

Styles of Composing References from Different Sources

*Bharat Pokharel**

Abstract

Rules for the preparation of manuscripts should contribute to clear communication. A research paper is a form of written communication. Like other kinds of nonfiction writing – letters, memos, reports, essays, articles, and books – it should present information and ideas clearly and effectively. Such mechanical rules, and most style rules, are usually the results of a confluence of established authorities and common usage. We should not let the mechanics of gathering source materials, taking notes, and documenting sources make us forget to apply the knowledge and skills we have acquired through previous working experiences. These rules introduce the uniformity necessary to convert manuscripts written in many styles to printed pages edited in one consistent style. They spare readers a distracting variety of forms throughout a work and permit readers to give full attention to content. This article is designed to help writers learn to manage a complex process efficiently for the preparation of reference writings.

Introduction

Research is complete only when the results are shared with the scientific community. Although such sharing is accomplished in various ways, both formal and informal, the traditional medium for communicating research results is the scientific journal. The scientific journal is the repository of the accumulated knowledge of a field. In the literature are distilled the successes and failures, the information, and the perspectives contributed by many investigators over many years. Familiarity with the literature allows an individual investigator to avoid needlessly repeating work that has been done before, to build on existing work, and in turn to contribute something new. A literature built of meticulously prepared, carefully reviewed contributions thus fosters the growth of a field.

* Mr. Pokharel is Lecturer in Economics at Patan Multiple Campus, Tribhuvan University.

Although writing for publication is sometimes tedious, the rewards of publication are many for the writer, the reader, and the science. The writing process initially requires a thorough review and evaluation of previous work in the literature, which helps acquaint one with the field as whole and establishes whether one's idea is truly new and significant. Authors beginning the writing process will find that there is no better way to clarify and organize their ideas than by trying to explain them to some else. In fact, scientists will get to really know a field only if [they] become sufficiently involved to contribute to it (Orne, 1981: 4). Thus the content and the organization of a scientific manuscript reflect the logic thinking in scientific investigation, and the preparation of a manuscript for journal publication is an integral part of the individual research effort (APA, 1999: 1-2).

Just as each investigator benefits from the publication process, so the body of scientific literature depends for its vitality on the active participation of individual investigators. Authors of individual scientific articles contribute most to the literature when they communicate clearly and concisely.

Referencing

The references list all the books, journal articles, reports, website, international organizational documents and other sources used in the research and preparation of the paper and cited with a parenthetical (textual) citation in the text (Gray, 2004: 357; Kanel, 2003: 67-68; Pokharel, 2003b: 326; Trochim, 2004: 323). The reference section of the manuscript begins a new page with the label "References," centered or aligns left. *References* consist of all documents, including journal articles, books, chapters, technical reports, computer programs, and unpublished works that are mentioned in the text of the manuscript. A reference section should not be confused with a bibliography: a bibliography contains everything that would be in the reference section *plus* other publications that are useful but were not cited in the manuscript. Bibliographies are not generally provided for research reports; only references are usually included (Best & Kahn, 2002: 66).

The writings should follow an academic style of referencing because writing is a powerful way of learning. Writing is only time when we really think. There are wide varieties of reference citation formats. Before submitting any research report, we should check to see which type of format is considered acceptable for that context. If there is no official format requirement, the most sensible thing is for us to select one approach and implement it consistently (Day, 1996; Griffiths, 1993; Kumar, 1999: 244; Saunders et al., 2003: 424).

Nearly all research builds on previous research. Researchers commonly begin a project by studying past work in the area and deriving relevant information and ideas from their predecessors. This process is largely responsible for the continual expansion of human knowledge. In presenting their work, researchers generously acknowledge their debts to predecessors by carefully documenting each source, so that earlier contributions receive appropriate credit (Pokharel, 2003a: 329).

If none is specified, a standard style manual will provide the details necessary to prepare

the references (Anderson & Poole, 2001; APA, 1992, 1999, 2001; CMS, 1993, 1996; Cone & Foster, 1993; Gibaldi & Achtert, 1999; Gibaldi: 2003; Turabian, 1996). Here some most used examples have been given to show the similarities and dissimilarities between APA Style, Chicago Manual Style (CMS), and, MLA Style.

