

Citing Sources: Author-Date Style

GSOM Library
November 2016




Outline

1. Citing/ Referencing/ Documenting sources
2. Author-Date Citation Style
3. Handling Citations in
 - the body of your paper (IN-TEXT Citations)
 - the REFERENCE List
4. Citation Management Tools




Why is **properly** citing sources in a research paper important?



REFERENCING other people's work (ideas) is a way of:

- Acknowledging the work of other researchers, thus, avoiding **plagiarism**;
- demonstrating the body of knowledge on which you have based your work;
- demonstrating the **validity of your own work** (novelty, etc.); and
- enabling other researchers to trace your sources easily and leading them on to further information.



There are two ways in which you can refer to
(or cite) another person's work:

- by reporting
- by direct quotation.

Reporting

You can either **paraphrase** if you want to keep the length the same or **summarise** if you want to make the text shorter.

- According to Frick (2007) evidence from a Cox Proportional Hazard model indicates that institutional changes have a strong effect on individual players' careers.
- Evidence from a Cox Proportional Hazard mode indicating that institutional changes have a strong effect on individual players' careers was given by Frick (2007).



Direct Quotation

Occasionally you may want to quote another author's words exactly. For example:

- Hillocks (2011) similarly reviews dozens of research findings. He writes, "The available research suggests that teaching by written comment on compositions is generally ineffective" (p. 267).



Language

Reporting - Paraphrasing and Summarising


Reporting uses paraphrase and summary to acknowledge another author's ideas. You can extract and summarise important points, while at the same time making it clear from whom and where you have got the ideas you are discussing and what your point of view is.



Compare, for example:

- Brown (2013) claims that a far more effective approach is ...
- Brown (2013) points out that a far more effective approach is ...
- A far more effective approach is ... (Brown 2013)

The first one is Brown's point of view with no indication about your point of view. The second one is Brown's point of view, which you agree with, and the third is your point of view, which is supported by Brown



Here are some more expressions you can use to refer to someone's work that you are going to paraphrase:

If you agree with what the writer says.

- The work of X indicates that ...
- The work of X reveals that ...
- The work of X shows that ...
- Turning to X, one finds that ...
- Reference to X reveals that ...
- In a study of Y, X found that ...
- As X points out, ...
- As X perceptively states, ...
- As X has indicated, ...
- A study by X shows that ...
- X has drawn attention to the fact that ...
- X correctly argues that ...
- X rightly points out that ...
- X makes clear that ...



If you disagree with what the writer says.

- X claims that ...
- X states erroneously that ...
- The work of X asserts that ...
- X feels that ...
- However, Y does not support X's argument that ...

If you do not want to give your point of view about what the writer says.

- According to X...
- It is the view of X that ...
- The opinion of X is that ...
- In an article by X, ...
- Research by X suggests that ...
- X has expressed a similar view.
- X reports that ...
- X notes that ...
- X states that ...
- X observes that ...
- X concludes that ...
- X argues that ...
- X found that ...
- X discovered that ...



Quoting

Sometimes you may want to quote an author's words exactly, not paraphrase them. If you decide to quote directly from a text, you will need an expression to introduce it and quotation marks will need to be used:

Quoting

- As X said/ says, "... .."
- As X stated/ states, "... .."
- As X wrote/ writes, "... .."
- As X commented/ comments, "... .."
- As X observed/ observes, "... .."
- As X pointed/ points out, "... .."
- To quote from X, "... .."
- It was X who said that "... .."
- This example is given by X: "... .."
- According to X, "... .."
- X claims that, "... .."
- X found that, "... .."
- The opinion of X is that, "... .."

Concluding

After quoting evidence you reach a conclusion:

- The evidence seems to indicate that...
- It must therefore be recognised that...
- The indications are therefore that...
- It is clear therefore that ...
- Thus it could be concluded that...
- The evidence seems to be strong that...
- On this basis it may be inferred that...
- Given this evidence, it can be seen that...



The Author-Date referencing system

AUTHOR – DATE – TITLE – PUBLISHER



A citation must appear in two places in your paper:

- in the body of your text ("in-text citations").

(Adizes 2004)

- in the reference list (at the end of your paper).

Adizes, I. K. 2004. *Management/ mismanagement styles: How to indentify a style and what to do about it.* Santa Barbara, CA: Adizes Institute.



