REFERENCING GUIDE
Table of Contents

Preface ............................................................................................................................................. 1
Introduction ...................................................................................................................................... 2
Academic misconduct (including plagiarism) .................................................................................... 2
Referencing formats .......................................................................................................................... 2
In-Text reference ............................................................................................................................. 3
Quotations ......................................................................................................................................... 4
Short quotations (less than 40 words) .............................................................................................. 4
   Double and Single Quotation Marks.......................................................................................... 4
Long quotations (40 words or more) ................................................................................................. 5
   Omitting material from a quotation ......................................................................................... 5
   Brackets ........................................................................................................................................ 6
   Inserting material into a quotation ............................................................................................ 6
Paraphrases, summaries or syntheses ................................................................................................. 6
   Adding a citation within or at the end of a sentence ............................................................... 6
   Using the author’s name as part of a sentence ......................................................................... 6
Variations in in-text citations ............................................................................................................. 6
1. A source written by one author ....................................................................................................... 7
   Author in parentheses (round brackets) ................................................................................... 7
   Author as part of the sentence ................................................................................................. 7
2. A source with multiple authors ..................................................................................................... 7
   Two authors ............................................................................................................................... 7
   Three four or five authors: in-text citations .............................................................................. 7
   Author/s as part of the sentence ............................................................................................. 7
   Authors in parentheses (round brackets) ................................................................................. 8
   Six or more authors ................................................................................................................ 8
3. Groups as authors .......................................................................................................................... 8
   Group author/s as part of the sentence .................................................................................... 8
4. Works with no author ...................................................................................................................... 8
   Referring to the titles of books and articles in-text ................................................................. 8
   Title of a book, brochure, report, or periodical: In narrative ................................................ 8
   Title of an article or chapter: In-text ....................................................................................... 9
5. Authors with the same surname .................................................................................................... 9
   Authors as part of the text ........................................................................................................ 9
   Authors in parentheses (round brackets) ............................................................................... 9
6. Two or more works cited within the same parentheses (round brackets) .................................. 9
   Multiple works by the same authors cited in the same parentheses ...................................... 9
   Multiple works by the same author & same publication date cited in the same parentheses ... 9
Two or more works by different authors cited in the same parentheses........................................... 9
7. Secondary Sources.................................................................................................................................... 10
8. No publication date available .................................................................................................................. 10
9. Citing specific parts of a source (Chapter, pages, paragraphs etc.) ......................................................... 10
10. Personal communications ...................................................................................................................... 11

End-text references........................................................................................................................................ 12

1. Periodicals......................................................................................................................................................... 13
   a. Journal article with one author.................................................................................................................. 14
   b. Journal article with two authors............................................................................................................. 14
   c. Journal article with three to five authors............................................................................................... 14
   d. Journal article with six authors............................................................................................................. 14
   e. Journal article with seven authors........................................................................................................ 14
   f. Magazine article........................................................................................................................................ 15
   g. Online magazine article.......................................................................................................................... 15
   h. Newspaper article..................................................................................................................................... 15
   i. Online newspaper article........................................................................................................................ 15
   j. Editorial without signature.................................................................................................................... 15
   k. Abstract as original source..................................................................................................................... 15
   l. Newsletter article, no author.................................................................................................................. 15

2. Books, Reference Books, and Book Chapters.............................................................................................. 16
   a. Entire book, print version.......................................................................................................................... 16
   b. Electronic version of print book............................................................................................................... 16
   c. Electronic-only book................................................................................................................................ 17
   d. Several volumes in a multivolume work................................................................................................... 17
   e. Entire edited book..................................................................................................................................... 17
   f. Chapter in an edited book......................................................................................................................... 17
   g. Group/Corporate author as publisher.................................................................................................... 17
   h. Non-English reference book ................................................................................................................ 17
   i. Entry in an online reference work.......................................................................................................... 17
   j. Entry in an online reference work, no author or editor......................................................................... 18
   k. Editor or translator named in addition to author.................................................................................... 18

3. Meetings and Symposia................................................................................................................................. 18
   a. Symposium contribution............................................................................................................................ 18
   b. Conference paper abstract retrieved online.......................................................................................... 18
   c. Proceedings published regularly online................................................................................................ 18

4. Doctoral dissertations and master’s theses (including undergraduate theses)............................................. 19
   a. Unpublished dissertation or thesis........................................................................................................... 19
   b. Doctoral dissertation or master’s thesis (and undergraduate theses) available from a
c. Doctoral dissertation or master’s thesis (and undergraduate theses) retrieved from a website.