American Psychological Association (APA)

In 1928 editors and business managers of anthropological and psychological journals met to discuss the form of journal manuscripts and to write instructions for their preparation. The report of this meeting, which was chaired by Madison Bentley and sponsored by the National Research Council, is the forerunner of this book. The report was published as a seven-page article in the February 1929 issue of the *Psychological Bulletin*, a journal of the American Psychological Association (APA). The group agreed that it would not dictate to authors; instead, it recommended "a standard of procedure, to which exceptions would doubtless be necessary, but to which reference might be made in cases of doubt" ("Instructions," 1929, p. 57; see section 7.02 for references cited in the Publication Manual).

The first effort was succeeded in 1944 by a 32 – page guide authorized by APA's Board of Editors. This guide, which appeared in the *Psychological Bulletin* as an article by John Anderson and Willard Valentine, stated that one of its aims was to encourage young members of the profession who might be writing for the first time.

In 1952, the APA editorial board (now called the Council of Editors) expanded the 1944 article into a 60 – page supplement to the *Bulletin*. Laurance Shaffer coordinated the task of revision. This revision, which was the first to carry the title *Publication Manual*, marked the beginning of a recognized APA journal style. Two revisions followed as separate publications: One, in 1957, was done by the Council of Editors, coordinated first by C. M. Louttit and then by Laurance Shaffer. The other, in 1967, was coordinated by Estelle Mallinoff in the APA Publications Office, under the direction of Helen Orr.

In 1974 APA published the second edition of the *Publication Manual* under the authorization of its Publications and Communications Board. The third edition of the *Publication Manual* was published in 1983. The fourth edition was published in 1994 and its eleventh printing issue was published in 1999. The fifth edition was published in 2001.

Every edition of the *Publication Manual* has been intended to aid authors in the preparation of manuscripts. The 1929 guide could gently advise authors on style, because there were then only about 200 authors who published in the 4 existing APA journals. Today, the editors of APA's 24 primary journals consider close to 6, 000 manuscript submissions per year (of which approximately 1, 400 reach print). Without APA style conventions, the time and effort required to review and edit manuscripts would prohibit timely and cost – effective publication and would make clear communication harder to achieve.

The Chicago Manual of Style (CMS)

A century ago, in the proof-room of the then very young University of Chicago Press a solitary proofreader began jotting down on a single sheet of paper a few basic styles rules. Within a few years this modest list of rules had grown into a multi-page collection titled *Style Book*, and within a few more years – by – 1906 a still larger collection was published, this time bearing the title *Manual of Style*. From such early beginning the collected guidelines of the University of Chicago Press have continued to grow in quantity and breadth of coverage, and although the purpose was, and remains, to establish rules, the renunciation, in the preface of the 1906 edition, of an authoritarian position in favor of common sense and flexibility has always been a fundamental and abiding principle. At the heart of that principle is a respect for the author's individuality, purpose, and style, tempered though it is with a deeply felt responsibility to prune from the work whatever stylistic infelicities, inconsistencies, and ambiguities might have gained stealthy entrance.

By the 1960s, significant change in usage and style, as well as in manufacturing technology, had become so commanding that a radically new approach seemed an imperative. The reply to that imperative was the twelfth edition of *A Manual of Style*, which reflected those many changes and advances, and which was itself, little more than a decade later, superseded by an even more advanced embodiment, the thirteenth edition, whose title was, finally, *The Chicago Manual of Style*.

For this fourteenth edition, the number and variety of examples have been increased throughout, and there is augmented discussion of the role of computers in nearly every aspect of publishing, beginning with the preparation of manuscripts, from straightforward expository text to complicated mathematical material, and continuing through editing (both on "hard copy" and on-line), designing, typesetting, indexing, and printing. Recognizing, too, that over the years the Chicago Manual has come to be regarded, and used, as a publishing reference work of much broader scope than one devoted solely to editorial procedures.

