

Referencing and Documentation:

A Guide to Presentation of Academic Writing

Introduction

The aim of this guidebook for referencing and documentation is to standardize the form and style of writing research papers by students who study courses at NIE. The guidebook is prepared in such a way that it enables the user to learn the standard procedures of documenting sources of information in the text and preparing the list of references at the end of the research paper without much confusion. Rules for writing research papers are clearly spelt out under specific sections. The guidelines in this guidebook have been developed in accordance with the rules of referencing and documentation as practiced by the *American Psychological Association (APA)*. The APA style has been chosen as it tends to be the most widely used style in literature related to the social sciences. It is advised that in order to make the most effective use of the guidebook the student should be closely familiar with the contents under all sections and refer to them in cases of doubt.

The section called *Reference Citations in Texts* provides specific guidelines for documenting in-text citations of a work by a single author and in-text citations of a work by two or more authors. The section also provides instructions for in-text citations of work by groups as authors (such as corporations, government agencies, study groups, associations, etc.). A useful feature of this section consists in the relevant examples provided for each major rule of citation. The section also provides examples of in-text documentation of sources other than books, such as newspapers, magazine articles in press and newsletters.

The section called *Quotations* will be particularly useful to the student, for it explains the difference between in-text quotations and block quotations with relevant examples.

The section called *Reference List* provides specific guidelines for preparing a list of references cited in the text in the form of a reference page at the end of a research paper. It provides specific instructions for making entries in the reference list specific to the types of sources used such as periodicals, non-periodicals, databases, websites, online journals, etc. It is advised that the student is closely familiar with the elements of reference (such as author, publication date, title, etc.) explained with examples. Specific instructions for arranging the entries in the reference list by author are provided under “Order and Layout of References”. It is followed by more examples of preparing the list of references in respect of three major sources – periodicals, books/chapter, and electronic media.

The student would find it helpful to refer to the list of references provided at the end of the guidebook in cases of doubt regarding the appropriateness of entries in the reference list.

Obtaining a Copy of the Guidebook

A copy of the guidebook may be obtained from the Administrative Officer, NIE, Samtse at the time of her/his enrollment in the programme. It is expected that the faculty also make the best use of the guidelines especially in terms of seeing how strictly they are adhered to by the students in their research papers.

Suggestions and comments from our users for incorporation in our future editions are welcome.

Types of Research Papers Students Write at NIE

All courses of the B.Ed and PGCE programmes at NIE are assessed on a continuous basis. Besides written exams, students also write a number of major and minor assignments in the form of journal entries, process logs, book reviews, review articles and project reports. The latter two are considered formal academic writing and comprise the most common mode of assessment.

It is important to know the types of research papers students write and their academic purposes. At present all course - science and humanities, require the students to write two types of research papers: Review Papers and Project Reports, which are briefly explained below.

Review Paper

A review paper will require the student to do critical evaluations of the state of knowledge in a particular area of discipline. In other words, a review paper analyses literature that already exists on a specific subject. The writer's concern in it will mainly be to organize and synthesize previously published work and put it in a specific conceptual perspective that derives from her/his understanding. For instance, a review paper may require the student to analyze and synthesize the existing literature on *Gross National Happiness* or *Wholesome Education* and put the result of this critical study in a specific conceptual perspective. A review paper may also require the student to evaluate existing literature and discuss a specific point of view in the light of its strengths and weaknesses. For instance, a review paper with an evaluative focus may require the student to study the existing literature on environmental conservation in Bhutan or preservation of cultural antiquities in Bhutan and discuss a particular point of view (the idea of survival for instance) in the light of its strengths and weaknesses. It is important for the student to remember that a review paper is not an annotated bibliography. On the other hand, it attempts to draw the reader's attention to the current state of knowledge in a specific field.

