

# REFERENCES AND CITATIONS IN TEXT: FORMATS FOR STUDENT RESEARCH

(©2000)

---

*In our complex information environment, teaching students to credit and reference their sources of information is essential. Teacher-Librarians and teachers need to work together to ensure that students are ethically responsible and credit others for their ideas.*

The following *References and Citations in Text*, ©2000, is the new K-12 standard for the Calgary Board of Education. It has been updated to reflect current use of electronic, print and non-print resources.

Thanks go to:

***MEMBERS OF THE REFERENCES AND CITATIONS IN TEXT COMMITTEE:***

- Judy Abel (Teacher-Librarian, Crescent Heights High School)
- Linda Davis (Assistant Principal, Bowness High School)
- Mavis Holder (Teacher-Librarian, Retired)
- Linda Shantz-Keresztes (Specialist, Evaluation and Selection, School Support Services, )
- Maria Stevenson (Curriculum Leader, Teacher-Librarian, MidSun Junior High)

Acknowledgement is given to previous committees, whose work assisted and influenced this document.

Note\*\* Permission given to others to reproduce provided the CBE authorship is recognized and credited.

# TABLE OF CONTENTS

Page

REFERENCES AND CITATIONS IN TEXT .....	1
<b>CITATIONS IN TEXT .....</b>	<b>2</b>
DEFINITION .....	2
PURPOSE .....	2
FORMAT .....	2
PUNCTUATION .....	2
QUOTATION EXAMPLES .....	2
PERSONAL COMMUNICATIONS .....	2
<b>FREQUENTLY ASKED QUESTIONS REGARDING REFERENCES AND CITATIONS IN TEXT ...</b>	<b>3</b>
WHY WAS THE REFERENCES AND CITATIONS IN TEXT DOCUMENT CHANGED? .....	3
WHY USE THE AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) FORMAT REGARDING REFERENCES? .....	3
WHAT ARE THE MAJOR CHANGES FROM THE PREVIOUS REFERENCES AND CITATIONS IN TEXT DOCUMENT? ....	3
ARE PERSONAL COMMUNICATIONS INCLUDED IN A REFERENCE LIST? .....	3
HOW HAVE CITATIONS OF QUOTATIONS CHANGED? .....	3
<b>REFERENCES - EXAMPLES .....</b>	<b>4</b>
<b>Encyclopedias .....</b>	<b>4</b>
A. PRINT .....	4
B. CD-ROM .....	4
C. ONLINE (E.G. INTERNET, GOPHER, FTP, ETC.) .....	4
<b>Periodicals (magazines, newspapers, e-zines).....</b>	<b>4</b>
MAGAZINES .....	4
A. PRINT .....	4
B. CD-ROM .....	4
C. ONLINE .....	4
NEWSPAPERS .....	4
A. PRINT .....	4
B. CD-ROM .....	4
C. ONLINE .....	4
<b>Books .....</b>	<b>5</b>
ONE AUTHOR .....	5
NO AUTHOR .....	5
EDITOR .....	5
TWO TO FIVE AUTHORS .....	5
SIX OR MORE AUTHORS .....	5
<b>Non-Print (Audio Recordings, CD-ROMs, Charts, Slides, Video Recordings, etc.).....</b>	<b>5</b>
VIDEO .....	5
CD-ROM .....	5
<b>Internet .....</b>	<b>5</b>
AUTHOR .....	5
NO AUTHOR .....	5
CORPORATE AUTHOR .....	5
<b>EXAMPLE OF LIST OF REFERENCES .....</b>	<b>6</b>
<b>REFERENCES WORKSHEET .....</b>	<b>7</b>
<b>Encyclopedias .....</b>	<b>7</b>
A. PRINT .....	7
B. CD-ROM .....	7
C. ONLINE (E.G. INTERNET, GOPHER, FTP, ETC.) .....	7
<b>Periodicals (magazines, newspapers, e-zines).....</b>	<b>8</b>
MAGAZINES .....	8
A. PRINT .....	8
B. CD-ROM .....	8