Modern Language Association of America (MLA)

The MLA Handbook was developed by the Modern Language Association of America (MLA), an organization of teachers and scholars founded in 1883, when the modern languages were just beginning to gain a place in the college curriculum alongside the classical languages – ancient Greek and Latin. The MLA now has about thirty thousand members and supports a variety of publications and activities designed to strengthen teaching and scholarship in language and literature. One of the association's best – known publications, the MLA Handbook has been widely used by generations of students at high schools, colleges, and universities throughout world. The documentation style the book outlines is preferred by a substantial majority of scholarly journals in languages and literature.

The MLA Handbook originated over fifty years ago. Convinced that commonly agreed-on rules for documenting quotations, facts, opinions, and paraphrases would simplify the

(Subramaniam, 1997, pp. 177-78)

Subramaniam, C. (1997). *India is for sale*. New Delhi: UBS Publishers.

CM Style (Subramaniam 1997, 177)

Subramaniam, Chitra. 1997. *India is for sale*. New Delhi: UBS Publishers.

Or,

Subramaniam, C. 1997. *India is for sale*. New Delhi: UBS Publishers.

MLA Style (Subramaniam, 177)

Subramaniam, Chitra. India is for Sale. New Delhi: UBS Publishers, 1997.

2. A book by two authors

APA Style (Simon & Burstein, 1985: 81)

Simon, J. L., & Burstein, P. (1985). *Basic research methods in social science*. New York: McGraw-Hill.

CM Style (Simon and Burstein 1985, 81)

Simon, Julian L., and Paul Burstein. 1985. *Basic research methods in social science*. New York: McGraw-Hill.

MLA Style (Simon and Burstein, 81)

Simon, Julian L., and Paul Burstein. Basic Research Methods in Social Science. New York: McGraw-Hill, 1985.

3. A book by three authors

APA Style (Selltiz et al., 1976: 2)

Selltiz, C., Wrightsman, L. S., & Cook, S. W. (1976). *Research methods in social relations*. New York: Holt, Rinehart and Winston.

CM Style (Selltiz, Wrightsman, and Cook 1985, 2)

Selltiz, Claire, Lawrence S. Wrightsman, and Stuart W. Cook. 1976. *Research methods in social relations*. New York: Holt, Rinehart and Winston.

MLA Style (Selltiz, Wrightsman, and Cook, 2)

Selltiz, Claire, Lawrence S. Wrightsman, and Stuart W. Cook. Research Methods in Social Relations. New York: Holt, Rinehart and Winston, 1976.

4. A book by more than three authors

APA Style (Singleton et al., 1988)

(Singleton et al., 1988: 302)

Singleton, R., Straits, B. C., Straits, M. M., & McAllister, R. J. (1988). *Approach to social research*. New York: Oxford University Press.

CM Style (Singleton et al. 1988)

(Singleton et al. 1988, 302)

Singleton, Royce, Bruce C. Straits, Margaret M. Straits, and Ronald J. McAllister. 1988. *Approach to social research*. New York: Oxford University Press.

MLA Style (Singleton et al.)

(Singleton et al., 302)

Singleton, Royce, Bruce C. Straits, Margaret M. Straits, and Ronald J. McAllister. Approach to Social Research. New York: Oxford University Press, 1988.

5. A work in an anthology (part of a book or book chapter)

APA style

Pokharel, B. (2003). Commission, kickbacks and bribes in Nepal. In D. B. Gurung (Ed.), *Nepal tomorrow: Voices & visions* (pp. 159–170). Kathmandu: Koselee Prakashan.

CM style

Pokharel, Bharat. 2003. Commission, kickbacks and bribes in Nepal. In *Nepal tomorrow: Voices & visions*. Edited by D. B. Gurung. Kathmandu: Koselee Prakashan, pp. 159–170.

Or,

Pokharel, Bharat. 2003. Commission, kickbacks and bribes in Nepal. In *Nepal tomorrow: Voices & visions*. Ed. D. B. Gurung. Kathmandu: Koselee Prakashan, pp. 159–170.

