

Cowichan Valley School District
Student Style Guide

Reference List

Your bibliography of reference list should list all items that you quote, paraphrase, or use as source material in a written, oral, or multimedia assignment.

Basic Rules

- Authors' names are inverted (last name first); give last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1995 article would appear before a 1998 article). When an author appears as a sole author and as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece.
- Use "&" instead of "and" when listing multiple authors of a single work.
- The first line of each entry in your reference list should be indented 5 spaces from the left margin. Subsequent lines should be flush with the left margin.
- All references should be single-spaced.
- Capitalize only the first word of a title or subtitle of a work. Underline titles of books and journals. Underlining in these entries often continues beneath commas and periods.
- Each entry is separated from the next by a double space.
- Place this list at the end of your written report or presentation on a separate page titled REFERENCES.

HELPFUL HINT: Collect the bibliographic information you require for your reference list as you research. Use the "Reference Collection Sheet" at the end of this document. It is also available in the library computer lab.

Sample bibliographic entries in APA style

The following entries have been modified from the style of the Publication Manual of the American Psychological Association. In this case, the reference list is given the heading **References**.

BOOKS

One Author

Frazer, James George. (1995). The golden bough: A study in magic and religion. New York: Macmillan.

Note: Use a shortened version of the publisher's name (in this Macmillan Publishing Company), making sure that your label is still recognizable. Include subtitles in bibliographic entries, and underline the title and subtitle continuously.

Two Authors

Strunk, William, Jr., & E.B. White. (1992). The elements of style. New York: Macmillan.

Three Authors or more

Bercuson, David, J.L. Granatstein, and W.R. Young. (1986). Sacred trust? Brian Mulroney and the conservative party in power. Toronto: Doubleday.

Editor only

Drabble, Margaret. (ED.). (1999). The Oxford companion to English literature. 5th ed. Oxford: Oxford U.P.

Government Publication

Ministry of Supply and Services Canada. (1996). Canada year book 1996. Ottawa: Statistics Canada.

Story or Article from an Anthology

Ludwig, Jack. (1990). The Calgary stampede. In W.H. New & W.E. Messenger (eds.), Active voice: An anthology of Canadian, American and Commonwealth prose. (pp. 51-84). Scarborough: Prentice-Hall.

MAGAZINES, NEWSPAPERS, AND JOURNALS

Magazine Article

Gardner, H. (1988, December). Do babies sing a universal song? Psychology today, 70-76.

Daily Newspaper

Lublin, J.S. (1999, April 22). On idle: The unemployed shun much mundane work, at least for a while. The times-colonist, (Victoria) pp.1, 25.

Note: When not part of the newspaper's name, the city's name should be given in brackets.

Newspaper Article, no author mentioned

Year 2000 millennium bug estimated at 200 billion worldwide. (1999, May 15). The vancouver sun, pp. 1, C14.

ENCYCLOPEDIAS**Signed with a name**

Bergmann, P.G. (1998). Relativity. In The new encyclopedia Britannica (Vol. 26, pp. 501-508).

Signed with initials

J.E.C. (1997) City manger. Compton's student encyclopedia (Vol. 3, p. 223).

Unsigned

Canadian football league. (1987). The Canadian encyclopedia (Vol. 1, p. 15).

PAMPHLETS, BULLETINS, AND REPORTS

Veterans Affairs Canada. (1996). A day of remembrance. Ottawa: Canadian Government.

NON-PRINT SOURCES

- Give the name and, in parentheses, the function of the originator or primary contributors (in the example below, Harrison and Schmiechen, who are the producer and director).
- Specify the medium in brackets immediately after the title (in this example, the medium is film; other nonprint media include video recordings, audio recordings, slides, charts, and works of art).
- Give the location and name of the distributor (in this example, because Changing Our Minds is a small establishment, a complete address is provided).

Film, Video, Audio, Slide, Chart, Work of Art

Harrison, J. (producer) & Schmiechen, R. (Director). (1992). Changing our minds: the story of evelyn hooker (Film). (Available from Changing our Minds, Inc. 170 West End Avenue, Suite 25R, New York, NY 10023).

Television Broadcast

Crystal, L. (Executive Producer). (1993, October 11). The macneil/lehrer news hour. New York and Washington, D.C.: Public Broadcasting Service.

Television Series

Miller, R. (Producer). (1999). The mind. New York: WNET.

Single episode from a television series

Restak, R.M. (1999). Depression and mood (D. Sage, Director). In R. Miller (Producer), The mind. New York: WNET.

Hall, B. (1999). The rules of the game (J. Bender, Director). In J. Sander (Producer), I'll fly away. New York: New York Broadcasting Company.

Television Interview

Boson, B. (Executive Producer). (1987, April). Anthony Burgess. Interview by Daniel Richler. The journal. Vancouver: CBC.

DIGITAL SOURCES

- Write "No Date" when the digital publication is not available.
- Date of access should indicate the date you visited the website. This is important because online information is frequently altered.

Website

General format:

Author, A.A. (Date of publication or revision). Title of full work (Online). Available: full web address. (Date of access).

Daly, B. (1999). Writing argumentative essays. (Online). Available: <http://www.eslplanet.com/teachertools/arguweb/frntpage.htm>. (May 12, 1999).

Online Databases

General Format:

Author. (Date). Title. (Online). Available: source/URL/. (Access date).

Daniel, R.T. (1995). The history of western music. Britannica online: Macropedia (Online). Available: <http://www.eb.com:180/cgi-bin/g:DocF=macro/5004/45/0.html> (1995, June 14).

REFERENCE COLLECTION SHEET

Web Page/Internet Site

Author: _____

Date of Publication: _____

Title of Work: _____

Full Web Address: _____

Date Accessed: _____

Author: _____

Date of Publication: _____

Title of Work: _____

Full Web Address: _____

Date Accessed: _____

Author: _____

Date of Publication: _____

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Visual Media

Author (if listed) _____

Web Address: _____

Date: _____

Date Accessed: _____

Title of Article: _____

Name of Database: _____