Citation Author-Date Styles

- APA (American Psychological Association)
- Chicago *Author-Date*

Examples

APA

Beaudry, C., & Swann, G. (2009). Firm growth in industrial clusters of the United Kingdom. *Small Business Economics*, 32(4), 409-424.

Moral, S. (2009). Industrial Clusters and New Firm Creation in the Manufacturing Sector of Madrid's Metropolitan Region. *Regional Studies*, 43(7), 949.

Chicago (Author- Date)

Beaudry, C., and G. Swann. 2009. Firm growth in industrial clusters of the United Kingdom. *Small Business Economics* 32(4): 409-424.

Moral, S. 2009. Industrial clusters and new firm creation in the manufacturing sector of Madrid's Metropolitan Region. *Regional Studies* 43(7): 949.



Citing using Chicago Author-Date (15 th ed.): Practical Tips



Books

Single author

(Grant 2005)

Grant, R. M. 2005. *Contemporary strategy analysis*. 5th ed. Malden, MA: Blackwell.



Books

Two or three authors

(Claw and Baack 2004, 23-24)

Claw, K. E., and D. Baack. 2004. *Integrated advertising, promotion, and marketing communications*. Upper Saddle River, NJ: PrenticeHall.

(Maher, Stickney, and Well 2006)

Maher, M. W., C. P. Stickney, and R. L. Well. 2006. *Managerial accounting: An introduction to concepts, methods, and uses*. 9th ed. Mason, Ohio: Thomson/South-Western.



Books

More than three authors

(Allen et al. 2005)

Or

In a study of Allen and others (2005), ...

Allen, B. R., E. R. Brownlee II, M. E. Haskins, and L. J. Lynch. 2005. *Cases in management accounting and control systems*. Upper Saddle River, NJ: Prentice Hall.

Note: do not change the order of the names, i.e. you cannot write (Haskins et al. 2005) because Haskins is not the main author



Books

Authors with the same last name

(A. Volkov 1991)

Volkov, A. 1991. *Sweden: Social-economic model*. [In Russian.] Moscow: Mysl'.

(D. Volkov 2006)

Volkov, D. L. 2006. *Financial accounting: Theory, application, and reporting*. [In Russian.] St. Petersburg: Publishing House of St. Petersburg State Univ.



Books published in Russian

(Shirokova 2005)

Shirokova, G. V. 2005. *Organizational change management*. [In Russian] St. Petersburg: Publishing House of St. Petersburg State Univ.

(Kushelevich and Philonovich 2004)

Kushelevich E., and G. Philonovich. 2004. Modeli zhiznennyh tsiklov organizatsii. In *Management: Vek XX – vek XXI*, eds. Oleg S. Vikhanskii and A.M. Naumov. Moscow: Economist.



Chapter in a single-author book

(Downs 1967, 16-17)

Downs, A. 1967. The life cycle of bureaus. In *Inside bureaucracy*, 10-45.
Boston: Little Brown.



Articles

(Greiner 1998)

Greiner, L. E. 1998. Evolution and revolution as organizations grow. *Harvard Business Review* 76(3):55-68.

Compare with Books:

(Grant 2005)

Grant, R. M. 2005. *Contemporary strategy analysis*. 5th ed. Malden, MA: Blackwell.



Articles

from a full-text database:

(Kazanjian 1988)

Kazanjian R. K. 1988. Relation of dominant problems to stages of growth in technology-based new ventures. *Academy of Management Journal* 31 (2): 257-279. Retrieved from EBSCO.

in a popular magazine:

(Lashinsky 2006)

Lashinsky, A. 2006. The Hurd way: How a sales obsessed CEO rebooted HP. *Fortune*, April 17, 91-96.



Books and articles

Same author, same year

(Shirokova 2005a)

Shirokova, G. V. 2005a. Managing stereotypes and organizational life-cycle. [In Russian.] *Vestnik of St Petersburg State University: Management Series* 8 (2):76-95.

(Shirokova 2005b)

_____. 2005b. Theory O and theory E as organizational change strategies. [In Russian.] *Management in Russia and Abroad* 1:61-68.



Newspaper article

Note: May not list in your Reference list. Citation is made in running text style as shown below.