MLA style

Pokharel, Bharat. "Commission, Kickbacks and Bribes in Nepal." Nepal Tomorrow: Voices & Visions. Ed. D. B. Gurung. Kathmandu: Koselee Prakashan, 2003. 159–170.

6. An anthology or a compilation

APA style

Danaher, K. (Ed.). (1994). *50 years is enough: The case against the world bank and the international monetary fund*. Boston: Sound End Press.

CM style

Danaher, Kevin, ed. 1994. *50 years is enough: The case against the world bank and the international monetary fund*. Boston: Sound End Press.

MLA style

Danaher, Kevin. ed. 50 Years is Enough: The Case Against the World Bank and the International Monetary Fund. Boston: Sound End Press, 1994.

7. Two or more books by the same author(s)

APA style

Naisbitt, J. (1982). *Megatrends: Ten new directions transforming our lives*. New York: Warner Books.

Naisbitt, J. (1995). *Global paradox*. London: Nicholas Brealey Publishing.

CM style

Naisbitt, John. 1982. *Megatrends: Ten new directions transforming our lives*. New York: Warner Books.

¾¾. 1995. *Global paradox*. London: Nicholas Brealey Publishing.

MLA style

Naisbitt, John. Megatrends: Ten New Directions Transforming Our Lives. New York: Warner Books, 1982.

---. Global Paradox. London: Nicholas Brealey Publishing, 1995.

8. Two or more books by the same author(s) in the same year

APA style

Pokharel, B. (2004a). *History of economic thought*. Kathmandu: New Hira Books Enterprises.

Pokharel, B. (2004b). *Rural political economy of Nepal*. Kathmandu: New Hira Books Enterprises.

CM style

Pokharel, Bharat. 2004a. *History of economic thought*. Kathmandu: New Hira Books Enterprises.

¾ ¾. 2004b. *Rural political economy of Nepal*. Kathmandu: New Hira Books Enterprises.

MLA style

Pokharel, Bharat. History of Economic Thought. Kathmandu: New Hira Books Enterprises, 2004a.

---. Rural Political Economy of Nepal. Kathmandu: New Hira Books Enterprises, 2004b.

9. A book by corporate author

APA style

NRB (Nepal Rastra Bank). (1988). *Multipurpose household budget survey: A study on income distribution, employment, and consumption pattern in Nepal*. Kathmandu: Nepal Rastra Bank.

Or,

Nepal Rastra Bank (NRB). (1988). *Multi...*

CM style

NRB (Nepal Rastra Bank). 1988. *Multipurpose household budget survey: A study on income distribution, employment, and consumption pattern in Nepal*. Kathmandu: Nepal Rastra Bank.

Or,

Nepal Rastra Bank (NRB). 1988. *Multi...*

MLA style

NRB (Nepal Rastra Bank). Multipurpose Household Budget Survey: A Study on Income Distribution, Employment, and Consumption Pattern in Nepal. Kathmandu: Nepal Rastra Bank, 1988.

Or,

Nepal Rastra Bank (NRB). Multi..., 1988.

10. An edited book

APA style

Ader, H. J., & Mellenbergh, G. J. (Eds.). (1999). *Research methodology in the social, behavioral & life sciences*. London: Sage.

CM style

Ader, Herman J., and Gideon J. Mellenbergh, eds. 1999. *Research methodology in the social, behavioral & life sciences*. London: Sage.

MLA style

Ader, Herman J., and Gideon J. Mellenbergh, eds. Research Methodology in the Social, Behavioral & Life Sciences. London: Sage, 1999.

11. A revised edition book

APA style

Bhandarkar, P. L., & Wilkinson, T. S. (1999). *Methodology and techniques of social research* (Rev. ed.). Mumbai: Himalaya Publishing House.

CM style

Bhandarkar, P. L., & T. S. Wilkinson. 1999. *Methodology and techniques of social research*. Rev. ed. Mumbai: Himalaya Publishing House.

MLA style

Bhandarkar, P. L., & T. S. Wilkinson. Methodology and Techniques of Social Research. Rev. ed. Mumbai: Himalaya Publishing House, 1999.