	Page
C. ONLINE .....	8
NEWSPAPERS .....	8
A. PRINT .....	8
B. CD-ROM .....	9
C. ONLINE .....	9
<b>Books .....</b>	<b>9</b>
ONE AUTHOR .....	9
NO AUTHOR .....	9
EDITOR .....	9
TWO TO FIVE AUTHORS .....	9
SIX OR MORE AUTHORS .....	9
<b>Non-Print (Audio Recordings, CD-ROMs, Charts, Slides, Video Recordings, etc.).....</b>	<b>10</b>
VIDEO .....	10
CD-ROM .....	10
<b>Internet .....</b>	<b>10</b>
AUTHOR .....	10
NO AUTHOR .....	10
CORPORATE AUTHOR .....	10
<b>THE REFERENCE LIST .....</b>	<b>11</b>
FORMAT .....	11
PUNCTUATION .....	11
CAPITALIZATION .....	11
VOLUME .....	11
DATE OF PUBLICATION .....	11
PLACE OF PUBLICATION .....	11
PUBLISHER'S NAME .....	11
ABBREVIATIONS .....	11



## REFERENCES AND CITATIONS IN TEXT

*References and citations in text are the formal methods of acknowledging the use of a creator's work. A reference list at the end of a paper provides the information necessary to identify and retrieve each source. It cites works that specifically support a particular article. In contrast, a bibliography cites works for background or for further reading (Publication Manual, 1994, p. 174). When resources such as books, Internet sites, periodical articles, videos or encyclopedias are used during research or for a presentation (e.g. PowerPoint or home pages), credit must be given.*

Direct citations and quotations are acknowledged in the body of a research assignment. References should be alphabetically listed at the end of the paper or presentation.

Special recognition needs to be given to the Internet as a source of information. Due to the transient nature of information on the Internet, a copy (either paper or disk) should be retained. Internet sites must be examined very carefully for reliability, as all sources are not authoritative or trustworthy. Lack of author or publisher often indicates that the information should be treated with caution. The work of other students (e.g. home pages) may be consulted but should never be a sole source of information.

As educators, it is our responsibility to model the acknowledgement of the creations of others. When we teach and require our students to cite and reference their work they understand the importance of recognizing the work of other people, and thus avoid plagiarizing.

Instructions and examples on how to do basic citations and references follow.

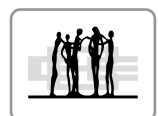
### **For further information see:**

American Psychological Association. (1999). *American Psychological Association Psych Net*. Retrieved February 5, 1999 from the Internet: <http://www.apa.org/journals/webref.html>

American Psychological Association. (1999). *Publication Manual FAQ: Frequently asked questions about the Publication Manual of the American Psychological Association*. Retrieved January 10, 1999 from the Internet: <http://www.apa.org/journals/faq.html>

American Psychological Association. (1994). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.

*Bibliographic formats for citing electronic information*. (1997). Retrieved February 7, 1999 from the Internet: <http://www.uvm.edu/~ncrane/estyles/>



# CITATIONS IN TEXT

## Definition

**Citations in text** identify the source of quotations or a personal communication used in research. The citation provides the author's last name, publication date and page number.

## Purpose

1. Whether paraphrasing or quoting an author directly, the source must be credited.
2. Citations enable the reader to locate the source of the quotation in References.

## Format

1. Citations are included in the same sentence or paragraph as the quotation.
2. The sentence and the citation together must provide the author's last name, the publication date and the page(s) from which the quotation was taken (see quotation example #1 below).
3. For poetry, include line numbers and use a slash '/' to indicate the end of a line.
4. Quotations of more than 40 words are indented five spaces from the left margin and are double-spaced in a free-standing block (see below under quotation example #2).

## Punctuation

1. Quotation marks “ ” enclose quotations of *less than* 40 words and are included in the text.
2. A colon : follows the statement immediately preceding a long quotation.
3. Brackets ( ) enclose information about the source of the quotation.

## Quotation Examples

1. Quotation of **less than** 40 words:

He confirms our suspicions: “Because N-Gen children are born with technology, they assimilate it. Adults must accommodate – a different and much more difficult learning process” (Tapscott, 1998, p. 40).

2. Quotations of **more than** forty words with source named in text of paper:

The *Publication Manual of the American Psychological Association* (1994) explains how to avoid plagiarism:

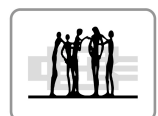
Quotation marks should be used to indicate the exact words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words is paraphrasing. Each time a source is paraphrased, a credit for the source needs to be included in the text. (p. 292)

## Personal Communications

Personal communications include e-mail letters, telephone conversations, interviews, etc. They are mentioned in the body of a paper only, as they are not locatable.

