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Citation Styles for Thesis Writing

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When you borrow a part of work, idea, figure, and other intellectual property, you must provide the specific source of the information (cite the source or give credit) so that audience is able to know the original source clearly. Otherwise, you are plagiarizing! This document summarizes citation styles with focus on Chicago Manual of Style and American Psychological Association (APA). Visit <http://www.sonsoo.org/writing/thesis.html> for thesis writing.

1. Four Types of Citations

There are four types of citations: note citation, bibliographic citation, text citation, and reference (Chicago University Press 2003: 594-595, 643). *Note citation* is made in footnotes or endnotes and *bibliography* includes all works cited in footnotes or endnotes. *Paranthenical text citation*, *in-text citation*, or *author-date citation* cites the sources in the text in parentheses by providing authors' last name, publication year, and/or page number, if needed. *Reference* lists the sources used in author-date citation in the text. "Note-bibliography" citation appears to be less popular than "in-text-reference" citation nowadays. Therefore, this document primarily focuses on in-text citation in the author-date style and reference (citation) list.

2. Types of Citation Styles

There are a variety of citation styles. In general, three citation styles are commonly used in social science academia: Chicago Manual of Style (CMS <http://www.chicagomanualofstyle.org>), American Psychological Association (APA <http://www.apastyle.org/>), and Modern Language Association (MLA <http://www.mla.org/>). However, the choice of citation styles is totally up to you as long as your style is consistent. Visit following Web sites to check the details about citation styles.

	Academic Journals
Chicago Style	<i>Academy of Management Journal</i> <i>Administrative Science Quarterly</i> <i>Public Administration Review</i>
APA Style	<i>Academy of Management Review</i> <i>Journal of Policy Analysis and Management</i> <i>American Review of Public Administration</i> <i>Journal of Information Technology and Politics</i> <i>Administration and Society</i> <i>Social Science Computer Review</i> <i>Nonprofit and Voluntary Sector Quarterly</i> <i>Government Information Quarterly</i>
MLA or Bibliography Style	<i>MIS Quarterly</i> <i>American Journal of Political Science</i> <i>Journal of Public Administration Research and Theory</i>

3. In-Text or Author-Date Citation

A text citation is located in text and enclosed with parentheses. A text citation consists of a list of authors' last names without *ed.* or *trans.*, publication year, and/or page numbers. Do not include first names and middle names. An author-date citation is often placed before a mark of punctuation such as period or comma and author name is not repeated if it appears in the text (Chicago University Press 2003: 622). Multiple works are separated by a semicolon (;) and sorted by authors' names in the ascending order.

The Chicago Manual of Style use a blank (not a comma) between author name and publication year, and a colon (:) to separate page numbers from publication year. See the following example sentences most of which come from Park and Perry (2013).

Two lines of research related to the "bureaucrat as ordinary person" thesis are the "bureau information monopoly" (Niskanen 1971) and the "bureau voting model" (Garand, Parkhurst, and Seoud 1991). ...

Support for the information monopoly model using indirect tests has been mixed (Blaise and Dion 1991; Miller and Moe 1983; Sigelman 1986). ...

Goodsell (1983) analyzed bureaucrats from several different vantage points and concluded they are quite ordinary people. ...

Powell and DiMaggio (1991:5) say, "A new institutionalism has emerged in the field of politics in reaction to earlier conceptions of political behavior ..."

As Paul Light (1999b) contends in *The True Size of Government*, getting an accurate picture of whether the size of government "has expanded or contracted depends almost entirely on how one sorts the dates and the data" (2). ...

Fackler (*New York Times*, May 24, 2009) puts, "Others expressed deeper misgivings that Mr. Roh was a victim of the legacies of South Korea's authoritarian past – most notably the near ritual of incumbent presidents presiding over investigations of their predecessors."

4. In-Text Citation in APA

APA in-text citation is slightly different from that of the Chicago Manual of Style. The differences include 1) Add a comma between author names and publication year; 2) use a comma instead of a colon (:) to separate page numbers from publication year; 3) use ampersand (&) instead of "and" in authors' names; and 4) add p. (single page) or pp. (multiple pages) before page numbers.

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Powell and DiMaggio (1991, p.5) say, “A new institutionalism has emerged in the field of politics in reaction to earlier conceptions of political behavior ...”

As Paul Light (1999b) contends in *The True Size of Government*, getting an accurate picture of whether the size of government “has expanded or contracted depends almost entirely on how one sorts the dates and the data” (p.2). ...