5. Internet Message Boards, Electronic Mailing Lists, and Other Online Communities Blog
   a. Message posted to a newsgroup, online forum, or discussion group.
   b. Message posted to an electronic mailing list.
   c. Blog post.
   d. Video blog post.
   e. Web pages with author.
   f. Webpage with no author.

6. Audiovisual Media
   a. Motion Pictures.
   b. Music Recording.
   c. Single episode from a television series.

Appendix 1 Common abbreviations & non-routine notations used in referencing
Appendix 2 Summary of Citation Examples
Appendix 3 Example of Reference Page
Preferences
Preface

As the Director of London School of Public Relations-Jakarta, I welcome this Referencing Guide. The publication of this Guide is one of LSPR’s efforts to uphold academic honesty and integrity as promoted by Peraturan Menteri Pendidikan Nasional Republik Indonesia Nomor 17 Tahun 2010 tentang Pencegahan dan Penanggulangan Plagiat di Perguruan Tinggi (the Decree of the Minister of National Education No. 17 2010 on the Prevention and Handling of Plagiarism in Higher Education Institutions).

To establish academic integrity, we at LSPR have started to build awareness about the issue, such as providing sessions on academic dishonesty during the matriculation program for new students and discussion sessions with lecturers. In addition, by publishing this Referencing Guide we hope that it can provide knowledge and guidance for students and lecturers on how to cite sources to avoid plagiarism and other unethical practices in their academic works.

Given the important issue of academic integrity, I would like to encourage all LSPR lecturers to promote the use of this referencing style in their course written assignments. Finally, I hope this Referencing Guide helps us strive to be better members of world class academia in order to support our status as an international award winning communication school.

Kind regards,

Prita Kemal Gani, MBA, MCIPR, APR
Founder & Director of London School of Public Relations-Jakarta
Introduction

This referencing guide is based primarily on the 6th edition of the *Publication manual of the American Psychological Association* (2010), referred to in this document as the *APA 6th*. This guide covers the most common referencing questions asked by students and researchers. For other information not included in this reference guide, please consult the manual.

Academic misconduct (including plagiarism)

The APA Manual clearly stated that:

Researchers do not claim the words and ideas of another as their own; they give credit where credit is due [APA Ethics Code Standard 8.11, Plagiarism]. Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. (p. 15)

All students shall adhere to the Code of Student Conduct regarding academic dishonesty, including acts of cheating and plagiarism.

*Cheating.* The willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, using someone else’s work or written assignments as if they were your own, or any other dishonest means of attempting to fulfill a requirement of this course.

*Plagiarism.* The use of an author’s words or ideas as if they were your own without giving proper credit to the source, including but not limited to failure to acknowledge a direct quotation. Exact wording from a source must be identified by quotation marks and citation of the author. Concepts and ideas from sources should also be identified by citation of the author.

Therefore, we strongly advise that you pay more attention to this issue in your writing to ensure that you do not use other people’s ideas or words without giving proper credit to the original authors. Whether unintentional or deliberate, plagiarism is unacceptable and can lead to the rejection of an assignment, failing a course, and/or expulsion from LSPR. These sanctions are in accordance with *Peraturan Menteri Pendidikan Nasional Republik Indonesia Nomor 17 Tahun 2010 tentang Pencegahan dan Penanggulangan Plagiat di Perguruan Tinggi* [the Decree of the Minister of National Education No. 17 2010 on the Prevention and Handling of Plagiarism in Higher Education Institutions].

Referencing formats

In the APA system, references are given both in-text (in the body of paper) and end-text (in a Reference list). Each will be explained in the following sections. For the summary of citation examples, please see Appendix 2.
In-text references
In-text references may include direct quotes, paraphrased statements, summaries, and syntheses. All sources must always be mentioned every time they are cited, except when cited in the same paragraph. When the sources occur more than once in the same paragraph, only the first is mentioned with the year of publication. In the subsequent citations, use the authors’ name only (with page number when necessary). It should be remembered that only authors’ last names/family names are used in source citation.

