STYLES OF REFERENCE AND CITATION

To enable readers to identify the work on which authors have drawn in producing their own work, authors need to:

1. refer to the work in their text (the citation);
2. provide full details of the work (the reference);
3. link the citation and the reference together in some way (the reference list).

There are various ways in which citations can be linked to references. The method used will often dictate how the references are laid out. Over and above such practical considerations, there is also a wide range of different conventions in use regarding how reference lists should be punctuated (for example, use of bold type, italics, brackets etc).

There are two main methods of referencing articles in journal and book publications:

The first is the Author-date reference system. The APA and Harvard formats follow this style as does the Chicago-Turabian system (which is not acceptable for submission to the *IPJP* as its referencing date-system is quite different from the two former styles).

The second is the Author-number system, the best example of which is the Vancouver style which uses a number-series to indicate references which are then listed in numerical order at the end of the paper as they appear in the text. This is more economical than the Harvard style as there is minimal punctuation, spacing and formatting is absent, and journal names are abbreviated. The Vancouver system is not acceptable for the *IPJP*.

It should be noted that many professional publications often have their own house styles which introduce specific variations within these general conventions.

**CITATION METHODS: AUTHOR, DATE AND PAGE NUMBERS**

The use of author name, date and page numbers is the most widely used citation format in the field of publishing. In the text, the work is referred to by the author's surname, the date of publication and the page number or numbers from which the quote or idea was taken.

The reference list is in alphabetical order of author, and the author name and date are the first two elements of each reference.

The main reference styles which use this format are the American Psychological Association (APA) and Harvard formats.
INTRODUCTORY INFORMATION
The APA formatting (and writing) style is widely used in the social sciences and has become the recognized standard for scientific writing in many disciplines.

The APA Manual began as a seven-page article published in the Psychological Bulletin in 1929 which reported results of a 1928 meeting of representatives, including editors and business managers, from various social science journals, in particular from the disciplines of anthropology and psychology, “to discuss the form of journal manuscripts and to write instructions for their preparation” (APA, 2001, p. xix). By 1952 the guidelines were issued as a separate 60-page document called the Publication Manual which is now in its sixth edition. The full style is thoroughly documented in the APA Publication Manual (6th ed., 2009). With the release of each successive edition, the APA manual has aimed to reach a wider audience with the goal of becoming a major guide for authors, editors, and publishers.

This summary sheet is a guide to the APA style and is not intended to replace the 272 page Publication Manual of the American Psychological Association. Only selected citations have been chosen for inclusion here. For other examples, see the printed manual which is available in most bookstores, the APA or through Amazon.

→ NOTE: USE THIS AS A REFERENCE SOURCE ONLY ←

How to Proceed if a Reference or Citation Example is not in this Summary
The most common kinds of reference and citation formats have been listed in this summary. However, in cases not covered by this summary you are advised to consult the full APA Publication Manual (preferable) or to look over the general examples in this summary, choose the example that is most like your source, and follow that prescribed format.

Reference List Formats
(pages 184-217 in the APA publication manual – 6th edition)

NOTE 1: A reference list contains only those sources that are actually cited in the paper itself. A Bibliography, in contrast, lists all the works that the author believes influenced the development of the paper. The APA format uses the reference list system (not a bibliography).

NOTE 2: If bibliographic software is used to create your references, you must make sure that the references are “unlinked” from the text.

Electronic Sources
Publishing in the online environment has greatly increased and changes in publishing models have called for new ways of tracking digital information. Because content on the Internet is often moved, restructured or deleted, scholarly publishers have begun assigning digital object identifiers (DOIs) to journal articles and other documents.

A DOI is a unique alphanumeric string assigned to each article to identify content and provide a persistent link to its location on the Internet. When a DOI is available it should be included for print and electronic sources. It is typically located on the first page of the electronic journal article, near the copyright notice. When a DOI is used, no further retrieval information is needed. If no DOI has been assigned, provide the home page URL of the journal, the book or the report publisher. Do not add a period after the DOI or the URL. Include retrieval dates only if the source material may change over time (e.g., Wikis). To locate a referenced document using the DOI, enter the DOI into the DOI resolver provided by CrossRef.org (http://www.crossref.org).