Fackler (2009) puts, “Others expressed deeper misgivings that Mr. Roh was a victim of the legacies of South Korea’s authoritarian past – most notably the near ritual of incumbent presidents presiding over investigations of their predecessors.”

5. Citing a Book

Let us take a look at the difference across three citation styles below. Pay attention to the order and format of publication date.

- i. First, put **last name and first name** in the “last, first” format. APA uses only initials of first and middle names of an author (e.g., Ostrom, E.).
- ii. Next item is **publication date** (year), which is provided in parentheses in APA.
- iii. The **title** of a book is *sentence-cased*.¹
- iv. Then **publication information** is provided in the order of place or city, state or country, and publisher. A comma and colon (:) are used to separate three pieces of publication information (e.g., New York, NY: Oxford University Press).
- v. Each of four components needs to be separated by a comma.

Take a look at the following examples and try to be familiar with the styles. Notice that MLA is similar to Chicago Bibliography in that the book title is *word-cased* or *title-cased* and publication date is located at the end of the citation.²

Chicago Reference:

Ostrom, Elinor. 1990. *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge, England: Cambridge University Press.

APA:

¹ The first letter of the title/ heading and subtitle/subheading are uppercased (capitalized).

² In addition to the sentence case, capitalize all nouns, verbs, adjectives, adverbs, pronouns, subordinating conjunctions (e.g., if, as, because, although), and the second part of hyphenated words. Prepositions of four or fewer letters (e.g., at, by, for, of, in, on, with, per, to), articles (e.g., a, an, and the), “to” in an infinitive phrase, and coordinating conjunctions (e.g., and, or, nor, but) are lowercased if they are not the first word in a title/subtitle. See Lee (2012) and Lowe (n.d.).

Ostrom, E. (1990). *Governing the commons: The evolution of institutions for collective action*. Cambridge, England: Cambridge University Press.

MLA:

Ostrom, Elinor. *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge, England: Cambridge University Press, 1990.

Chicago Bibliography:

Ostrom, Elinor. *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge, England: Cambridge University Press, 1990.

If the publication place is New York City, you may omit the state; “New York: Oxford University Press,” “New York, NY: Oxford University Press,” “New York, N.Y.: Oxford University Press” will do.

6. Citing a Book Written by Multiple Authors

Multiple authors’ names are separated by a comma. Chicago reference lists last name and first name only for the first author, while APA lists last and first name for all authors. The former uses “and,” whereas the latter uses “&.”

Chicago Reference:

Weimer, David L., and Aidan R. Vining. 1992. *Policy Analysis: Concepts and Practice*. 2nd ed. Englewood Cliffs, NJ: Prentice Hall.

APA:

Weimer, D. L., & Vining, A. R. (1992). *Policy analysis: concepts and practice*. 2nd ed. Englewood Cliffs, NJ: Prentice Hall.

Chicago Bibliography and MLA:

Weimer, David L., and Aidan R Vining. *Policy Analysis: Concepts and Practice*. 2nd ed. Englewood Cliffs, NJ: Prentice Hall, 1992.

7. Citing an Edited or Translated Book

When citing an edited book, you need to specify the book was edited or translated after authors’ names. “ed.” denotes a single editor, while “eds.” for multiple editors. This information is enclosed in parentheses in APA.

Chicago Reference:

Powell, Walter W., and Paul DiMaggio, eds. 1991. *The New Institutionalism in Organizational Analysis*. Chicago, IL: University of Chicago Press.

Mencius. 1970. *The Works of Mencius*. Translated by J. Legge. New York: Dover Publications.

APA:

Powell, W. W., & DiMaggio, P. (Eds.). (1991). *The new institutionalism in organizational analysis*. Chicago, IL: University of Chicago Press.

Mencius. (1970). *The Works of Mencius* (J. Legge, Trans.). New York: Dover Publications.

Chicago Bibliography and MLA:

Powell, Walter W., and Paul DiMaggio, eds. *The New Institutionalism in Organizational Analysis*. Chicago, IL: University of Chicago Press, 1991.

8. Citing a Journal Article

When citing a journal article, publication date is followed by an article title (sentence-cased) and journal name (word-cased). Volume, issue number, and page numbers are provided in the “Volume (Issue number): Pages” format for Chicago Reference and in “, Volume (Issue number), Pages” for APA. Notice that a comma separates volume from journal name in APA.

Chicago Reference:

Park, Hun Myoung, and James L. Perry. 2013. The Transformation of Governance: Who Are the New Public Servants and What Difference Does It Make for Democratic Governance? *The American Review of Public Administration* 43(1): 26-49.