12. Editor(s) as author(s)

APA style

Freedman, R. (Ed.). (1978). *Marx on economics*. New York: Penguin Books.

CM style

Freedman, Robert, ed. 1978. *Marx on economics*. New York: Penguin Books.

MLA style

Freedman, Robert. ed. Marx on Economics. New York: Penguin Books, 1978

13. A multi volume book

APA style

Marx, K. (1984). *Capital* (Vols. 1-3). Moscow: Progress Publishers.

CM style

Marx, Karl. 1984. *Capital*. 3 vols. Moscow: Progress Publishers.

MLA style

Marx, Karl. Capital. 3 vols. Moscow: Progress Publishers, 1984.

14. Multi-volume edited book

APA style

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

CM style

Sadie, Stanley, ed. 1980. *The new Grove dictionary of music and musicians* (6th ed., 20 vols.). London: Macmillan.

MLA style

Sadie, Stanley, ed. The New Grove Dictionary of Music and Musicians. 6th ed., 20 vols. London: Macmillan, 1980.

15. A book with multi publishers

APA style

Musgrave, R. A. (1959). *The theory of public finance*. New York: McGraw-Hill; Tokyo: Kogakusha Company.

CM style

Musgrave, Richard A. 1959. *The theory of public finance*. New York: McGraw-Hill; Tokyo: Kogakusha Company.

MLA style

Musgrave, Richard A. The Theory of Public Finance. New York: McGraw-Hill; Tokyo: Kogakusha Company, 1959.

16. A book without author(s) or editor(s)

APA style

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield: Merriam-Webster.

CM style

Merriam-Webster's collegiate dictionary (10th ed.). 1993. Springfield: Merriam-Webster.

MLA style

Merriam-Webster's Collegiate Dictionary. 10th ed. Springfield: Merriam-Webster, 1993.

17. An anonymous book

APA style

Prentice-Hall authors guide. (1978). Englewood Cliffs, NJ: Prentice-Hall.

CM style

Prentice-Hall authors guide. 1978. Englewood Cliffs, NJ: Prentice-Hall.

MLA style

Prentice-Hall Authors Guide. Englewood Cliffs, NJ: Prentice-Hall, 1978.

18. A book in a second or subsequent edition

APA style

Gibaldi, J. (2003). *MLA handbook for writers of research papers* (6th ed.). New Delhi: East-West Press.

CM style

Gibaldi, Joseph. 2003. *MLA handbook for writers of research papers*. 6th ed. New Delhi: East-West Press.

MLA style

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New Delhi: East-West Press, 2003.

19. English translation of a book

APA style

Murasaki, S. (1976). *The tale of Genji* (E. G. Seidensticker, Trans.). New York: Knopf.

CM style

Murasaki, Shikibu. 1976. *The tale of Genji*. Translated by Edward G. Seidensticker. New York: Knopf.

MLA style

Murasaki, Shikibu. The Tale of Genji. Trans. Edward G. Seidensticker. New York: Knopf, 1976.

20. No English book (a book in a language other than English)

APA style

Bhattarai, B. (1998). *Rajnaitik arthashastrako ankhijhyalbata*. [From the keyhole of political economy]. Kathmandu: Utprerak Publications.

CM style

Bhattarai, Baburam. 1998. *Rajnaitik arthashastrako ankhijhyalbata*. Kathmandu: Utprerak Publications.

MLA style

Bhattarai, Baburam. Rajnaitik Arthashastrako Ankhijhyalbata. Kathmandu: Utprerak Publications, 1998.

21. A pamphlet

APA style

Renoir lithographs. (1994). New York: Dover.

CM style

Renoir lithographs. 1994. New York: Dover.

MLA style

Renoir Lithographs. New York: Dover, 1994.

22. A brochure

APA style

Research and Training Center on Independent Living. (1933). *Guidelines for reporting and writing about people with disabilities* (4th ed.). [Brochure]. Lawrence: Author.

CM style

Research and Training Center on Independent Living. 1933. *Guidelines for reporting and writing about people with disabilities*. 4th ed. [Brochure]. Lawrence: Author.

