REFERENCE PREPARATION AND PROOFING

Select an article from your model journal for reference style. Note the following in the journal's reference list:

Organization of citation: Citations must be organized in one of the following ways, according to the journal reference list:

1) alphabetized by the first author's last name (in this case, citations are referenced by name and date in the text)
2) non-alphabetized and numbered (in this case, citations are numbered consecutively in the text)
3) numbered and alphabetized (in this case citation numbering in the text is random)

Special typeface: In the reference list of the model journal, check book titles, journal names, article titles, chapter titles, proceedings titles, and report titles. Determine if and where italics, bold, underlining or quotation marks should be used.

Information contained in each citation: Check several citations of each type (book, journal article, report, dissertation, etc.) Note the type of information given and the style of presentation. Standardize entries so that all citations of each kind are identical in ordering and presentation of information and capitalization.

Citations from electronic sources: Follow the established style for the type of citation with regard to capitalization, italics, etc. In addition, give the type of medium, available protocol: site/path/file, and the date accessed or downloaded.

THE REFERENCE SECTION INCLUDES ONLY SOURCES ACTUALLY READ. ALL SOURCES CITED MUST APPEAR IN THE REFERENCE SECTION.

Other considerations: You may decide on certain issues of style (or follow your journal model), but be consistent. These issues include:
• punctuation
• abbreviation of journal names
• capitalization

Spacing: The spacing of the reference section may be either single-spaced within each citation with the spacing of the text between citations or even spacing of the text throughout the entire section.

Multiple entries: If the organization of the reference section is alphabetized, then multiple entries of authors must be consistently arranged throughout the entire section. (The simplest method is chronological order regardless of the number of authors.)

Unpublished material: Reference entries based on unpublished material must give sufficient information for retrieval by your readers. If the citation is not a journal or book entry, make sure that these two questions are answered: What is it? How can it be retrieved?

Proofing and checking: Proof the reference list – the Office of Graduate Studies and Research will examine it for consistency, accuracy and completeness. Cross check the citations in the text with the reference list.