

Referencing Style

This style guide is based on the APA (2010) Publication Manual.

General reference format

Journals: Author(s), Year. Article Title. *Journal* volume:pages.
Books: Author(s), Year. *Book Title*. Publisher, City, pages.
Internet: Author(s)/editor, Year. *Title*. Retrieved date, from HostName/Path/Filename.
Newspaper: Author(s)/editor, Year. Article Title. *Newspaper* volume:pages.

Examples of style in reference list

American Psychological Association, 2009. *How do you reference a web page that lists no author?*
Retrieved 1 July 2009, from <http://www.apastyle.org/learn/faqs/web-page-no-author.aspx>.
Cameron, M., S. Sueno, C.T. Prewitt and J.J. Papike, 1973. High-temperature crystal chemistry of acmite, diopside, hedenbergite, jadeite, spodumene, and ureyrite. *American Mineralogist* 58:594-618.
Carlson, A.L. and G.S. Raskin, 1984. Density of oceanic crust. *Nature* 311:555-558.
Chopin, C., 1984. Pelitic blueschists, a new aspect of metamorphic petrology. *Terra Cognita* 4:35-37.
Chopin, C. and W. Schreyer, 1983. Magnesiochloritoid and magnesiochloritoid: Two index minerals of pelitic blueschists and their preliminary phase relations in the model system MgO-Al₂O₃-SiO₂-H₂O. *American Journal of Science* 283A:72-96.
Environmental Protection Agency (EPA), 2002. *Global Warming: Climate*. Retrieved on 3 February 2003 from <http://yosemite.epa.gov/oar/globalwarming.nsf/content/Climate.html>.
Keller, Edward A., 2000. *Environmental Geology*, Eighth Edition. Prentice Hall, New Jersey, 562 pages.
Maaløe, Sven, 1985. *Principles of Igneous Petrology*. Springer-Verlag, New York, 374 pages.
Tarbuck, E.J. and F.K. Lutgens, 2000. *Earth Science*, Ninth Edition. Prentice Hall, New Jersey, 672 pages.

Examples of use in body of text

Cameron et al. (1973) presented an early study of the relationship between minerals in the pyroxene system. *{note: with three or more authors, use the last name of the primary author followed by: et al., and the year of publication in the text – be sure to include all authors in the reference list.}*

The density of oceanic crust was described by Carlson and Raskin (1984). *{note: use both last names for papers written by two authors and the year of publication.}*

Fine grained, aluminum-rich rocks, are known as pelites (Chopin, 1984). *{note: if it's one author, then use the sole author's last name and the year of publication.}*

Aspects of the pyroxene system were described by Cameron et al. (1973, p. 601) who stated:
Use word for word, whatever the author said, for a direct quote from their manuscript. Their quote should be single-spaced, double-indented, punctuated exactly as it was in the original manuscript. Quotation marks are not required. The citation should include the page number with the other relevant information.

Notes on reference list

- Cite only those sources in the reference list that are referred to in the body of the text.
- Arrange citations alphabetically and chronologically – both in ascending order.
- If the author has published more than one article in any given year, then use the following format for the year, for example: Kanat 2001a (for the first reference) and Kanat 2001b (for the second reference). Be sure to use the 'a' or 'b' in all occurrences of the Kanat 2001 citation in both the text and the reference list – it must be either Kanat 2001a or Kanat 2001b.
- Be consistent in format – italicize journal and book titles.
- Be careful and consistent when using parenthesis, periods, colons, and commas.
- Citations are not numbered in the text of the manuscript.
- The reference list should be single-spaced, alphabetized, use a hanging indent (Ctrl-t for MS Word), and have a period at the end of the reference.
- Use only the last name(s) and year in the body of the text when citing sources.
- Personal communication may be used as a reference (use it sparingly). In the text one would refer to the author (person) and the year, but in the reference list it would be as follows: *Author*, Personal Communication, *Full Date*. The date is the date of conversation. In the example above, replace italicized words with appropriate information, but do not italicize any words in the reference list.
- Remove all hyperlinks from references when printed on paper.
- To cite secondary sources, refer to both sources in the text, but include in the References list only the source actually used. The text could look like: (Bandura, 1989, as cited in Keller, 2000).
- Number the figures sequentially (i.e., the first figure referred to is Figure 1; the next is Figure 2...)

Notes on referencing figures

All figures must be referred to in the body of the text and must have i) a figure number, ii) title, and iii) reference. Record the full reference in the reference list, but within the body of the text it should read as follows:

EPA (2002) has indicated that global average temperatures have risen approximately 1°F during the past 100 years (Figure 1).

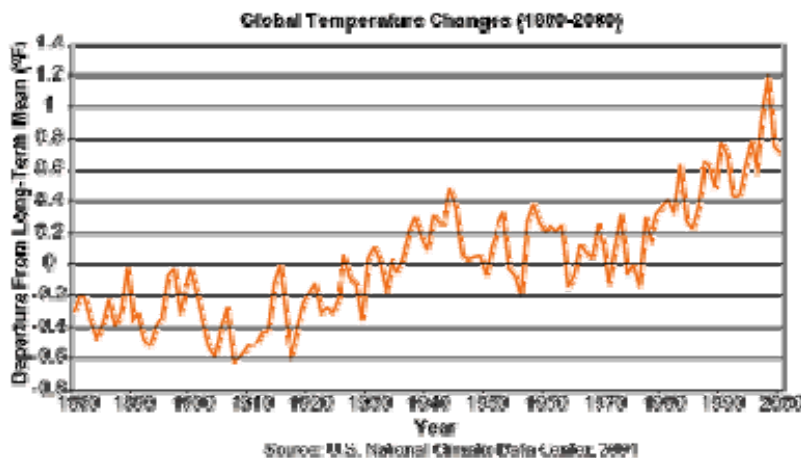


Figure 1. Global Average Temperature (EPA 2002)