In a review article the writer's focus should be to:

- Define and clarify a problem.
- Summarise previous studies so as to inform the reader of the existing state of knowledge in a particular field.
- Identify relationships, contradictions, gaps, inconsistencies in the literature.
- Recommend steps for solving a problem discussed in the studies. (Canter, 1993, p. 46)

Empirical Study Papers/Project Reports

They are written in the form of reports on original research conducted on any specific subject. Some examples of potential areas of empirical study are: *the problems of cultural amalgamation in resettlement areas, practices of yak herding in the Merak Sakteng region, the economy of potato farming in Phobjekha, vegetation in the landslide-prone areas of Sorchen, the impact of BDFC's Group Lending scheme on the people of Thruedangbi in Mongar, Nutritional assessment of some traditional Bhutanese food and beverages*, and so on. The different sections of the empirical study paper should generally correspond to the different stages of the research process. The sections will include the following:

- Introduction describing the research problem and a statement of the study conducted.

- The methodology used describing how the study was carried out.
- Report on the results that were found by the study.
- Discussion and interpretation of the data and their implications to the discipline (for instance, *the study of dialects in the Kheng region, the educational implications of NAPE*, etc.).

Ethics of Academic Writing

The word 'ethics' refers to the study of the moral value of human conduct and of the rules and principles that ought to govern it. In writing, as in other professions, there are a number of conventionalized rules, principles or expectations that governs a writer's practice of his profession. A common breach of conduct, for which some writers have had to bear the consequences of, lies in the act of claiming someone else's thoughts, ideas and language as one's own. This is a violation of the writer's code of conduct and is known as plagiarism.

Plagiarism

August Wilson, American playwright and poet, twice winner of the Pulitzer Prize dropped out of school in the ninth grade under a heavy psychological burden of being accused for plagiarism by one of his teachers (the teacher's accusation was based on the fact that young Wilson's academic writings were too good for a black student!). It is important that the student understands well what the act plagiarism looks like. According to Shea and Whitla (2001):

Plagiarism is presenting work as your own that originates from some other source, which you have not acknowledged. It is an offence against academic honesty and is a breach of professionalism. As in any profession, there is a code of ethics for students, which demands that when using someone else's words or ideas you must acknowledge them. Sometimes students fall into plagiarism through carelessness, by neglecting to make clear when taking notes from books or articles where the quoted material ends and where their commentary on that material begins; hence, it is important to make careful notes that distinguish between others' words and your own. (pp. 242-243)

Magnitude of Plagiarism

Please remember that "Plagiarism can include entire papers, paragraphs, sentences, phrases, lab results, statistics, and graphics. The sources can include books and articles, encyclopedias, the Internet, or your friend's work" (Shea & Whitla, 2002, pp. 242-243) Academic programme at the NIE is a heavy one, and if a student fails to manage time well, it is possible that she/he may follow the touch-and-go method of writing a paper. Please remember that if you are caught in a last minute rush of academic business, the temptation to indulge in plagiarism might be greater.

Consequences of Plagiarism

NIE considers an act of plagiarism committed by a student in writing an assignment, be it a review paper or a project report, a serious academic offence, a breach of professional ethics; and if detected, can result in very unpleasant consequences, ranging from serious reprimands to failure in the concerned course module or having to re-do the paper.

Criterion of Evaluation

Referencing and documentation will be among the important criteria of assessment of research papers. It is expected that the course tutors state this clearly when the class is assigned a research paper.

Presentation of Written Assignments

Layout

All written assignments - review papers or project reports, must have a professional appearance. Hence, any paper submitted as a course requirement must have a commonly accepted layout, which includes:

- Title and title page
- Contents (in case of a major paper)
- Introduction
- Method (in case of an empirical study)
- Results (in case of an empirical study)
- Discussion/ Conclusion
- References
- Appendix (if required)

Title Page

All research papers at NIE should have a title page whose front side will include the full title of the paper or project report (e.g. *A comparative study of W.B. Yeats and Seamus Heaney as poets of modern consciousness*), author's name (e.g. *Taula Rinzin*), his/her course for which the assignment is written in parentheses (e.g. *B.Ed III*), and institutional affiliation (*National Institute of Education, Samtse*), without writing the words "Title", "Author", "course", and "Institutional Affiliation". They should be written in the sequence thus indicated, written one below the other running down the middle of the page. The bottom right hand corner of the title page will include the course title (e.g. *Poetry*), subject code (e.g. *ENG 3508*), the tutor's name (e.g. *Mr. Pemba Darjay*), and the date of submission (e.g. *September 11, 2002*), without writing the words "Course title", "subject code", "Tutor's name", and the "Date of submission". A sample title page is provided below (Fig.1). Please look at it before you prepare the title page of your research paper.

