

APC Guide to Reference Listing (revised) v.3 April 2009

Overview

APC uses an adapted version of the Chicago humanities style of referencing (notes + bibliography) as set out in the *Chicago Manual of Style*. This style has been chosen because its use of full references in footnotes, reducing the need to scroll backwards and forwards to the bibliography, is well suited to documents which are likely to be read on a computer screen.

This APC-specific guide covers the main reference types which are most likely to come up in APC publications, and the official Chicago site or other relevant sites may be consulted for more detailed advice.¹ In line with the APC style guide, the referencing system presented here attempts to keep punctuation to a minimum, which means that commas and full stops have been removed where possible. Where individual reference types deviate further from the Chicago style, this is indicated in a footnote.

For each reference type, the guide provides advice for both the note and the bibliography entry followed by an example of a relevant reference.

Referencing online materials

APC follows the *Chicago Manual of Style's* recommendation that online sources which are analogous to print sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL.

When a reference is just a URL, for example the web address of an organisation, rather than an online document or resource, this URL should be placed in a footnote (without the http://, in line with the APC style guide), but should not be included in the bibliography.

When writing for APC, it is not necessary to include the date on which an online source was accessed in the bibliography (this is different from the date of publication), except where the reference is a wiki. This is because the collaborative and ongoing editing of texts in wikis means that it can be important to know which specific version is being referenced.

Where a date is required, for example for the date of a conference, email or blog entry, remember to follow the APC style guide and write "day month year" with no commas, e.g. 13 April 2009.

Detailed guidance by reference type

1. Books (including edited books and book chapters)

1.1. Book

Note

#. First M.² Last [per author up to three authors; if not, first author et al.] *Title of Book*, # ed. [if other than 1st edition] (Place: publisher, date),³ page(s)

Examples:

SINGLE AUTHOR

3. Clemencia Rodriguez *Fissures in the Mediascape: An international study of citizens' media* (Cresskill: Hampton Press, 2001), 51

TWO AUTHORS

¹ The following online sources were consulted in the preparation of this guide:

www.chicagomanualofstyle.org/tools_citationguide.html, library.ucf.edu/Rosen/guide_chicago.asp, en.wikipedia.org/wiki/Wikipedia:Citing_Wikipedia#Chicago_style, library.osu.edu/sites/guides/chicagogd.php, www.bedfordstmartins.com/online/cite7.html, www.carmun.com/works-cited/footnotes/chicago-style

² M. refers to a middle initial.

³ The place is usually the city where the publishing company is based, and the date is usually just the year.

4. Heather A. Horst and Daniel Miller *The Cell Phone: An Anthropology of Communication* (Oxford: Berg, 2006), 89

FOUR OR MORE AUTHORS

13. Manuel Castells et al. *Mobile Communication and Society: A Global Perspective* (Cambridge: MIT Press, 2007), 251

Bibliography

Last, First M. *Title of Book*, # ed. [if other than 1st edition] Place: publisher, date

Examples:

SINGLE AUTHOR

Rodriguez, Clemencia *Fissures in the Mediascape: An international study of citizens' media* Cresskill: Hampton Press, 2001

TWO AUTHORS⁴

Horst, Heather A. and Daniel Miller *The Cell Phone: An Anthropology of Communication* Oxford: Berg, 2006

FOUR OR MORE AUTHORS

Castells, Manuel, Mireia Fernández-Ardèvol, Jack Linchuan Qiu, and Araba Sey *Mobile Communication and Society: A Global Perspective* Cambridge: MIT Press, 2007

1.2 Edited book

An edited book is a book made up of chapters by different authors which have been collated by an editor or editors.

Note

First M. Last, ed. *Title* (Place: publisher, date), page

Example:

4. Wolfgang Kleinwächter, ed. *The Power of Ideas: Internet Governance in a Global Multi-stakeholder Environment* (Berlin: Marketing für Deutschland GmbH, 2007), 26

Bibliography

Last, First M., ed. *Title* Place: publisher, date

Example:

Kleinwächter, Wolfgang, ed. *The Power of Ideas: Internet Governance in a Global Multi-stakeholder Environment* Berlin: Marketing für Deutschland GmbH, 2007

1.3 Chapter in an edited book

Note

#. First M. Last "Chapter name", in *Book Title* ed. [or eds. if multiple editors] First M. Last, pages (place: publisher, date), pages cited

Example:

5. Allison Gillwald "Policy and Regulatory Challenges of Access and Affordability", in *Networking Knowledge for Information Societies: Institutions and Intervention* eds. Robin Mansell, Rohan

⁴ Note that from the second author onwards, the name order reverts to first name, last name.

Samarajiva, and Amy Mahan (Delft: Delft University Press, 2002), 101-2

Bibliography

Last, First M. "Chapter Name". In *Book Title* edited by First M. Last, pages. Place: publisher, date

Example:

Gillwald, Allison "Policy and Regulatory Challenges of Access and Affordability". In *Networking Knowledge for Information Societies: Institutions and Intervention* edited by Robin Mansell, Rohan Samarajiva, and Amy Mahan, 109-114. Delft: Delft University Press, 2002

2. Blog entry

Blog entries should be referenced in notes only, and do not appear in the bibliography.