Example:
Rosa and Machlis (2002) believe that trained incapacity. . . Furthermore, it “creates unwise constraints to an enriched understanding of people, nature, and the relationship between them” (Rosa & Machlis, p. 260).

Quotations
(APA 6th, pp. 92, 170-173)
All direct quotations from published works should be reproduced word for word, keeping the original spelling and internal punctuation, even if it is not correct.

Short quotations (less than 40 words)
Short quotations must be incorporated into the text and enclosed within double quotation marks. At the end of the quote place the author’s surname(s), the year of publication and the page number of the quotation, separated by commas, in parentheses (brackets).

Example:
In-text Citation
Trained incapacity “creates unwise constraints to an enriched understanding of people, nature, and the relationship between them” (Rosa & Machlis, 2002, p. 260).
Or,
Rosa and Machlis state that trained incapacity “creates unwise constraints to an enriched understanding of people, nature, and the relationship between them” (2002, p. 260).
Or,
Rosa and Machlis (2002) stated that trained incapacity “creates unwise constraints to an enriched understanding of people, nature, and the relationship between them” (p. 260).

If the source is taken from the electronic sources that do not provide page numbers, use paragraph numbers when they are visible in place of page numbers. Use the abbreviation “para.”

Example:
Jones and McGinn (2007) believed that “the existence of extraterrestrial beings is possible due to the vastness of the universe” (para. 4).

Note. In short quotations the full-stop is placed at the end of the sentence.

Double and Single Quotation Marks (APA 6th, p. 92)
Use single quotation marks to show words/phrases that are presented within double quotation marks in the original source.

Example:
Original text from Nash (1989, p. 115): Ethic identity involves the use of “strategies” at the level of interpersonal interaction as well as at the structural level and at the symbolic level.
In-text quotation:
Nash (1989) asserts that, “ethnic identity involves the use of ‘strategies’ at the level of interpersonal interaction as well as at the structural level and at the symbolic level” (p. 115).

**Long quotations (40 words or more)**
Long quotations must be displayed in block format without the use of quotation marks. The quote should start on a new line and be indented about 1.3 cm or 5 spaces from the left margin. If there are additional paragraphs within the quotation, indent the first line of each additional paragraph a further 1.3 cm or 5 spaces. The entire quotation (in the block format) should be similar to the rest of your document. *Do not change the font size or use italics.* Use double quote marks to show words/phrases that were presented within quotation marks in the original.
Example:

In-text Reference:

As differences are usually highlighted more than similarities, interethnic relationships are heavily influenced by the mentality that others are different from us. Jaspars and Warnaen (1982) suggested that (evaluative) judgments about one’s own (ethnic) and other (ethnic) groups may reflect the combined effect of a shared representation of the social structure and the group members’ social comparison level which is itself a function of the position of the group in the social structure. (p. 362)

These structural differences and an “us versus them” perspective are maintained through identity preservation processes, for example a glorification of one’s own ethnic group values and/or an underestimation of another group’s values and way of life.

**Note.** The full-stop is placed at the end of the quotation in block quotations.

**Omitting material from a quotation (APA 6th, pp. 172-173)**
Use an ellipsis (….) within a sentence to indicate that some material has been omitted from the original text, for example because it is not relevant. To form an ellipsis, type three points placing a space before and after each point. To show that you are omitting material between sentences use a full-stop at the end of a sentence followed by an ellipsis. This means typing four periods to indicate an omission between two sentences. Only use an ellipsis at the beginning or end of a quotation to show that the quotation begins mid-sentence. This will prevent misinterpretation.
Example:

In-text reference:
Mazurana, McKay, Carlson, and Kasper (2002) mentioned that between 1990 and 2002, girl soldiers were present in fighting forces and groups in 54 countries. . . Of those 54 countries, girl soldiers were involved in armed conflicts in 36 of these countries between 1990 and 2002 . . . . In all 36 countries where girl soldiers were involved in armed conflicts, the conflicts were internal wars. In other words, girl soldiers were engaged in armed conflict within a country’s borders. In addition, girl soldiers were participants in international armed conflicts (fighting between or among nations) in several of these 36 countries, including Lebanon, Macedonia. (p. 103)
The data presented here suggests that women’s active involvement in armed conflict is a common phenomenon around the world especially in the 20th century.
**Brackets**

Use square brackets [], not parentheses (), for the following alterations to quotations:

- inserting material
- emphasising words
- correcting errors
- clarifying ambiguous place names

**Inserting material into a quotation**

Use square brackets [] to show material inserted into a quotation by some person other than the original author. You may need to do this to make a sentence read properly or be understandable.