## e.g.

Author Martine Bates (personal communication, January 25, 2000) is excited about Marwen's latest adventures and hopes her readers are too.



## FREQUENTLY ASKED QUESTIONS REGARDING REFERENCES AND CITATIONS IN TEXT

### ***Why was the *References and Citations in Text* document changed?***

The introduction of electronic resources and the Internet as research tools have necessitated the move to update *References and Citations in Text*. Also, references formatting has been updated to reflect the extensive use of computer word processing.

### ***Why use the American Psychological Association (APA) format regarding references?***

It is the most widely recognized and authoritative source for references and citations in research work. This format is used in local universities.

### ***What are the major changes from the previous *References and Citations in Text* document?***

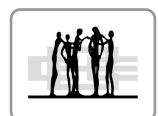
1. Allow one space after periods and colons.
2. Titles are italicized unless handwritten. Handwritten titles must be underlined.
3. For periodicals only, italicize or use a continuous underline from title through volume number including commas before and after the volume number.
4. Use only the author's initial(s) e.g. Koh, M.-L. (a hyphenated first name).
5. In titles of books and articles in reference lists, capitalize only the first word, the first word after a colon or a dash, and proper nouns. Do not capitalize the second word of a hyphenated compound.
6. Do not use the abbreviation **Vol.** before the number of a journal, magazine or newsletter (*Publication Manual*, p. 185). Do use **Vol.** when referencing an encyclopedia.
7. When a URL is at the end of an entry, do not use a period to complete the entry.
8. If a periodical includes a volume number, italicize it, and then give the page range (not italicized) without a **p.** or a **pp.** If the periodical does not use volume numbers, include a **p.** or a **pp.**
9. If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's' home office. One can no longer say, "Use the city closest to your place of residence".

### ***Are personal communications included in a reference list?***

Personal communications include e-mail, discussion groups, messages from electronic bulletin boards, letters, telephone conversations, etc. Since they cannot be located, most personal communications are mentioned in the text of a paper only. However, scholarly electronic references may be cited in the reference list.

### ***How have citations of quotations changed?***

A quotation of more than 40 words is indented five spaces from the left margin and is double-spaced in a freestanding block. Quotation marks are omitted. If a quotation is paraphrased by summarizing or rearranging the words of an author, it still needs to be cited in the text.



## REFERENCES - EXAMPLES

### ENCYCLOPEDIAS

#### A. Print

##### e.g.

Cho, S.H. (1998). Karate. In *The World Book encyclopedia* (Vol.11, pp. 246-247). Chicago: World Book.

#### Encyclopedia, no author (place title of article before date)

##### e.g.

Solomon Islands. (1998). In *The World Book encyclopedia of people and places* (Vol. 5, pp.1190-1191). Chicago: World Book.

#### B. CD-ROM

##### e.g.

Craufurd-Lewis, M. (1998). Nunavut. In *The 2000 Canadian & world encyclopedia* [CD-ROM]. Toronto: McClelland & Stewart.

#### C. Online (e.g. Internet, Gopher, ftp, etc.)

##### e.g.

Bothwell, R. (1998). Pearson, Lester Bowles. In *World Book Online*. Retrieved: <http://worldbookonline.com>

### PERIODICALS (MAGAZINES, NEWSPAPERS, E-ZINES)

#### *Magazines*

#### A. Print

##### e.g.

Savage, C. (1999, January/February). Winter's warmest beasts. *Canadian Geographic*, 119, 30-32.

#### B. CD-ROM

##### e.g.

Krajick, K. (1998, March 20). Animals thrive in an avalanche's wake. *Science*, 279, 1853. Retrieved: Canadian MAS Elite [CD-ROM].

#### C. Online

##### e.g.

Davies, T. (1998, July 27). A cyber legend. *Maclean's*, 111, 10. Retrieved February 16, 1999 from the Internet: <http://www.epnet.com/ehost/login.html>

#### *Newspapers*

#### A. Print

##### e.g.

Mofina, R. (1999, January 25). North gets new area code today. *Calgary Herald*, p. A1.

#### B. CD-ROM

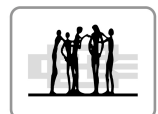
##### e.g.

