Geography-Geoscience Reference List and Citation Guide

A reference list includes only those resources that you actually cite in your paper/presentation/poster; every resource listed in the reference list should be cited somewhere in the paper/presentation/poster and every source cited in the paper/presentation/poster should appear in the reference list. The reference list must include enough information so that the reader can obtain any of the resources you used.

The general order of information included in each reference is the same, regardless of the type of resource: author, date, title, pages if appropriate, publisher. Do not type out full first or middle names, just use initials.

Books

**General format:** Author last name, first and middle initials. With multiple authors, the first author is listed last-name first followed by initials; all other authors are listed by initials first, followed by last name. If there are two authors, separate their names by “and.” If there are more than two authors, separate all author names with a comma except for last two names – separate them with a comma and “and.” Publication date. *Book title* (italicize; capitalize first word and formal names). Place of publication: Publisher.

**One author:**

**Two or more authors:**


Book with editors:

**Chapter in an edited volume:**

Print Journal Articles

**General format:** Author last name, first and middle initials. With multiple authors, the first author is listed last-name first followed by initials; all other authors are listed by initials first, followed by last name. List all names for up to 10 authors; if more than 10 authors, list the first author and “et al.” (there is a period after “al” because it’s an abbreviation; et al. means “and others”). Publication Date. Title of article (capitalize first word and formal nouns). *Title of Publication* (italicize; capitalize first letters of words), volume (issue number): page numbers.

**Print article:**


**Article in conference proceedings:**

Technical report:

Article in a daily newspaper:

**Online Journal Articles and Books**

**General format:** Same format as print journal articles, but if available, you should add “doi: doi number”. If there is no doi, you may need to add a URL and the date you accessed the article.

Many print journal articles are also available digitally online. If you access a print journal article digitally and the article has a DOI (digital object identifier), add the doi. If the digital version of a print article also has a volume (issue) and page numbers, include them. Some digital journal articles are available only in digital form, in which case there may be no issue or page numbers but there may be another type of identifier, which you should include, along with the doi. For some articles there may be no doi and no print version, in which case you should include the URL and the date you accessed the information. The access date is important because publishers may reorganize their web sites or may remove old information as new information is added, in which case someone trying to obtain your resource may not find it.

**Print article accessed in digital form; no doi provided and article is also available in print:**

**Print article accessed in digital form; doi provided:**

**Digital form only article:**

**Digital form technical report:**

**Web Sites**

**General format:** Author (if known) or organization hosting the site if no author is listed. Date of publication; date of last update (if available). Title of web site. Place of publication: Publisher. URL (date accessed).

The author may be a person or an organization. If there is no date of publication, use the last-modified date, and if there is no last-modified date, then type “n.d.” To find the title of the web site you may need to back up in the URL to see what the top page is from which the page you’re referencing is linked. Include the title of the web site and the title of the page you are accessing, if appropriate.


Citing Material in the Body of Your Paper

Citations are important not only because they allow listeners or readers to check out your information sources if they are so inclined, citations also lend credibility to your work. Citations let the listener/reader know that you are not making things up. When several sources include the same information, you want to list all of those sources because this increases the credibility of the information – it’s not just one scientist who found something to be true; many researchers agree with this finding.

Citations embedded within the body of your paper include last names and publication date only. Citations do not include first names, do not include initials, and do not include titles or publishers or any other details. All the details are in the reference list. If there is just one author, the citation includes the author’s last name and the date. If there are two authors, the citation includes both author last names and the date. If there are three or more authors, the citation includes the first author’s name and “et al.” and the date.

Examples:

Fulford (2001) determined that Swoffer digital current meters and Price Type-AA current meters had similar accuracies, but the Swoffer meters did not always meet the stringent accuracy limits Swoffer claimed they met.

When using current meters to calculate discharge, Gordon et al. (1992) suggest taking one velocity reading per meter of channel width; however other sources recommend spacing the readings so that about five percent of the total flow passes through any one section (Holmes et al. 2001; Sauer and Meyer 1992; Shedd 2011).

When using the author’s name as the subject of a sentence, as in the first example above, put the date in parentheses immediately following the author’s name. If there are two authors, use both author last names as the subject and put the date in parentheses. If there are three or more authors, as with Gordon et al. in the second example above, use the first author’s last-name and “et al.” as the subject and put the date in parentheses.

When making a statement followed by the source of the information, as in the last example above, the author names and dates all go in parentheses after the statement. Sometimes the statement and its sources occur in the middle of a sentence, and sometimes at the end of the sentence. When the citation occurs at the end of a sentence, the period for the sentence comes after the parentheses, not before them. There are no commas or other punctuation marks separating the author name(s) from the date, except in the case where you use et al., in which case you need a period after “al” because it’s an abbreviation. If you found the same information in several sources, such in the last example above, use a semi-colon to separate the individual sources.

If you have multiple papers/books by the same author published in the same year, attach “a,” “b,” etc. to the end of the year in both the reference list and the embedded citation in the paper.

Other Reference and Citation Guides

The Geography/Geology Department reference list and citation guide is based on the system used by the Annals of the Association of American Geographers. This system is very similar to those used in other key publications in the disciplines of geography and geology, including The Journal of Geology, GSA Bulletin, and The Professional Geographer.

Other Reference and Citation Guides:

Council of Science Editors: The CSE manual contains three systems of citing information, of which the name-year system is very similar to the format outlined above. The main differences relate to punctuation and formatting, not the information included, or the ordering of the information. Information and examples are available at:

The Chicago Manual of Style: The CMS manual documents two systems of citing information, of which the author-data system is very similar to the format outlined above. Differences arise in punctuation, writing-out authors’ entire first names rather than using initials only, and placement of the date in the reference list (but not the embedded citation). The information included in the citation format is the same as listed above. Information and examples are available at:

American Psychological Association: APA is another widely-used style format. Information is available at:
http://www.apastyle.org/.