

Appendix 5

Citing your sources

Citing more than one author

If you need to cite more than one author, arrange the names in alphabetical order and use a semi-colon to separate them. If the work has more than one author, use '&' or 'and' between the two surnames ('&' is only used when the citation appears within brackets). In the following example from Chen (2006, p. 37), two authors have multiple publications; the years are arranged chronologically and, in the case of Zhang, letters ('a' and 'b') are used to distinguish works published the same year:

These findings are consistent with studies on Chinese speakers' oral and written requests (Kirkpatrick, 1991, 1993; Nash, 1983; Zhang, 1995a, 1995b), which indicates that Chinese-speaking students probably transfer the request strategies that they normally use in Chinese to the English request e-mails written to professors.

Citing indirect sources

Often you will learn about a useful idea or an example that the author of your article (or book) attributes to someone else. For example, if you read Chen's (2006) article, you will learn about certain ideas attributed to N.S. Baron, who published some relatively early work on the use of e-mail communication. Namely, Chen (2006, p. 35) writes:

research has shown that people in the workplace tend to feel uneasy writing e-mails to those perceived as higher in status when initiating communication, suggesting new ideas, making requests, and expressing disagreement or criticism (Baron, 1998, . . .).

Chances are you don't have access to Baron's work. If you want to attribute this idea to Baron, should you acknowledge that you didn't actually read the original text? The correct approach is to signal that you learnt about an idea (or research findings) attributed to Baron in Chen's work by using the following formulation:

Previous findings (for instance, Baron, 1998, in Chen, 2006, p. 35) have indicated that . . .

Citing texts with no author

If the text you wish to cite has no author, use the name of the organization or institution in place of the author's name. The first time you use the name of the organization, provide an acronym e.g. 'the Ministry of Education (MoE)'; you can then continue to cite this institution using the acronym.

In-text citations using APA style

When you cite an author in your text, you:

- 1 cite the last name only;
- 2 give the year of publication in brackets;
- 3 for a quote (and sometimes also for a paraphrase), give the page number (use 'p.' or 'pp.'): if you put the page number after the date, sometimes you will see a colon ':' instead of 'p.'.

Look at how Chen (2006, pp. 36, 37) has cited the source for ideas and information she has incorporated into her work from other authors. The cited author may appear at the beginning of the sentence with a reporting verb, or at the end of the passage in brackets. In the former case, focus is on the author and the choice of verb; in the latter case, the primary focus is on the idea:

Biesenbach-Lucas and Weasenforth (2000) found that L2 students used fewer modal constructions and hedged expressions in their e-mails than did U.S. students; instead, their e-mails often contained inappropriate pleading for help from the professor.

A number of studies compared how L2 learners' e-mail discourse differed from L2 oral discourse (Chapman, 1997; Warschauer, 1996) or differed from L2 offline written texts (Biesenbach-Lucas & Weasenforth, 2001).

Citing a block of material

If your quote is long (according to APA guidelines, more than 40 words), you need to begin the passage on a separate line, indented from your own text. In this case, you do not have to use quotation marks but you must still cite the source. The citation in brackets should follow the quoted passage, and is often positioned on a separate line to the right.

Citing Internet sources in your text

Information taken from Internet can be difficult to cite in your text. Often there is no obvious author, no year and no page. If there is no author, use the name of the institution (if this information is not taken from an institution, it may well not be an appropriate academic source). If there is no year of publication, you can put 'n.d.' in place of the year; this means 'no date'. Some PDF documents you download may have page number, but with other documents there will be none.

Citing personal communications

If you talked to or emailed someone you consider to be an authority who gave you important information for your project that you cannot find in a published text (either because this is an idea or a view of this person, or because only this person has this information), you need to cite this person. You do this by writing '(personal communication)' after the person's name or position title (in case the person prefers to remain anonymous). You do not put this name in your list of references as this is not something that readers will be able to search for:

The principal of the school, Mr Said AlBadri (personal communication, 12 December 2012) maintains that. . . .

Compiling your List of References

At the end of your project, you need to write a list of all the works you cite in your project (do not include anything you do not cite). The list should be arranged alphabetically (according to the authors' surnames); do not number the list. How to cite a journal article, book and Internet site is quite different.



Exercise A5.1

Compiling references

Look at the following examples (a–g) and answer the questions (1–7) below:

- a Piller, I. (2002). Passing for a native speaker: Identity and success in second language learning. *Journal of Sociolinguistics* 6(2), 179–206.
- b Derwing, T. & Rossiter, M. (2003). The effect of pronunciation instruction on the accuracy, fluency and complexity of L2 accented speech. *Applied Language Learning* 13(1), 1–17.
- c Roberts, C., Davies, E. & Jupp, T. (1992). *Language and discrimination*. London: Longman.
- d Chik, A. (2012). Digital gameplay for autonomous foreign language learning: Gamers' and language teachers' perspectives. In H. Reinders (Ed.), *Digital games in language learning and teaching* (pp. 95–114). London: Palgrave Macmillan.

e Republic of Turkey Ministry of Education. (n.d.). *National Education Statistics 2012–2013*. Retrieved 12 January 2014, from www.meb.gov.tr/english/minister.html.

f Morley, J. (n.d.). *Academic Phrasebank*. Retrieved 11 June 2011, from www.phrasebank.manchester.ac.uk.

g Brown, P. & Levinson, S. (1987). *Politeness: Some universals in language usage*. Cambridge: Cambridge University Press.

- 1 Which examples are journal articles?
- 2 Which one is a journal article with two authors?
- 3 Which are books?
- 4 Which one is a chapter in a book?
- 5 In which order do you write the following: the place of publication and the name of the publishing company?
- 6 How is citing a website different from a published work?
- 7 If this were your List of References, in which order would you put these seven publications?