In-Text:

In an article on financial crisis (*New York Times*, September 10, 2008), Laurie Goodberg and William Claw describe...



Online newspapers, news services

(Mitchell and Bruni 2001)

Mitchell, A., and F. Bruni. 2001. Scars still raw, Bush clashes with McCain. *New York Times*, March 25. http://www.nytimes.com/2001/03/25/politics/25V_CA.html.

(Reuters 2001)

Reuters. 2001. Russian blasts kill 21, injure more than 140. *Yahoo! News*, March 24. <http://dailynews.yahoo.com>.

What should you do if there is no author listed?

Editor, translator in place of author:

(Kamrany and Day 1980)

Kamrany, N. M., and R. H. Day, eds. 1980. *Economic issues of the eighties*. Baltimore: Johns Hopkins Univ. Press.

Unsigned newspaper article:

(New York Times 2002)

New York Times. 2002. In Texas, ad heats up race governor. July 30.

Organization as author:

(ISO 2001)

International Organization for Standardization. 2001. *Information and documentation: Bibliographic references*. Ottawa: National Library of Canada. <http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>

What should you do if you want to use information by Writer X that you have found quoted or paraphrased in Writer Y?

(Smith 2001, cited in Jones 2004)

This shows that you found the information from Smith in a piece by Jones and that you did not read the original, i.e. if there's a mistake, it's Jones' not yours!

In-text citation

Smith (2001, as quoted in Jones 2004, 63) gives an excellent précis of different research philosophies: "Whichever philosophical position taken..."

Corresponding Entry in the Reference List

Smith, R. 2001. How to research. *Research Weekly*, 12 (8) October: 17-20. Quoted in: Jones, F. 2004. Researching your dissertation. *Research Today* 4 (6) March: 61-67.



Site content

(Federation of American Scientists)

Federation of American Scientists. Resolution comparison: Reading license plates and headlines. http://www.petetownshend.co.uk/petet_bio.html (accessed March 30, 2011).

(Evanston Public Library Board of Trustees)

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library.
<http://www.epl.org/library/strategic-plan-00.html>.



Theses and dissertations

(Schwarz 2000)

Schwartz, G.J. 2000. Multiwavelength analyses of classical carbon-oxygen. PhD diss., Arizona State Univ.

(Vikaros 2016)

Vikaros, Lance Steven. 2016. New methods for analyzing semantic graph based assessments in science education. Ph.D. diss., Teachers College, Columbia University, <http://search.proquest.com/docview/1797588610?accountid=28393> (accessed November 15, 2016).

Public documents

(U.S. Senate Committee 1956, 9-10)

U.S. Congress. Senate. Committee on Foreign Relations. 1956. *The Mutual Security Act of 1956*. 84th Cong., 2d sess. S.Rep. 2273.



Papers presented at meetings

(O'Brien 1987)

O'Brien, T.C. 1987. Touching greatness: Some aspects of Paper presented at the annual meeting of the American Psychological Association, New York.

Working papers and other unpublished works

(Ferber 1971)

Ferber, R. 1971. Family decision-making and economic behavior. Faculty Working Paper 35, College of Commerce and Business Administration, Univ. of Illinois at Urbana-Champaign.



Encyclopedia entries

Note: May not list in your references. Citation is made in running text style as shown below.

In-Text Citation:

In his article on Marketing in the fifteenth edition of the *Encyclopedia Britannica*, Hibbard and other noted that...



Personal communication (lecture, interview)

More and more buildings are now recycling energy according to R. Jann (personal communication, 22 March 2006).

In an email message to the author on March 31, 2005, John Doe revealed ...

In a telephone conversation with the author on October 12, 2010, W. Rich revealed that...