The IPJP is published in association with NISC (Pty) Ltd and the Taylor & Francis Group.
The Indo-Pacific Journal of Phenomenology (IPJP) can be found at www.ipjp.org
**Journal Article, One Author**

**Journal Article, Two Authors**

**Journal Article, More Than Two Authors**

**Journal Article, More Than Seven Authors**

**Journal Article – Accepted but not yet Published**

**Journal Article with DOI**

**Online Journal Article without DOI**

**Journal Article with DOI, Advance Online Publication**

**Magazine Article, One author**

**Online Magazine Article**

**Newspaper Article, No Author**

**Online Newspaper Article**

NB: Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.

**Abstract as Original Source**

Abstract as Secondary Source

Book, One Author

NB: As the location give the city and state or, if outside the United States, city and country. The names of U.S. states are abbreviated. Use the official U.S. Postal Service abbreviations.

Book, Two Authors

NB: The (2nd ed.) is not italicised.

Electronic version of print book


Electronic-only book

Edited Book

Book, Revised Edition

NB: The (Rev. ed.) is not italicized and has a capital R.

Book, No Author or Editor

Chapter in a Book

NB: 1) If the date of the chapter is different from the publication date of the book, then both dates are listed: the date of the chapter (1994) and the date of the book (1999). If the chapter was written at the same time as the book in which it appears, then only the first date is listed (i.e., 1994).

2) If the book is a revised edition, the (Rev. ed.) is listed before the page numbers.

Reprinted From Another Source

**Authors of a Chapter in a Book (of which they are also the editors)**

NB: Because the editor's name is not in the author position, do not invert the name; use initials followed by surname.

**Book, Corporate Author, Author as Publisher**

**Several Volumes in a Multivolume edited book, published over more than one year**

**Non-English Book**

**Translated Works**

**English Translation of an Article or Chapter in an Edited Multivolume Book, Republished Work**

**Contract Research Document**

**Entry in an Encyclopaedia**

**Entry in an Online Reference Work**

**Report from a Private Organization**

NB: Use “Author” (as publisher) when the publisher and author are the same.

**Legal Material**
Name v. Name, Volume Source Page (Court Place Court Date).


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The *IPJP* is published in association with NISC (Pty) Ltd and the Taylor & Francis Group.

The *Indo-Pacific Journal of Phenomenology (IPJP)* can be found at [www.ipjp.org](http://www.ipjp.org)
NB: Johnson v. Smith is italicized in the text citation but not in the reference list (applies to all legal and related legislative material).

**Master’s Thesis from a Commercial Database**

**Doctoral Dissertation, from Electronic Source**

**Doctoral Dissertation, abstracted in DAI**

**Unpublished Paper Presented at a Meeting**
Stones, C. R. (1997, October). *Phenomenological and other qualitative approaches to research in the social sciences*. Paper presented at the University of Fort Hare (for post-graduate students and staff in the social sciences), Alice, South Africa.


**Unpublished Manuscript – Not Submitted for Publication**

**Unpublished Manuscript – With a University cited**

NB: A sub-division precedes a parent body (Department of Philosophy, Edith Cowan University).

**Unpublished Manuscript – Submitted for Publication but not yet Accepted**

**Review (of a Book or film)**


NB: Brackets, not parentheses, are used to indicate that this work is a review of another work.

**Videotape**

NB: The citation format for motion films, television series, and audio recordings is similar to the above. The type of media (film, audio, television, etc) is enclosed in brackets at the end of the title (as shown above). Please refer to the APA Publication manual for more complete details.
Web Page with Private Organization or Government as Author


Company Information from Aggregated Database


NB: The preferred spelling is e-mail as opposed to email or E-mail.

Message Posted to a Newsgroup, Online Forum, or Discussion Group

Blog Post

Blog Comment

Abbreviations within the Reference List
Here are approved abbreviations for use in a reference list:

[chap.] Chapter ] [ed.] Edition ]
[Rev. ed.] revised edition ] [2nd ed.] second edition ]
[Ed.] Edited by ] [(Eds.) multiple editors ]
[Trans.] Translated by ] [p.] page no., with a space after the period ]
[pp.] page numbers (plural) ] [Vol.] a specific Volume (as in Vol. 4) ]
[vols.] Plural (as in 4 vols.) ] [No.] Number ]
[Pt.] Part ] [Suppl.] Supplement ]
[Reg.] Regulation ] [Res.] Resolution ]
[Cong. Rec.] Congressional Record ] [Fed. Reg.] Federal Register ]

NOTE:
- Note the use of upper or lower case in the above examples.
- Use the abbreviation “pp.” for page numbers in encyclopaedia entries, multi-page newspaper articles, chapters or articles in edited books, but not in journal or magazine article citations, where numbers alone should be used (see earlier examples of reference formats).