Flynn, A. (1998, September 25). Calgary's Jann Arden wins MuchMoreMusic award. *The Calgary Herald*, F2. Retrieved: Canadian NewsDisc [CD-ROM].

#### C. Online

##### e.g.

Scott, N. (1999, January 23). Higher equalization payments expected. *LeaderPost Online*. Retrieved January 24, 1999 from the Internet: <http://www.leader-post.sk.ca/index2.html>



## BOOKS

e.g.

### One author

Lane, B. (1998). *Crime & detection*. Toronto, ON: Stoddart.

### No author

*Reader's Digest illustrated great world atlas*, (1997). Montreal, PQ: Reader's Digest.

### Editor

Kyngston, N. (Ed.). (1998). *The Guinness 1999 book of records*. England: Guinness.

### Two to five authors

Francis, R.D., Jones, R., & Smith, D.B. (1988). *Destinies: Canadian history since Confederation*. Toronto, ON: Holt.

### Six or more authors

Give first author's last name, initial(s) and add the phrase "et al" (no quotes), finishing with a period.

## NON-PRINT (AUDIO RECORDINGS, CD-ROMS, CHARTS, SLIDES, VIDEO RECORDINGS, ETC.)

### Video

e.g.

Nye, B. (Producer). (1996). *Earthquakes* [Video]. California: Disney Educational.

### CD-ROM

e.g.

*Romeo and Juliet* [CD-ROM]. (1997). New York: Columbia

## INTERNET

e.g.

### Author

Striemer, M.L. (1999). *Building bridges*. Retrieved March 22, 2000 from the Internet:  
<http://www.2learn.ca/research/rss.html>

### No author

*Sports nutrition: Nutrition science & the Olympics*. (1998). Retrieved January 24, 1999 from the Internet:  
<http://btc.montana.edu/olympics/nutrition/default.htm>

### Corporate author

Centre for Systems Science at Simon Fraser University. (1996). *Great Canadian scientists*. Retrieved May 14, 1999 from the Internet: <http://fas.sfu.ca/css/gcs/main.html>



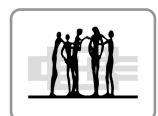
## EXAMPLE OF LIST OF REFERENCES

The following is an example of a formal list of references. Here are some important reminders as you prepare your list:

1. Center the word **References** at the top of your page.
2. Alphabetize the list.
3. Leave a blank space between entries.
4. Italicize titles, when word processed. Underline titles when handwritten.
5. Use hanging indentation.

### References

- Bothwell, R. (1998). Pearson, Lester Bowles. In *World Book Online*. Retrieved: <http://worldbookonline.com>
- Cho, S.H. (1999). Karate. In *The World Book encyclopedia* (Vol.11, pp. 246-247). Chicago: World Book.
- Craufurd-Lewis, M. (1998). Nunavut. In *The 2000 Canadian & world encyclopedia* [CD-ROM]. Toronto: McClelland & Stewart.
- Davies, T. (1998, July 27). A cyber legend. *Maclean's*, 111, 10. Retrieved February 16, 1999 from the Internet: <http://www.epnet.com/ehost/login.html>
- Flynn, A. (1998, September 25). Calgary's Jann Arden wins MuchMoreMusic award. *The Calgary Herald*, F2. Retrieved: Canadian NewsDisc [CD-ROM].
- Krajick, K. (1998, March 20). Animals thrive in an avalanche's wake. *Science*, 279, 1853. Retrieved: Canadian MAS Elite [CD-ROM].
- Lane, B. (1998). *Crime & detection*. Toronto, ON: Stoddart.
- Mofina, R. (1999, January 25). North gets new area code today. *Calgary Herald*, p. A1.
- Nye, B. (Producer). (1996). *Earthquakes* [Video]. California: Disney Educational.
- Reader's Digest illustrated great world atlas*. (1997). Montreal, PQ: Reader's Digest.
- Romeo and Juliet* [CD-ROM]. (1997). New York: Columbia.
- Savage, C. (1999, January/February). Winter's warmest beasts. *Canadian Geographic*, 119, 30-32.
- Scott, N. (1999, January 23). Higher equalization payments expected. *Leader Post Online*. Retrieved January 24, 1999 from the Internet: <http://www.leader-post.sk.ca/index2.html>



## REFERENCES WORKSHEET

### ENCYCLOPEDIAS

#### A. Print

e.g.

