Examples of Proper Referencing

- **Journal Article:**
  Required fields: Author(s), date, journal article title, journal title, journal volume, and pages.


- **Website:**
  Required fields: Author(s) and/or organization, date of publish or date the page was last updated, title of web page document, website address that provides a direct link to the document, and the date you last accessed the document.


*Not all websites are good sources of information. To learn whether you can trust information found on the internet, read the information at [http://www.ucalgary.ca/library/subjects/SCIE/internet.htm](http://www.ucalgary.ca/library/subjects/SCIE/internet.htm).*

- **Book:**
  Required fields: Author(s) or editor(s), date, title, publisher, place of publish, and pages used.


- **Personal Communications:**
  As personal communications are often untraceable for the reader, they are often omitted from the reference list. However, it is convention to include a reference in the text of your document containing:
  - the reference’s name and initials
  - the phrase pers. comm. or personal communication
  - the exact date of the communication.

  For example: (Doe, J., personal communication, April 14, 2001).
Referencing Hints:

- Many different referencing styles exist (the style shown on the previous page is commonly used), however the information required in each type of reference remains consistent. It is important to include all required information and to remain consistent with the style used throughout your document.
- When you are doing final edits, verify that all references used are present in your reference list and that they are referenced correctly. Reference lists can be time consuming, so be sure to leave adequate time to do them correctly.
- Reference lists can be ordered alphabetically by author, or numbered in the order that they appear in the text. Check that you have used the requested format.
- When referencing by author in the text, it is convention to give the author(s) and date [(for example, (Pirrone and Batterman, 1995)]. If more than two authors are responsible for a piece of work, refer to them in the text using only the primary author, followed by et al. and the date [(for example, (Pirrone et al., 1995)], but write out all of the authors in the reference list.
- Note that it is not necessary to write out the first names of authors; it is convention to use initials only.
- It is important to differentiate between works when you are referencing more than one work by the same author in the same year. For example: (Smith, 2001a) and (Smith, 2001b). The differentiation should be retained in your reference list as well.


- If you are citing more than one reference for a statement, separate different references by a semicolon. For example: (USEPA, 2001a; Pirrone and Batterman, 1995).
- Avoid plagiarism. If you are quoting a work directly, use quotation marks and include your reference immediately after the quotation.

An excellent website for information on referencing is [www.dartmouth.edu/~sources](http://www.dartmouth.edu/~sources).