MLA style

Research and Training Center on Independent Living. Guidelines for Reporting and Writing about People with Disabilities. 4th ed. [Brochure]. Lawrence: Author, 1933.

23. Encyclopedia or dictionary

APA style

Black, J. (2002). *Oxford dictionary of economics*. Oxford: Oxford University Press.

CM style

Black, John. 2002. *Oxford dictionary of economics*. Oxford: Oxford University Press.

MLA style

Black, John. Oxford Dictionary of Economics. Oxford: Oxford University Press, 2002.

24. A government publication

APA style

CBS (Central Bureau of Statistics). (2002). *Population census 2001: National report*. Kathmandu: Central Bureau of Statistics.

CM style

CBS (Central Bureau of Statistics). 2002. *Population Census 2001: National Report*. Kathmandu: Central Bureau of Statistics.

MLA style

CBS (Central Bureau of Statistics). Population Census 2001: National Report. Kathmandu: Central Bureau of Statistics, 2002.

25. A republished book

APA style

Mihaly, E. B. (1965/2002). *Foreign aid politics in Nepal: A case study*. Kathmandu: Himal Books.

CM style

Mihaly, Eugene Bramer. 2002. *Foreign aid politics in Nepal: A case study*. Kathmandu: Himal Books, 1965, Reprint, London: Oxford University Press.

MLA style

Mihaly, Eugene Bramer. Foreign Aid Politics in Nepal: A Case Study. London: Oxford University Press, 1965. Kathmandu: Himal Books, 2002.

26. A book in a press

APA style

Pokharel, B. (in press). *Social research methods*. Kathmandu: Dikshanta Pustak Bhandar.

CM style

Pokharel, Bharat. In press. *Social research methods*. Kathmandu: Dikshanta Pustak Bhandar.

MLA style

Pokharel, Bharat. Social Research Methods. Kathmandu: Dikshanta Pustak Bhandar, in press.

27. A book without date, publishers, or pagination

APA style

Photographic view album of Cambridge. (n.d.). England: n.p., n.pag.

CM style

Photographic view album of Cambridge. n.d. England: n.p., n.pag.

MLA style

Photographic View Album of Cambridge. [England]: n.p., n.d., n.pag.

28. Master's theses (unpublished)

APA style

Pokharel, S. (1994). *An econometric analysis of paddy production: A case study of Fulbari VDC*. Unpublished master's thesis in economics, Tribhuvan University, Nepal.

CM style

Pokharel, Shanta. 1994. *An econometric analysis of paddy production: A case study of Fulbari VDC*. Master's thesis, Tribhuvan University.

MLA style

Pokharel, Shanta. "An Econometric Analysis of Paddy Production: A Case Study of Fulbari VDC." MA thesis. Tribhuvan University, 1994.

29. Doctoral dissertations (unpublished)**APA style**

Mathema, K. R. B. (1999). *A Comparative study of Sponsored and Spontaneous Settlers in Nepal: A Case of Chitwan and Nawalparasi Districts*. Unpublished doctoral diss. Tribhuvan University.

CM style

Mathema, Kanhaiya Ram B. 1999. *A Comparative study of Sponsored and Spontaneous Settlers in Nepal: A Case of Chitwan and Nawalparasi Districts*. Ph.D. diss. Tribhuvan University.

MLA style

Mathema, Kanhaiya Ram Bhakta. "A Comparative study of Sponsored and Spontaneous Settlers in Nepal: A Case of Chitwan and Nawalparasi Districts." Ph.D Diss. Kathmandu: Tribhubhavan University, 1999.

30. Doctoral dissertations (published)**APA style**

Kanel, N. R. (1991). *Life-cycle analysis of household composition and family expenditure behavior*. Doctoral diss., University of Hawaii. (University of Michigan Microfilms No. ...).

CM style

Kanel, Nav R. 1991. *Life-cycle analysis of household composition and family expenditure behavior*. Ph.D. diss. University of Hawaii. University of Michigan Microfilms.