Sequencing Format
- Use prefixes in alphabetizing names if commonly part of the surname (De Vries).
- Do not use von in alphabetizing (Helmholtz, H. L. F. von), or Jr., III, or Sr.
- Treat Mc and Mac literally; Mac comes before Mc.
- Disregard apostrophes, spaces, and capitals in alphabetizing; D’Arcy comes after Daagwood, Decker comes after de Chardin.
- Alphabetize corporate authors by first significant word. Do not use abbreviations in corporate names.
- If citing multiple works by the same author at the same time, arrange dates in chronological order. In general, use letters after years to distinguish multiple publications by the same author in the same year. For example: Several studies (Johnson, 1988, 1990a, 1990b, 1995, in press-a, in press-b) showed that journal editors ....
- For old works cite the translation or the original and modern copyright dates if both are known, for example: (Aristotle, trans. 1931) or (James, 1890/1983).
- Always give page numbers for quotations, for example: (Cheek & Buss, 1981, p. 332) or (Shimamura, 1989, chap. 3, p. 5).

Some General Rules for APA Reference Pages

Begin the reference list on a new page. The page begins with the word References (Reference if there is only one), centred in the top, middle of the page, using both upper and lower case. If the references take up more than one page, do not re-type the word References on sequential pages, simply continue your list.

- Single-space in the citations [This is recommended for the IPJP].

[NOTE: The IPJP deviates here from the APA recommendation of double spacing as the journal preference is for the entire manuscript to be in single spacing.]

- Use one space after all punctuation, including full-stops (or periods).
- Comma is always inserted before &
- When an author has more than one initial, leave a space between the initials, i.e., after the period.
- In a list of several authors, each is followed by a comma, except the last.
- The publication date is placed in parentheses, followed by a full-stop.
- For magazines and newspapers, give the publication year followed by the month and date, if any. If no date is available, write (n.d.).
- Arrange reference entries in alphabetical order – not chronologically.
- Single-author entries precede multiple-author entries.
- Where there are several works by the same author they are ordered chronologically (i.e., earliest date first).
- The first line of the reference is flush left. Lines thereafter are indented as a group, a few spaces (usually three), to create what is known as a hanging indentation.
- Use italics for book and journal titles, as well as for newspaper and magazine titles (but not when cited in the body of the text itself).
- Do not use italics for chapter and article titles.
- A journal volume number is italicized but the issue number appears in parentheses and is not italicized. NOTE: Only give the issue number if each issue of the journal begins with page 1.
- Give volume numbers for magazines, journals, and newsletters. Include the issue number for journals if, and only if, each issue begins on page 1.
In the case of journal titles, all important words (but not “and”, “the”, “of”, and so on) begin with capitals.

In the case of book titles, all words begin with lower-case letters except for the first word and proper nouns.

Do not italicize or underline common foreign abbreviations (for example, vice versa, et al., inter alia, a priori, ad lib, per se, vis-à-vis). [See also page 12]

References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.

When citing several references, use the word “and” in the text but the ampersand (&) when the references are in parentheses in the text itself or in the reference list at the end of the manuscript.

Publisher should be as brief as possible while still being clear. Consequently, terms such as “Limited”, “Incorporated” and “Publishers” are omitted from the publisher’s details (unless such terms are crucial to the brand name of the publishing house). Retain the words “Books” and “Press”.

Reference Citations in the Text
(pages 169-179 in the APA publication manual – 6th edition)

To refer, in the text, to an item in the list of references, an author-date method should be used. That is, use the surname of the author (without suffixes) and the year of the publication in the text at appropriate points.

Example: Researchers have indicated that more is expected of athletes in amateur sports (Theunisen, 2003) and professional clubs (Sampson & Honey, 2002).

<table>
<thead>
<tr>
<th>Source</th>
<th>Citation</th>
<th>Source</th>
<th>Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Author</td>
<td>(Short Title, 2004) (“Short Title,” 2004)</td>
<td>Chapter</td>
<td>(APA, 2001, chap. 6)</td>
</tr>
<tr>
<td>1 Author</td>
<td>(Smith, 2005) (Smith, 2005, p. 123)</td>
<td>Data File</td>
<td>(Corporate Author, 2002)</td>
</tr>
<tr>
<td>3/5 Authors</td>
<td>(Smith, Jones, &amp; Garcia, 2003 Next Cite: (Smith et al., 2003, p. 123)</td>
<td>Message/ E-Mail</td>
<td>(A. B. Smith, personal communication, January 1, 2004)</td>
</tr>
<tr>
<td>8 Authors+</td>
<td>(Smith et al., 2002, pp. 123-456)</td>
<td>Multiple</td>
<td>(Adams, 2003; Baca, 2004; Burton, 2002)</td>
</tr>
<tr>
<td>Corporate</td>
<td>(United Nations [UN], 1999) Next Cite: (UN, 1999, p. 123)</td>
<td>No Date Reprint</td>
<td>(Smith, n.d.)</td>
</tr>
<tr>
<td>Acronym</td>
<td></td>
<td></td>
<td>(Freud, 1920/2002)</td>
</tr>
</tbody>
</table>

