Technical Writing Information Sheets

Department of Chemical Engineering

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**Citations and Reference Lists**

All outside resources used to write your memos and reports must be credited (cited) both “inline” (at the point of usage) and in the *Reference* section. Many disciplines (including engineering) have elected to use the American Psychological Association (APA) style guide for all the written assignments. No style guide is “better” than the other: the point of using a style guide is to stay consistent and give credit where credit is due. This abridged version of APA was taken from the *Publication Manual of the American Psychological Association*, 5e, 2001.

**Citations**

Any material that is **directly quoted** or **paraphrased** must be cited within the body of the paper or report. **To directly quote material** is to directly employ it in its original form, for example, looking up physical properties, equations, figures (graphs), etc**. To paraphrase** is to restate in your own words a passage or text from another author or source. When paraphrasing, it is not necessary to provide a page number or paragraph. However, inclusion of such information is suggested if it will help the reader locate the material in extended passages or complete works. Students are required to use parenthetical citations; this requires you to place information, usually author and date of publication, within parentheses directly following any quoted or paraphrased information.

The following format and examples are provided:

|  |  |  |
| --- | --- | --- |
| **Case** | **Format** | **Example(s) or comments** |
| *(Paraphrased)*Work byOne Author | (Brown, 2002) | One influential study (Tung, 1982) raised the same question. The results from studies that neglected the effects of liquid surface tension and viscosity only apply to the initial stages of droplet impact, when these forces are negligible (Tung, 1982).  |
| *(Paraphrased)*A Work byTwo Authors | (Brown, Greene, 1993) | You may either spell out the word "and" or use the symbol "&", but be consistent. A similar study endorsed photographic evidence (Chandra and Avedisian, 1991).  |
| *(Paraphrased)*A Work byMore than Two Authors | (Murray et. al, 1998) [preferred]or(Murray, Allen, Jones, and Smith, 1998) [also acceptable] | If the work has more than two authors, use the name of the first listed author, followed by "et al." which is an abbreviation for the Latin phrase "et alias" ("and others"). Because it is Latin, the phrase should be italicized or underlined. Note only "al." has a period after it. Single-shot flash photography yields better results than fast-motion movies ([Akao *et al.* 1980](http://www.ecf.utoronto.ca/~writing/handbook-docum1a2.html#Akao)) are not easily reproduced. |
| *(Paraphrased)*Works with No Author | (“Bridges of America,” 1997) | Substitute three or four words of the title of the article, book, or Internet source. |
| *(Paraphrased)*Groups orInstitutionsAs Authors | (The University of Iowa, 2002)or(Department of Human Resources [DHR], 2002) | Note: (DHR, 2002) can be employed in subsequent citations after a suitable abbreviation has been established. |
| *(Paraphrased)*PersonalCommunications | (Gonzales, personal communication, May 4, 2002) | Sometimes your sources will not be published documents, for example, if you use information from a telephone conversation, E-mail, letters, memos, and interviews. Do not include personal communications in the *Reference* section because the material is not “recoverable data.” |
| *(Direct Quotes)*Specific Parts of the Text (printed or electronic), Quotations, Figures, and Tables | (Hawkes, 1993, Chap. 2)(Ginsberg and Hawthorne, 1997, p. 232)Internet source. (Sinclair, ¶ 11) | If material is directly quoted, include the page or chapter where the material was retrieved.In the case of Internet sources without page numbers, cite the paragraph that contains the information.  |

**Reference Lists**

Your second responsibility as a writer is to provide an alphabetized reference list of all in-text sources. Citing references is not mere busy work; it is your responsibility as a professional to provide readers with correct and complete access to your sources. The following guidelines will help you prepare a proper *Reference* list.

**General Formatting Guidelines for References**

The word “*References”* is typed at the top of the page and centered. Listings appear alphabetically by author’s last name or by the name of the institution or group that constitutes the author. If there is no author, the title is listed first, alphabetically by the first significant word in the title. The first line of each reference begins at the left-hand margin, and subsequent lines are indented five spaces. Material is double-spaced within and between sources.

References to original sources for cited material should be listed together at the end of the paper; footnotes should not be used for this purpose. References should be arranged in numerical order according to the sequence of citations within the text. Each reference should include the last name of each author followed by his initials.

References to **textbooks, monographs, theses, and technical reports** should include:

* Last name of each author followed by their initials.
* Year of publication.
* Full title of the publication in italics.
* Publisher.
* City of publication.
* Inclusive page numbers of the work being cited.

References to **journal articles, papers in conference proceedings, or collections of works by several authors** should include:

* Last name of each author followed by their initials.
* Year of publication.
* Full title of the cited article enclosed in quotation marks, if used.
* Full name of the publication in italics.
* Volume number (if any) in boldface
* If needed, inclusive page numbers of the cited article.

References to electronic **sources, including web resources**, should include:

* Last name of each author followed by their initials (if known).
* Full title of the complete work (if applicable) in italics.
* Any version or file numbers.
* The date of the document or last revision (if available).
* The protocol (e.g., “http”) and the full URL.
* The date of access in parentheses.

References to **personal communications, including email**, should include:

* The last name of the source of information followed by initials.
* Professional title (if applicable).
* The date(s) of the conversation(s).
* The location (city and state) of person providing information.
* The words “personal communication” in parentheses.

Table 2 demonstrates these format issues:

*Table 2 – Examples of Format to be Employed with Different Reference Types*

|  |  |
| --- | --- |
| **Case** | **Example(s) or comments** |
| Book: Single Author | Lampe, G.P. (1998). *Frederick Douglass: Freedom’s voice, 1818-1845.* East Lansing, MI: Michigan State University Press. |
| Book: Two or More Authors | Andrews, K., & Curtis, M.L. (1998). *A changing Australia: The social, cultural and economic trends facing Australia.* Annandale, VA: Federation. Press. |
| Book: Second or Later Edition | Lerner, G. (1998). *The Grimke sisters from South Carolina* (2nd ed.). New York: Oxford University Press. |
| Edited Book: | Reisman S.J. (Ed.). (1962). *A style manual for technical writers and editors*. New York: Macmillan |
| Book Chapters | Baker, R.M., & Lightfoot, O.B. (1993). Psychiatric care of ethnic elders. In A.C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press. |
| Journal Article in Journal Paginationed by Issue | Kauffman, J.M., & Burbach, H.J. (1998). Creating classroom civility. *Education Digest, 63* (1), 12-18. |
| Journal Article in Journal with Continuous Pagination | Jones, P.C. (1998). Behavior modification in the classroom. *Journal of Educational Psychology, 90*, 60-63. |
| Magazine Article | Frank, A. (1997, November). Quantum honeybees. *Discover, 18*, 80-86. |
| Anonymous Article | Plane soars to new heights on sunbeams. (1997, June 30). *New Scientist, 130*, 13. |
| Technical and Research Report | Mazzeo, J., & Druesne, B. (1991). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations* (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service. |
| Article from Internet Source | Hilts, P.J. (1991, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from http://www.nytimes.com |
| Document from Internet Source (alternate) | Chou, L. & McClintock, D. (1993). *Technology and education: New wine in new bottles.* Retrieved September 18, 2002, from Columbia University, Institute for Learning Technologies Web site: http://www.ilt.columbia.edu/publications/papers/newwine1 |