MLA style

Kanel, Nav Raj. *Life-cycle Analysis of Household Composition and Family Expenditure Behavior*. Diss. University of Hawaii, 1991. University of Michigan: UMI, 1991. ATT....

Citing Articles and other Publications in Periodicals

A periodical is a publication that appears regularly at fixed intervals, such as a newspaper, a magazine, or a scholarly journal. Unlike newspapers and magazines, scholarly journals usually appear only about four times a year, two times a year, once a year and the issues present learned articles containing original research and original interpretations of data and texts. Such journals are intended not for general readers but for professionals and students.

1. An article in a journal with continuous pagination**APA style**

Pokharel, B. (2003). Dependency theory: Center and periphery. *The Economic Journal of Nepal*, 26(1), 23-45.

CM style

Pokharel, Bharat. 2003. Dependency theory: Center and periphery. *The Economic Journal of Nepal* 26(1): 23-45.

Or,

Pokharel, B. 2003. Dependency theory: Center and periphery. *The Economic Journal of Nepal* 26(1): 23–45.

MLA style

Pokharel, Bharat. "Dependency Theory: Center and Periphery." *The Economic Journal of Nepal* 26.1 (2003): 23–45.

2. An article in a journal that pages each issue separately

APA style

Pokharel, B. (2002). Opportunities and challenges of WTO accession. *Economic Journal of Development Issues*, 3(2), 15–30.

CM style

Pokharel, Bharat. 2002. Opportunities and challenges of WTO accession. *Economic Journal of Development Issues* 3(2): 15–30.

MLA style

Pokharel, Bharat. "Opportunities and Challenges of WTO Accession." *Economic Journal of Development Issues* 3.2 (2002): 15–30.

3. An article in a journal that uses only issue numbers

APA style

Pokharel, B. (2005). State building in retrospect and prospect. *Readings on Governance & Development*, 4, 116–132.

CM style

Pokharel, Bharat. 2005. State building in retrospect and prospect. *Readings on Governance & Development* 4:116–132.

MLA style

Pokharel, Bharat. "State Building in Retrospect and Prospect." *Readings on Governance & Development* 4 (2005): 116–132.

4. Daily newspaper article, no author

APA style

Nepal major hub for cannabis resin. (2005, March 2). *The Kathmandu Post* (Kathmandu ed.).

CM style

Nepal major hub for cannabis resin. 2005. *The Kathmandu Post* 2 March, (Kathmandu edition).

MLA style

"Nepal Major Hub for Cannabis Resin." *The Kathmandu Post* [Kathmandu] 2 March 2005.

5. Letter to the editor

APA style

Sharma, K. (2005, March 2). Foreign aid crisis. *The Kathmandu Post* (Kathmandu ed.). p. 4.

CM style

Sharma, Kedar 2005. Foreign aid crisis. *The Kathmandu Post* 2 March. Letter to the editor. Kathmandu edition: 4.

MLA style

Sharma, Kedar. Letter. "Foreign Aid Crisis." *The Kathmandu Post* 2 March 2005, (Kathmandu ed.).

6. Article from a newspaper

APA style

Pant, R. D. (2005, March 2). Foreign aid suspension: Hard choices for the decision-makers. *The Himalayan Times*, p. 4.

CM style

Pant, Raghav D. 2005. Foreign aid suspension: Hard choices for the decision-makers. *The Himalayan Times*, 2 March.

MLA style

Pant, Raghav D. "Foreign Aid Suspension: Hard Choices for the Decision-Makers." *The Himalayan Times* 2 March 2005: 4.

7. Article from a weekly magazine

APA style

Isikoff, M. (2005, March 7). A tangled web. *Newsweek*, pp. 28 – 29.

CM style

Isikoff, Michael. 2005. A tangled web. *Newsweek*. 7 March , 28 – 29.

MLA style

Isikoff, Michael. "A Tangled Web." *Newsweek* 7 March 2005: 28 – 29.

8. Article from a special issue magazine

APA style

Elliott, M. (2005, January 10). In the wake of tragedy. *Time* (Tsunami special), 165(1), 32–44.