One author
Steyne (2002) indicated in his research
In a recent study, research indicates (Steyne, 2001)

Two or more authors
When a work has two authors, always cite both names every time the reference occurs. For works with three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al.

NB: The “et al” is always followed by a full-stop, thus “et al.”, and is never italicized.
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 date of publication). The exception to this is when the citation of two or more works - reduced to being cited using the first authors only - would lead to the reader being confused. In such cases, use sufficient names for each reference cited to distinguish between them.

Multiple works (must be listed alphabetically - not chronologically)
Research has shown that the development of intimate relationships for gay males (Anderson, 1997; Goyer & Eddleman, 2003; McMullen, 2001, 2004; Myers, 1996, 2005) is made more

NB: As above, separate different works with a semi-colon (;) and when there are several references by the same author, separate the dates with commas (,).

Authors with the same surname
If a reference list includes two or more authors with the same surname, include the authors’ initials in all text citations, even if the year of publication differs.

T. R. Boulder (1999) and Z. D. Boulder (2003) found that

Works by the same author(s) with the same publication date
Differentiate these by using suffixes a, b, c, etc after the year; repeat the year.

Several studies (Farrell & Hammond, 1998a, 1998b, 2001)
Ratchet (2003a, 2003b, in press-a, in press-b)

When a work has no authors
Cite, in the text, the first few words of what appears first for the entry in the reference list (usually the title) and the year. Use double quotation marks around the title of an article, chapter or web page, and italicize the title of a journal, book, brochure or report.

Reference:

Text citation:
Recent research (“Caffeine Linked,” 1991) has shown
[NB: Use heading capitals when citing titles in text citations.]

Specific parts of a source (page, chapter, section)
(Collins & Molitov, 1995, p. 21)
(McDonald, 2002, Chapter 4)

Citation of a Work Discussed in a Secondary Source
Text citation:
Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

Reference:

Old or Classical Works
When a work has no date cited in the text, the author’s surname should be followed by a comma and n.d. for “no date”, all of which should be placed in parentheses. When the year of publication is not applicable as with very old works, then cite the year of translation, preceded by trans., or the year of the version you used. If you know the original date of publication, include this in the citation:
(Aristotle, trans. 1931)
James (1890/1983)

According to historical tradition (Plato, n.d.)

**Personal Communications**

Personal communications may be things such as e-mail messages, interviews, speeches, and telephone conversations. Information that is retrievable must be listed in the references section at the end of the paper. However, because “personal communications” are not retrievable they should not appear in the reference list.

They should look as follows:
R. Boulder (personal communication, September 20, 2001) indicated that
In a recent interview (R. Boulder, personal communication, September 20, 2001) I learned that

NB: The accepted US sequencing of dates would be “September 20, 2001” while the accepted European sequencing would prioritize the day rather than the month, thus being “20 September 2001”.

**Mechanics of Style**

*(pages 87-124 in the APA publication manual – 6th edition)*

**Abbreviations**

Use abbreviations sparingly. However, when an abbreviation is used it must, on its first appearance, be spelled out completely and this complete term, title or name, be followed immediately by its abbreviation in parentheses.

Debates among members of the Australian Psychological Society (APS) centred on the matter of ethics. Later in the discussion, the APS President remarked that

The policy of the *Indo-Pacific Journal of Phenomenology (IPJP)* is multi-culturally embedded. Additionally, the readers of the *IPJP* indicated that

**Latin Abbreviations:**

Use the following standard Latin abbreviations only in parenthetical material (note the punctuation); in non-parenthetical material use the full English translations of the Latin terms:

[ cf. compare]  [ i.e., that is, ]  [ e.g., for example, ]
[ viz., namely, ]  [ etc., and so forth]  [ vs. versus, against ]

Exceptions:

- Regarding court cases, use the abbreviation v (for “versus”) in references and citations, whether parenthetical or not.
- Use the Latin abbreviation et al., (and others) in the text (whether in parenthetical material or not) and in the reference list.

