

Formatting References

For your presentation exam, you are required to hand in the thumbnails of your slides and also a list of the references you have used. The word References should be centred at the top of the page in Times New Roman 16. Your name and family name (TNR 12) should be printed flush with the left-hand margin and the page number should be in the right-hand margin. All references are in TNR 12 with double spacing and the second and subsequent lines of every entry require hanging indentation.

If you do not use the references tool on your computer, you must ensure that all entries are in alphabetical order using the author surname or, if there is no named author, the first word of the title. The Purdue University APA Formatting and Style Guide provides further information on how to reference specific sources but does not have an exhaustive list. If you cannot find an example that shows how to reference a source you have used, the advice given is to format your source according to the most similar model.

Most online scholarly articles also have a citation link. Click on it and the various formats will appear, including APA. You can then simply copy and paste the full citation into your references. For online publications, the Uniform Resource Locator (URL) or, in the case of scholarly articles, the Digital Object Identifier (DOI) must be included. A URL over time can change or be deleted whereas a DOI is a unique alphanumeric string assigned to electronic publications which never changes.

For further information, please consult the following:

- <http://owl.english.purdue.edu/owl/resource/560/01/>

The sample references list on the following page provides entries for the following:

- news website
- print book with one author
- government publication
- print book with two authors
- online encyclopedia entry
- online periodical with DOI
- online dictionary entry with no author and no date
- online newspaper

Name and family name

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