CM style

Elliott, Michael. 2005. In the wake of tragedy. *Time* (Tsunami special), 10 Jan. 165(1): 32–44.

MLA style

Elliott, Michael. "In the Wake of Tragedy." *Time* (Tsunami Special) 10 Jan. 2005: 32–44.

9. Article from a monthly magazine

APA style

Blanc, P. L. (2003, January). The philosophy and politics of freedom. *Monthly Review* 54(8), 44–54.

CM style

Blanc, P. L. 2003. The philosophy and politics of freedom. *Monthly Review*, January, 54(8): 44–54.

MLA style

Blanc, P. L. "The Philosophy and Politics of Freedom." Monthly Review Jan. 2003: 44-54.

10. Republished article from a monthly magazine

APA style

Einstein, A. (1949/2002, May). Why socialism? *Monthly Review* 54(1), 56-62.

CM style

Einstein, Albert. 1949/2002. Why socialism? *Monthly Review*, May, 54(1): 56-62.

MLA style

Einstein, Albert. "Why Socialism?" Monthly Review May 1949/2002: 56-62.

11. An anonymous article

APA style

An open letter to the IMF. (1998, December 12). *Economic and Political Weekly* 33(50), 3191-3193.

CM style

An open letter to the IMF. 1998. *Economic and Political Weekly*, 12 December, 33(50): 3191-3193.

MLA style

"An Open Letter to the IMF." Economic and Political Weekly 12 Dec. 33.50 (1998): 3191-3193.

12. An editorial

APA style

Socialism: A time to retreat? (2000, September). Editorial, *Monthly Review* 52(4), 1-7.

CM style

Socialism: A time to retreat? 2000. Editorial, *Monthly Review* September, 52(4): 1-7.

MLA style

"Socialism: A Time to Retreat?" Editorial. Monthly Review Sep. 52.4 (2000): 1-7.

Harvard Style

The Harvard system is an author - date system, a variation of which we explained above. It was developed at Harvard University in 1930s (Anderson & Poole, 2001) and usually uses the author's name and year of publication to identify cited documents within the text. This seems the combination of all we explained above. Text citation is similar to Chicago Manual style (CMS), author date system is like American Psychological style (APA) and books titled is similar to Modern Language Association of America (MLA) style without underline with italics. Usually, Harvard system is still used in United Kingdom, Common Wealth Countries, and rest of the world where British educational system is in influence. Here some reference examples are given according to Harvard style.

1. Book (first edition)

(Saunders and Cooper 1993)

(Saunders and Cooper 1993, p. 61)

Saunders, MNK and Cooper, SA (1993) *Understanding Business Statistics*, DP Publication Ltd, London.

2. Book (other than first edition)

Morris, C (1999) *Quantitative Approaches to Business Studies* (5th edn), Financial Times Pitman Publishing, London.

3. Chapter in a book

Robson, C. (2002) *Real World Research* (2nd edn), Blackwell, Oxford, Chapter 3.

4. Journal article

Storey, J, Cressey, P, Morris, T and Wilkinson, A (1997) 'Changing employment practices in UK banking: case studies', *Personnel Review*, 26: 24 – 42.

5. Newspaper article

Thapa, G (2005) 'Corruption in Nepal: undemocratic practices within democracy', *The Himalayan Times*, Kathmandu, 3 March, p. 6

Conclusion

Research increases our knowledge and understanding of a subject. Sometimes research will confirm our ideas and opinions; sometimes it will challenge and modify them. But almost always it will help to shape our thinking. An article like this cannot present and cover all the profitable ways of doing research. Because this article emphasizes the mechanics of preparing effective references, it may give us the mistaken impression that the process of researching and writing a research paper follows a fixed pattern. The truth is that different paths can and do lead to successful research papers. Some researchers may pursue a more or less standard sequence of referencing, but others may find themselves working less sequentially. There is nothing worse than a reference list with a variety of formats. In addition, certain rules lend themselves to a standard style, whereas in this article American Psychological Association (APA), The Chicago Manual of Style (CMS), and Modern Language Association of America (MLA) have been illustrated which have a long history and authenticity too.

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