Fig.1: Sample Title Page

A Comparative study of W.B.Yeats and Seamus Heaney

as poets of modern consciousness

Pema Rinzin (B. Ed. III)

National Institute of Education

Samtse

ENG 3508

Poetry

Mr. Pemba Darjay

September 11, 2002

Referencing and Documentation

The guidebook provides clearly spelt-out rules of referencing and documentation. *References* refers to the list of books, magazines, journals, online journals, websites, newsletters, etc. referred to by the author in writing her/his research paper, added as the last page of the essay and arranged alphabetically by the author's or editor's last name. *Documentation* in academic writing refers to the professional practice of acknowledging in a clear and consistent form all the sources of information and ideas used by the writer in her/his research paper either in the text or in a footnote or an endnote. It is advised that the student becomes intimately familiar with the guidelines and practical suggestions offered under the *Reference Citations in Text* and *Reference List* sections of the guidebook before she/he begins to write the research paper.

Reference Citations in Texts

Academic writings usually require some form of literature research, and citing ideas and information from the sources researched. The work you researched can be documented in your text by citing the author's last name and the date of publication. This style of citation helps the readers to identify the source and enables them to locate the source of information in the alphabetical reference list at the end of your work.

One Work by One Author

Use the author-date method of citation; i.e., the surname of the author (do not include suffixes such as Jr, Sr.) and the year of publication are inserted in the text at the appropriate point.

Cite only the year of publication in parentheses, if the name of the author appears as part of the narrative, as in the example below:

Mehra (1974), argued that Bhutanese are one people who are self-disciplined, loyal, dedicated to authority.

Otherwise, place both the name and year in parentheses separated by a comma. For example:

A study conducted in Bhutan found that girls dropping out from school early was attributed to the fact that they were required at home, or they got married, or that their parents thought education was irrelevant since their daughters were going to inherit the family property (Zeppa, 1999).

Within a paragraph, you need not include the year in subsequent references to study as long as the study cannot be confused with other studies cited :

In a study on the origins of monarchy in Bhutan, Aris (1994) describes Bhutan's political scenario prior to the establishment of the monarchy, and the rise of Tongsa Penlop. Although Sir Ugyen Wangchuk unified Bhutan, Zhabdrung Ngawang Namgyel is remembered as the true founder of Bhutan. Aris' opinion that Zhabdung came to Bhutan in 1616 as a political refugee is hardly an agreeable statement to many devout Bhutanese.

One Work by Multiple Authors

This refers to the work done by multiple authors (two, three, four, five, six or more). In case of multiple author citation in running text, join the names by the word "and". In parenthetical material, in tables and captions, and in the reference list, connect the names by an ampersand "&" as indicated in the following examples:

Mullis and Jenkins (1988) demonstrated that.....
Effective helpers are those who see and demonstrate helping skills as a way of life (Peterson & Nisenholz, 1999).
According to Laird, Maxwell, Tenzin, and Jamtsho (2002).....

One Work by Multiple Authors (two authors)

In case of works by two authors, mention the last name of both the authors followed by the publication date.

According to the studies conducted in Kenya, Mullis and Jenkins (1988) point out that girls have negative attitudes toward mathematics. This negative attitude towards maths spreads to science, pervading many girls from pursuing science.

One Work by Multiple Authors (three to five authors)

When a work has three, four, or five authors, cite all authors the first time the reference occurs. In the subsequent citations, include only the surname of the first author followed by "et al." and the year if it is the first citation of the reference within a paragraph:

According to Bloom, Madaus, and Hastings (1981), the most important value of formative evaluation is the aid it can give students in learning the subject matter and behaviours for each unit of learning.

Bloom et al. (1981) state that clearly stated objectives help ensure communication teacher-teacher and between teacher – taught. Bloom et al. also found that they can improve communication between parents and teachers.