NOTE: The abbreviations have been made bold in order to show them clearly. However, they should not be bold in the manuscript itself. Do not italicize common abbreviations such as these.

**Italics**

*Emphasis:*

Do not use Italics for mere emphasis (unless the emphasis will be lost). Rather use syntax to provide the emphasis:

It is *important* to bear in mind that *this* process is *not* proposed as a *stage* theory of development.

↑‗ The above italicization (for mere emphasis) is *not acceptable.* ‗↑
Foreign words: [See also page 9]
Do not use italics for foreign words and abbreviations common in English

- vice versa
- et al.
- inter alia
- a priori
- ad lib
- per se
- vis-à-vis
- a posterior

NB: Note the full-stop at the end of et al. This does not occur with the other abbreviations.

Quotations

Block quotes:
Display a quotation of more than 40 words as a free-standing block of indented text which begins on a
new line. Double indent this entire block by approximately 3 to 5 spaces – and omit the quotation marks.
Note that the last period (full-stop) goes at the end of the quotation itself and not after the author and
page number - which is the case when a quotation is not blocked (i.e., the period would set off the
quotation and its source from the next sentence).

Ahead the light became brighter and brighter until it overtook the darkness and left me ... the
pain one might feel when walking into sunlight from a dark room, this light was soothing to my
eyes. (Brinkley, 1994, p. 9)

Shorter quotes:
Incorporate short quotations (fewer than 40 words) into the text itself and enclose within double quotation
marks.

“Ahead the light became brighter and brighter until it overtook the darkness and left me standing in a
paradise of brilliant light” (Brinkley, 1994, p. 9).

Edit quotes:
• Omitting material: Use three ellipsis points . . . within a sentence to indicate that material has
been omitted from the original source. Add a space before the first, after the last, and between
each period. Use four points to indicate omitted material between two sentences (full-stop plus
three). Do not use ellipses at the beginning or end of any quotation unless - to avoid
misinterpretation – you need to emphasize that the quotation begins or ends in mid-sentence.

• Inserting material: Use brackets [ ], not parentheses ( ), to enclose material inserted into a
quotation by some person other than the original author.

Example: [personal communication] OR [as reported to Jackson, 2005]

Van Schaik argued that “the trend in contemporary phenomenology [as reported by Jones, 2003]
is increasingly to deal with emotions and other feelings as if . . . they are real.”

• Adding emphasis: To emphasize material in a quotation, italicize the word or words, and then
immediately after this, insert within brackets the words “italics added” → Like this: [italics added].

Quotation Marks

Use double quotation marks:

• To introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined
word. Use quotation marks only for the first time the word is used:

considered “normal” behaviour

The “bad guy” scenario manifested itself.
Later in the same article use: The bad guy scenario persisted.

• To set off the title of an article or chapter in a book (the book or journal title itself would be
italicized) when the title is mentioned in the text itself:

- To reproduce material from a test-item or verbatim instructions/words:

  The first item listed in the questionnaire was “could this be expected . . .”

**Use single quotation marks:**

Use single quotation marks within double quotation marks to set off material that in the original source was enclosed within double quotation marks, i.e., when you are quoting a quotation.

She stated that “the anxious manager had screamed to her to ‘move away from that railing’ as Jonathan moved close to the edge.”

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviours were studied in this manner” (p. 276).

**Double or Single Quotation Marks?**

- In text: Use double quotation marks to enclose quotations in text. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks.

- In block quotations (any quotation of 40 or more words): Do not use quotation marks to enclose block quotations. Use double quotation marks to enclose any quoted material within a block quotation.

- With other punctuation: Place periods (full-stops) and commas within closing single or double quotation marks. Place other punctuation marks inside quotation marks only when they are part of the quoted material.

**Parentheses**

While there are many examples of the correct use of parentheses in the APA manual, the most common mistake relates to the use of parentheses and punctuation.

(When a complete sentence is enclosed in parentheses, place punctuation in the sentence inside the parentheses, like this.) If only part of a sentence is enclosed in parentheses (like this), place punctuation outside the parentheses (like this).

**Capitals**

(i.e., an uppercase first letter of a word)

- Capitalize the first word in a complete sentence

- Capitalize the first word after a colon that begins a complete sentence

  The author made one point: No explanation that had been suggested so far answers all questions.