Cho, S.H. (1999). Karate. In *The World Book encyclopedia* (Vol.11, pp. 246-247). Chicago: World Book.

---

Author's last name, Initial(s).      (Year).      Title of article.

---

In *Title of encyclopedia* (Volume, page number(s).      Place of publication: Publisher.

**Encyclopedia, no author** (place title of article before date)

e.g.

Solomon Islands. (1998). In *The World Book encyclopedia of people and places* (Vol. 5, pp.1190-1191). Chicago: World Book.

---

Author's last name, Initial(s).      (Year).      Title of article.

---

In *Title of encyclopedia* [CD-ROM].      Place of publication: Publisher.

#### B. CD-ROM

e.g.

Craufurd-Lewis, M. (1998). Nunavut. In *The 2000 Canadian & world encyclopedia* [CD-ROM]. Toronto: McClelland & Stewart.

---

Author's last name, Initial(s).      (Year).      Title of article.

---

In *Title of encyclopedia* [CD-ROM].      Place of publication: Publisher.

**C. Online** (e.g. Internet, Gopher, ftp, etc.)

e.g.

Bothwell, R. (2000). Pearson, Lester Bowles. In *World Book Online*. Retrieved: <http://worldbookonline.com>

---

Author's last name, Initial(s).      (Date).      Title of article.

---

In *Title of encyclopedia*.      Retrieved: URL



## PERIODICALS (MAGAZINES, NEWSPAPERS, E-ZINES)

### **Magazines**

#### **A. Print**

**e.g.**

Savage, C. (1999, January/February). Winter's warmest beasts. *Canadian Geographic*, 119, 30-32.

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Magazine, Volume, page(s).*

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Magazine, Volume, page(s).*

#### **B. CD-ROM**

**e.g.**

Krajick, K. (1998, March 20). Animals thrive in an avalanche's wake. *Science*, 279, 1853. Retrieved: Canadian MAS Elite [CD-ROM].

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Magazine, Volume, page(s).* Retrieved: Title of CD-ROM [CD-ROM].

#### **C. Online**

**e.g.**

Davies, T. (1998, July 27). A cyber legend. *Maclean's*, 111, 10. Retrieved February 16, 1999 from the Internet: <http://www.epnet.com/ehost/login.html>

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Magazine, Volume, page(s).* Retrieved Month Day Year from the Internet: URL

### **Newspapers**

#### **A. Print**

**e.g.**

Mofina, R. (1999, January 25). North gets new area code today. *Calgary Herald*, p. A1.

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Newspaper, page(s).*



**B. CD-ROM**

e.g.

Flynn, A. (1998, September 25). Calgary's Jann Arden wins MuchMoreMusic award. *The Calgary Herald*, F2.  
Retrieved: Canadian NewsDisc [CD-ROM].

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Newspaper*, page(s). Retrieved: Title of CD-ROM [CD-ROM].

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Newspaper*, page(s). Retrieved: Title of CD-ROM [CD-ROM].

**C. Online**

e.g.

Scott, N. (1999, January 23). Higher equalization payments expected. *LeaderPost Online*. Retrieved January 24, 1999 from the Internet: <http://www.leader-post.sk.ca/index2.html>

---

Author's last name, Initial(s). (Year, Month, Day). Title of article.

---

*Title of Newspaper*. Retrieved Month Day, Year from the Internet: URL

**BOOKS**

e.g.

**One author**

Lane, B. (1998). *Crime & detection*. Toronto, ON: Stoddart.

**No author**

*Reader's Digest illustrated great world atlas*. (1997). Montreal, PQ: Reader's Digest.

**Editor**

Kyngston, N. (Ed.). (1998). *The Guinness 1999 book of records*. England: Guinness.

**Two to five authors**

Francis, R.D., Jones, R., & Smith, D.B. (1988). *Destinies: Canadian history since Confederation*. Toronto, ON: Holt.

**Six or more authors**

Give first author's last name, initial(s) and add the phrase "et al" (no quotes), finishing with a period.

---

Author's last name, Initial(s). (Year). *Title of book*.

---

Place of publication: Publisher.

---

Author's last name, Initial(s). (Year). *Title of book*.