One Work by Multiple Authors (more than six authors)

When a work has six or more authors, cite only the surname of the first author followed by "et al." and the year for the first and subsequent citations. (However, in the reference list all the last names and initials of the first six authors should be included, and the remaining can be shortened to et al.)

Broch et al. (1990) states that the parents prefer the education of boys over girls.... In turn girls lack confidence, which prevents them from making links between self-confidence and competency in the subjects (Broch et al., 1990).

Two or More Works within the Same Parentheses

Two or more works by different authors with different publication dates supporting the same idea or reporting similar findings can be cited in the same parentheses in alphabetical order by the authors' surname. Separate the citations using semicolons.

The masculinisation of science subjects affect girls' identification with science and their willingness to pursue science as an avenue of study, and as a result few girls attempt to enter science fields (Keeler, 1985; Kelley, 1987; Versey, 1990).

Groups as Authors

Collective work of a group (e.g., corporations, government agencies, study groups, and associations) where the names of groups serve as authors are usually spelled out each time they appear in a text citation. However, if the name is too long and cumbersome we may shorten the name by using its abbreviation in the second and subsequent citations but the abbreviation must be familiar. If the name is too short or if the abbreviation would not be readily understandable, write out the name each time it occurs.

First text citation: (National Institute of Education [NIE], 1999)

Subsequent citations: (NIE, 1999)

All text citations: (Curriculum and Professional Support
Division, 2002)

Example 1 (First text citation):

According to Curriculum and Professional Support Section [CAPSS] (1999) Continuous assessment helps teachers to understand the needs of children, find their weaknesses and provide remedial help.

The earlier transactions used in Bhutan were in rupees and paise. The Chetrums and Ngultrums were released on the 6th of April, 1974 (Bank of Bhutan[BOB],1993).

Example 2 (Subsequent text citations):

The Bank financed Druk Air Corporation a loan of Nu.600 million for the purchase of its second aircraft from British Aerospace (BOB, 1993).

CAPSS (1999) also envisage continuous assessment to gradually replace the current system of one-shot examinations...

Works with no Author

When the work has no author, cite the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize or underline the title of a periodical, book, brochure, or report.

On free care (" Study Finds," 1982).....

The book College Bound Seniors (1979).....

Works Discussed in a Secondary Source

Give the secondary source in the reference list; in the text, name the original work, and give a citation for the secondary source. For example, if Zam's work is cited by Rinchen through Dolkar (2000) without reading the original work, list Dolkar (2000) in the reference. In the text use the following citation:

Zam quotes an old Bhutanese proverb which says, "You cannot be what you are and what you are rusts while busy being what you are not." (as cited in Dolkar, 2000).

Works in Press

If you cite from a work that has been accepted for publication but is not yet published, the words "in press" should be written within the parentheses instead of the publication date.

Rinchen (in press) describes the Bhutanese as being very proud of their culture and language...

Quotations

When citing from other sources, we either quote them directly or paraphrase in our own words while maintaining the same meaning. In the following section, we will look at some of the ways of quoting or reporting while documenting the sources used at the same time.

Direct Quotations

You are using direct quotations when you reproduce materials word to word from another's work or from one's own previously published work. Some of the ways of acknowledging your sources when making direct quotations are given below.

Quotations Shorter than Forty Words

Quotations shorter than forty words are enclosed in double quotation marks and are usually a part of the narrative:

Solverson (1992) states that education in Bhutan aims “To prepare every student to take a more mature and responsible, loyal and intelligent part in the new society that is being created....” (p.12).

Quotations More than Forty Words

Quotations longer than 40 words should be displayed in a freestanding block of type written lines, and omits the quotation marks. Start such a block quotation on a new line, and indent it five spaces from the left margin. Type subsequent lines flushed with the indent.

Important government policy documents clearly specify the need to promote Dzongkha as a national language beyond its use as a means of convenient communication. Here is an extract from one such document:

The promotion of Dzongkha is more than any means of communication. It is a complex phenomenon that is inseparable from intellectual and psychological processes related to ways in which we organize and express our thoughts. Our language is the way in which we identify ourselves and distinguish ourselves from others. Strategies to conserve and promote our culture and heritage cannot thus be indifferent to language (Planning Commission, 2000, p.70).