Note

First M. Last "Title of post" (*Name of blog*, date) URL

Example:

4. Ethan Zuckerman "Internet Censorship and Nose-Thumbing" (*My heart's in Accra*, 30 July 2008) www.ethanzuckerman.com/blog/2008/07/30/internet-censorship-and-nose-thumbing/

3. Email communication

Email messages may be cited in running text ("In an e-mail message to the author on 31 October 2005, John Doe revealed . . .") instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.

Note

2. John Doe, email message to author, 31 October 2005

4. Journal article

Note

#. First M. Last "Article title" *Title of Journal* volume, number (date): pages [URL if online]

Examples:

print

8. Narasimhaiah Gorla "A Survey of rural e-Government projects in India: Status and benefits" *Information Technology for Development* 15, 1 (2007): 55

online

9. danah m. boyd and Nicole B. Ellison "Social network sites: Definition, history, and scholarship" *Journal of Computer-Mediated Communication* 13, 1 (2007) jcmc.indiana.edu/vol13/issue1/boyd.ellison.html

Bibliography

Last, First M. "Article title" *Title of Journal* volume, number (date): pages [URL if online]

Examples:

print

Gorla, Narasimhaiah "A Survey of rural e-Government projects in India: Status and benefits"

Information Technology for Development 15, 1 (2007): 52-58

online

boyd, danah m. and Ellison, Nicole B. "Social network sites: Definition, history, and scholarship" *Journal of Computer-Mediated Communication* 13, 1 (2007)
jcmc.indiana.edu/vol13/issue1/boyd.ellison.html

5. Newspaper article

Newspaper articles may be cited in running text instead of in a note where possible, and they should not appear in the bibliography.

Note

#. First M. Last "Article title" *Newspaper OR Newspaper website name* date [URL if online]

Example:

22. Bobbie Johnson, "Chinese government unlikely to be involved in hacking pro-Tibet blog" *guardian.co.uk* 7 August 2008 www.guardian.co.uk/technology/2008/aug/07/fairbrother.china

6. Online video (YouTube, blip.tv etc)⁵

This category of reference appears in a footnote, but not in the bibliography.

Note

Video title URL

Example:

15. *Inside APC* www.youtube.com/watch?v=AqOkSVE00DM

7. Presentation

This may be either an academic paper presentation or a presentation with slides at a non-academic conference, workshop or event.

Note

First M. Last "Presentation title" ([type of presentation] made at/presented at [conference title], place (city + country), dates) URL if available

Example:

13. Jac sm Kee "Technology and Feminist Inflections on Media" (paper presented at the Strategy Planning Workshop of the Feminist Network on Gender, Development and Information Society Policies, Bangalore, India, 5-7 October 2007) wiki.itforchange.net/images/Jac_Presentation.pdf

Bibliography

Last, First M. "Presentation title" [Type of presentation] made at/presented at [conference title], place, date URL if available.

Example:

Kee, Jac sm "Technology and Feminist Inflections on Media" Paper presented at the Strategy Planning Workshop of the Feminist Network on Gender, Development and Information Society Policies, Bangalore, India, 5-7 October 2007 wiki.itforchange.net/images/Jac_Presentation.pdf

⁵ The format for this reference type is not based on the Chicago style.

8. Report or publication

Note

#. First M. Last or Organisation *Report or publication title* (Place: publisher, date), pages if appropriate URL if available

Example:

3. World Economic Forum *Global Information Technology Report 2006-2007* (Geneva: WEF, 2007), 25 www.weforum.org/en/initiatives/gcp/Global%20Competitiveness%20Report/index.htm

Bibliography

Last, First M. or Organisation *Report or publication title* Place: publisher, date URL if available

Example:

World Economic Forum *Global Information Technology Report 2006-2007* Geneva: WEF, 2007
www.weforum.org/en/initiatives/gcp/Global%20Competitiveness%20Report/index.htm

9. Wiki

The most common wiki likely to be cited as a reference is Wikipedia, the online collaborative encyclopedia. APC follows the recommendation by the *Chicago Manual of Style* that well-known reference books such as dictionaries and encyclopedias should normally be cited in notes rather than bibliographies, and applies this to their online equivalents. Other types of wikis should also not appear in the bibliography.

Note⁶

Name of wiki "Title of article" accessed date URL

Example:

2. Wikipedia "World Summit on the Information Society" accessed 9 August 2008
en.wikipedia.org/wiki/World_Summit_on_the_Information_Society

Note on citing a source multiple times

The first time you cite a source in a footnote, you must give all the necessary information:

1. Clemencia Rodriguez *Fissures in the Mediascape: An international study of citizens' media* (Cresskill: Hampton Press, 2001), 51

However, you may abbreviate the source in subsequent references, using only the author's last name, a shortened form of the title, and the relevant page number(s) (or section):

4. Rodriguez *Fissures in the Mediascape* 189-191

The Latin abbreviation *ibid.* (meaning "in the same place") may be used to refer to the very same source as the previous note:

6. Gillwald "Policy and Regulatory Challenges"
7. Rodriguez *Fissures in the Mediascape*, 312
8. *Ibid.* 204-206

⁶ The APC style for this reference type has been adapted and differs from the Chicago style.

9. Gillwald "Policy and Regulatory Challenges"

In the example above, note 8 refers to the same source (Rodriguez, *Fissures in the Mediascape*) as in note 7, and only the page numbers being referenced has changed. Notice, however, that the writer cannot use *ibid.* for note 9, since the earlier Gillwald reference (note 6) did not immediately precede it.