Tables, figures

In-Text Citations

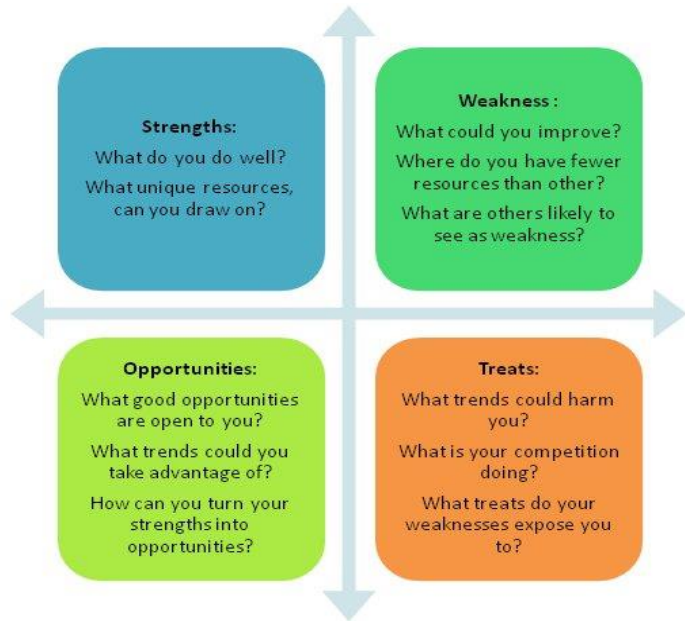


Figure 1. SWOT analysis
(Whittington 1993)

	2004	2003	2002
Service cost	\$ 87.4	\$ 76.1	\$ 67.7
Interest cost	296.2	288.0	272.1
Expected return on plan assets	(324.0)	(286.3)	(330.7)
Amortization of prior service cost	7.3	8.7	5.8
Recognized net actuarial loss (again)	83.3	74.0	14.4
Other	4.6	5.4	2.4
Net periodic benefit cost	<u>\$ 154.8</u>	<u>\$ 165.9</u>	<u>\$ 31.7</u>

Table 1. The net pension expense
(Penman 2007, 439)

Samples of In-Text Author-Date Citations

- Lane and Milesi-Ferretti (2004) explore the theoretical link between ...
- In a recent paper, Mishkin (2015) enumerates ...
- Maxwell (2008, 213) gives three possible reasons for high levels of personal debt. These are...
- In addition, Lucas's (1987) work suggested that ...
- Recent management research has begun to explore dynamic capability and... (Teece et al. 2002; Teece and Pisano 2004).
- There is a large empirical literature studying the role of For example, using a variety of methods, several researches, including Sachs and Warner (2005), Frankel (2009) and Dollar and Kraay (2012), show that ...
- Berg and Kruger (2003), Baldwin (2003), and Winters (2004) provide extensive surveys of the literature on trade and growth.

(continued)

- Evidence suggested that (Berg and Pattillo 1999a).
- The above literature review shows that except for Venkatesh and Kamakura (2003), who vary the degree of substitutability between products under a monopoly, most of the existing literature assumes a fixed degree of substitution between products to be bundled.
- The third strand of literature discusses both cases of complementary and substitutive bundled products: Lewbel (1985) extends Adams and Yellen (1976) to discuss the effects of complementarity and substitutability of bundled products on the incentive to bundle.
- A chronology of crises in the region was obtained from Caprio and Klingebiel (1999) and Bordo and others (2001).
- Several authors have contended that privatization will mean higher costs and less access on the Internet (Brown 2005; Sedov 2006).



(continued)

- There is a literature on spatial autoregressive models which posits econometric models relating one's own outcomes to the outcomes and characteristics of one's peers, and then solves for equilibrium outcomes. See Pinkse et al. (2002) and Lee (2004), for example.
- In light of this research, IMF staff has implemented various models to predict ..., as described in Berg and others (2000).
- There were about 21 million people thrown on a job market of about 60 million including the armed forces and the defense establishment (U.S. Bureau of the Census 2003, Table 220).



Assembling a list of the works cited:

- Alphabetical order
- Indent
- Punctuation marks
- Italics

A Sample Reference List

References

- Armenakis, A., and A. Bedeian. 1999. Organizational change: A review of theory and research in the 1990s. *Journal of Management* 25 (3): 293–315.
- Blake, R.R., and J.S. Mouton. 1969. *Building a dynamic corporation through grid organization development*. Reading, MA: Addison-Wesley Publishing Company.
- Cummings, T.G., and E.F. Huse. 1989. *Organization development and change*. St Paul, MN: West Publishing.
- French, W.L., and C.H. Bell Jr. 1995. *Organization development. Behavioral science interventions for organizational improvement*. Englewood Cliffs, NJ: Prentice Hall, Inc.
- Growth Management 2001: The Experience of Successful Russian Industrial Companies. 2001. Research report, ALT Research and Consulting company, St Petersburg, Russia. <http://www.altrc.ru/consult/mr2001/gm2001.shtml> (accessed July 2007).
- Khait, I., I. Smolko, and S. Ageev. 1996. Management rosta 1996: Opyt uspešnih rossijskikh promyšlennih predpiatij [Growth management 1996: Experience of successful Russian manufacturing enterprises]. *Expert*, 3 June.
- Kotter, J. 1995. Leading change: Why transformation efforts fail. *Harvard Business Review* 73 (2): 59–67.
- Lewin, K. 1951. *Field theory in social sciences*. New York: Harper & Row.
- Lippitt, R., J. Watson, and B. Westley. 1958. *The dynamics of planned change*. New York, NY: Harcourt, Brace & World.

Citation Options in Databases



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Список результатов | Уточнить критерии поиска | 2 из 10,753

The Effectiveness of Fiscal Policy Over the Business Cycle: A CEE Perspective.

Авторы: Baranowski, Paweł
Krajewski, Piotr
Mackiewicz, Piotr
Szymański, Piotr

Источник: Emerging Markets Finance & Trade. 2016, Vol. 52 Issue 8, p1910-1921. 12p. 4 Charts, 5 Graphs.

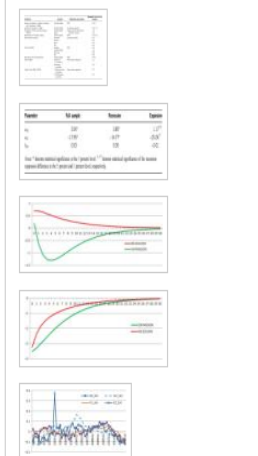
Тип документа: Article

Термины по предметам: *Business cycles
Fiscal policy -- European Union countries
Economic development -- Europe, Central
Economic development -- Europe, Eastern
Vector autoregression model

Ключевые слова, внесенные автором: CEE countries
expansion
fiscal policy
government spending multiplier
recession
tax multiplier

Реферат: In this article we analyze the effectiveness of fiscal policy—for a group of four Central and Eastern European countries. The recent literature shows that fiscal multipliers in the developed economies are higher during recession than expansion. So far, similar empirical analyses have been lacking for CEE countries. The results presented in this article show that fiscal multipliers in CEE countries differ with respect to the phase of the business cycle. Based

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APA (American Psychological Assoc.) Справочники
Baranowski, P., Krajewski, P., Mackiewicz, M., & Szymańska, A. (2016). The Effectiveness of Fiscal Policy Over the Business Cycle: A CEE Perspective. *Emerging Markets Finance & Trade*, 52(8), 1910-1921.
doi:10.1080/1540496X.2015.1046335

Chicago/Turabian: Список справочников
Автор-дата
Baranowski, Paweł, Piotr Krajewski, Michał Mackiewicz, and Agata Szymańska. 2016. "The Effectiveness of Fiscal Policy Over the Business Cycle: A CEE Perspective." *Emerging Markets Finance & Trade* 52, no. 8: 1910-1921. *Business Source Complete*, EBSCOhost (accessed November 15, 2016).

Экспортировать в программу библиографического управления (EndNote, ProCite, Reference Manager, RefWorks, BibTeX, и т. д.) »

The Effectiveness of Fiscal Policy Over the Business Cycle: A CEE Perspective.

Авторы: Baranowski, Paweł¹
Krajewski, Piotr²

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The screenshot displays the ProQuest website interface. At the top, the ProQuest logo is on the left, and navigation icons (refresh, folder, user) are on the right. Below the logo, a breadcrumb trail reads: "Все базы > базы: Multidisciplinary > ProQuest Dissertations & Theses Global | Изменить базы". The main header area features the title "ProQuest Dissertations & Theses Global" and navigation links: "Простой поиск", "Расширенный поиск", "Обзор", and "Сведения".

The search results section shows "К результатам < 17 из 273 648 >". The primary result is titled "Fostering creativity in product/service development: Validation in the domain of information technology" by Zeng, Liang, published by Purdue University in 2011. Below the title are tabs for "Полный текст - PDF", "Предварительный просмотр - PDF", "Конспект/сведения", and "Справочная литература 162".

