case that the title cannot be determined, the title takes the place of the author.

Electronic references: Journal articles in electronic database

R: Uzuegbu CP. Using the library effectively. *Library Philosophy and Practice* [Electronic] 2007 [retrieved 2009, May 26]; 7(2); Available: <http://www.webpages.com>

Electronic references: www page

R: Oliver R. Streamlining the Omega 3 fatty acid in the mammals [Online]. 1999 [retrieved 2011, August 11]; Available: <http://www.mammals-world.com>

Electronic references: www page (no author)

R: Streamlining the Omega 3 fatty acid in the mammals [Online]. 1999 [retrieved 2011, August 11]; Available: <http://www.mammals-world.com>

*Example of a references list according to the Vancouver method:*

- [1] Uzuegbu CP. Citation and referencing method. In: Ibegwam A, Ogbonna U, editors. *Use of library education*. Enugu: CityPress; pp. 22-44.
- [2] Robberts RA. An introduction to applied probability. In: Harris J, editor. *A first course in probability*. New York: Macmillan; 1992. pp.44-55.
- [3] Alamba OB. Artificial intelligence. *Machine Learning*; 1993; 31 (1): 43-51.
- [4] McAlbert FU. Testing library users' behavior towards books [unpublished dissertation]. Imo State University, Owerri; 1995.

#### **4.4. The MLA Method**

This method of referencing is prescribed by the *Modern Language Association*. It is used primarily in the humanities (linguistics and literary subjects). The followings are the features of MLA method:

- The name of the author and the page numbers appear in brackets in the text.
- The date is of lesser importance in this referencing method and is not indicated in the text.
- The titles of the works play an important role and must be indicated in the text where possible. Some long titles can be abridged with the ellipses sign (...).
- All citations in the text are supplemented by a list of work at the end of the work. The list is called "Works cited".



- The list of Works cited is arranged alphabetically according to the surnames of the author or titles of the sources.
- In the list of “Works cited”, the second and subsequent lines are indented and one line is left open between entries.
- In MLA method, the names of the authors are written out in full in the “Works cited” list and no initials are used.
- With regards to punctuations, the surname of the first author is written first followed by his or her full names. The second author’s name(s) and surname are given in the normal order (first the name(s), followed by the surname) and a comma is placed before the “and”, for example Uzuegbu, Chimezie, and Cletus Okafor.
- In the MLA method, quotations are dealt with in the same way as in the Harvard, APA and Vancouver methods. Thus, quotations of up to 40 words form part of the sentence and placed within the punctuation marks of the sentence, while quotations of 40 words or more are placed without quotation marks in an indented paragraph.

#### *Examples of the MLA method*

Books: One author

Remember that where possible, the author and the title of the work should be indicated in the text, for example:

C: In the book, *Things fall apart*, Chinua Achebe describes the state of .... (21)

The reference could also be indicated as follows:

C: .... as proposed by Achebe (21) OR

C: .... as has been documented (Achebe 21)

R: Achebe, Chinua. *Things fall apart*. 2nd edition. New York: John Wiley, 1997.

Books: Two or more authors

C: *She stoops to conquer* is an example this (Crooner & Beniss).

R: Crooner, Wills Dennis, and Michael Beniss. *She stoops to conquer*. Free Town: Sun Press, 2001.

If there are more than three authors, only the first author should be indicated, followed by “et al.” (“et al” is not italicized). This is applicable both at in text citation and at list of Works cited.

C: .... is not an issue (Norton et al. 21)

R: Norton, John, et al. *Teaching young children*. New York: Addison-Wesley, 2001.

Books: Corporate bodies

C: ... has been proven by market research (Abia State Government Press 344)

R: Abia State Government Press. *Style manual for editors*. Umuahia, 1991.

Books: A book by an anonymous author (in works without author the title serve as author)

R: *Bibliography*. London: Wordsworth, 2009.

