



TLT RESOURCES

MY SHARE

Helping students with citations and references

Darby McGrath, Kwansai Gakuin University

Writing Citations

When you need to write a citation, start with the questions below and then follow the directions to find the example which you need.

a) Is your source an internet article?	YES – Go to (1), below.	NO – Go to (b)
b) Is your source a book?	YES – Go to (2), next page.	NO – Go to (c)
c) Is your source a newspaper or magazine article?	YES – Go to (3), next page.	NO – Go to (d)
d) Is your source a journal article?	YES – Go to (4), next page.	NO - See your teacher.

1. Citing internet articles

a) Does your article give the author's or organisation's name?	YES – Look at 1a, below.	NO - Go to (b)
b) Does your article have no author, but a title?	YES – Look at 1b, below.	NO – See your teacher.

1a. Internet articles with the name of the organization or author.

(Kraft, 2003).
(author's last name, date of article)

(Greenpeace, n.d.).
(organisation's name, date of article)

Always use this if there is no date for your article! (n.d. = no date).

1b. Internet articles with no author or organization name.

(No to school uniforms, 2003).
(Title of article, date of article).

2. Citing books

(McCarthy & Mistry, 2003, p.59).

(author's last name, date of book, page number of information)

Always do this if your book or article has more than one author.

3. Citing newspaper and magazine articles

a) Does your article give the author's name?	YES – Look at 3a, below.	NO - Go to (b)
b) Does your article have no author, but a title?	YES – Look at 3b, below.	NO – See your teacher.

3a. Newspaper and magazine articles with the name of the author.

(Jones, 2003, pp.53-55).

(author's last name, date of article, page numbers).

3b. Newspaper and magazine articles with no author.

(The best is yet to come, 2003, p.3).

(Title of article, date of article, page number).

4. Citing journals.

(Mitchell, 2007, p.32).

(author's last name, date of article, page number of information)

Tips for citations:

- If your article has no date, use n.d. (see 1a. Citing internet articles).
- If your article has more than one author, list their last names (see 2. Citing books).
- p. = one page. pp.= more than one page.
- If the title of the article is more than 8 words, just use the first 3 or 4 words.

Writing References

This guide focuses on how to write single references, not how to construct the actual reference page

Start here:

a) Is your source an internet article?	YES – Go to (1), below.	NO – Go to (b)
b) Is your source a book?	YES – Go to (2), next page.	NO – Go to (c)
c) Is your source a newspaper or magazine article?	YES – Go to (3), next page.	NO – Go to (d)
d) Is your source a journal article?	YES – Go to (4), next page.	NO - See your teacher.

1. References for internet articles

a) Does your article give the author's name?	YES – Look at 1a, below.	NO - Go to (b)
b) Does your article have no author, but a title?	YES – Look at 1b, below.	NO – Go to (c).

1a. Internet articles with the name of the author.

Gordon, B. (1998). Lifelong learning in Japan. Retrieved February 17, from:
<http://wgordon.web.wesleyan.edu/papers/lifelrn.htm>

Author's last name, First name initial. (Date of article). Title of article. Retrieval date*, from: URL

If the article was written by a group of people, use the full name of the group in place of the author name.

1b. Internet articles with no author.

Japanese school uniforms. (n.d.). Retrieved February 2, 2007 from
http://en.wikipedia.org/wiki/Japanese_school_uniform

Article title. (Date of article). Retrieval date*, from URL

Always use (n.d.) if your article has no date.

If your article comes from an internet newspaper or magazine, give the name of the newspaper/ magazine after the publication date.

* 'Retrieval date' is the date you took the article from the internet.

2. References for books

Ellington, L. (1992). *Education in the Japanese life cycle: Implications for the United States*. Lewiston, NY: Edwin Mellen Press.

Author's last name, First name initial. (Date of book), *Book title*, Place the book was published, Publishing company.

3. References for newspaper and magazine articles

a) Does your article give the author's name?	YES – Look at 3a, below.	NO - Go to (b)
b) Does your article have no author, but a title?	YES – Look at 3b, below.	NO – See your teacher.

3a. Newspaper and magazine articles with the name of the author.

Ashby, J. (2006, March 1). School bullying rooted deep in Japanese society. *The Japan Times*, p.14.

Author's last name, First name initial. (Date of article – day and year). Title of article. *Name of newspaper or magazine*, page number.

3b. Newspaper and magazine articles with no author.

Bullying in Japanese schools. (2006, January 27). *The Japan Times*, p.12.

Article title. (Article date – year and day). Name of newspaper or magazine, page number.

4. References for journal articles.

Coxhead, A. (2000). A new academic word list. *TESOL Quarterly*, 34 (2), pp.213-238.

Author's last name, First name initial. (Date of article). Title of article. *Name of journal*, Volume number (Issue number), Page numbers.