McGinnis, Michael D., and Elinor Ostrom. 2012. Reflections on Vincent Ostrom, Public Administration, and Polycentricity. *Public Administration Review* 72 (1): 15-25.

APA:

Park, H. M., & Perry, J. L. (2013). The transformation of governance: Who are the new public servants and what difference does it make for democratic governance? *The American Review of Public Administration*, 43(1), 26-49.

McGinnis, M. D., & Ostrom, E. (2012). Reflections on Vincent Ostrom, public administration, and polycentricity. *Public Administration Review*, 72(1), 15-25.

Chicago Bibliography and MLA:

Park, Hun Myoung, and James L. Perry. "The Transformation of Governance: Who Are the New Public Servants and What Difference Does It Make for Democratic Governance?" *The American Review of Public Administration* 43(1) (2013): 26-49.

McGinnis, Michael D., and Elinor Ostrom. "Reflections on Vincent Ostrom, Public Administration, and Polycentricity." *Public Administration Review* 72 (1) (2012): 15-25.

9. Citing a Book Chapter

When citing a book chapter, publication date is followed by chapter title (sentence-cased) and edited book information are followed. Chicago reference lists book information in the “In *book title*, edited by *editor name*, *pages*” format, while APA follows “In *editor name*, (ed. Or eds.), *book title (word cased)*, (pp. *pages*)” format.

The Chicago style appears to be easier for you to read that part than other styles, while MLA is more concise than others. Unlike Chicago Manual of Style and APA, MLA places page numbers at the end of the citation.

Chicago Reference:

<http://www.sonsoo.org>

Park, Hun Myoung, and James L. Perry. 2009. Do Campaign Websites Really Matter in Electoral Civic Engagement? Empirical Evidence from the 2004 Post-election Internet Tracking Survey. In *Politicking Online: The Transformation of Election Campaign Communications*, edited by Costas Panagopolous, 101-123. New Brunswick, NJ: Rutgers University Press.

APA:

Park, H. M., & Perry, J. L. (2009). Do campaign websites really matter in electoral civic engagement? Empirical evidence from the 2004 post-election Internet Tracking Survey. In C. Panagopolous (Ed.), *Politicking online: the transformation of election campaign communications* (pp.101-123). New Brunswick, NJ: Rutgers University Press.

MLA:

Park, Hun Myoung, and James L. Perry. "Do Campaign Websites Really Matter in Electoral Civic Engagement? Empirical Evidence from the 2004 Post-election Internet Tracking Survey." *Politicking Online: The Transformation of Election Campaign Communications*. Ed. Costas Panagopolous. New Brunswick, NJ: Rutgers University Press, 2009. 101-123.

10. Citing a Master's Thesis or Dissertation

You need to provide author name, publication date, sentence-cased title, type of a material, and institute's name. A type of a material may be "PhD dissertation," "PhD diss.," or "master's thesis." A comma separates the type of a material from institute's name. In APA, use "Unpublished doctoral dissertation" or "Unpublished master's thesis" and a comma between the institution name and place (city)/country.

Chicago Reference:

Park, Hun Myoung. 2007. *How Does Information and Communication Technology Affect Civic Engagement? An Analysis Focusing on Electronic Government and Campaign Websites*. PhD dissertation, Indiana University. Bloomington, IN.

Islam, Mohammad Tarikul. 2012. *The Effectiveness of the Electronic Money Transfer Systems of the Bangladesh Post Office*. Master's thesis, International University of Japan. Niigata, Japan.

APA:

Park, H. M. (2007). *How does information and communication technology affect civic engagement? An analysis focusing on electronic government and campaign websites* (Doctoral dissertation). Indiana University, Bloomington, IN.

Islam, M. T. (2012). *The effectiveness of the electronic money transfer systems of the Bangladesh post office* (Master's thesis). International University of Japan, Niigata, Japan.

MLA:

Park, Hun Myoung. "How Does Information and Communication Technology Affect Civic Engagement? An Analysis Focusing on Electronic Government and Campaign Websites." Diss. Indiana University, 2007.

Islam, Mohammad Tarikul. "The effectiveness of the electronic money transfer systems of the Bangladesh post office." MA thesis, International University of Japan, 2012.

11. Citing Report and Government Publication

Chicago Reference:

United Nations and American Society for Public Administration. 2002. *Benchmarking E-Government: A Global Perspective*. New York: United Nations.
<http://unpan3.un.org/egovkb/Portals/egovkb/Documents/un/English.pdf>

U.S. Geological Survey. 1994. *Relations of Changes in Wastewater-Treatment Practices to Changes in Stream-Water Quality during 1978-88 in the Chicago Area, Illinois, and Implications for Regional and National Water-Quality Assessments*, by Paul J. Terrio. Washington, DC: U.S. Dept. of the Interior.
<http://purl.access.gpo.gov/GPO/LPS57435>.