Example:

In-text Reference:

According to Volkan (1988),

\[\text{[A]}\]s each side struggles to maintain the integrity and cohesion of its group self, it rushes to fill the psychological gap separating it from its enemy with increasingly pathological material. . . . The enemy is stereotyped further when the leader is more interested in remaining in power than in preventing a war; this is usually an unconscious priority rationalized in conscious terms. (p. 119)

**Paraphrases, summaries, or syntheses**

When paraphrasing (and/or summarizing, synthesizing) an idea contained in another work, you must provide the author’s surname and year of publication. Although you are not required to provide a location reference (i.e., a page number, or, in the case of electronic sources, a paragraph number or section heading) it is strongly recommended that you do so, as including this information will help the reader locate the original source. It will also help you to keep track of your sources. There are two ways in which you can accomplish this:

**Adding a citation within or at the end of a sentence** ([APA, 6th, p.174])

Example:

The motives of women’s participation in armed conflict are not any different than those of men’s (Sørensen, 1998),

**Using the author’s name as part of a sentence** ([APA 6th, p. 174])

Example:

According to Sørensen (1998), the motives of women’s participation in armed conflict are not any different than those of men’s.

Example:

The motives of women’s participation in armed conflict, according to Sørensen (1998), are not any different than those of men’s.

**Variations in in-text citations**

([APA 6th, pp. 174-179])

See Appendix 2 for a summary of in-text Citation and End-text Reference examples.
1. **A source written by one author**
Insert the surname of the author and the year of publication into the text at the appropriate point.

**Author in parentheses (round brackets)**

*Note.* When both the name and the year are in parentheses, include the year in subsequent citations within the paragraph.

**Examples:**
In a study of the motives of women’s participation in armed conflict (Sørensen, 1998), women were portrayed as . . .

Sørensen (1998) also found . . .

**Author as part of the sentence**

**Examples:** first citation in a paragraph
Sørensen (1998) investigates the motives of women’s participation in armed conflict . . .
In 1998, Sørensen’s investigation on the motives of women’s participation . . .
If the same author with the same work appears in the same paragraph, the year is only stated only in the first time the author is mentioned. (APA 6th, p. 174)

**Example:** subsequent citations
Women’s position during and after conflict has increasingly changed. Sault (2004) mentioned that . . . Sault also found that . . .

2. **A source with multiple authors**

(APA 6th, p. 174, 175, 177)

**Two authors**

When a source has two authors cite both names every time the source occurs in-text.

**Two authors as part of the sentence**

Example: ‘and’
Mazurana and McKay (1999) believe that . . .

**Two authors in parentheses**

Example: ‘&’
(Mazurana & McKay, 1999)

**Three four or five authors: in-text citations**

When a work has three, four, or five authors, cite all authors the first time the reference occurs with the year of publication; in subsequent citations, include only the surname of the first author followed by “et al” and the year of publication.

**Author/s as part of the sentence**

**Examples:**

*a. First in-text citation of a source in the document:*

*b. Subsequent citation of this source within any new paragraph after the first citation in the document:*
Negy et al. (2003) stated that . . .
Authors in parentheses (round brackets)
Examples:
First in-text citation of a source in the document:
According to the investigation . . . (Negy, Shreve, Jensen, & Uddin, 2003)
Subsequent citation of this source within any new paragraph after the first citation in the document:
The research revealed that . . . (Negy et al., 2003).

Six or more authors
When a work has six or more authors cite only the surname of the first author followed by ‘et al.’ and the date of publication.
Example:
Weston et al. (2001) suggest . . .

3. Groups as authors
(APA 6th, pp. 176 -177)
Groups or organizations that serve as authors are usually written in full each time they occur in an in-text citation. However, some are written in full in the first in-text reference and abbreviated thereafter. If abbreviating names, write the name in full the first time it occurs and place the abbreviated form in square brackets next to it. In subsequent citations you can then use just the abbreviation.

Group author/s as part of the sentence
Examples:
First time it appears in-text:

Its subsequent in-text citations:
UNESCO (2005) reported that . . .

4. Works with no author (APA 6th, p.176)
When a work has no author, cite in-text the first few words of the reference list entry [usually the title] and the year.