For direct quotation always provide author, year and specific page citation in the text, and include a complete reference in the reference list.

Quotation within Quotations

Single quotation marks are used to set off material that in the original source was enclosed in double quotation marks.

Miele (1995) found that “The ‘placebo effect’, which had been verified in previous studies, disappeared when behaviors were studied in this manner” (p. 276).

Indirect Quotations

Paraphrasing or referring to an idea from another work but not directly quoting the material, you only have to make reference to the author and year of publication in your in text reference.

When paraphrasing another person’s words, whether they be the ideas conveyed in two pages of a book or to sentences from a passage, you must also acknowledge the source. This can be done in a variety of ways, one of which is to precede the paraphrased section with a general phrase, such as:

- Aris (1994) believes that
- Zeppa (1999) states that
- Laird et al. (1999) are of the opinion that...
- Thinley (2002) argued that....
- Rinchen (2001) posits that....

- Dyenkar (1999) contends that....

Example

Dyenkar (1999) contends that the poor performance of Bhutanese students in Dzongkha is because of the western influence.

Writing a Reference List

You should include a list of references used at the end of your paper/ assignment. Typically this list should include only the sources that were used in writing the paper. This is different from a “bibliography” which may include a list of resources available on a topic. All the references cited in the text must appear in the reference list. The purpose of the reference list is not only to acknowledge, but also to enable readers to find and use them.

General Forms of References

References may be categorized into three general forms – Periodicals, Non-Periodicals, and Electronic sources. A basic structure of the different forms are provided below.

<p>Periodicals (newsletters, magazines, journals)</p>	<p>Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. <i>Title of Periodical</i>, xx, xxx-xxx.</p>
<p>Non-Periodicals (books, reports, brochures, audio-visual media)</p>	<p>Author, A.A. (1994). <i>Title of work</i>. Location: Publisher. Author, A.A., & Author, B.B. (1994). Title of chapter. In A Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Location: Publisher.</p>
<p>Electronic Sources (databases, Websites, online journals etc.)</p>	<p>Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. <i>Title of Periodical</i>, xx, xxx-xxx. Retrieved month day, year, from source. Author, A.A. (1994). <i>Title of work</i>. Retrieved month day, year, from source.</p>

Elements of Reference

The entries in the reference list usually include these elements: author, year of publication, title, and publication information. Each element is discussed below with examples. The examples of elements under discussion are written in **bold** for the sake of clarity.

Author

Aris, M. (1994). *The raven crown – The origins of Buddhist monarchy in Bhutan*. London: Serindia.

Zeppa, J. (1999). *Beyond the sky and the earth: A journey into Bhutan*. Toronto, Ontario: Doubleday Canada.

- Invert the author's name to start with the surname followed by a comma and the initials (The author's and editor's names in the examples above are Michael Aris and Jamie Zeppa).
- Use commas to separate authors, their surnames and initials; and use an ampersand (&) before the last author in case of more than one author.
- In case of edited works, enclose the abbreviation Ed. Or Eds. In parentheses after the editors' name. This element should end with a period.

Publication Date

Zeppa, J. **(1999)**. *Beyond the sky and the earth: A journey into Bhutan*. Toronto, Ontario: Doubleday Canada.

Wangchuk, S. **(2002, November 2)**. Youth issues must involve young people. *Kuensel – Bhutan's National Newspaper*, p. 4.

- Give the year in which the work was copyrighted or produced in case of unpublished works in parentheses. However for periodicals that are weeklies or dailies, exact date should be provided right after the year.
- Write 'n.d.' in the parentheses where no date is available; and 'in press' if the work is accepted for publication but not yet printed.
- This element should also end with a period after the parentheses.

Title of Article or Chapter

Evans, M.A. & Whigham, M. (1995). **The effect of role model**

project upon the attitudes of ninth grade science students. *Journal of Research in Science Teaching*, 32, 195-204.

