

## 20. Writing your List of References

When you use information from another source, of course you cite the source in the main body of your essay. But at the end of your essay you must also include a list of all your references. There are many styles of reference lists in academic writing. The main styles are the APA and MLA styles. **The style explained here is the APA style.**

### Important Rules:

- The entries are listed in alphabetical order by author's family name.
- Only the author's family name is fully written, along with their first name initials. (ex: Gould, F.).
- If there is more than one author, write all authors names, in the order they are written in the source.
- Titles of books, academic journals and newspapers/magazines must be in *italics*.
- You should only list sources that you used in the body of the essay.

### Rules for Academic Journals:

- The name of the journal (not the name of the article) is written in *italics*.
- The volume number should be written after the journal name, and the issue number should be written in parentheses ( ).

### Rules for online sources:

- If you know the author of the source, use their name. If you don't know the author, use the name of the website.
- If you are using an article from a website, the name of the article should be in quotation marks “.”
- After you write the author (or site name), date and name of the article, you should write “from” and add the URL.

**\* It is very important that you use the same style throughout your reference list. Be consistent!**

Below are some references used from an essay. Match the reference with the type of source:

- a) Which reference is a book?
- b) Which is an academic journal?
- c) Which is a newspaper article?
- d) Which is another essay?
- e) Which is an article from the internet (with an author)?
- f) Which is an article from the Internet (without an author)?

### Reference List

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— Brown, J.D. (1995) *The Elements of Language Curriculum*. Boston: Heinle & Heinle.

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— Littlejohn, A.L. (1992) *Why are ELT Materials the way they are?* Unpublished essay, Lancaster University.

— Mizui, Y. (2005) Waseda aims to produce ‘global literates’. *The Daily Yomiuri* July 19, p. 16.

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