Referring to the titles of books and articles in-text (APA 6th, pp. 91, 101, & 104)
When referring to the titles of sources in the body of your document, capitalize each major word in the title. Use italics for the title of books, reports, brochures, periodicals, films, videos, TV shows, and microfilm publications, but do not use italics for articles or book chapters.

Title of a book, brochure, report, or periodical: In narrative
Capitalize and italicize all major words (4 letters or more) in the titles of books that you refer to in the body of the text.

Examples:
... of Arjuna’s character (Fragment Stories of Mahabharata, 2005).
The publication Word of Mouth (2010) summarizes . . .
**Title of an article or chapter: in-text**
Place article or chapter titles in double quotation marks, capitalized but not italicized. If in parentheses, only capitalize the first word and proper nouns.

Example:
According the article “Pengangguran Biang Frustrasi” (2006), unemployment has become a source of frustration among the residents of the province.

Unemployment has become a source of frustration among the residents of the province (“Pengangguran Biang Frustrasi,” 2006).

**5. Authors with the same surname (APA 6th, p.176)**
If the reference list includes publications by two or more authors with the same surname, include the first author’s initials in all in-text references, even if the year of publication differs.

**Authors as part of the text**

Example:

Example:

**Authors in parentheses (round brackets)**

Example:
Recent studies (K. A. Walker & Watson, 1987; P. L. Walker & Jamieson, 2000)

**6. Two or more works cited within the same parentheses (round brackets) (APA 6th, pp.177-178)**

**Multiple works by the same authors cited in the same parentheses**
Order the citations of two or more works by the same author(s) in the same order in which they appear in the reference list i.e. by year of publication and provide the authors’ surnames once only.

Example:

Example:
Previous studies (Wicaksono & Kirby, 2007, 2009) found . . .

**Multiple works by the same author & same publication date cited in the same parentheses**
Identify works by the same author(s) with the same publication date by using the suffixes a, b, c, and so forth after the year, repeating the year in each case. These suffixes should also appear in the reference list entries, where these references are ordered alphabetically by title.

Example:
Several studies (Parker, 2009a, 2009b, 2009c) point out that . . .

Example:
Past research (Thornlie & Winters, 2009a, 2009b) underlines . . .

**Two or more works by different authors cited in the same parentheses**
List the citations in alphabetical order by the first author’s surname. Use a semicolon to separate each citation.

Example:
Several studies (Diggory et al., 2005; Potter & Wesley, 2009; Granger, 2010) uncovered . . .
7. Secondary Sources (APA, 6th, p.178)
If possible, avoid secondary sources. You may do this only when the original work is not available through usual sources. Secondary sources are not listed in the reference list, only the primary sources are.

Williams (as cited in Newman, 2000) further asserted . . .

End-text reference:

8. No publication date available (APA 6th, p. 180)
When a work has no publication date, cite in-text the author’s name, followed by a comma and ‘n.d.’ to indicate that the source has no date.
Example:
These strategies have been successfully used . . . (Browning, n.d.).

9. Citing specific parts of a source (Chapter, pages, paragraphs etc.) (APA 6th, p. 179)
If necessary, a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in the text can be cited.

Page number
Example:
This shows . . . (Davies & Johnson, 1999, p. 312).

Chapter
Example:
A case in point . . . (Jamieson, 2000, Chapter 2).

Note. Chapter (with a capital C) is not abbreviated.
For electronic sources that do not provide page numbers, use the paragraph number and, if available, preceded by the abbreviation ‘para.’ (or the symbol for paragraph ‘¶’). If neither paragraph nor page numbers are visible, cite the section heading and the number of the paragraph following it to direct the reader to the material. However, in some instances, the section heading without paragraph number is sufficient.
Examples:
This indicated . . . (Agustiana, 2001, para. 2)
Or,
This indicated . . . (Agustiana, 2001, ¶ 2)

Section and paragraph
Example:
Scholars have agreed . . . (Rhodes, 2002, Introduction section, para. 4).