Books: A chapter in edited book

C: ... (Uzuegbu 13)

R: Uzuegbu, Chimezie Patrick. "Turning point." *The stories of Africa*. Ed. Udo Nwokocha. Okigwe: Heineman Press, 1999. 211-151.

Notice that there is no "in" as an introduction to the collection. MLA does not use "in" but rather keep to the principle of italicizing the title of material (the collection in this case). Thus, the difference between the chapter title and entire work's title is that the former is put in quotation marks while the latter is italicized. So will it be for articles in journal publications.

Books: Introduction, foreword, preface, etc.

R: Umeh, Daniel. Foreword. *The errors of signaling theory*. By Abdul Mamud. Kano: Harpers, 2000.

Books: Unpublished thesis or dissertation

C: ... (Jones 21)

R: Jones, Mary. "Studies on rats with HIV inducements." Dissertation, University of Ibadan, 1988.

Books: Sacred books

C: According to the readings in *The Bible* ....

R: *The Bible*, Genesis 3:18. Cape Town: Bible Society of South Africa, 1988.

Journals: An article in a journal

C: (Amosu 23)

R: Amosu, Kenneth. "Aging in young women: Studies with Chinese rats." *Journal of Lab Results* 20.2 (1998): 24-28.

If it is only the volume number that is available it goes thus:

R: Amosu, Kenneth. "Aging in young women: Studies with Chinese rats." *Journal of Lab Results* 20 (1998): 24-28.

But, if only the issue number is known it goes thus:

R: Amosu, Kenneth. "Aging in young women: Studies with Chinese rats." *Journal of Lab Results* No.2 (1998): 24-28.

In the case where the instructor or Department wants the month or season of publication to be shown (MLA allows it), it goes thus:

R: Amosu, Kenneth. "Aging in young women: Studies with Chinese rats." *Journal of Lab Results* 20.2 (Dec. OR Spring 1998): 24-28.

#### Magazines: Monthly magazines

If the article is not placed on consecutive pages, the number of the first page must be indicated, followed by a plus sign. The volume and issue numbers are not indicated.

R: Fedrick, Samuel. "Craft making." *LifeStyle* Apr. 2001: 23+

Note that if the magazine appears more than once a month, the complete date must be provided, for example 21 Apr. 2001.

#### Weekly or daily periodicals

C: (Agabi 3)

R: Agabi, Emmanuel. "Annotated bibliography." *Students News* 24 Jun. 2003:3.

#### Dictionaries

C: ... as has been clearly defined (Hepatitis)

R: "Hepatitis." *Oxford Learners Dictionary*. Essex: Longman, 1995.

#### Encyclopaedia

R: Akumadu, Clifford. "Linguistics approaches." *Routledge encyclopedia of translation studies*. Ed. Mona Baker. London: Routledge, 1998.

#### Electronic references: Journal articles from an electronic database

C: (Akin)

R: Akin, Mathew. "Teaching and learning among school children." *Journal of Teachers* 4 (2). <http://www.teachers-association.com>

#### Electronic reference: www page

C: (Oliver 1999)

R: Oliver, Richard. 1999. *MSN Gaming Zone* [Online]. Available: <http://www.zone.com> [2001, May 3].

#### Electronic reference: www page (no author)

C: (MSN Gaming Zone 1999)

R: *MSN Gaming Zone* [Online]. 1999, Available: <http://www.zone.com> [2001, May 3].

## 5. Conclusion

This chapter has clearly outlined the most regularly used and popular referencing and citation methods. The Harvard, APA, Vancouver and MLA methods constituted the focus of this chapter. Any academic department and/or subject discipline, as observed, can use any of the methods. No single method is tied to a given department rather the preference given to the various methods by

users has informed the distribution in Table 1 of this chapter. So, students and researchers are still expected to comply fully with the prescription of their department or scholarly group. Hence, it is believed that students and researcher shall find this chapter rewarding in as they undertake various academic research writings as are characteristic with scholarship.

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University of Queensland Library (2001). *References/Bibliography Vancouver style: Quick guide – how to use it*. Retrieved from <http://www.library.uwa.edu.au/>