- Capitalize major words in titles of books and articles within the body of the paper. Conjunctions, articles, and short prepositions are not considered major words; however, capitalize all words of four or more letters. Capitalize all verbs, nouns, adjectives, adverbs, and pronouns. When a capitalized word is hyphenated, capitalize both words. Also, capitalize the first word after a colon or a dash in a title.

  In her book, *History of Pathology*, it was argued that

  The criticism of the article, “Attitudes Toward Mental Health Workers” centres mainly on “Ultrasonic Vocalizations Are Elicited From Rat Pups” was the work under which
“Memory in Hearing-Impaired Children: Implications for Vocabulary Development” is the working report on

**Exception:** Titles of books and articles in reference lists - [See earlier pp. 4ff.]

### Use of Footnotes
Content footnotes and copyright permission footnotes that are mentioned in the text are numbered consecutively in the order in which they appear in the article. To indicate the material being footnoted, use superscript Arabic numerals. Type the footnote numbers slightly above the line (in superscript), like this¹ following any punctuation mark except a dash. A footnote number that appears with a dash - like this² – always precedes the dash. (The number falls inside a closing parenthesis if it applies only to matter within the parenthesis.³) Footnote numbers should not be placed in headings that are in the text.

NB: Each footnote should convey not more than one idea and must supplement or amplify substantive information in the text. Footnotes should be avoided if at all possible because they tend to be distracting to readers.

### Numerals Format
- Spell out numbers which are inexact, or below 10 and not grouped with numbers over 10 (one-tailed t test, eight items, nine pages, 12 episodes, three-way interaction, one-fifth, five trials).
- Use numerals for numbers 10 and above, or for lower numbers when grouped with numbers 10 and above (for example, from 6 to 12 hours of sleep).
- To make plurals out of numbers, add s only, with no apostrophe (during the 1950s unless possessive (the 1950’s generation).
- Use combinations of numerals and written numbers for large sums (over 3 million people) and when the use of numerals would be easier to comprehend. For example, “In the study, one response was valid.” BUT “1 out of 15 responses was valid.”
- Use numerals for exact statistical references, scores, sample sizes, and sums (multiplied by 3, or 5% of the sample). Here is another example: “We used 30 subjects, all two year olds, and they spent an average of 1hr 20 min per day crying.”
- Use metric abbreviations with figures (4 km) but not when written out (many metres distant).
- Use the percent symbol (%) with figures (5%) but not with written numbers (five percent).
- Space mathematical copy as you would space words: a+b+c=d is just as difficult to read as wordswithoutspacing; a + b + c = d is much better.

### HARVARD REFERENCING SYSTEM
*(This is not the preferred IPJP format)*

The Harvard Referencing System is very similar to the APA Format in that it also uses an Author-date system, and has prescribed formats regarding the way in which material (sources, citations, books, journals, etc) is laid out in the body of the text as well as in the References section.

The major difference between the two systems is to be found in the use of punctuation, capitalization, spacing, italicization and the use of the ampersand (&).

However, a major disadvantage of the Harvard System (although widely used in the social sciences) is that there are as many variations on the style as there are journals and universities. Consequently, to follow the Harvard system would imply a lack of formatting consistency for the journal. A few examples will suffice in this regard:

**Leicester University (United Kingdom)**

Year of publication is not in parentheses and is followed by a full stop; article titles are not placed within quotes, volume numbers are in bold and are not spelled out.
Monash University (Australia)

Article titles are in double quotes.

University of Western Australia

The year of publication is not in parentheses.

In the above examples, there are also differences in the recommended use of punctuation, capitalization, spacing, italicization and the use of the ampersand (&).

RECOMMENDATION

The IPJP prefers the use of the APA format system for several reasons, amongst these being that the APA System is more comprehensive in its guidelines, is less ambiguous regarding punctuation and spacing, and makes greater use of capitalization to minimise formatting ambiguities that may arise when the meaning of abbreviations is often context dependent as in the Harvard System. Moreover, the APA format is a consistent one unlike the Harvard system which has many variations (although adhering to the Author-date format). Consequently, although acceptable - only because of its relatively wide use – the Harvard referencing system is not the preferred style adopted by the IPJP.

All manuscripts accepted for publication in the IPJP will be converted, before publication, into the APA format. Authors are therefore requested to adhere as closely as possible to the preferred APA format style.

Please forward any comments or suggestions regarding this summary sheet to the Editor-in-Chief of the Indo-Pacific Journal of Phenomenology.

An interesting and relatively comprehensive website on writing and formatting styles can be found at Dr. Abel Scribe’s Guides to Research Style and Documentation.

Updated: March 2017