This research revealed that . . . (Earlene, 2010, Results section).
10. Personal communications (APA 6th, p. 179)
Personal communications may be letters, memos, interviews, telephone conversations, lecture material or some electronic communications (e.g., email or messages from non archived discussion groups or electronic bulletin boards). As these personal communications are not recoverable, they are not included in the reference list—they are cited in-text only. You must provide the initials and surname of the communicator, as well as a date that is as exact as possible.
Examples:
N. Wattimena (personal communication, December 5, 2013) notes that the biggest challenge in the PR industry is to uphold ethics among its practitioners.
Or
The biggest challenge in the PR industry is to uphold ethics among its practitioners (N. Wattimena, personal communication, December 5, 2011).
End-text references
II. **End-text references** (APA 6th, pp. 180-224)

The reference list at the end of an academic work provides the information to identify and retrieve each source. Include only the sources that you used in your academic works (papers, theses, etc.). APA requires that the reference list be double-spaced and that entries have a hanging indent. Because a reference list includes only references that document the article and provide recoverable data, do not include in the list personal communications, such as letters, memoranda, and informal electronic communications.

The entries in the reference list are arranged in alphabetical order. In case of similar authors are cited, the works are arranged in chronological order. The entries are NOT classified into their types (e.g. journals/articles, books, online sources, audio-video sources, etc.). The entire reference list MUST BE DOUBLE SPACED.

See Appendix 3 for a sample of References.

Materials cited from the internet text needs:

- an author (where possible). As a reminder: Only the last/family name is typed in full. For the first and middle names, use initials. For example: *Susilo Bambang Yudhoyono* is typed *Yudhoyono, S. B.*
- a date: publication date, update date, or date accessed
- a title or description of the text
- a DOI (Digital Object Identifier) if there is one
- if a DOI is unavailable, include a web address: URL (Uniform Resource Locator). Please note that no period is used after a URL.

If there is a tendency that the cited information is updated, the retrieval or access date must be provided. However, if the content is unlikely to be changed or updated (e.g., journal articles, books, dissertations, and theses), then providing access date is not necessary.

**Notes to students**: In the reference list, if your thesis is written in Bahasa Indonesia, you do not need to translate the non-English titles into English. However, if it is written in English, all non-English titles must be translated into English.

1. **Periodicals** (APA 6th, pp. 198-202)

Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters.

The title of an article is **not** italicised and only the first word of the title, subtitle and proper nouns are capitalised. The journals or newspapers that the article is found in are italicised and capitalised.

**General form of end-text reference**

**Journal article without a DOI:**


**Journal article with a Digital Object Identifier (DOI):**


doi:xx.xxxxxxxxxxxxxxxxxx
Digital Object Identifier (DOI) *(APA 6th, pp. 188-191)*
Some publishers assign a Digital Object Identifier (DOI) to digital documents. This is a unique code assigned by a registration agency that identifies that document with a permanent link to its location on the internet. Information about a digital object may change over time, including where to find it, but its DOI name will not change. DOIs come in a range of forms but all have a prefix and a suffix separated by a `/`.
Examples:
10.1234/NP5678
10.2224/2004-10-ISO-DI

a. Journal article with one author
Example (without DOI):
**Note.** The volume number is italicized, the issue number is *not*.

b. Journal article with two authors
If a work has two authors, include both names in the in-text citation every time the citation is mentioned.
Example (without DOI):

c. Journal article with three to five authors
Example (without DOI):


d. Journal article with six authors
Example (without DOI):


e. Journal article with more than seven authors
Example (with DOI)
Note: Use . . . to omit names of authors.

f. Magazine article
Example:

g. Online magazine article
Example:

h. Newspaper article [APA 6th, p. 200]
If the article has no author, list the article alphabetically using first significant word in the title (i.e., omit ‘A’, ‘The’, or ‘An’) and use a short title for in-text citation placed in quotation marks. In the end-text reference, use ‘p.’ or ‘pp.’ to refer to the source page(s).
Example:

i. Newspaper article without authors
Example:

j. Online newspaper article
Example:

k. Editorial without signature
Example:

l. Abstract as original source
Examples:

m. Newsletter article, no author
Example:


For an entire book, use the following reference formats *(APA 6th, p. 202)*:
Author, A. A. (1967). Title of work. Location: Publisher.
Editor, A. A. (Ed.). (1986). Title of work. Location: Publisher.

For a chapter in a book or entry in a reference book, use the following formats:
Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. xxx—xxx). Location: Publisher. doi:xxxxxxxx

For books, reports and non periodical material: if the city of publication is within the United States, follow with the two official US postal service abbreviations of the state names. For cities outside of the United States, follow with the name of the country. End with the publisher name.

