

# Kabarak University Library

## The Reference and Information Services Desk (Refdesk)

### DOCUMENTING YOUR TERM/ RESEARCH PAPER

Please use the following systems of documentation styles while writing a research paper, (APA, Chicago and MLA). All borrowed ideas and words must be documented using the styles your instructor prefers. Avoid plagiarism. (Note: Spacing, Capitalization, Indentation, and Punctuation are vital).

Books with one author:

APA (American Psychological Association)	FORMAT:	Author's Last Name, First Initial. (Date of publication). <u>Title, underlined</u> . City of Publication: Publisher
	EXAMPLE:	Achebe, C. (2002). <u>Things fall apart</u> . Nairobi: East African Educational Publishers.
CHICAGO	FORMAT:	Author's Last Name, First Name. <u>Title of Book, Underlined</u> . City of Publication: Publisher, Date of Publication.
	EXAMPLE:	Kermally, Sultan. <u>Gurus on marketing</u> . London: Thorogood, 2003.
MLA	FORMAT:	Author's Last Name, First Name. <u>Title of Book, Underlined</u> . City of Publication: Publisher, Date of Publication.
	EXAMPLE:	Brown, Michael. <u>Ethnic conflict and International Security</u> . Princeton: Princeton University Press, 1993

Books with two or more authors:

APA	FORMAT:	Author # 1 Last Name, First initial & Author # 2 Last Name, First initial. (Date of publication). <u>Title, underlined</u> . City of Publication: Publisher.
	EXAMPLE:	Hamilton, C. & Parker, C. (2001). <u>Communicating for results: a guide for business and the professions</u> . Australia: Wadsworth.
CHICAGO	FORMAT:	Author # 1Last Name, First Name and Author # 2 First Name Last Name. <u>Title of Book, Underlined</u> . City of Publication: Publisher, Date of Publication.
	EXAMPLE:	Hamilton, Cheryl and Cordell Parker. <u>Communicating for results: a guide for business and the professions</u> . Australia: Wadsworth, 2001.
MLA	FORMAT:	Author # 1 Last Name, First Name and Author # 2 First Name Last Name. <u>Title of Book, Underlined</u> . City of Publication: Publisher, Date of Publication.
	EXAMPLE:	Hamilton, Cheryl and Cordell Parker. <u>Communicating for results: a guide for business and the professions</u> . Australia: Wadsworth, 2001.

Article from a print journal:

APA	FORMAT:	Author's Last Name, First initial. (Year of publication). Title of article. <u>Title of journal and volume number underlined</u> , page numbers.
	EXAMPLE:	Heskett, J. (1994). Putting the service-profit chain to work. Harvard business review, 4, 164-174.



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CHICAGO	FORMAT:	Author's Last Name, First Name. "Title of Article." <u>Title of journal</u> , Volume number (year of publication): page numbers.
	EXAMPLE:	Heskett, James. "Putting the service-profit chain to work." <u>Harvard business review</u> . 4 (1994): 164-174.
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	EXAMPLE:	Heskett, James. "Putting the service-profit chain to work." <u>Harvard business review</u> . 4 (1994): 164-174.

Article from an on-line licensed database:

APA	FORMAT:	Author's Last Name, First initial. (Year, date of publication). Title of article. [On-line]. <u>Title of Journal and volume number Underlined</u> , page numbers. Available name of database.
	EXAMPLE:	Smith, D. (2001, October 10). Substance abuse in practice. [On-line]. <u>Monitor on Psychology</u> . 32, 4. Psycarticles.
CHICAGO	FORMAT:	Author's Last Name, First Name. "Title of article." <u>Title of Journal Underlined</u> . Volume Number. (Date of publication): page numbers. Database Name.
	EXAMPLE:	Smith, Deborah. "Substance abuse in practice". <u>Monitor on Psychology</u> . 32. (Oct. 2001): 4. Psycarticles.
MLA	FORMAT:	Author's Last Name, First Name. "Title of article." <u>Title of Journal Underlined</u> . Volume Number. Issue Number (date of publication): page numbers. Name of Database.
	EXAMPLE:	Smith, Deborah. "Substance abuse in practice." <u>Monitor on Psychology</u> . 32 .9 (Oct. 2001): 4. Psycarticles.

Article from an unlicensed (free) on-line database:

APA	FORMAT:	Author's Last Name, First Initial. (Date of publication). Title of article. Name of source, Underlined [On-line]. Date you accessed the site from the World Wide Web: Web address.
	EXAMPLE:	Mugonyi, D. (2005, January 26). Ngilu snubbed by own party over Narc poll: Minister storms secret meeting held by NPK. <u>Daily Nation</u> [On-line serial]. Retrieved January 26, 2005 from the World Wide Web: <a href="http://www.nationmedia.com/dailynation/">http://www.nationmedia.com/dailynation/</a> .
CHICAGO	FORMAT:	Author's Last Name, First Name. "Title of article." <u>Title of Electronic Source</u> , Date of Publication [Magazine online]; accessed date; available from web address.
	EXAMPLE:	Mugonyi, David. "Ngilu snubbed by own party over Narc poll: Minister storms secret meeting held by NPK." <u>Daily Nation</u> , January 2005 [Magazine online]; accessed January 26, 2005; available from <a href="http://www.nationmedia.com/dailynation/">http://www.nationmedia.com/dailynation/</a> .
MLA	FORMAT:	Author's Last Name, First Name. "Title of Source Date of Publication. Date accessed. <Web address>.
	EXAMPLE:	Mugonyi, David. "Ngilu snubbed by own party over Narc poll: Minister storms secret meeting held by NPK." <u>Daily Nation</u> January. 2005. 26 Jan. 2005. < <a href="http://www.nationmedia.com/dailynation/">http://www.nationmedia.com/dailynation/</a> >.



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## The Reference and Information Services Desk (Refdesk)

Web Sites:

APA	FORMAT:	Author's Last Name, First Initial. (Date of Publication or Review). <u>Name of web site</u> [online]. Available: address. (Date you accessed the web site).
	EXAMPLE:	Rahim, M. (1990, Jan. 10). <u>Theory and research in conflict management</u> . [Online]. Available: <a href="http://www.questia.com">http://www.questia.com</a> . (Retrieved January 26, 2005).
CHICAGO	<i>No example given in most recent edition.</i>	
MLA	FORMAT:	Author's Last Name, First Name. Name of Web Site. Date of Posting/Revision. Sponsor. Date of access <address>.
	EXAMPLE:	Rahim, Moses. Theory and research in conflict management. Jan.2004. 26 January 2005 < <a href="http://www.questia.com">http://www.questia.com</a> >.

See a separate document with ISO (International Standards Organization) standards for the identification and description of information resources.