APA:

United Nations and American Society for Public Administration. (2002). *Benchmarking e-government: A global perspective*. New York: United Nations. Retrieved from <http://unpan3.un.org/egovkb/Portals/egovkb/Documents/un/English.pdf>

U.S. Geological Survey. (1994). *Relations of changes in wastewater-treatment practices to changes in stream-water quality during 1978-88 in the Chicago area, Illinois, and implications for regional and national water-quality assessments*, by Paul J. Terrio. Washington, DC: U.S. Dept. of the Interior. Retrieved from <http://purl.access.gpo.gov/GPO/LPS57435>.

12. Citing Magazine and Newspaper

When citing a URL or DOI of magazine or newspaper, use "accessed" in Chicago style and "Retrieved from" in APA.

Chicago Reference:

Smith, Brad. 2008. Sending Money with a Phone. *Wireless Week* 14(6): 12-13.
<http://www.wirelessweek.com/articles/2008/03/sending-money-phone> (accessed May 31, 2013)

Fackler, Martine. Recriminations and Regrets Follow Suicide of South Korean. *The New York Times*, May 24, 2009. <http://www.nytimes.com> (accessed May 22, 2013).

APA:

Smith, B. (2008, March). Sending money with a phone. *Wireless Week*, 14(6), 12-13. Retrieved from <http://www.wirelessweek.com/articles/2008/03/sending-money-phone>.

Fackler, M. (2009, May 24). Recriminations and regrets follow suicide of South Korean. *The New York Times*. Retrieved from <http://www.nytimes.com>.

MLA:

Smith, Brad. "Sending Money with a Phone." *Wireless Week* 14(6) 15 March 2008: 12-13. Web. 31 May 2013. <<http://www.wirelessweek.com/articles/2008/03/sending-money-phone>>.

Fackler, Martine. "Recriminations and Regrets Follow Suicide of South Korean." *The New York Times* 24 May 2009. Web. 31 May 2013. <<http://www.nytimes.com>>.

13. Citing Conference Papers

Chicago Reference:

Park, Hun Myoung. 2015. Moon-Young Lee's Nonviolence and Transcendence Ethics in Conflict Management. Paper Presented at the 3rd Meeting and Mini-conference: Moon-Young Lee's Public Administration and Asian Democracy, Jeonju Traditional Culture Center, Jeonju, Korea. October 23, 2015.

Park, Hun Myoung. 2015. Should E-government Be Transformational and Participatory? An Essay on E-government in the Utilitarian Mode of Information Technology Use. *Proceedings of the 48th Hawaii International Conference on System Sciences (HICSS-48)*, Kauai, HI, January 5-8, 2015.

APA:

Park, H. M. (2015, October). Moon-Young Lee's nonviolence and transcendence ethics in conflict management. Paper Presented at the 3rd Meeting and Mini-conference: Moon-Young Lee's Public Administration and Asian Democracy, Jeonju Traditional Culture Center, Jeonju, Korea. October 23, 2015.

Park, H. M. (2015). Should e-government be transformational and participatory? An essay on e-government in the utilitarian mode of information technology use. *Proceedings of the 48th Hawaii International Conference on System Sciences (HICSS-48)*, Kauai, HI, January 5-8, 2015.

14. Citing an Internet Resources

When citing an Internet resource, provide author (institute) name, title of the page, URL (URL) or DOI (Document Object Identifier), and access information. When the publication date is not known, use "n.d." (no date) instead.

Chicago Reference:

International University of Japan. n.d. Thesis writing guidelines. <http://www.iuj.ac.jp/gsir/thesis/writing.html> (accessed May 22, 2013).

APA:

International University of Japan. (n.d.). "Thesis Writing Guidelines." Retrieved from <http://www.iuj.ac.jp/gsir/thesis/writing.html>.

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- Lowe, Carla. n.d. Rules for Capitalization in Titles. DailyWritingTips.
<http://www.dailywritingtips.com/rules-for-capitalization-in-titles/> (access May 31, 2013).
- Park, Hun Myoung, and James L. Perry. 2013. The Transformation of Governance: Who Are the New Public Servants and What Difference Does It Make for Democratic Governance? *American Review of Public Administration* 43(1): 26-49.
- Research and citation resources. n.d. Purdue Online Writing Lab.
<http://owl.english.purdue.edu/owl/section/2/> (access May 31, 2013).