*Note.* If the author and publisher are the same, write 'Author' as the publisher name.

*Publication details: U.S.*

Examples:
Washington, DC: Author.
Cambridge, MA: MIT Press.

*Publication details: Outside the U.S.*

Examples:
Melbourne, Australia: Puffin.
Jakarta, Indonesia: Elexmedia Computindo

a. Whole book, printed version
Example:

b. Electronic version of printed books
Examples:
c. Electronic book only
Example:

d. Several of multivolume works
Example:

e. Whole edited books
Use abbreviation for editor (‘Ed.’ Atau ‘Eds.’) before dates.
Examples:

f. Chapter in an edited book
Examples:

g. Group/Corporate author as publisher (APA 6th, p. 205)
A group may be a corporation, an institution or a government agency. When the group author and publisher are the same, use the word ‘Author’ as the name of the publisher.
Example:

h. Non-English reference book (APA 6th, p. 205)
Example:
Note: If a non-English reference work is used as the source, give the title in the original language and, in brackets, the English translation. For LSPR students, this applies only for theses written in English.

i. Entry in an online reference work (APA 6th, p. 205)
Example:

j. Entry in an online reference work, no author or editor (APA 6th, p. 205)
Example:

k. Editor or translator named in addition to author (APA 6th, pp. 203-204)
Name the translator or editor only in the end-text reference, immediately following the title. In the case of translated works, cite the title in its translated form, not in its original form.
Example:

3. Meetings and Symposia
To cite proceedings of meetings and symposia that are published in book or periodical form, use the same format as for a book or book chapter. To cite proceedings that are published regularly, use the same format as for a periodical. For contributions to symposia or for paper or poster presentations that have not been formally published, use the following templates.

Symposium:
Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month). Title of contribution. In F. E. Chairperson (Chair), Title of symposium. Symposium conducted at the meeting of Organization Name, Location.

Paper presentation or poster session:
Presenter, A. A. (Year, Month). Title of paper or poster. Paper or poster session presented at the meeting of Organization Name, Location.

a. Symposium contribution
Example:
Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), Housing and consumer behavior. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

b. Conference paper abstract retrieved online
Example:

c. Proceedings published regularly online
Example:
**d. Proceedings published in book form**

*Example:*


**4. Doctoral dissertations and master’s theses (including undergraduate theses)**

**a. Unpublished dissertation or thesis**

Use the following template:


*Example:*


**b. Doctoral dissertation or master’s thesis (and undergraduate theses) available from a database service**

Use the following reference template:


*Examples:*


**c. Doctoral dissertation or master’s thesis (and undergraduate theses) retrieved from a website**

Use the following reference template:


*Example:*


**5. Internet Message Boards, Electronic Mailing Lists, and Other Online Communities Blog**

The Internet offers several options for people around the world to sponsor and join discussions devoted to particular subjects. These options include blogs, online forums and discussion groups, and electronic mailing lists. To cite from those sources, use the following template

Author, A. A. (Year, Month Day). *Title of post [Description of form]*. Retrieved from http://www.xxxx
If the author’s full name is available then use it, otherwise use the screen name. Provide the exact date of the posting. Do not put period after a website. Titles are **not** italicized.

**a. Message posted to a newsgroup, online forum, or discussion group**

Example:
Rampersad, 1. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments

**b. Message posted to an electronic mailing list**

Example:

**c. Blog post**

Examples:

Note: In this example a screen name is used for the author name. The author has adopted a nickname, or screen name, to use when posting messages to this web log.

Another example:

**d. Video blog post**

Example:

**e. Web pages with author**

Examples:

In-text citation
Cellini (n.d.) states that . . .

End-text citation:

First in-text citation
Borsa, Cheung, Conbere, Linden, & Wayne (1999) stated that . . .

Subsequent in-text citations
Borsa et al. (1999) claimed that . . .
End-text reference:

f. Webpage with no author
If the author is not identified, start the reference with the document title.
Examples:

In-text citation
... are also found in the latest series of iPhone (“Technical Specifications (iPhone),” n.d.).

End-text reference

In-text citation
... is inevitable in organizational processes (“Organizational Conflict,” n.d.).