---

Place of publication: Publisher.



## NON-PRINT (AUDIO RECORDINGS, CD-ROMS, CHARTS, SLIDES, VIDEO RECORDINGS, ETC.)

e.g.

### Video

Nye, B. (Producer). (1996). *Earthquakes* [Video]. California: Disney Educational.

### CD-ROM

*Romeo and Juliet* [CD-ROM]. (1997). New York: Columbia

---

Producer's last name, Initial(s)      (Producer).      (Date).      *Title of work* [Format].

---

Location: Name of production Company.

---

Producer's last name, Initial(s).      (Date).      *Title of work* [Format].      Location: Producer

## INTERNET

e.g.

### Author

Striemer, M.L. (1999). *Building bridges*. Retrieved March 22, 2000 from the Internet:  
<http://www.2learn.ca/research/rss.html>

### No author

*Sports nutrition: Nutrition science & the Olympics*. (1998). Retrieved January 24, 1999 from the Internet:  
<http://btc.montana.edu/olympics/nutrition/default.htm>

### Corporate Author

Centre for Systems Science at Simon Fraser University. (1996). *Great Canadian scientists*. Retrieved May 14, 1999 from the Internet: <http://fas.sfu.ca/css/gcs/main.html>

---

Author's last name, Initial(s).      (Date).      *Title of article*.

---

Retrieved      Month Day, Year      from the Internet: URL

---

Author's last name, Initial(s).      (Date).      *Title of article*.

---

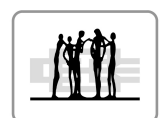
Retrieved      Month Day, Year      from the Internet: URL

---

Author's last name, Initial(s).      (Date).      *Title of article*.

---

Retrieved      Month Day, Year      from the Internet: URL



# THE REFERENCE LIST

## Format

1. Centre the word **References** at the top of the page. Do not underline.
2. Sources are **not** numbered.
3. There is a line of space between sources.
4. Sources are listed alphabetically by author, or by title if no author is given. Ignore **the**, **a**, or **an** at the beginning of a title when alphabetizing.
5. Sources entered under the same author or the same title are listed chronologically by publication date, most recent first.
6. Use only initials for the first name(s) of authors. ( e.g. Koh, M.-L. [a hyphenated first name]).
7. If a source requires more than one line, additional lines are indented 5-7 spaces. The default settings on most word processors are acceptable (*Publication Manual*, 1994, p. 242). This is called **hanging indentation**.

## Punctuation

1. Include parentheses and punctuation as indicated on your **References** worksheet.
2. Allow one space after periods and colons.
3. When a URL is at the end of an entry, do not use a period to complete the entry.
4. Titles of books, periodicals and non-print sources are italicized unless handwritten.
5. Italicize a periodical title through the volume number including the commas before and after the volume number.
6. If a periodical has a volume number, it is italicized and then the page range is given *without* a **p.** or a **pp.** If the periodical does not use volume numbers, include a **p.** or **pp.** before page number or numbers.
7. A colon is used before a quotation of more than 40 words.

## Capitalization

In titles of books and articles in reference lists, capitalize only the first word, the first word after a colon or a dash, and proper nouns. Do not capitalize the second word of a hyphenated compound.

## Volume

1. Do *not* use the word **Vol.** before the number of a journal, magazine or newsletter. (See #5 and #6 in Punctuation, above).
2. Do use the word **Vol.** when referencing multi-volume books or encyclopedias.

## Date Of Publication

1. The copyright date follows the first entry (whether it is an author or title) and is enclosed in parentheses, e.g. (1998).
2. When a periodical (magazine or newspaper) comes out weekly or daily, include the day in the copyright date. (e.g. 1999, January 25).

## Place Of Publication

1. The place of publication is the city. Give the city and province if the publication is Canadian. Give the city and country of other publishers. Major cities need no province or country designations.
2. If more than two locations are indicated, select the location listed first in the book, or, if specified, the location of the publisher's home office.

## Publisher's Name

Words such as **Publishing**, **Company**, **Limited** and **Incorporated** in the publishing information are omitted.

## Abbreviations

Term	Used For	Term	Used For
&	and	nd	no publication date given
et al	and others	p.	page
Ed.	Editor	pp.	pages
Eds.	Editors	Vol.	Volume

