



PERSPECTIVES

Citation Guide

These guidelines are designed for credit students to use in the Integrative Project papers. Non-credit students have the option to use them if they so desire.

Within the body of the paper, references are cited by indicating in parentheses the author's name (when available) and the date of publication. Page numbers are added: (a) when there is a direct quotation; (b) when the material was drawn from a limited section of a long reference work; and (c) when it is particularly helpful to the reader who wishes to locate the precise source.

In the *References Cited* or *Bibliography* section at the end of the paper, the full citation is given for all works. They are arranged by author, and then sub-listed by date of publication, enabling the reader to quickly locate all references and to see them within a time sequence.

This style simplifies typing, since Latin abbreviations are avoided, no footnotes are needed for simple citations, and any comments included in notes generally are put together at the end (endnotes) of the entire paper, chapter, or other large section of writing.

This guide is based on the Turabian parenthetical style and the Columbia Guide to Online Style (<http://www.columbia.edu/cu/cup/cgos/>).

Samples: Citations within Text and Notes

[A] reformer, who was ... urging people to bury their old ways, and to “follow the whites of the ... Mission” instead (Gerstner 1952:799-800). Many people in the region ... were searching for the secret of initiation into the modern world (Gesch 1985), ... trying to find it ... through cargo cults, as the syncretic, millenarian ... movements of Melanesia are called (see Gesch 1985; Allen 1976; Lawrence 1964; Burr ridge 1960).

The larger Sepik area ... is, according to Laycock, “one of the most linguistically complex in the world” (1973:54).

Bryant Allen (1976:82) provides an example from the 1930s ...

Books

- Barthes, Roland
1972 *Mythologies*. A. Lavers, transl. New York: Hill and Wang.
- Gordon, Robert J., and Mervyn J. Meggitt
1985 *Law and Order in the New Guinea Highlands: Encounters with Enga*. Hanover: University Press of New England.

Articles in Books

- Arbuckle, Gerald A.
1978 The Impact of Vatican II on Marists in Oceania. In *Mission, Church, and Sect in Oceania*. J. Boutilier, D. Hughes, and S. Tiffany, eds. pp. 275-299. Ann Arbor: University of Michigan Press.

Journal Articles

- Bond, G.
1982 Education and Social Stratification in Northern Zambia. *Anthropology and Education Quarterly* XIII (3) Fall: 251-267.
- Knight, Michael
1975 The Peli Ideal: An Evaluation of the Ideology of the Peli Association. *Catalyst* 5:3-22.

Review Articles

- Karpt, Ivan
1984 Review of *Colonial Evangelism*, by T. O. Beidelman. *American Ethnologist* 4:215-216.

Ph.D. Dissertations, Master's Theses

- Huber, Mary Taylor
1986 *The Ecclesiological Frontier: An Ethnohistorical Study of the Catholic Mission in the Sepik Region of Papua New Guinea*. Ph.D. dissertation. University of Pittsburgh.

Unpublished Items (*Ms.* means manuscript, *n.d.* means no date)

Arkfeld, Leo

n.d. Letter to Dear friends of Wewak. Bishop's Office, Diocese of Wewak, PNG.

Montoya Arizmendi, María Angeles

1983 Ms. interviews in San Sebastian, files of author.

Samples: References Cited

Electronic Material

For electronic resources, it is important to indicate the date the information was accessed, as well as the date of publication (if available). The access date is listed in parenthesis at the end of the citation in this format: (23 Feb. 1998).

World Wide Web (WWW)

Author Name

Date Full Title of Work. Title of Publication or Site. Date of Publication. Protocol and address (Date accessed).

Love, Fran

1999 Blessing Women in Missions. *Mission Frontiers* August, 1999.
<http://www.missionfrontiers.org/1999/08/dirset.html> (12 June 2002).

Email

**Author Name (Date of message if different from date accessed)
Subject Line of Message (Date received/accessed).**

Smith, Tom (29 Apr. 2000)

Fwd: Evangelism Explosion (1 May 2000).

Discussion Lists and Newsgroups

**Author Name (Date of message if different from date accessed)
Subject Line of Message. List address. (Date accessed).**

Jones, Paula.

Missions Hotline - Feb. 19, 2002. *FREE METHODIST WORLD MISSIONS HOTLINE*. MissionsHotline@FMCNA.ORG (19 Feb. 2002).

Information Available Using Gopher Protocols

Author Name (Date of publication or revision)
Title of paper or file. *Title of complete work* (if applicable).
gopher://address: gopher search path or directories (Date accessed).

Hinkel, Margaret
Cross-Cultural Missions. Third World Missions. *gopher://one.uwe.lil.jp:eye/011/misc/Talent.lit* (30 Nov. 1995).

Information Available File Transfer Protocols (FTP)

Author Name (Document date)
Title of Document or File. *Title of Complete Work* (if applicable).
ftp://address directory path (Date of access).

Jones, Bob
Walking Light. *ftp://ftp.acmc.org top/westend/* (28 Aug. 2001).

Information Available Telnet Protocols

Author Name (Document date)
Title of Document or File. *Title of Complete Work* (if applicable).
telnet://address directory path (Date of access).

Jones, Bob
Walking Light. *telnet://gen.acmc.org:1234 main* (28 Aug. 2001).

Synchronous Communications Sites

Author Name or Alias
Type of communication (e.g. Instant Messenger) or “Session Title.” Site Title. protocol and address, command sequence (Date of conversation).

JesusFreak
“Loving the Lost.” *telnet://love.apu.edu* (3 Jul. 2000).

Online Reference Sources

Author Name or Section Title

Publication Date **Title of Article. In Author Name(s), Title of Complete Work. Publishing Information. Online edition title. Name of Online Service. Protocol and address and path to access material (Date accessed).**

Missions

1993 In E.D. Hirsch, Jr., J.F. Kett & J. Trefil (Eds.), *Dictionary of Cultural Literacy*. Boston: Houghton Mifflin. INSO Corp. *America Online*. Reference Desk/Dictionaries/Dictionary of Cultural Literacy (19 Sep. 1999).

Electronic Publications, Compact Discs and Online Databases

Author Name

Publication Date **Title of Article or File (Identifying file or version numbers or other identifying information). Title of Electronic Database. Name of online service. Access information or the protocol and address and any directory paths. (Date accessed).**

Warren, C.

1996 Working to Ensure a Secure and Comprehensive Peace in the Middle East (U.S. Dept. of State Dispatch 7:14). *FastDoc*. OCLC (File #9606273898). (12 Aug. 1996).

Software Programs and Video Games

Author Name or Corporate Author

Release Date **Title of Software or Video Game. (Version number). Publication information.**

Adobe

1996 PageMaker. (6.5) San Jose: Adobe Systems Incorporated.

Certain examples have been taken from the Columbia Guide to Online Style (http://www.columbia.edu/cu/cup/cgos/idx_basic.html).