End-text reference

6. Audiovisual Media
Audiovisual media include motion pictures; audio or television broadcasts podcasts); and static objects (including such as maps, artwork, or photos.

a. Motion Pictures
For a motion picture, use the following format:
Example:

In-text citation
In their work, Harmayn and Isfansyah (2009) showed . . .

End-text Reference

b. Music Recording
For a music recording, use the following format:
Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On title of album [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Date of recording if different from song copyright date). In text citations, include side and band or track numbers.
Example:

In-text citation
In “Sedang ingin bercinta” (Dewa 19, 2006, track 5), Dewa wanted to send a message that ...
Referencing Guide

End-text Reference:

c. Single episode from a television series
Example:

Appendix 1 Common Abbreviations and Non-Routine Notations Used in Referencing

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Chapter 4)</td>
<td>Chapter four</td>
</tr>
<tr>
<td>(Ed.)</td>
<td>Editor</td>
</tr>
<tr>
<td>(Eds.)</td>
<td>Editors</td>
</tr>
<tr>
<td>(2nd ed.)</td>
<td>Second edition</td>
</tr>
<tr>
<td>(Rev. ed.)</td>
<td>Revised edition</td>
</tr>
<tr>
<td>Trans.</td>
<td>Translator(s)</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>(n.d.)</td>
<td>no date</td>
</tr>
<tr>
<td>(p. 3)</td>
<td>page three</td>
</tr>
<tr>
<td>(pp. 3-5)</td>
<td>pages three to five</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>para.</td>
<td>paragraph</td>
</tr>
</tbody>
</table>
### Appendix 2 Summary of Citation Examples

<table>
<thead>
<tr>
<th>Source</th>
<th>In-text Citation Example</th>
<th>End-text Reference Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Author(s)</td>
<td>Title</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reference Type</td>
<td>Citation Example</td>
<td>Text Example</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reference Type</td>
<td>Source</td>
<td>Citation</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Type</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Email</td>
<td>(J. N. Morse, personal communication, December 5, 2011)</td>
<td>Not included in the reference list.</td>
</tr>
</tbody>
</table>

Note: Use the screen name if the author uses it.
<table>
<thead>
<tr>
<th>Source Type</th>
<th>Author(s) and Date</th>
<th>Title and Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet: Messages in a news-group, online forum, or discussion group</td>
<td>Rampersad, L. (2005, June 8)</td>
<td>Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from <a href="http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight/how_can_cultural#comments">http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight/how_can_cultural#comments</a></td>
</tr>
<tr>
<td>Interview</td>
<td>A. Poespodihardjo, personal communication, January 27, 2012</td>
<td>Not included in the reference list.</td>
</tr>
<tr>
<td>Reference Type</td>
<td>Source/Author/Publication Details</td>
<td>Example</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Personal communication (e.g., email, interviews)</td>
<td>(A. Poespodihardjo, personal communication, January 27, 2013)</td>
<td>Not included in the reference list.</td>
</tr>
<tr>
<td>Type of Source</td>
<td>Author(s)</td>
<td>Reference</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
Appendix 3 Example of References

Notes:
1. All sources are listed in alphabetical order and not classified according to their kinds of sources (books, periodicals, internet sources, etc.).
2. The typing of the references (and all paragraphs in the thesis/skripsi manuscript, for that matter) must be double-spaced and aligned left. Never use justified alignment.

References


Rampersad, L. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight how_can_cultural#comments


CAMPUS A
Intiland Tower - Annexe, 6th Floor
Jl. Jend. Sudirman Kav. 32
Jakarta Pusat 10220, Indonesia
Tel : (62 - 21) 570 8143
Fax : (62 - 21) 570 8123

CAMPUS B
Sudirman Park Campus
Jl. KH. Mas Mansyur Kav. 35
Jakarta Pusat 10220, Indonesia
Tel : (62 - 21) 5794 3751
Fax : (62 - 21) 5794 3752

CAMPUS C
Sudirman Park Campus
Jl. KH. Mas Mansyur Kav. 35
Jakarta Pusat 10220, Indonesia
Tel : (62 - 21) 5794 2471
Fax : (62 - 21) 5794 2639

POST GRADUATE PROGRAMME
Intiland Tower - Annexe, 9th Floor
Jl. Jend. Sudirman Kav. 32
Jakarta Pusat 10220, Indonesia
Tel : (62 - 21) 5790 4365-66
Fax : (62 - 21) 5790 4380