The main content area shows a "Thesis/Dissertation Acceptance" form from Purdue University Graduate School. The text reads: "This is to certify that the thesis/dissertation prepared By Liang Zeng Entitled Fostering creativity in product/service development: Validation in the domain of information technology For the degree of Doctor of Philosophy".

On the right side, there is a search bar "Поиск в этой базе...", a "Загрузить PDF" button, and a list of actions: "Цитировать", "Электронная почта", "Печать", and "Сохранить". A red box labeled "Citation opt" with an arrow points to the "Цитировать" option. Below these actions is a checkbox "Добавить к выбранным элементам" and a light blue box stating "Эта дипломная работа опубликована в открытом доступе. Подробнее...". At the bottom right, a box indicates "Цитируется (19) Документы с общей справочной информацией (2024)".

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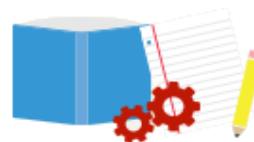
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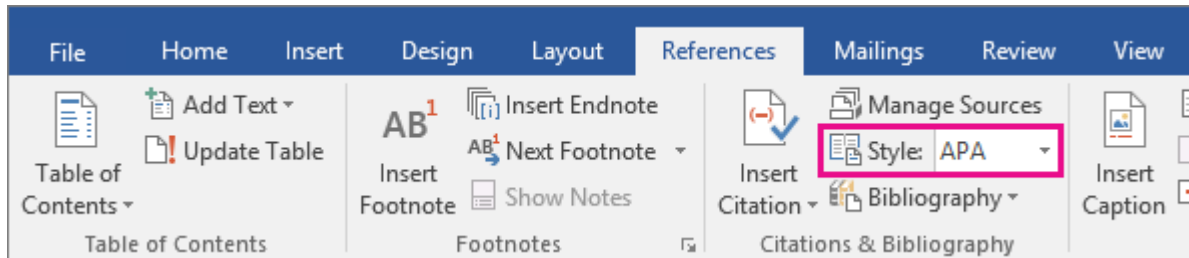
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CITATION MACHINE™ HELPS STUDENTS AND PROFESSIONAL RESEARCHERS

to properly credit the information that they use. Its primary goal is to make it so easy for student researchers to cite their information sources, that there is virtually no reason not to

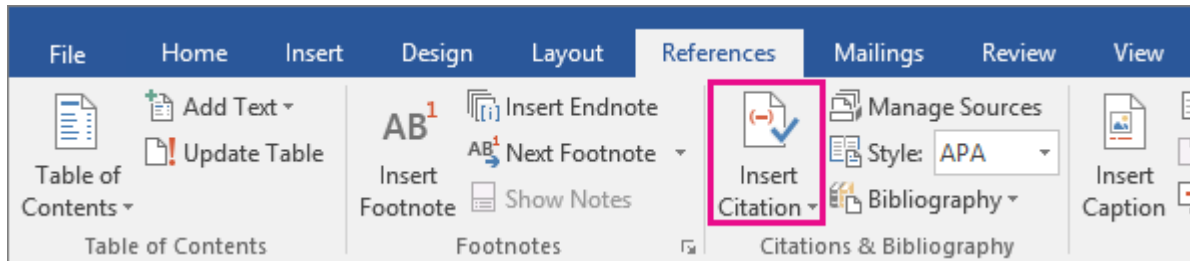
Citing Sources In Word 2010

1. On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style**.



2. Click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.
3. Click at the end of the sentence or phrase that you want to cite.

4. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**.



5. Do one of the following:

To add the source information, click **Add New Source**, then begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.

To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in Source Manager.



6. Fill in the bibliography information for the source.

To add more information about a source, click the **Show All Bibliography Fields** check box.

Now that you've inserted one or more citations and sources in your document you can create your bibliography.

1. Click where you want to insert a bibliography, usually at the end of the document.

2. On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.

3. Click a predesigned bibliography format to insert the bibliography into the document.

Sources

The Chicago Manual of Style. 2003. 15th ed. University of Chicago Press.

<http://www.uefap.com/writing/citation/citing.htm>

<http://www.citationmachine.net/>

Citing Sources In Word 2010. <https://support.office.com/>



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