Zanna, M.P & Remple, J.K. (1986). **Attitudes: A new look at an**

old concept. In D. Bar-tal & A. W. Kruglanski (Eds.), *Social psychology of knowledge* (pp.315-334). New York: Cambridge University Press.

- Capitalize only the first word of the title and the subtitle. Put a period at the end of the element.

Title of Work and Publication Information

Periodicals:

Choden, D. (1993). Learning how to learn. ***Sherub Doenme – Academic Journal of Sherubtse College, 1, 35-40.***

Evans, M.A. & Whigham, M. (1995). The effect of role model project upon the attitudes of ninth grade science students. ***Journal of Research in Science Teaching, 32, 195-204.***

- The title should be in italics (underlined if hand-written or typed).
- Capitalize the important words in the title, followed by the volume number (month/season where volume numbers are not used) after a comma.
- Where there is an issue number, place it within parentheses after the volume number. This should be followed by a comma.
- Provide the inclusive page number, followed by a period.

Non-Periodicals:

Aris, M. (1994). ***The raven crown – The origins of Buddhist monarchy in Bhutan.***
London: Serindia.

Good, T.L. & Brophy, J.E. (2000). ***Looking in classrooms (8th ed.)***. New York: Longman.

- The title should be written in italics (underlined if hand-written).
- Capitalize only first word of the title, subtitle, and proper nouns.
- Any additional information such as edition or description of the form of work should be provided in parentheses.
- Finish the element with a period.

Part of Non-Periodicals (Book Chapters)

Zanna, M.P & Remple, J.K. (1986). Attitudes: A new look at an old concept. ***In D. Bartal & A. W. Kruglanski (Eds.), Social psychology of knowledge (pp.315-334).*** New York: Cambridge University Press.

- In case of edited books, the title should be preceded by the name(s) of editor(s), if any. The word “In” should appear before the name of the editor(s). As the names are not in the author position, they should be written with the initials first followed by the surname(s). This should be followed by the parenthetical information “Ed(s)” if it is an edited book.
- A comma is placed after the parenthetical information followed by the title of the work with the inclusive pages of the article or chapter preceded by “pp.” in parentheses.
- End this element with a period.

Publication Information: Non-Periodicals

Good, T.L. & Brophy, J.E. (2000). *Looking in classrooms* (8th ed.). New York: Longman.

Zeppa, J. (1999). *Beyond the sky and the earth: A journey into Bhutan*. Toronto, Ontario: Doubleday Canada.

- Provide the city where it was published, and the state or province where the city is not very well known for publishing after a comma.
- The place of publication is followed by a colon, after which you should write the publisher's name.
- Use a period to end the element.

Retrieval Information for Electronic Sources

Guenov, K.S. (2000). *Guide to resume writing*. Retrieved July 25, 2000 from <http://www.jobweb.org/catapult/guanov/res.html#build>

Divita, Sal.(1995). Resume writing requires proper strategy. *Marketing News*, 29 (14), 6-11. Retrieved July 25, 2000 from EBSCOhost database.

- When electronic sources are used, the date the information was retrieved and the name and/or address of the source should be provided.
- If the information is retrieved from the Internet, give the Internet address for the document after the retrieval date.
- If it is from a database, provide the name of the database, followed by a period.

Order and Layout of References

- Entries should be ordered alphabetically by the surname of the first author.

Good, T.L. & Brophy, J.E. (2000). *Looking in classrooms* (8th ed.).

New York: Longman.

Wangchuk, S. (2002, November 2). Youth issues must involve

young people. *Kuensel – Bhutan's National Newspaper*, p. 4.

Zeppa, J. (1999). *Beyond the sky and the earth: A journey into*

Bhutan. Toronto, ON: Doubleday Canada.

- If there is more than one reference by the same author, arrange them by the year of publication. The earliest should be entered first.

Strasburger, V.C. (1997). "Sex, drugs, rock 'n roll" and the media:

are the media responsible for adolescent behavior? *Adolescent Medicine: State of the Art Reviews*, 8, 403-414.

