Academic Style Guides

Academic Styles Guides are tools evolved from printers’ and editors’ style sheets which codify a standard usage for the mechanics of writing, the format of a research paper, and the documentation of sources. The most common handbooks used at research institutions and publishing houses worldwide are the Chicago Manual of Style, the MLA (Modern Language Association) Style Guide, and the Harvard Style (sometimes called the Author/Date style, and widely used in the Sciences). Individual disciplines, such as sociology and psychology, have unique citation styles (ASA and APA respectively).

How to Reference

As you study in preparation for writing your essay, keep a list of all the sources you use. For a book or journal you would need the following information:

For a book:

- Author’s Name
- Name of Book
- Place of Publication (city)
- Publishing House

For a journal article:

- Name of Article
- Name of Journal
- Journal volume number and issue number
- Page numbers of the article

You will need to present your sources in two forms: a reference list at the end of your essay and either footnotes or in-text citations throughout your essay.
This is a list of all the sources you referred to in your essay, not just a list of all texts relevant to your assignment. Arrange Reference lists in alphabetical order, by author/editor surname. If there is more than one entry for an author, put the texts in order of publication date.

Check with your lecturer or tutor for the style you are required to use. Each Referencing style is available as a book-length manual which will outline all aspects of punctuation, layout and abbreviations for citation. Brief guidelines to writing a reference list (bibliography) in common referencing styles are listed below. You may need to consult the full manual for other issues of style not included here.

**APA**

Harvard

Modern Language Authority (MLA)

University of Chicago

**APA**

*Book with one author*


*Book with an editor*

Editor's last name, First and Second Initial. (Ed.). (Year). Title italic. Publication location: Publishing company.


*Journal article*
Author's last name, First and Second Initial. (Year). Article title. *Journal title*, volume number, page numbers.


**Newspaper article**

Author's last name, First and Second Initial. (Year, Month Date). Article title. Newspaper title, volume and/or issue number (if applicable), p/pp. page numbers.


**Electronic article**


**Harvard Referencing Style**

**Book with one author**

AUTHOR’S LAST NAME, First and Second Initial. (Year) *Title*. Place of publication, Publishing company.


**Book with an editor**

AUTHOR’S LAST NAME, First and Second Initial. (Ed.) (Year) *Title*. Place of publication, Publishing company.


**Chapter in an edited book**
MODERN LANGUAGE AUTHORITY (MLA)

BOOK WITH ONE AUTHOR

Author's last name, Authors first name (s). Title. Place of Publication: Publishing company. Date.


Edited book

Editor's last name, Editor's first name, ed. Title. Place of Publication: Publishing company. Date.


Chapter in an edited book

Author's last name, Author's first name. Title of work, in "inverted commas." Title of anthology. Ed. Editor first name editor surname. Edition statement. Place of Publication: Publishing company. Date. Page numbers


Journal article

Author's last name, First and Second name. Article title in inverted commas. Journal title, volume number (year): page numbers.


Newspaper article - print

Author's last name, First and Second name. “Article title.” Newspaper title, Date and year: page numbers.


Electronic article

Website

Author's last name, First and Second name. “Name of website.” (Last update on site if given). Sponsoring Society/Organisation. Date accessed. <web address>

University of Chicago

Book with one author

Author's last name, First and Second name. Title in italics: Subtitle. edition. Place of Publication: Publishing company, date of publication. 

Book with an editor

Editor's last name, First and Second name, ed. Title in italics. Place of Publication: Publishing company, date of publication.  

Journal article

Article author's last name, First and Second name. "Article title". Journal title in italics volume number, issue number (date): page numbers.  

Newspaper article

Author's last name, First and Second name. Article title. Newspaper title, date, year.

**Electronic article**

Electronic article Author's last name, First and Second name and Second author first name and surname, "Article title," *Journal title* volume number, (issue) (year), web address.


**Website**

Title: subtitle. Website (Date accessed).


**Footnotes/In-Text Citations**

Within your essay, you must also indicate your sources for individual points you make. In-text citations are placed in brackets at the end of the sentence to which they are relevant. As they are within your own text, they are short, so that they are not distracting to read. Depending on the style, they may include author(s), year of publication and cited page numbers. If you are using footnotes, insert superscript numbers at the end of your sentence which links to the bottom of your page. Footnotes allow you to cite your source and/or provide short commentary supplementary to your argument.