Strasburger V.C.(1995). *Adolescents and the media: Medical and psychological impact*. Thousand Oaks, CA: Sage

- If the entries were published in the same year, use lowercase alphabets, placed immediately after the year of publication in the parentheses.

Corey, G. (2001a). *The art of integrative counselling*. Pacific Grove, CA: Brooks-Cole/Wadsworth.

Corey, G. (2001b). *Theory and practice of counselling and psychotherapy* (6th ed.). Pacific Grove, CA: Brooks-Cole/ Wadsworth.

- One-author entries should precede multiple author entries.

Fraser, B.J. (1986). Determinants of classroom psychosocial environments: A review. *Journal of Research in Childhood Education*, 1, 5-19.

Fraser, B.J. & Fisher, D.L. (1986). Using short forms of classroom climate instruments to assess and improve classroom psycho-social environment. *Journal of Research in Science Teaching*, 5, 387- 413.

- If there is no author, the entry is alphabetized by the first significant word of the title.
- The reference list should be placed immediately after the conclusion of your paper on a new page with the title - "References."
- Use hanging indentation for the reference list. Indentation should be about five spaces.

References

Wangchuk, S. (2002, November 2). Youth issues must involve young people. *Kuensel – Bhutan's National Newspaper*, p. 4.

Zeppa, J. (1999). *Beyond the sky and the earth: A journey into Bhutan*.

Toronto, Ontario: Doubleday Canada.

Some More Examples

REFERENCE TYPE	EXAMPLE
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PERIODICALS

- 35 -

- Journal article,
one author
Strasburger, V.C. (1997). "Sex, drugs, rock 'n roll" and the media: are the media responsible for adolescent behavior? *Adolescent Medicine: State of the Art Reviews*, 8, 403-414.
- Journal article,
more than one author
Fraser, B.J. & Fisher, D.L. (1986). Using short forms of classroom climate instruments to assess and improve classroom psycho-social environment. *Journal of Research in Science Teaching*, 5, 387-413.
- Journal article,
more than six authors
Wolchik, S.A., West, S.G., Sandler, I.N., Tein, J., Coatsworth, D. Lengua, L., et al. (2000). A experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.
- Magazine article
Roach, M. (2002, August). To do or not to do. *Reader's Digest*, 81-82.
- Newsletter article
Thinlay, D. (2002, November). The common stylistic features of Bhutanese proverbs. *Kalapinka- The NIE Newsletter*, 5-

Newsletter article,
no author

8.
Farming: A self employment. (2002,
November).

Newspaper article

*Looking Ahead – A Guide to Your
Future, 3, 7.*
Misra, M. (2002, November 20). IIT
unleashes mini

BOOKS, CHAPTERS

Book
Book, later editions

robots. *The Times of India*, p.1.
Devine, T.G. & Meagher, L.D. (1989).
Mastering
study skills. Englewood Cliffs, NJ:
Prentice Hall.

Edited book

Barras, R. (1995). *Students must
write – A guide to*
*better writing in coursework and
examinations*

(2nd ed.). London: Routledge.
Goldstein, G., & Hersen, M.
(Eds.).(1984). *A*
*guidebook of psychological
assessment*. New

Non-English book

York: Pergamon Press.
Dzongkha Development
Commission.(1999). *Dpal*
*'brug-pa rin-po-che Zhab-drung
Ngag-dbang*

Article/ chapter in edited
book

rNamgyal gyi rnam-thar
[Biography of
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Bhutan: Author
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Basic Rules to Remember

- Always acknowledge the source when you use ideas and information from other sources in your work.
- The title page should include the full title of the paper, author's full name, course for which the assignment is written in parentheses and institutional affiliation. You should also include the course title, subject code, tutor's name and the date of submission.
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- When a work has six or more authors, cite only the surname of the first author followed by "et al." and the year for the first and subsequent citations.
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 - If there is more than one reference by the same author, arrange them by the year of publication. The earliest should be entered first.
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- Use ampersand “&” instead of “and” when listing multiple authors of a single work (in text citations in parentheses, too).
- Capitalize only the first lines of the first word of a title and sub title of a work.
- Italicize or underline titles of books and journals.

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